

The Associate in Arts Degree

Admission

The applicant seeking admission to the associate in arts (A.A.) program must be a high school graduate. If the applicant graduated on or after August 1, 1987, the applicant must have earned four credits in English and three credits each in mathematics, social studies and science.

University Parallel

The College offers a two-year program leading to the associate in arts (A.A.) 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 four-year 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 four-year 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 (Y) symbol in the course descriptions. Courses in this catalog without the (Y) symbol will not count in the associate in arts degree. Also, the associate in arts degree cannot include more than four hours in physical education activity courses and four one-semester hour courses from music, speech and drama activity courses as described under conditions (1) and (2) on page 31.

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 four-year 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 adviser or counselor soon after the student enrolls at the College. To maximize transferability, the student is advised to choose a major as early as possible while at Florida Community College at Jacksonville.

Any student transferring with the associate in arts degree is guaranteed the transferability of credits earned toward that degree and junior-level standing by

the State Articulation Agreement. A student transferring prior to receipt of the A.A. 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 A.A. 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 community college for each undergraduate major the university offers. Using these manuals, as well as catalogs from the universities, the counselor or adviser 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 adviser 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 2.0 (C) in courses which comprise the associate in arts degree program.

2. Earned an all-college cumulative grade point average of 2.0 (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. General Education requirements (36 semester hours) set forth on pages 29 through 31 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.) and

b. elective requirements (26 semester hours) set forth on page 31 of this catalog.

6. Completed requirements of the Gordon Rule (State Board of Education 6A-10.30) as outlined in the Gordon Rule section in this catalog.

7. 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 statements.

1. 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.)

2. 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 1998, 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.

3. Refer to the conditions on page 31 of this catalog concerning acceptable credits to meet degree requirements.

4. 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.

5. 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.

6. 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 student's accomplishment of the purpose and goals of general education and to develop skills, attitudes and understanding in these 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 six semester hours from the following list of courses is required:

MAC 1102	College Algebra
MAC 1114	College Trigonometry
MAC 1140	Precalculus Algebra
MAC 2233	Calculus for Business and Social Sciences
MAC 2311	Calculus with Analytic Geometry I
MAC 2312	Calculus with Analytic Geometry II
MAC 2313	Calculus with Analytic Geometry III
MAP 2302	Differential Equations
MAS 2103	Elementary Linear Algebra
MGF 1207	Finite Mathematics
STA 2014	Introduction to Statistics

III. Humanities6 semester hours

(All six semester hours may be taken from category A or three semester hours from category A and three semester hours from category B.)

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 2021	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

*NOTE: Credit toward meeting the humanities requirement cannot be received for both HUM 2021 and HUM 2236.

OR

B. Three semester hours from the foregoing category A and three semester hours from any of the following courses in this category which provide individuals contact with more specific topics of study in the humanities. However, like courses in category A, these are broad rather than narrow in scope.

ARH 1000	Art Appreciation
ARH 2050	Art History I
ARH 2051	Art History II
FIL 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:

BSC 2085C	Human Anatomy and Physiology I and
BSC 2086C	Human Anatomy and Physiology II;
OR	
BSC 2010C	Principles of Biology I and
BSC 2011C	Principles of Biology II;
OR	
BOT 1010C	Botany and
ZOO 1010C	General Zoology;
OR	
CHM 1045C	General Chemistry and Qualitative
	Analysis I and
CHM 1046C	General Chemistry and Qualitative
	Analysis II;
OR	
PHY 2048C	Physics I with Calculus and
PHY 2049C	Physics II with Calculus;
OR	
PHY 2053C	General Physics I and
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:

BSC 1005	Life in its Biological Environment
BSC 1005L	Biology Laboratory (to be taken with BSC 1005)
BSC 2085C	Human Anatomy and Physiology I
BSC 2086C	Human Anatomy and Physiology II
BOT 1010C	Botany
BSC 2010C	Principles of Biology I
BSC 2011C	Principles of Biology II
*ISC 1001	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 1001	Fundamentals of Natural Science
MET 1010	Meteorology
PHY 1020	Physics for Liberal Arts
PHY 2048C	Physics I with Calculus
PHY 2049C	Physics II with Calculus
PHY 2053C	General Physics I
PHY 2054C	General Physics II
PSC 1341	Physical Science

*May fulfill requirement in either area but not both.

V. Social Sciences.....6 semester hours

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

A. Three semester hours from any of the following:

AMH 2010	United States History to 1865
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 World War I to the Present)
ANT 2410	Cultural Anthropology
ANT 2511	Physical Anthropology
ASH 2005	History of the Far East

CPO 2002	Introduction to Comparative Government
DEP 2004	Human Growth and Development
DEP 2102	Child Psychology
DEP 2302	Adolescent Psychology
DEP 2401	Adult Psychology
ECO 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	Health Education
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

VI. Additional Hours0-3 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 hours of 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 [A.A.] degree) may be selected from courses listed in the College catalog with a (Y) 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 an intended major at the upper-level university, the student is encouraged to include in these electives courses from the general areas noted below:

Foreign Language

A student who plans to transfer to a Florida public university should complete a minimum of eight 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), German (GER 1120 and GER 1121),

and Russian (RUS 1120 and RUS 1121) that fulfill this eight 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 degree62 semester hours

Conditions:

1. Not more than four of the 26 semester hours for electives may consist of 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, MUN 1711, MUNA 1310, MUNB 1310, SPC 2594, THE 2945.

3. Not more than nine semester hours of credit earned in English as a Second Language courses may be applied towards the associate in arts degree. These nine hours can come from level II or level III.

GORDON RULE

Writing and Mathematics Requirements (State Board of Education Rule 6A-10.30 - Gordon Rule)

The state of Florida requires that all students pursuing an associate in arts degree complete coursework that includes a specified amount of writing (24,000 words) and mathematics.

Writing: Florida Community College at Jacksonville has distributed the writing requirement throughout its general education core as follows: 12,000 words shall be completed in the two English composition courses, ENC 1101 English Composition I and ENC 1102 English Composition II; 3,000 words in SPC 2600 Fundamentals of Speech; 7,000 words in two humanities courses (either two courses from section A or one course from section A and one course from section B); and 2,000 words in social sciences (any one course from section A). In all writing courses, a grade of "C" or better is required to meet the A.A. degree requirements.

Mathematics: Students must complete six semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, a grade of "C" or higher shall be considered successful completion.

COLLEGE LEVEL ACADEMIC SKILLS TEST

COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST) is a statewide test of college-level communication and mathematics skills developed by the State of Florida.

The CLAST is designed to test the communication and mathematics 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 on the CLAST 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. Effective August 1991, FCCJ instituted a new policy that places the College in compliance with a CLAST plan approved by the State Board of Education and Division of Community Colleges. The policy is as follows: *Students failing any portion of CLAST will be prohibited from subsequent CLAST registration without documented proof of remediation.*

In order to obtain additional information about retesting requirements and procedures, contact the CLAST coordinator's office or the assessment services office. The CLAST requirement also applies to students transferring to community colleges from private colleges in Florida and from out-of-state colleges.

Effective August 1992, passing scores for students taking the mathematics and essay portions of CLAST are scheduled to increase. The new scores will be as follows: reading-295, English language-295, mathematics-295 and essay-6.

Students seeking to participate in intercollegiate athletics at senior institutions may be required to have graduated to be eligible to participate. Questions regarding athletic eligibility may be directed to the director of athletics.

Students must have completed 18 credit hours before taking the CLAST. To improve chances for success on the CLAST, students who did not complete a college preparatory curriculum in high school are encouraged to take the following general education courses in English, reading and mathematics prior to registering for the CLAST.

ENGLISH: ENC 1101 English Composition I
 ENC 1102 English Composition II

READING: REA 1105 College Reading
 Techniques (if required)

(Students who have completed the general education English and reading requirement but want additional preparation for the CLAST should take the ENC 2090 Essential Skills in Communications, a one credit course.)

MATHEMATICS: MAC 1102 College Algebra
 MGF 1207 Finite Mathematics
 or
 MAC 1102 College Algebra
 STA 2014 Introduction to Statistics

(Students who have completed the general education mathematics requirement but want additional preparation for the CLAST should take MGF 2204 Topics in Finite Mathematics, a one credit, one contact hour course.)

Provisions have been made for the College to consider waiver requests from students who have attempted and failed any portion of the CLAST at least four times.

Additional information on CLAST is available in the CLAST coordinator's office, the campus registration office and the assessment services office.

The skills on the next page are measured by CLAST.

COMMUNICATION SKILLS

CLAST skills are required in these broad categories:

READING:

- Recognizes main ideas in a given passage
- Identifies supporting details
- Determines meanings of words on the basis of context
- Recognizes stated relationships between words, sentences and ideas
- Recognizes the author's purpose
- Distinguishes between statements of fact and statements of opinion
- Detects bias and prejudice
- Recognizes author's tone
- Perceives implicit as well as explicit relationships between words, sentences and ideas
- Recognizes valid arguments and draws logical inferences and conclusions

LISTENING:

- Recognizes main ideas
- Identifies supporting details
- Recognizes explicit relationships among ideas
- Recalls basic ideas and facts
- Perceives the speaker's purpose and organization of ideas and information
- Discriminates between statements of fact and statements of opinion
- Distinguishes between emotional and logical arguments
- Detects bias and prejudice
- Recognizes the speaker's attitude
- Synthesizes and evaluates by drawing logical inference and conclusions
- Recalls the implications and arguments

WRITING:

- Selects a subject which lends itself to expository writing
- Determines the purpose for writing
- Limits the subject to a topic which can be developed adequately within the requirements of time, purpose and audience
- Formulates a thesis statement which reflects the purpose
- Develops the thesis statement
- Demonstrates effective work choice
- Employs conventional sentence structure
- Employs effective sentence structure
- Observes the conventions of standard American English grammar and usage
- Uses standard practice for spelling, punctuation and capitalization
- Revises, edits and proofreads units of written discourse to assure clarity, consistency and conformity to the conventions of standard American English

SPEAKING:

- Determines the purpose of the oral discourse
- Chooses a topic and restricts it according to purpose
- Fulfills the purpose of the discourse
- Employs vocal variety in rate, pitch and intensity
- Articulates clearly
- Employs the level of American English appropriate to the designated audience
- Demonstrates nonverbal behavior which supports the verbal message

ENC 1101	ENC 1102		SPC 2600	PROGRAMS OF STUDY
X	X	X		
X	X	X		
X	X	X		
X	X	X		
X	X	X		
X	X	X		
X	X	X		
X	X	X		
	X	X		
			X	
			X	
			X	
			X	
			X	
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X	X			
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X	X			
X	X			
X	X			
X	X			
			X	
			X	
			X	
			X	
			X	
			X	
			X	

COMPUTATIONAL SKILLS

CLAST mathematics examination items and score reports are provided in these broad categories:

MATHEMATICS SKILLS

Arithmetic Skills:

- Adds and subtracts rational numbers
- Multiplies and divides rational numbers
- Adds and subtracts rational numbers in decimal
- Multiplies and divides rational numbers in decimal form
- Calculates percent increase and percent decrease
- Solves the sentence $a\%$ of b is c , where values for two of the variables are given
- Recognizes the meaning of exponents
- Recognizes the role of the base number in determining place value in the base-ten numeration system
- Identifies equivalent forms of positive rational numbers involving decimals, percents and fractions
- Determines the order relation between real numbers
- Identifies a reasonable estimate of a sum, average or product of numbers
- Infers relations between numbers in general by examining particular number pairs
- Solves real-world problems which do not require the use of variables and which do not involve percent
- Solves real-world problems which do not require the use of variables and which do require the use of percent
- Solves problems that involve the structure and logic of arithmetic

Geometry and Measurement Skills:

- Rounds measurements to the nearest given unit of the measuring device used
- Calculates distances
- Calculates areas
- Calculates volumes
- Identifies relationships between angle measures
- Classifies simple plane figures by recognizing their properties
- Recognizes similar triangles and their properties
- Identifies appropriate units of measurement for geometric objects
- Infers formulas for measuring geometric figures
- Selects applicable formulas for computing measures of geometric figures
- Solves real-world problems involving perimeters, areas, volumes of geometric figures
- Solves real-world problems involving the Pythagorean property

Logical Reasoning:

- Deduces facts of set inclusion or set non-inclusion from a diagram
- Identifies statements equivalent to the negations of simple and compound statements
- Determines equivalence or nonequivalence of statements
- Draws logical conclusions from data
- Recognizes that an argument may not be valid even though its conclusion is true
- Recognizes valid reasoning patterns as illustrated by valid arguments in everyday language
- Selects applicable rules for transforming statements without affecting their meaning
- Draws logical conclusions when facts warrant them

	MAT 1033	MAC 1102	MAC 1140	MGF 1207	STA 2014
				X	
				X	
				X	
				X	
				X	
				X	
X	X	X	X	X	
				X	
				X	
				X	
				X	
	X	X	X	X	
				X	
				X	
				X	
	X	X			
X	X				
X	X				
	X				
				X	
				X	
				X	
				X	
				X	
				X	
				X	

MATHEMATICS SKILLS (continued)

Algebra Skills:

- Adds and subtracts real numbers
- Multiplies and divides real numbers
- Applies the order-of-operations agreement to computations involving numbers and variables
- Uses scientific notation in calculations involving very large or very small measurements
- Solves linear equations
- Solves linear inequalities
- Uses given formulas to compute results, when geometric measurements are not involved
- Finds particular values of a function
- Factors a quadratic expression
- Finds the roots of a quadratic equation
- Solves a system of two linear equations in two unknowns
- Uses properties of operations correctly
- Determines whether a particular number is among the solutions of a given equation or inequality
- Recognizes statements and conditions of proportionality and variation
- Identifies regions of the coordinate plans which correspond to specified conditions and vice versa
- Uses applicable properties to select equivalent equations and inequalities
- Solves real-world problems involving the use of variables aside from commonly used geometric formulas
- Solves problems that involve the structure and logic of algebra

Statistics Skills, Including Probability:

- Identifies information contained in bar, line and circle graphs
- Determines the mean, median and mode of a set of numbers
- Uses the fundamental counting principle
- Recognizes properties and interrelationships among the mean, median and mode in a variety of distributions
- Chooses the most appropriate procedure for selecting an unbiased sample from a target population
- Identifies the probability of a specified outcome in an experiment
- Infers relations and makes accurate predictions from studying statistical data
- Interprets real-world problems involving frequency and cumulative frequency tables
- Solves real-world problems involving probabilities

	MAT 1033	MAC 1102	MAC 1140	MGF 1207	STA 2014
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
	X	X	X	X	
				X	X
				X	X
				X	X
				X	X
				X	X
				X	X
				X	
				X	

PROGRAMS OF STUDY

**The State of Florida Statute 6A-10.024
STATE ARTICULATION AGREEMENT**

Florida's state articulation agreement provides each community college student specific guarantees for associate in arts graduates. In essence it provides a 2 + 2 agreement between the 28 Florida community colleges and the nine state universities. The 2 + 2 articulation agreement states that any associate in arts (A.A.) degree graduate of a state-approved Florida community college must be admitted as a junior to a state university as long as the university has space, money and the curriculum to meet the student needs. This is your "right". However, the articulation agreement does not guarantee entrance into a specific major, should that major be "limited access." Most universities are divided into different colleges (e.g. College of Education, College of Business, College of Engineering), each of which establishes its own admission requirements. So whether you spend your first two years at a community college or the university, you still must meet specific admission requirements for your major, usually beginning with the junior year.

The State of Florida has given you certain *rights* and *responsibilities*. The following is a brief outline of the articulation agreement.

1. General Education Core

Each state university and community college must require at least *36 semester hours in the liberal arts and sciences*; these hours are collectively termed the "*general education core curriculum*." Once you have been certified by the community college on an official transcript as having satisfactorily completed the prescribed core curriculum, with or without the completed associate in arts (A.A.) degree, no other state institution to which you may transfer can require further general education core curriculum. If you do not complete the general education core curriculum before transferring, the general education requirement must be satisfied according to the requirements of the new institution.

2. Associate in Arts Degree

The *associate in arts (A.A.) degree* is awarded according to the following conditions.

a. completion of at least *60 semester hours* — these hours include the *36 semester hours of general education core curriculum*, prerequisites and electives that have prior approval by the state university system.

b. a minimum *2.0 GPA in all attempted courses* that comprise the A.A. degree and all such courses taken at the community college awarding the degree — only the final grade received is used to compute this average. A *grade of "D"* will transfer and count toward the baccalaureate degree provided the institution to which you transfer does the same for native students. Individual departments determine whether courses with "D" grades will be accepted toward your major.

3. Accelerated Programs

One of the goals of articulation is to allow you to advance easily, equitably and rapidly through the educational system. There are six acceleration methods, beginning at the high school level and proceeding upward through the system: Dual Enrollment, Advanced Placement, International Baccalaureate Program, Early

Admission, College-Level Examination Program (CLEP) and the Proficiency Examination Program (PEP).

4. College Level Examination Program (CLEP)

Credits awarded on the basis of scores achieved on examinations in the College Level Examination Program (CLEP) are transferable. Credits earned by general examinations and subject examinations must be accepted by the upper division institution. However, no more than six semester credits can be transferred from each of five areas: English, humanities, mathematics, natural sciences and social sciences history. *A total of 45 CLEP credits* is the maximum that may be accepted in transfer.

5. Advanced Placement (AP) Credits

Credits awarded on the basis of the College Board Advanced Placement (AP) are transferable. The credits are awarded based on College Board *AP scores of three, four or five* on any of the examinations in the program. College Board AP credit that duplicates CLEP credit shall not be awarded or accepted in transfer.

6. The Defense Activity for Non-Traditional Education Support (DANTES)

Credits awarded through correspondence courses sponsored by the DANTES are transferable. No credit is to be awarded on work sponsored by CLEP, College Board AP or courses taken in the institution or received in transfer.

7. Proficiency Examination Program (PEP) Credits

Credits awarded on the basis of the Proficiency Examination Program (PEP) are transferable.

8. Electives for Major

The state university that awards the baccalaureate will determine which elective courses taken at the community college can apply toward a specific major.

9. Limited Access

Limited access enrollment criteria must be established and published by the university in *catalogs, counseling manuals* and other appropriate publications. Community college transfer students shall have the same opportunity to enroll in university limited access programs as native university students. (Limited access programs must be approved by the Board of Regents and registered with the articulation coordinating committee. It is required that the university denying a student admission to a limited access program inform that student of other educational options.)

10. Catalog Year

The catalog year (e.g., 1992-1993) in which you initially entered the College is also the catalog that is in effect when you enter the university, provided you maintain continuous enrollment as defined in the university catalog. Because course requirements change from year to year, a university catalog should be obtained for the academic year that you first entered the community college in order to determine the upper division prerequisites for the individual majors.

11. Common Course Numbering System

Credits earned in the state community college system are identical to those at the state university as long as the common course designation has the same prefix and last three digits. Transferred credits are used on the same basis as those of native university students.

12. Articulated Programs

The articulation coordinating committee, appointed by the Commissioner of Education, oversees the articulation agreement. This committee makes sure that your rights are safeguarded. The members of the committee can review individual cases of student transfer and admissions difficulties, and then recommend resolutions. Committee members also recommend policies and procedures to improve articulation system wide. For more information concerning your rights and the articulation agreement, contact a counselor or the articulation officer.

STUDENT BILL OF RIGHTS

Florida Community College at Jacksonville associate in arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024).

1. admission to one of the nine state universities, except to limited access programs which have additional admission requirements
2. acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree
3. adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment
4. transfer of equivalent courses under the Statewide Course Numbering System
5. acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate)
6. no additional General Education Core requirements,
7. advance knowledge of selection criteria for limited access programs
8. equal opportunity with native university students to enter limited access programs

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

Articulation Agreement between

**Florida Community College at Jacksonville
and
Jacksonville University**

Jacksonville University and Florida Community College at Jacksonville are parties to an articulation agreement which establishes the conditions under which students receiving the associate in 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 cred-

its. 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 A.A. 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 FCCJ/JU transfer process may be obtained from the admissions office at Jacksonville University or at any FCCJ student affairs office.

Articulation Agreement between

**Florida Community College at Jacksonville
and
Edward Waters College**

Edward Waters College and Florida Community College at Jacksonville are parties to an articulation agreement which establishes the conditions under which students receiving the associate in 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 A.A. 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 41) 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 (A.S.) 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 A.S. degree programs are available at each of the College's four campuses. However, the general education courses and many of the elective, 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 2.0 (C) on all courses attempted

2. earned an all-college cumulative grade point average of 2.0 (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 statements.

1. 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.)

2. 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 1998, 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.

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

4. The General Education requirements may be taken on any Florida Community College at Jacksonville campus or center.

5. 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.

6. 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 English as a Second Language (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. Communication3 semester hours

ENC 1101 English Composition I

II. Social and Behavioral Sciences3 semester hours

Area A

DEP 2004 Human Growth and Development
 DEP 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

MAT 1033 Intermediate Algebra
 MGF 1207 Finite Mathematics
 MTB 1321 Technical Algebra
 MAC 1102 College Algebra
 MAC 1140 Precalculus Algebra
 MAC 1114 College Trigonometry
 MAC 2233 Calculus for Business and Social Sciences
 MAC 2311 Calculus with Analytic Geometry I
 OST 1324 Business Mathematics Using Calculators

IV. Humanities.....3 semester hours

HUM 2021 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 Applied 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:
 BSC 1005 Life in its Biological Environment
 BSC 2085C 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 1001 Fundamentals of Natural Science
 MET 1010 Meteorology
 PHY 2048C Physics I with Calculus
 PHY 2053C General Physics I
 PSC 1341 Physical Science

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 2501	Money and Banking
BUL 2130	Business Law I — The Legal Environment of Business
BUL 2242	Business Law II
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
CGS 1580	Introduction to Desktop Publishing
CGS 2512	Spreadsheet Concepts and Practices
CGS 2525	Professional Presentations Using Technology
CGS 2542	Database Concepts for Microcomputers
CIS 2321	Information Systems
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 Business
MAC 2233	Calculus for Business and Social Sciences
MAN 2021	Principles of Management
MAN 2300	Human Resources Management
MAR 1011	Principles of Marketing
MKA 1021	Salesmanship
MNA 2400	Labor Relations
OST 1100	Keyboarding (Typing)/Introduction to Word Processing
OST 1108	Keyboard Skill/Speed Building
OST 1324	Business Mathematics Using Calculators
OST 1355	Introduction to Records Management
OST 1384	Introduction to Customer Service
OST 1581	Professional Development in the Work Environment
OST 1711	Word Processing I
OST 2335	Applied Business Communications
OST 2712	Word Processing II
RMI 1521	Principles of Insurance
STA 2014	Introduction to Statistics
TRA 1010	Principles of Transportation

Selective Access Programs

Dental hygiene, histotechnology, medical laboratory, 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 (A.S.) degree by Florida Community College at Jacksonville but do affect the ability of the senior institution to accept the student with the A.S. degree.

Students with A.S. 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 to UNF

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 at Jacksonville 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:

- Criminal Justice Technology
- Dietetic Technician/Health Science
- Information Science
- Information Systems
- Nursing (Associate Degree) R.N.

Students who are interested in one of these options should contact either the program adviser 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

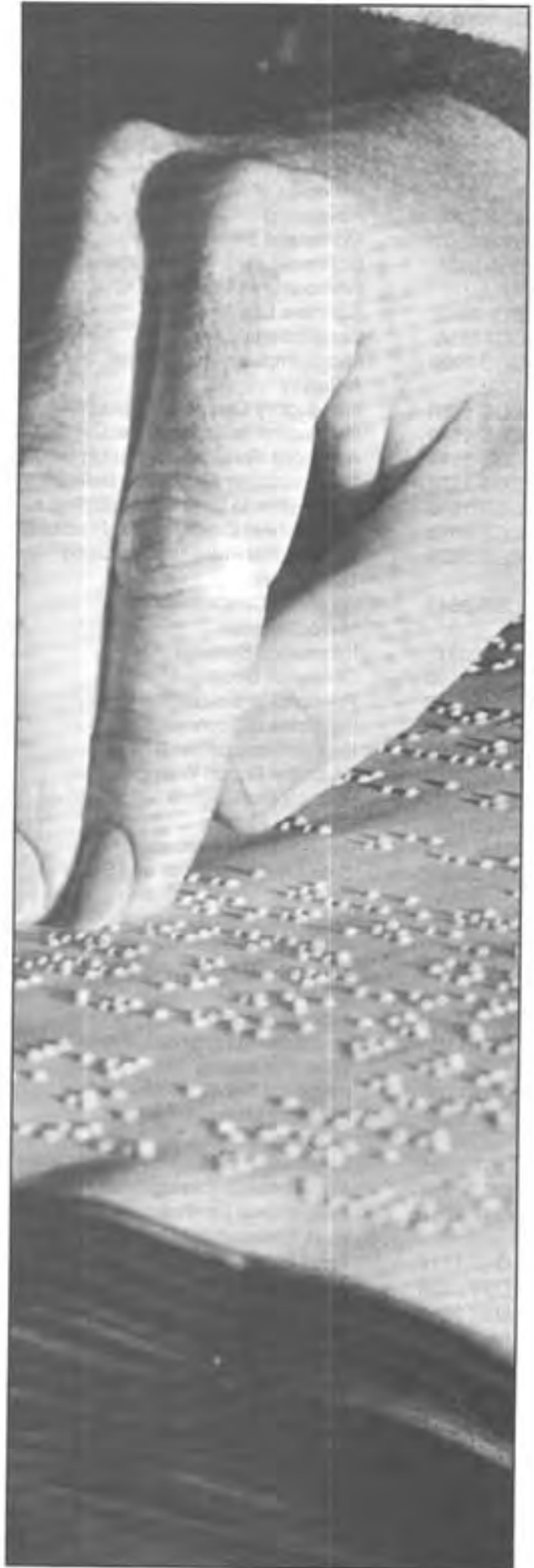
In order to be awarded a college credit technical certificate, the student must have met the following requirements.

1. earned a Florida Community College at Jacksonville grade point average of 2.0 (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 statements.

1. 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.)
2. 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 1997, 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	URC
Accounting Technology	A.S.	X	X	X	X	
Air Conditioning, Refrigeration and Heating Systems Technology	A.S.	X				
Architectural Design and Construction Technology	A.S.	X				
Automotive Service Management Technology	A.S.	X				
Aviation Administration	A.S.	X				
Biomedical Equipment Engineering Technology	A.S.	X				
Building Construction Technology	A.S.	X				
Business Administration and Management	A.S.	X	X	X	X	
Business Data Processing	T.C.	X	X	X	X	
Child Care Center Management	A.S.	X				
Civil Engineering Technology	A.S.	X				
Computer Engineering Technology (Digital)	A.S.	X				
Computer Information Systems Analysis (Integrated Systems Specialist)	A.S.	X	X	X	X	
Computer Programming and Analysis	A.S.	X	X	X	X	
Criminal Justice Technology	A.S.	X				
Culinary Management	A.S.	X				
Dental Hygiene	A.S.	X				
Dietetic Technician	A.S.	X				
Drafting and Design Technology (CADD)	A.S.	X				
Drafting and Design Technology (Marine Engineering)	A.S.	X				
Electronics Engineering Technology (Robotics)	A.S.	X				
Emergency Medical Services (EMS) Technology	A.S.	X				
Emergency Medical Technology-EMT	T.C.	X				
Fashion Marketing Management	A.S.	X				
Financial Services (Banking)	A.S.	X	X	X	X	
Fire Science Technology	A.S.	X				

Award and Location Designations:

A.S. — Associate in Science Degree

T.C. — Technical Certificate

D — Downtown Campus

K — Kent Campus

N — North Campus

S — South Campus

URC — Urban Resource Center

Program	Award	D	K	N	S	URC
Graphics Arts Technology (Printing)	A.S.	X				
Health Information Management	A.S.					X
Histologic Technology	A.S.	X				
Hospitality Management	A.S.	X				
Human Services	A.S.	X				
Industrial Management Technology (Military)	A.S.	X	X	X	X	
Insurance Management	A.S.	X	X			
Interior Design Technology	A.S.	X				
Legal Assisting	A.S.	X	X			
Marketing Management	A.S.	X	X	X	X	
Medical Laboratory Technology	A.S.	X				
Nursing (Associate Degree) R.N.	A.S.	X				
Nursing (Associate Degree) R.N. (Bridge Option For Licensed Practical Nurses)	A.S.	X				
Office Management Technology	A.S.	X	X	X	X	
Office Systems Specialist	T.C.	X	X	X	X	
Paramedic	T.C.	X				
Postal Service Management	A.S.	X				
Professional Pilot Technology	A.S.	X				
Radio and Television Broadcast Programming	A.S.	X				
Radiologic Technology	A.S.	X				
Real Estate Management	A.S.	X	X	X	X	
Records Management (Information/Records Management)	A.S.					X
Respiratory Care	A.S.	X				
Restaurant Management	A.S.	X				
Telecommunication Engineering Technology	A.S.	X				

Award and Location Designations:
 A.S. — Associate in Science Degree
 T.C. — Technical Certificate
 D — Downtown Campus
 K — Kent Campus
 N — North Campus
 S — South Campus
 URC — Urban Resource Center

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 A.S. 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 chair, 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's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- 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
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
- ECO 2013 Principles of Economics I
- GEB 1011 Introduction to Business
- OST 2335 Applied Business Communications

OST 1324 Business Mathematics Using Calculators....	3
ACG 2011 Principles of Accounting II	4
ACG 2100 Intermediate Accounting I.....	3
ACG 2110 Intermediate Accounting II.....	3
ACG 2071 Managerial Accounting	3
TAX 2000 Individual Taxes	3
Credit Hours	32

Professional Electives Credit Hours 15

(Select from the following)

- MAN 2800 Small Business Management
- INR 2002 International Relations
- CGS 1580 Introduction to Desktop Publishing
- **general electives

Total Credit Hours 62

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

***Students may substitute ACG 1003 and ACG 1004.

Air Conditioning, Refrigeration and Heating Systems Technology (248)

Associate in Science

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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101 — English Composition I
- ETD 1100 — Engineering Drawing
- ETM 1700 — Air Conditioning Fundamentals
- MAC 1102 — College Algebra

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	3
MAC 1102 College Algebra	3
*Humanities	3
CGS 2020 Computer Concepts	3
Credit Hours	15

Professional Core Courses

MAC 1114 College Trigonometry	3
ETD 1100 Engineering Drawing	3
ETM 1700 Air Conditioning Fundamentals	3
EET 1035 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 2053 General Physics I	4
ETM 2775 Air Conditioning Estimating	3
CGS 2470 Computer Aided Drafting and Design	3
ETM 2750 Air Conditioning Systems Design I	3
PHY 2054C General Physics II	4

ETM 2752 Air Conditioning Systems Design II	3
ETM 2781 CAD-Mechanical (HVAC)	3
Credit Hours	51
Total Credit Hours	66

*Refer to A.S. degree General Education requirements.

Architectural Design and Construction Technology (202) Associate in Science

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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- BCN 1001 — Building Construction
- ENC 1101 — English Composition I
- ETD 1100 — Engineering Drawing
- MAC 1102 — College Algebra

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	3
MAC 1102 College Algebra	3
*Humanities	3
CGS 2020 Computer Concepts	3
Credit Hours	15

Professional Core Courses	
ETD 1100 Engineering Drawing	3
ETI 1420 Engineering Materials and Processes	3
MAC 1114 College Trigonometry	3
BCN 1001 Building Construction	3
ENC 2210 Technical Report Writing	3
TAR 2120 Architectural Drafting	3
BCN 2614 Planning and Estimating	3
ETD 2542 Structural Drafting	3
SUR 1101 Surveying I	3
PHY 2053C General Physics I	4
ETM 1700 Air Conditioning Fundamentals	3
ETG 2502 Engineering Mechanics	4
SUR 2140 Surveying II	3
PHY 2054C General Physics II	4

ETG 2530 Testing and Strength of Materials	4
CGS 2470 Computer Aided Drafting and Design	3
ETC 2450 Concrete	3
Credit Hours	55
Total Credit Hours	70

*Refer to A.S. degree General Education requirements.

Automotive Service Management Technology (236) Associate in Science

The two-year automotive service management technology program is designed to prepare students for employment as automotive/light truck technicians at area dealerships, independent garages or other automotive repair facilities.

Instruction is provided in the diagnosis, repair and service of engines, fuel and emission systems, brakes, drive trains, steering and suspension systems, transmissions, electrical systems, electronic engine controls and automotive computer control systems. The program also includes instruction in safe and efficient work practices, trouble-shooting skills and service and maintenance of automobiles. Both domestic and Toyota-specific instruction will be provided. Students will also be instructed in techniques to develop the "people" skills essential for job success. Classroom instruction and shop experiences will be the primary delivery systems.

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

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semester at the College you should complete the following unless your test scores indicate that you should enroll in college preparatory studies.

- AER — 1100 Engines
- AER — 1410 Brake Systems
- ENC — 1101 English Composition I
- *Social and Behavioral Sciences — Area A

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	3
MAT 1033 Intermediate Algebra	3
*Humanities	3
CGS 1060 Introductory Computer Concepts	3
Credit Hours	15
Professional Core Courses	
AER 1100 Engines	4
AER 1310 Automotive Electrical Systems	4
AER 2520 Fuel and Emission Control Systems	4
AER 1450 Steering and Suspension	4
AER 1410 Brake Systems	4
AER 2260 Clutch and Transmissions	4

AER 1610 Air Conditioning and Heating	4
AER 2522 Drivability and Diagnosis	4
OST 1581 Professional Development in the Work Environment	3
GEB 1011 Introduction to Business	3
AND	

Advanced Courses

(Domestic and Toyota Specific)	
AER 2311 Advanced Electrical	3
AER 2251 Advanced Automatic Transmissions	3
AER 2523 Applied Automotive Diagnosis	3
Credit Hours	47

Professional Electives

Credit Hours 6

- (T-Ten Students)
- AER 1949 Cooperative Education Work Experience I
 - AER 2949 Cooperative Education Work Experience II
 - or
 - (Non T-Ten Students)
 - **general electives

Total Credit Hours 68

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

NOTE: The automotive "T-Ten" (Toyota Technical Education Network) is a progressive, FCCJ and Toyota-sponsored, industry/education link that is breaking new ground on automotive technology education. Toyota has provided tools, tuition and scholarships for students. Students will be trained on generic and Toyota products. The program is a combination of advanced automotive theory, practical application and hands-on experience in a laboratory and dealership working with a Toyota Master Technician.

Aviation Administration (253)

Associate in Science

The aviation administration program provides the student with the entry level knowledge and skills required to prepare for an aviation career in civilian aviation as an 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 A.S. program is intended for students who desire to complete an associate degree and begin an aviation career, deferring the baccalaureate degree.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- 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
- ATT 1100 — Private Pilot Ground School

Course Number and Title	Credits
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
ENC 1102 English Composition II	3
Credit Hours	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
MAN 2300 Human Resources Management	3
ATT 1810 Environment of the Air Traffic Controller	3
AVM 2941 Facility Internship/Flight Safety	4
Credit Hours	22

Professional Electives

(Select from the following.)

- ATF 1000 Basic Flight I
- ATF 1100 Basic Flight II
- ATF 2200 Instrument Flight
- ATT 2842 Approach Control
- ATT 2843 Air Route Traffic Control Center
- ATT 2851 The Flight Service Station
- ATT 1110 Commercial Pilot Ground School
- ATT 1120 Instrument Rating Ground School
- ENC 2210 Technical Report Writing
- TRA 1031 Transportation Management and Theory
- SOP 1002 Human Relations
- CGS 1060 Introductory Computer Concepts
- TRA 1010 Principles of Transportation
- **general electives

Credit Hours 24

Total Credit Hours 61

- *Refer to A.S. degree General Education requirements.
- **Refer to A.S. degree general electives.

Biomedical Equipment Engineering Technology (271) Associate in Science

The biomedical equipment engineering technology 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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- BSC 2085C — Human Anatomy and Physiology I
- EET 1035 — DC/AC Fundamentals
- ENC 1101 — English Composition I
- MAC 1102 — College Algebra

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	3
MAC 1102 College Algebra	3
*Humanities	3
CGS 2020 Computer Concepts	3
Credit Hours	15

Professional Core Courses

EET 1035 DC/AC Fundamentals	4
BSC 2085C Human Anatomy and Physiology I	3
MAC 1114 College Trigonometry	3
PHY 2053C General Physics I	4
EET 1037 DC/AC Network Analysis	3
ENC 2210 Technical Report Writing	3
EET 1144 Solid State Devices	4
PHY 2054C General Physics II	4
CET 1114 Digital Fundamentals	4
MAC 2253 Calculus for Engineering Technology	3
EET 2147 Solid-State Analog Circuit Analysis	3
EST 2112 Electrical-Electronic Control Systems	3
EST 2436 Biomedical Instrumentation I	3

EST 1412 Biomedical Technology and Techniques	2
CET 2123 Microprocessor Fundamentals	4
EST 2438 Biomedical Instrumentation II	3
EET 2940 Biomedical Practicum	3

Credit Hours 56

Total Credit Hours 71

*Refer to A.S. degree General Education requirements.

Building Construction Technology (234)

Associate in Science

The objective of the building construction technology 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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- BCN 1001 — Building Construction
- BCT 1113 — Blueprint Reading I
- ENC 1101 — English Composition I
- MGF 1207 — Finite Mathematics

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	3
MGF 1207 Finite Mathematics	3
*Humanities	3
PHY 1020 Physics for Liberal Arts	3
Credit Hours	15

Professional Core Courses

BCN 1001 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 1101 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
PMT 1123 Welding for Related Trades	4

ETD 1100 Engineering Drawing	3
TAR 2120 Architectural Drafting	3
Credit Hours	55
Total Credit Hours	70

*Refer to A.S. degree General Education requirements.

Business Administration and Management (213 or 263 or 264)

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's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- *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

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

- ***ACG 2001 Principles of Accounting I
- GEB 1011 Introduction to Business
- OST 1324 Business Mathematics Using Calculators
- ECO 2013 Principles of Economics I
- OST 2335 Applied Business Communications
- BUL 2130 Business Law I — The Legal Environment of Business
- MAN 2021 Principles of Management
- MAR 1011 Principles of Marketing

BUL 2242 Business Law II	3
FIN 2000 Principles of Finance	3
Credit Hours	31

Professional Electives Credit Hours 15

(Select from the following.)

- MAN 2800 Small Business Management
- INR 2002 International Relations
- CGS 1580 Introduction to Desktop Publishing
- **general electives

Total Credit Hours	61
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For students desiring to specialize, one of the following options may be completed in place of the professional electives above.

Financial Services Option (263) Credit Hours 15

- OST 1100 Keyboarding (Typing)/Introduction to Word Processing
- BRC 1504 Credit and Collections
- OST 1581 Professional Development in the Work Environment
- OST 1949 Cooperative Education Work Experience
- OST 1384 Introduction to Customer Service

Total Credit Hours	61
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Transportation Option (264) Credit Hours 18

- TRA 1010 Principles of Transportation
- TRA 1032 Transportation and Traffic Management I
- TRA 2020 Economics of Transportation
- TRA 1052 Transportation and Traffic Management II
- TRA 2053 Transportation and Traffic Management III
- TRA 2054 Transportation and Traffic Management IV

Total Credit Hours	64
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*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

*** Students may substitute ACG 1003 and ACG 1004.

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.

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 Keyboarding (Typing)/Introduction to Word Processing	3
CGS 1060 Introductory Computer Concepts	3
COP 1000 Introduction to Programming and Algorithm	3
GEB 1011 Introduction to Business	3
OST 2335 Applied Business Communications	3
COP 2120 COBOL Programming	3
COT 1000 Data Processing Mathematics	3
**ACG 2001 Principles of Accounting I	4
CIS 2321 Information Systems	3
COP 2540 Data Management and Job Control Language	3
A course with a COP prefix	3
***General Elective	3
Credit Hours	37
Total Credit Hours	37

*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 A.S. degree general electives.

Child Care Center Management (203)

Associate in Science

The child care center management program is designed to prepare students for careers working with young children in child care centers and family child day care homes. Individuals entering this program should be in good physical and mental health. Career opportunities exist in both private industry and government units as child care center manager, lead teacher, teacher, assistant teacher, teacher's aide, and/or related positions.

Effective January 1, 1993 graduates of the Duval County School District Secondary Child Care Assisting and Child Care Supervision programs and graduates of the St. Augustine Technical Center Child Care Supervision program may be eligible for some transfer credits.

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's degree and become employed rather than pursue a 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

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.....	3
EEC 1202 Program Development in Early Childhood.....	3

or	
CHD 1110 Infant and Toddler Care I (Development)	
CHD 2120 Infant and Toddler Care II (Education)	
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

(Select from the following.)

MUL 1010 Music Appreciation
 SPC 2600 Fundamentals of Speech Communication
 GLY 1001 Earth and Space Science
 **general electives

Total Credit Hours 60

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

Civil Engineering Technology (204)

Associate in Science

The civil engineering technology program 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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101 — English Composition I
- ETD 1100 — Engineering Drawing
- ETI 1420 — Engineering Materials and Processes
- MAC 1102 — College Algebra

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	3
MAC 1102 College Algebra	3
*Humanities	3
CGS 2020 Computer Concepts	3
Credit Hours	15

Professional Core Courses

ETD 1100 Engineering Drawing	3
ETI 1420 Engineering Materials and Processes	3
MAC 1114 College Trigonometry	3
BCN 1001 Building Construction	3
TAR 2120 Architectural Drafting	3
ENC 2210 Technical Report Writing	3
PHY 2053C General Physics I	4
BCN 2614 Planning and Estimating	3
ETD 2542 Structural Drafting	3
SUR 1101 Surveying I	3
PHY 2054C General Physics II	4
ETG 2502 Engineering Mechanics	4
SUR 2140 Surveying II	3
ETC 2450 Concrete	3
ETG 2530 Testing and Strength of Materials	4
ETC 2521 Hydrology and Hydraulics	3

ETC 2500 Highway Drafting and Route Design	3
ETC 2220 Soils and Foundations	3
Credit Hours	58
Total Credit Hours	73

*Refer to A.S. degree General Education requirements.

Computer Engineering Technology (Digital) (273) Associate in Science

The computer engineering technology (digital) 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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- CGS 2020 — Computer Concepts
- EET 1035 — DC/AC Fundamentals
- ENC 1101 — English Composition I
- ETD 1100 — Engineering Drawing
- MAC 1102 — College Algebra

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	3
MAC 1102 College Algebra	3
*Humanities	3
CGS 2020 Computer Concepts	3
Credit Hours 15	

Professional Core Courses

ETD 1100 Engineering Drawing	3
EET 1035 DC/AC Fundamentals	4
MAC 1114 College Trigonometry	3
PHY 2053C General Physics I	4
EET 1037 DC/AC Network Analysis	3
ENC 2210 Technical Report Writing	3
EET 1144 Solid State Devices	4
PHY 2054C General Physics II	4
CET 1114 Digital Fundamentals	4
MAC 2253 Calculus for Engineering Technology	3
EET 2147 Solid-State Analog Circuit Analysis	3
EST 2112 Electrical-Electronic Control Systems	3
ETI 1700 Industrial Safety	3
CET 2123 Microprocessor Fundamentals	4
CET 2173 Microcomputer Systems Troubleshooting	3
COP 2170 Programming in BASIC	3

CET 2941 Computer Maintenance Practicum	2
CET 2901 Projects in Computer Systems	2
Credit Hours	58
Total Credit Hours	73

*Refer to A.S. degree General Education requirements.

Computer Information Systems Analysis (268) (Integrated Systems Specialist) Associate in Science

The integrated systems specialist program is designed to be as "people oriented" as it is "machine oriented." Students will be trained to be problem solvers in the areas of microcomputer systems and micro/main-frame integrated systems. Communication and interpersonal skills will be emphasized throughout the curriculum. These skills will be developed through traditional classroom instruction and through less traditional modes such as role playing, internship and seminars.

A student graduating from this program should be qualified to fill an entry level job in any size company. Common job titles for which this degree prepares a student include: product specialist, microcomputer specialist, network manager, problem desk worker, and microcomputer and networking analyst.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101 — English Composition I
- MAT 1033 — Intermediate Algebra
- CGS 1060 — Introductory Computer Concepts
- COP 1000 — Introduction to Programming and Algorithm Design
- OST 1711 — Word Processing I

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
SOP 1502 Dynamics of Behavior	3
MAT 1033 Intermediate Algebra.....	3
*Humanities	3
SPC 2600 Fundamentals of Speech Communication ...	3
Credit hours	15

Professional Core Courses

- CGS 1060 Introductory Computer Concepts.....3
- COP 1000 Introduction to Programming and Algorithm Design.....3
- CGS 2512 Spreadsheet Concepts and Practices
- CGS 2542 Database Concepts for Microcomputers
- CGS 1580 Introduction to Desktop Publishing

COP 2612 Microcomputer Operating Systems	
Concepts	3
CIS 2321 Information Systems	3
CET 2186 Computer Peripherals and Interfacing.....	3
**OST 1711 Word Processing I	3
OST 2335 Applied Business Communications	3
CDA 2500 Introduction to Data Communications	3
CDA 2502 Computer Networks	3
CIS 1949 Cooperative Education Work Experience I....	3
CIS 2401 User Support and Software Evaluation	3
Credit Hours	42

Professional Electives Credit Hours 6

Two courses chosen by the adviser from the student's area of interest (i.e., computer programming, general business, accounting, law, health-related or other A.S. program area)

Total Credit Hours 63

*Refer to A.S. degree General Education requirements.

**Student must have touch typing skills. (See course prerequisite.)

Computer Programming and Analysis (205 or 266 or 281) Associate in Science

The computer programming and analysis program is intended primarily for students who desire to complete an associate's 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 programmer trainee, junior programmer, programmer-analyst trainee and control analyst.

This is a SOCNV Network program. Refer to SOCNV description on page 19.

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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 19 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- 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 — Keyboarding (Typing)/Introduction to Word Word Processing

Course Number and Title	Credits
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
or *****MAC 1140 Precalculus Algebra (4 cr.)	

*Humanities	3
OST 2335 Applied Business Communications or *****ENC 1102 English Composition II	3
Credit Hours	15

(205 & 266) NON-TRANSFER OPTIONS

Professional Core Courses

CGS 1060 Introductory Computer Concepts	3
COP 1000 Introduction to Programming and Algorithm Design.....	3
GEB 1011 Introduction to Business.....	3
COT 1000 Data Processing Mathematics	3
**ACG 2001 Principles of Accounting I.....	4
MAN 2021 Principles of Management	3
CIS 2321 Information Systems.....	3
Credit Hours	22

(281) UNF TRANSFER OPTION/Information Systems and Information Sciences Program-

Professional Core Courses

CGS 1060 Introductory Computer Concepts	3
COP 1000 Introduction to Programming and Algorithm Design.....	3
GEB 1011 Introduction to Business.....	3
COP 2120 COBOL Programming.....	3
COP 2121 Advanced COBOL Programming	3
COT 1000 Data Processing Mathematics	3
**ACG 2001 Principles of Accounting I.....	4
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
CDA 2500 Introduction to Data Communications.....	3
Credit Hours	37

Mainframe Computer Specialty (205)

ALL OF THE FOLLOWING:

COP 2120 COBOL Programming.....	3
COP 2200 FORTRAN Programming or COP 2220 Introduction to C Programming or COP 2121 Advanced COBOL Programming	3
COP 2540 Data Management and Job Control Language	3
CIS 2300 Command Level CICS Programming	3
CDA 2500 Introduction to Data Communications.....	3
Credit Hours	15

NOTE: The following specialty emphasizes the IBM AS/400.

Midrange Computer Specialty (266)

ALL OF THE FOLLOWING:

CGS 1062 Introduction to Midrange Computer Systems	3
COP 2160 RPG Programming - AS/400	3
COP 2162 Advanced RPG Programming AS/400.....	3
CIS 2410 Midrange Operations and Management	3
CDA 2502 Computer Networks	3
COP 1700 Database Concepts and Design - AS/400.....	3
Credit Hours	18

(205 & 266) NON-TRANSFER OPTIONS

(Select from the following.)

Professional Electives **Credit Hours 12**

A Minimum of six hours from CDA, CGS, CIS or COP Prefix Courses

***OST 1100 Keyboarding (Typing)/Introduction to Word Processing is required if student does not have touch typing skills.

****general electives

For a list of courses, see the General Electives for associate in science degree program on page 40.

FCCJ Total Credit Hours 64 or 67

(281) UNF TRANSFER OPTION/Information Systems and Information Sciences Program -

ALL OF THE FOLLOWING:

Professional Electives **Credit Hours 16**

- ACG 2011 Principles of Accounting II
- MAC 2233 Calculus for Business and Social Sciences
- STA 2014 Introduction to Statistics
- ECO 2013 Principles of Economics I
- ECO 2023 Principles of Economics II

FCCJ Total Hours (UNF Transfer Option) 69

- *Refer to A.S. degree General Education requirements.
- **Non-transfer students may substitute ACG 1003 and ACG 1004.
- ***Students with touch typing skills as demonstrated through testing may substitute a computer programming and analysis elective or a general business elective.
- ****Refer to A.S. degree general electives.
- *****Required for information systems and information sciences UNF transfer option.



PROGRAMS OF STUDY

Criminal Justice Technology (239 or 279)

Associate in Science

The criminal justice technology 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's degree and become employed rather than pursue a bachelor's degree. The student who does decide to pursue university transfer study may elect the UNF option and must meet certain course and test requirements. For details refer to university transfer requirements on page 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies 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
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences	3
or ***AMH 2010 and AMH 2020	
or ***EUH 1000 and EUH 1001	6
*Mathematics	
or ***MAC 1102 College Algebra	3
or ***MAC 1140 Precalculus Algebra (4 Cr.)	
*Humanities	3
*General Education Elective	
(not required for UNF transfer)	3
Credit Hours	15

(239) NON-TRANSFER OPTION

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

(279) UNF TRANSFER OPTION/Criminal Justice Technology

Professional Core Courses

CCJ 1010 Introduction to Criminology	3
CCJ 1020 Introduction to Criminal Justice	3
CCJ 1220 Criminal Law, Evidence and Procedure	3
CCJ 1400 Police Administration	3
CCJ 2500 Juvenile Delinquency	3
CGS 1060 Introductory Computer Concepts	3
ENC 1102 English Composition II	3
Criminal Justice Elective	3
Credit Hours	24

(239) NON-TRANSFER OPTION

(Select from the following)

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	
*A.S. General Education course(s)	
**general electives	

FCCJ Total Credit Hours 60

(279) UNF TRANSFER OPTION/Criminal Justice Technology

ALL OF THE FOLLOWING:

Professional Electives Credit Hours 28

SPC 2600 Fundamentals of Speech Communication ...	3
****Natural Sciences (with Lab)	8
*Humanities	3
STA 2014 Introduction to Statistics	3
Any Literature Course (LIT)	3
Foreign Language Courses	8

FCCJ Total Credit Hours (UNF Transfer Option) 67

- *Refer to A.S. degree General Education requirements.
- **Refer to A.S. degree general electives.
- ***Required for criminal justice UNF transfer option.
- ****If student has six hours of non-lab sciences, only one lab course is required; refer to A.S. degree General Education for list of courses.

Culinary Management (259)

Associate in Science

This competency-based culinary management program is designed to prepare the students for employment in production line and supervisory positions in the culinary arts industry as station chef, sous chef, second or first cook or lead cook. The long range goal is to provide students with occupational preparation in becoming chefs in restaurants, hotels, clubs, and large industrial kitchens. Competencies are developed by students through theory, laboratory, retail restaurant experience in the college operated food facilities, and internships in local restaurant and hotel kitchens.

Prospective students should be advised by a culinary arts professor to insure proper sequences and a counselor for general academic and financial direction. The program manager, with the approval of the assistant dean, may require additional courses or make substitutions to meet the needs of the students. This program is offered at North Campus during the day and evening.

Students enrolled in the Food Production courses are required to purchase a knife set, an approved chefs uniform and black non-skid shoes. Text books are required for a majority of the courses.

Students must supply their own health insurance coverage while enrolled in the program. The companies who provide internships require students to have insurance coverage while on their premises.

For further information on this program contact: Program Manager, Institute of the South for Hospitality and Culinary Arts, North Campus, Room D315, 766-5563.

Initial Advising Courses

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

- FSS 1002 — Introduction to Culinary Arts
- FSS 1288 — Pantry and Fast Foods
- FSS 1246 — Baking
- OST 1324 — Business Mathematics using Calculators
- or
- MAC 1102 — College Algebra

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	
or	
MAC 1102 College Algebra	3
*Humanities	3
CGS 1060 Introductory Computer Concepts	3
Credit Hours	15

Professional Core Courses	
FSS 1002 Introduction to Culinary Management	3
FSS 1288 Pantry and Fast Foods	3
FSS 1246 Baking	3
FSS 1202 Food Production I	3
FSS 1221 Food Production II	3
FSS 2300 Supervision and Personnel Management	3
FSS 1120 Management of Food and Beverage	
Purchasing	3
FSS 1250 Dining Room Management	3
FSS 2942 Culinary Management Internship I	3
FSS 2943 Culinary Management Internship II	3
FOS 1201 Sanitation and Safety Management	3
HUN 1203 Culinary Nutrition	
or	
HUN 1201 Human Nutrition	3
Credit Hours	36

Professional Electives	
Credit Hours 15	
(Choose five of the following courses)	
FSS 1100 Menu and Marketing Management	3
FSS 1241 A la Carte Preparation	3
FSS 1247 Pastries and Desserts	3
FSS 2501 Food and Beverage Control Management ...	3
FSS 1248 Garde Manger	3
FSS 2284 Catering and Buffet Management	3
FSS 1410 Food Service Equipment/Facility Planning ...	3
Total Credit Hours	66

*Refer to AS degree General Education requirements.

Dental Hygiene (233)

Associate in Science

The dental hygiene program offers the student an opportunity to learn the technical and clinical skills of dental hygiene. The curriculum includes General Education, dental science and clinical courses. The graduate will be able to practice the profession of dental hygiene upon successful completion of the National and State licensure examinations.

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 diploma. A background of science and mathematics and good manual dexterity are strongly recommended. Developmental education courses must be taken prior to entering the dental hygiene program. A grade of "C" or above must be maintained in all dental hygiene courses that begin with the prefix DEH or DES in order to continue in the dental hygiene program. A grade of "C" or above must be earned in all science courses prior to graduation. *Courses must be taken in proper sequence based on program brochure.*

Dental hygiene is a selective access program. One class is admitted annually to this two-year A.S. degree program. A 2.0 grade point average must be maintained in order to continue in the dental hygiene 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 (CAT)
6. submit evidence of current Basic Life Support (CPR) Certification
7. 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's degree and becomes employed rather than pursue a bachelor's 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 41 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 unless your test scores

indicate that you may need college preparatory studies courses.

**BSC 2085C — Human Anatomy and Physiology I

BSC 2086C — Human Anatomy and Physiology II

**CHM 1032C — Principles of General Chemistry

MAT 1033 — Intermediate Algebra

or

MGF 1207 — Finite Mathematics

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
PSY 1012 General Psychology	3
MAT 1033 Intermediate Algebra	
or	
MGF 1207 Finite Mathematics	3
*Humanities	3
SPC 2600 Fundamentals of Speech Communication ...	3
Credit Hours	15
Professional Core Courses	
**BSC 2085C Human Anatomy and Physiology I	3
**BSC 2086C Human Anatomy and Physiology II	3
**CHM 1032C Principles of General Chemistry	4
**MCB 2013C Microbiology	4
**CHM 2205C Introductory Organic/Biochemistry	4
HUN 1201 Human Nutrition	3
SYG 2000 Introductory Sociology	3
Dental Hygiene Courses	
**DEH 1003C Principles of Dental Hygiene	5
**DEH 1800C Clinical Dental Hygiene I	6
**DEH 1802C 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 2804C Clinical Dental Hygiene III	8
**DEH 2806C 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
**DES 1100C Dental Materials and Laboratory	3
**DES 1020C Oral Development	3
Credit Hours	59
Total Credit Hours	98

*Refer to A.S. degree General Education requirements.
**Minimum grade of "C" in all dental hygiene and in all science courses

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, THE STUDENT MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS. HEPATITIS B VACCINATION IS STRONGLY RECOMMENDED. HEALTH INSURANCE MUST BE MAINTAINED THROUGHOUT CLINICAL TRAINING. CONTACT PROGRAM CHAIRPERSON FOR ADDITIONAL INFORMATION.

Dietetic Technician (260 or 269)

Associate in Science

The dietetic technician program prepares students to function at the generalist level of dietetic care under the supervision of a 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 part 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 this American Dietetic Association approved program meet licensure requirements under Public Law 10D-2915. Successful completion of the program qualifies the graduate to take the national registration examination of the American Dietetic Association. Passing of this examination certifies the candidate as a Dietetic Technician, Registered (D.T.R.).

A transfer option is available to students in dietetics with the University of North Florida (UNF). Students enrolling in the UNF option will be able, upon satisfactory completion of the required courses at FCCJ, to apply for admission to UNF for the Bachelor of Science in Health Science Degree with a track in nutrition and dietetics. See FCCJ program adviser or UNF program adviser for further information.

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

Students enrolled in the food production courses are required to purchase a basic knife set, an approved chefs uniform, and black non-skid shoes. Text books are required for a majority of courses.

Students must supply their own health insurance coverage while enrolled in the program. The companies, who provide internship sites, require students to have insurance coverage while on their premises.

Specific provisions will apply. See the program adviser.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

*Mathematics

ENC 1101 — English Composition I

FOS 1201 — Sanitation and Safety

FSS 1202 — Food Production I

HUN 1201 — Human Nutrition

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	
or	
**PSY 1012 General Psychology	3
*Mathematics	
or	
**MAC 1102 College Algebra	3
*Humanities	3
CGS 1060 Introductory Computer Concepts	3
Credit Hours	15

Course Number and Title	Credits
Professional Core Courses	
HUN 1201 Human Nutrition	3
FSS 1202 Food Production I	3
FSS 1221 Food Production II	3
FSS 2300 Supervision and Personnel Management	3
DIE 1204 Clinical Nutrition, Phase I	3
DIE 1201 Clinical Nutrition, Phase II	3
DIE 2270 Clinical Nutrition, Practicum I — Lab/Clinical	3
DIE 2271 Clinical Nutrition, Practicum II — Lab/Clinical	3
EDF 1005 Introduction to Education	3
SPC 2600 Fundamentals of Speech Communication	3
BSC 2010C Principles of Biology I	4
Credit Hours	34

(260) NON-TRANSFER OPTION

(Select five from the following courses)

Professional Electives	Credit Hours
SLS 1101 Dynamics of Student Success	
CHM 1020 Chemistry for Liberal Arts	
FSS 1410 Food Service Equipment/Facility Planning	
FSS 2501 Food and Beverage Control	
HUN 1003 Weight Management through Nutrition and Fitness	
HUN 1410 Pediatric Nutrition	
HUN 1471 Geriatric Nutrition	
FOS 1201 Sanitation and Safety	
FSS 1120 Food and Beverage Purchasing	
Non-Transfer Option Total Credit Hours	64

** (269) UNF Transfer Option

Human Nutrition

all of the following:

Professional Electives	Credit Hours
**ENC 1102 English Composition II	3
**CHM 1045C General Chemistry and Qualitative Analysis I	4
**DEP 2004 Human Growth and Development	3
**MCB 2013C Microbiology	4
**ACG 2001 Principles of Accounting I	4
UNF Option Total Credit Hours	67

*Refer to A.S. degree General Education requirements.

**Students enrolling in the UNF transfer option must take these courses.

Drafting and Design Technology (CADD) (206)

Associate in Science

The drafting and design technology (CADD) program develops the knowledge and skills needed to embark on a career as a drafter or engineering technician working in the engineering or architectural fields. Emphasis in this specialty is on the use of computer-aided drafting and design (CADD) technology and its application in the drafting and design process.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- BCN 1001 — Building Construction
- ENC 1101 — English Composition I
- ETD 1100 — Engineering Drawing
- ETI 1420 — Engineering Materials and Processes
- MAC 1102 — College Algebra

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences	3
MAC 1102 College Algebra	3
*Humanities	3
CGS 1060 Introductory Computer Concepts	3
Credit hours	15

Professional Core Courses

ETD 1100 Engineering Drawing	3
ETI 1420 Engineering Materials and Processes.....	3
BCN 1001 Building Construction	3
MAC 1114 College Trigonometry	3
TAR 2120 Architectural Drafting	3
COP 2170 Programming in BASIC	3
ENC 2210 Technical Report Writing	3
CGS 2470 Computer Aided Drafting and Design	3
ETG 2502 Engineering Mechanics	4
EGS 1130 Descriptive Geometry.....	3
PHY 2053C General Physics I.....	4
EET 1035 DC/AC Fundamentals.....	4
CHM 1025C Introduction to General Chemistry	4
ETD 2538 CAD-Architectural.....	3

**ETD 2536 CAD-Mechanical Electrical	3
ETD 2548 CAD-Civil	3
ETD 2350 CAD-Advanced.....	3
Credit Hours	55
Total Credit Hours	70

*Refer to A.S. degree General Education requirements.

**Students may substitute EST 2633 Fundamentals of CIM Technology.

Drafting and Design Technology (Marine Engineering) (246)

Associate in Science

The drafting and design technology (Marine Engineering) program develops the knowledge and skills needed to embark on a career as a drafter or engineering technician. Emphasis in this specialty program is on drafting and design as applied to marine engineering and naval architecture.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101 — English Composition I
- ETD 1100 — Engineering Drawing
- ETI 1420 — Engineering Materials and Processes
- MAC 1102 — College Algebra

Course Number and Title	Credit
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences	3
MAC 1102 College Algebra	3
*Humanities	3
CGS 2020 Computer Concepts	3
Credit Hours	15

Professional Core Courses

ETD 1100 Engineering Drawing	3
ETI 1420 Engineering Materials and Processes	3
MAC 1114 College Trigonometry	3
ENC 2210 Technical Report Writing	3
CGS 2470 Computer Aided Drafting and Design	3
ETG 2502 Engineering Mechanics	4
EGS 1130 Descriptive Geometry	3
PHY 2053C General Physics I	4
EET 1035 DC/AC Fundamentals	4
ETM 2310 Fluid Mechanics	3
ETG 2530 Testing and Strength of Materials	4
PHY 2054C General Physics II	4
EET 1037 DC/AC Network Analysis	3
ETD 2453 Piping Systems Design	3
ETM 2312 Fluid Power	3

EET 2571 Marine Electrical Systems Design	3
ETM 2580 Introduction to Naval Architecture	3
Credit Hours	56
Total Credit Hours	71

*Refer to A.S. degree General Education requirements.

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

The electronics engineering technology (robotics) 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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- EET 1035 — DC/AC Fundamentals
- ENC 1101 — English Composition I
- ETD 1100 — Engineering Drawing
- MAC 1102 — College Algebra

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	3
MAC 1102 College Algebra	3
*Humanities	3
CGS 2020 Computer Concepts	3
Credit Hours	15

Professional Core Courses

ETD 1100 Engineering Drawing	3
EET 1035 DC/AC Fundamentals	4
ENC 2210 Technical Report Writing	3
MAC 1114 College Trigonometry	3
EET 1037 DC/AC Network Analysis	3
EET 1144 Solid State Devices	4
PHY 2053C General Physics I	4
PHY 2054C General Physics II	4
CET 1114 Digital Fundamentals	4
MAC 2253 Calculus for Engineering Technology	3
EET 2147 Solid State Analog Circuit Analysis	3
EST 2112 Electrical-Electronic Control Systems	3
ETG 2502 Engineering Mechanics	4
CET 2123 Microprocessor Fundamentals	4
ETI 1700 Industrial Safety	3

ETM 2312 Fluid Power	3
EST 2603 Robotics	3
Credit Hours	58
Total Credit Hours	73

*Refer to A.S. degree General Education requirements.

Emergency Medical Services (EMS) Technology (251 or 257) 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 technology.

Emergency Medical Services (EMS) Technology courses must be taken in sequence with the designated prerequisite and corequisite courses. A grade point average of 2.0 must be earned in each professional core course, human anatomy and physiology and microbiology.

Application:

All applicants for admission to this program must be at least 18 years of age, have an earned high school diploma or GED diploma, and be currently certified in Florida in Emergency Medical Technology (EMT) or be board eligible. All applicants must be Florida Community College at Jacksonville students and must complete admissions testing and advising.

Additionally, program applicants must submit the following to the Emergency Medical Services (EMS) Technology Program Office, North Campus, at least two months prior to the beginning date of the term in which they wish to be admitted to the program:

1. application to the Emergency Medical Services (EMS) Technology program (Paramedic),
2. proof of current Basic Life Support (cardiopulmonary resuscitation) certificate issued within six months prior to the date of proposed entry into the program,
3. have completed BSC 2085C Human Anatomy and Physiology I, earning a minimum grade of "C." BSC 2086C Human Anatomy and Physiology II, must be completed, with a minimum grade of "C," prior to enrolling in EMS 2272 Paramedic Phase II, and
4. have received a satisfactory score on the Elementary Algebra portion of the MAPS test, or have taken MAT 0024 or higher mathematics course, with minimum grade of "C."

NOTE: This Associate in Science Degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

NOTE: Non-degree seeking students may refer to the Paramedic Technical Certificate program on page 90 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

BSC 2085C — Human Anatomy and Physiology I
CGS 1570 — Microcomputer Application Software
ENC 1101 — English Composition I
PSY 1012 — General Psychology
*Humanities

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
PSY 1012 General Psychology	3
MAT 1033 Intermediate Algebra.....	3
*Humanities	3
BSC 2085C Human Anatomy and Physiology I	3
Credit Hours	15

Professional Core Courses

EMS 1059 First Responders: Emergency Care Training	3
BSC 2086C Human Anatomy and Physiology II	3
CGS 1570 Microcomputer Application Software	3
EMS 1119 Fundamentals of Emergency Medical Care ...	6
EMS 1401 Fundamentals of Emergency Medical Care Clinical Experience.....	3
EMS 2271 EMT-Paramedic Phase I.....	6
EMS 2271L EMT-Paramedic Phase I — Lab/Clinical ...	5
EMS 2272 EMT-Paramedic Phase II.....	6
EMS 2272L EMT-Paramedic Phase II — Lab/Clinical ...	5
EMS 2273 EMT-Paramedic Phase III.....	4
EMS 2273L EMT-Paramedic Phase III — Lab/Clinical....	7
Credit Hours	51

and one of the following EMS specialties:

Education Specialty (251)	
EMS 2761 Emergency Medical Services Education	3
EDP 2002 Educational Psychology	3
MCB 2013C Microbiology	4
Credit Hours	10
Total Credit Hours	76

OR

Management Specialty (257)	
MAN 2021 Principles of Management	3
EMS 2311 Management of Emergency Medical Services	3
Credit Hours	6
Total Credit Hours	72

*Refer to A.S. degree General Education requirements.

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, THE STUDENT MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS. HEPATITIS B VACCINATION IS STRONGLY RECOMMENDED. HEALTH INSURANCE MUST BE MAINTAINED THROUGHOUT CLINICAL TRAINING. CONTACT PROGRAM CHAIRPERSON FOR ADDITIONAL INFORMATION.

Emergency Medical Technology – 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.

Graduates may sit for the Florida Emergency Medical Technician (EMT) credential exam.

Students interested in the EMT program are encouraged to contact the EMS office prior to application to the program.

All applicants for admission to this program must be at least 18 years of age and have an earned high school diploma or GED diploma, and submit evidence of completion of at least one of the following:

1. a first responder training course or
2. 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.
3. all applicants must be Florida Community College at Jacksonville students and must complete admissions testing and advising.

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

1. application to the Emergency Medical Technology (EMT) program, and
2. proof of current Basic Life Support (cardiopulmonary resuscitation) certificate issued within six months prior to the date of proposed entry into the program.

Course Number and Title	Credits
Professional Courses	
EMS 1059 First Responders: Emergency Care Training	3
EMS 1119 Fundamentals of Emergency Medical Care ...	6
EMS 1401 Fundamentals of Emergency Medical Care Clinical Experience	3
Credit Hours	12
Total Credit Hours	12

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, THE STUDENT MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS. HEPATITIS B VACCINATION IS STRONGLY RECOMMENDED. HEALTH INSURANCE MUST BE MAINTAINED THROUGHOUT CLINICAL TRAINING. CONTACT PROGRAM CHAIRPERSON FOR ADDITIONAL INFORMATION.

Fashion Marketing Management (229 or 242 or 243 or 256) Associate in Science

This fashion marketing management program is designed to prepare students for entering the fashion retailing industry. Employment may be secured in occupations such as salesperson, assistant department manager, display artist, fabric specialist, assistant buyer, department manager and mid-management positions in sales support 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's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- CTE 2852 — Visual Merchandising
- CTE 1812 — Retail Merchandising
- CTE 2851 — Sales Promotion
- ENC 1101 — English Composition I
- *Mathematics

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	3
Credit Hours	15

Professional Core Courses

**ACG 2001 Principles of Accounting I	4
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
Credit Hours	24

and one of the following technical specialties:

Merchandising (229)	
CTE 1401 Basic Textiles	3
CTE 1821 Merchandising Mathematics	3
CTE 1827 Retail Buying	3
CTE 1840 Merchandising Information	3
CTE 2831 Retail Computer Applications	3

CTE 1856 Retail Salesmanship	3
Professional Electives	6
Credit Hours	24

OR

Store Management (242)

CTE 1827 Retail Buying	3
CTE 1856 Retail Salesmanship	3
CTE 2831 Retail Computer Applications	3
MAN 2021 Principles of Management	3
MAN 2300 Human Resources Management	3
SPC 2600 Fundamentals of Speech Communication	3
Professional Electives	6
Credit Hours	24

OR

Promotion (243)

CTE 1731 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
Professional Electives	6
Credit Hours	24

OR

Design (256)

CTE 1310 Basic Clothing Construction	3
CTE 1340 Advanced Clothing Construction	3
CTE 1350 Tailoring	3
CTE 1401 Basic Textiles	3
CTE 1731 Fashion Illustration	3
CTE 2751 Draping for Fashion Design	3
CTE 2743 Pattern Drafting for Fashion Design	3
Professional Electives	3
Credit Hours	24

Professional Electives

(Select from the following)

- CGS 1060 Introductory Computer Concepts
- CTE 1310 Basic Clothing Construction
- CTE 2200 Wardrobe Planning and Updating
- CTE 2831 Retail Computer Applications
- CTE 2853 Fashion Show Production
- CTE 2862 Store Planning and Design
- MAN 2021 Principles of Management
- MAN 2800 Small Business Management
- MAR 1011 Principles of Marketing
- PSY 1012 General Psychology

Total Credit Hours 63

*Refer to A.S. General Education requirements.

**Students may substitute ACG 1003 and ACG 1004.

Financial Services (Banking) (228)

Associate in Science

The two-year program in financial services (banking) 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 financial services 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 financial services 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's degree and become employed rather than pursue a baccalaureate's degree. The student who desires to pursue a baccalaureate degree in banking at another state university should refer to university transfer requirements on page 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

BAN 1004 — Principles of Bank Operation

ENC 1101 — English Composition I

FIN 2000 — Principles of Finance

*Mathematics

**General Elective

Course Number and Title	Credits
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	4
ECO 2013 Principles of Economics I	3
BAN 2501 Money and Banking	3
BAN 1004 Principles of Bank Operation	3
GEB 1011 Introduction to Business	3

FIN 2000 Principles of Finance	3
BUL 2130 Business Law I — The Legal Environment of Business	3
Credit Hours	22

Professional Electives Credit Hours 24

(Select from the following)

BRC 2301 Foundation and Structure of Credit Unions

**general electives

Total Credit Hours 61

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

***Students may substitute ACG 1003 and ACG 1004.

Fire Science Technology (211)

Associate in Science

The fire science technology 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: To receive a State Fire Company Officer I certification, take the following courses: FFP 1110, FFP 1200, FFP 1620, FFP 2400, FFP 2500, FFP 2501 and FFP 2150.

NOTE: To receive a State Fire Service Inspector certification, take the following courses: FFP 1200, FFP 2300, FFP 1315, FFP 1620 and FFP 2326.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- 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
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

Credit Hours 12

(Select from the following.)

- FFP 1315 Fire Codes and Standards
- FFP 1620 Private Fire Protection Systems
- FFP 2326 Blueprints Reading and Plans
- FFP 2501 Hazardous Materials II
- FFP 2600 Fire Fighting Equipment and Apparatus
- FFP 2150 Fire Service Instructor
- EMS 2271 EMT-Paramedic Phase I
- EMS 1119 Fundamentals of Emergency Medical Care
- OR
- *General Education course(s)
- **general electives

Total Credit Hours 60

- *Refer to A.S. degree General Education requirements.
- **Refer to A.S. degree general electives.

Graphic Arts Technology (240) (Printing) Associate in Science

The two-year 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's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

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 1502 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 1504 Lithographic Processes Laboratory	4
GRA 1706 Graphic Arts Estimating	3
GRA 2945 Practicum.....	6
and	

GRA 2537 Cold Type Typesetting and Pasteup.....	3
GRA 2538 Advanced Cold Type Typesetting and Pasteup	5
or	
GRA 2571 Camera Operation and Film Processing	
GRA 2573 Advanced Camera Operation and Film Processing	
or	
GRA 2601 Negative Stripping and Offset Platemaking	
GRA 2602 Advanced Negative Stripping and Offset Platemaking	
or	
GRA 2635 Offset Press Operation	
GRA 2638 Advanced Offset Press Operation	
Credit Hours	41

Professional Electives	Credit Hours 6
**general electives (three hours of typing preferred)	

Total Credit Hours 62

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

Health Information Management (277)

Associate in Science

This health information management program is designed to prepare the student for a career in health records management and reimbursement concerns. This program will qualify the student to take the Accredited Records Technician (ART) exam offered by the American Health Information Management Association (AHIMA).

Initial Advising Courses

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

- ENC 1101 — English Composition I
- HSC 1531 — Medical Terminology
- CGS 1060 — Introductory Computer Concepts
- **OST 1324 — Business Mathematics Using Calculators
- MAN 2021 — Principles of Management

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
SOP 1002 Human Relations	
or	
SOP 1502 Dynamics of Behavior	3
*Humanities	3
CGS 1060 Introductory Computer Concepts	3
**OST 1324 Business Mathematics Using Calculators ...	3
Credit Hours	15

Professional Core Courses

MRE 2640 Health Law	3
MAN 2021 Principles of Management	3
HSC 1531 Medical Terminology	2
OST 1581 Professional Development in the Work Environment	3
OST 2335 Applied Business Communication	3
CGS 2542 Data Base Management Concepts	3
**OST 1355 Introduction to Records and Information Management	3
OST 2357 Systems and Functions in Records Management	3
MRE 1000 Health Information Management I	4
MRE 1800 Health Information Practicum I	2
MRE 2201 Health Information Management II	3
MRE 2810 Health Information Practicum II	2
MRE 2304 Health Information Management III	3
MRE 2820 Health Information Practicum III	3
BSC 2085C Anatomy and Physiology I	3
BSC 2086C Anatomy and Physiology II	3
MRE 1430 Concepts of Disease	3

MRE 1202 ICD-9-CM Coding Principles and Laboratory	4
MRE 2203 CPT-4 Coding and Reimbursement Issues	4
Credit Hours	57

Professional Electives	Credit Hours
OST 2356 Specialized Functions of Record/ Information Management	
OST 1611 Medical Transcription	
Total Credit Hours	75

*Refer to A.S. degree General Education requirements.
**A student with previous academic, career, or life experiences may receive credit for this course by passing a proficiency test. Call 381-3491 for detailed information.

Histologic Technology (262)

Associate in Science

The histologic technology program offers the student opportunities to learn the technical skills of histotechnology, or the preparation and evaluation of tissue specimens for diagnosis of disease, research or teaching purposes by appropriately qualified scientists and medical professionals. The curriculum includes general, technical and clinical education.

Application:

Histologic technology is a selective access program and admission to the program is limited. Applicants must have an earned high school diploma or GED diploma. Applicants are admitted into the program fall term; however, general education coursework may be started prior to admission into the program if desired by the applicant. College preparatory coursework must be completed prior to admission into the program.

Program admission procedures may be obtained from the department chairperson of the medical laboratory technology program, North Campus. Prior to registration for each term, the program director advises students.

Students must earn a grade of "C" or better in the MLT- prefixed courses and complete all campus-based courses with a grade point average of 2.0 or better before entering the clinical phase of their education. Placement in the clinical practicum phase of the program is on a space available basis; a GPA ranked waiting list will determine placement should space become limited for reasons beyond the control of the program. The program conforms to the requirements of the AMA Council on Medical Education.

In order to be employed in a licensed clinical 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's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- MLT 1022C — Introduction to Health Technology
- ENC 1101 — English Composition I
- HSC 1531 — Medical Terminology
- MAT 1033 — Intermediate Algebra

- or
- MAC 1102 — College Algebra
- CHM 1032C — Principles of General Chemistry

Course Number and Title	Credits
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

MLT 1022C Introduction to Health Technology	3
CHM 1032C Principles of General Chemistry	4
HSC 1531 Medical Terminology	2
CHM 2205C Introductory Organic/Biochemistry	4
BSC 2085C Human Anatomy and Physiology I	3
MLT 1300C Hematology	4
BSC 2010C Principles of Biology I	4
MLT 1930C Histology Seminar	1
MCB 2013C Microbiology	4
BSC 2086C Human Anatomy and Physiology II	3
MLT 2500C Clinical Immunology	4
MLT 2190C Histology	4
MLT 2191C Histotechniques I	4
MLT 2840L Histotechnology Practicum I	8
MLT 2192C Histotechniques II	4
MLT 2841L Histotechnology Practicum II	8
MLT 2193C Histopathology	4
Credit Hours	68

Total Credit Hours 83

*Refer to A.S. degree General Education requirements.

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, THE STUDENT MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS. HEPATITIS B VACCINATION IS STRONGLY RECOMMENDED. HEALTH INSURANCE MUST BE MAINTAINED THROUGHOUT CLINICAL TRAINING. CONTACT PROGRAM CHAIRPERSON FOR ADDITIONAL INFORMATION.

Hospitality Management (214)

Associate in Science

The Hospitality Management program is designed to provide career-oriented students with basic hospitality management principles, and training for supervisory/management positions in the hotel, motel, lodging and tourism industry. The program provides the student with a foundation for building a rewarding career in a dynamic, growing industry.

The hospitality industry is the largest and fastest growing business in Florida. A.S. degree students with an educational background in this business are in demand.

Educational coursework includes emphasis on communication, management, human relations and leadership skills. Through the internship program Hospitality Management students gain college credit and valuable, profitable work experience.

Prospective students should be advised by a Hospitality Management Professor to insure proper course sequencing and a College counselor for general academic and financial direction. The program manager, with the approval of the assistant dean, may require additional courses or make substitutions to meet the needs of the students. This program is offered at North Campus during the day and evening.

Students enrolled in food production courses are required to purchase a knife set, an approved chefs uniform, and black non-skid shoes. Students enrolled in dining room courses will be required to purchase a dining room uniform. Textbooks are required for a majority of the courses.

Students must supply their own health insurance coverage while enrolled in the program. Companies who provide internship sites require students to have insurance coverage while on their premises.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

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

- HFT 1000 — Introduction to Hospitality Management
- HFT 1250 — Hotel/Motel Operations
- FSS 1202 — Food Production I
- OST 1324 — Business Mathematics using Calculators
- or
- MAC 1102 — College Algebra

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
or	
MAC 1102 College Algebra	3
*Humanities	3
CGS 1060 Introductory Computer Concepts	
or	
CGS 1570 Microcomputer Application Software	3
Credit Hours	15
Professional Core Courses	
HFT 1000 Introduction to Hospitality Management	3
FSS 2300 Supervision and Personnel Management.....	3
FSS 1120 Management for Food and Beverage Purchasing.....	3
FSS 1202 Food Production I	3
HFT 1265 Restaurant Management	3
HFT 1503 Marketing and Sales Management	3
HFT 2941 Hospitality Internship I	3
HFT 2942 Hospitality Internship II	3
HFT 1410 Front Office Management — Hotel/Motel	3
HFT 1250 The Management of Hotel/Motel Operations	3
APA 2321 Hospitality Accounting Management	3
HFT 1300 Hotel/Motel Housekeeping Management	3
HFT 1600 Hospitality Law	3
HFT 2750 Convention Operations Management.....	3
Credit Hours	42
Professional Electives	
Credit Hours	6
(Choose two of the following courses.)	
HFT 2700 Tourism.....	3
HFT 1444 Managing Computers in the Hospitality Industry.....	3
HFT 1434 Club Operations Management.....	3
ACG 1003 General Accounting	3
FSS 2284 Catering and Buffet Management.....	3
HFT 1320 Hotel/Motel Maintenance and Engineering.....	3
HFT 2223 Training for the Hospitality Industry	3
Total Credit Hours	63

Human Services (291)

Associate in Science

The human services technology program is designed to prepare students for occupations in substance abuse or mental health care. Completion of this program will allow the graduate to sit for the Certified Addictions Professional (C.A.P.) credential. The curriculum includes both classroom and clinical experiences.

Initial Advising Courses

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

- ENC 1101 — English Composition I
- PSY 1012 — General Psychology
- BSC 1005 — Life in its Biological Environment
- SYG 2000 — Introduction to Sociology

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
PSY 1012 General Psychology	3
MAC 1102 College Algebra	3
*Humanities	3
BSC 1005 Life in it Biological Environment	3
Credit Hours	15

Professional Core Courses

ENC 1102 English Composition II	3
SYG 2000 Introduction to Sociology.....	3
SYG 2010 Social Problems	3
SYG 2430 Marriage and Family	3
DEP 2004 Human Growth and Development.....	3
DEP 2102 Child Psychology.....	3
DEP 2302 Adolescent Psychology	3
DEP 2401 Adult Psychology.....	3
HUS 1345 Introduction to Alcohol and Other Drug Addiction	3
HUS 1500 Legal and Ethical Aspects of Alcohol and Other Drug Services	3
HUS 2306 Theoretical Aspects of Human Behavior and Addiction Counseling	3
HUS 2682 Addiction Counseling: Core Functions I.....	4
HUS 2683 Addiction Counseling: Core Functions II.....	4
HUS 2502 Special Issues in Addictions	4
Credit Hours	45

Professional Electives Credit Hours 3

CGS 1060 Introductory Computer Concepts	
CCJ 1030 Man, Crime and Society	
Total Credit Hours	63

*Refer to AS degree General Education requirements.

Industrial Management Technology (Military) (278) Associate in Science

The industrial management technology (military) program is designed to provide opportunities for those with military service experience and training to apply those competencies to obtain college credit towards an associate in science degree. Applicable credits will be awarded after an evaluation of the DD-295 following the recommendations of the American Council on Education Guide (ACE Guide).

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101 — English Composition I
- *Mathematics
- GEB 1011 — Introduction to Business
- CGS 1060 — Introductory Computer Concepts

Course Number and Title	Credits
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	
MAN 2021 Principles of Management	3
MAN 2300 Human Resources Management	3
GEB 1011 Introduction to Business	3
ECO 2013 Principles of Economics I	3
BUL 2130 Business Law I — The Legal Environment of Business	3
CGS 1060 Introductory Computer Concepts	3
CGS 1570 Microcomputer Application Software	3
Credit Hours	21

Professional Electives Credit Hours 24

(Select from the following)

**General Elective

or

***Military Service Credits (ACE GUIDE)

Total Credit Hours 60

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

***Credits awarded by evaluation of DD-295 using ACE Guide recommendations.

Insurance Management (216)

Associate in Science

The insurance management 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 A.S. 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 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's degree and become employed rather than pursue a baccalaureate's degree. The student who desires to pursue a baccalaureate degree in Insurance at another state university should refer to university transfer requirements on page 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- 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 2001 Principles of Accounting I	4
BUL 2130 Business Law I — The Legal Environment of Business	3
FIN 2000 Principles of Finance	3
ECO 2013 Principles of Economics I.....	3
Credit Hours	28

Professional Electives

Credit Hours 18

(Select from the following)

- ***general electives
- RMI 2535 Principles of Insurance Production
- RMI 1522 Personal Insurance
- RMI 1523 Commercial Insurance
- RMI 2536 Multi-Lines Insurance Production
- RMI 2537 Agency Operations and Sales Management

Total Credit Hours 61

*Refer to A.S. 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 A.S. degree general electives.

Interior Design Technology (289)

Associate in Science

The interior design technology program includes a combination of theory, 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 safety, 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, salesperson, and space planner. The State of Florida requires the minimum of an associate in science degree and an additional four years of work experience before one can apply for state licensing.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

NOTE: The following are offered by the consumer and human services department and may be taken for non-college credit: HEC 0110 Home Accessories Construction, HEC 0084 Drapery Construction and HEC 0098 Introduction to Upholstery.

NOTE: It is essential that you contact an academic advisor for course information. Not all design courses are offered every term and there are many prerequisites. Design packets are available to aid in advising.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- HHD 1321 — Principles of Interior Design
- HHD 1611 — History of Interiors I
- HHD 1426 — Materials and Sources
- CTE 1401 — Basic Textiles
- ENC 1101 — English Composition I
- HHD 2323 — Perspective Renderings-Housing

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 or B	3
Credit Hours	15

Professional Core Courses

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

Professional Electives

Credit Hours 9

(Select from the following.)

- CGS 2470 Computer Aided Drafting and Design
- HHD 1450 Fundamentals of Restoration and Preservation
- HHD 2240 Why Preservation?
- HHD 2600 Architectural Style
- ORH 1808 Exterior and Interior Landscaping
- IND 2433 Lighting Design
- IND 2462 Computer Aided Commercial Design
- BCN 1001 Building Construction
- ETD 2350 CAD Advanced
- ETD 2538 CAD Architectural
- CTE 2862 Store Planning and Design
- IND 2434 Commercial Lighting Design
- IND 2410 Specialized Design: Kitchen and Bath Planning
- IND 2420 Art Acquisitions for Interior Environments

Total Credit Hours 63

*Refer to A.S. degree General Education requirements.

(RBS) Legal Assisting (299) total

Associate in Science

The legal assisting program is 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 assume paraprofessional duties 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 local attorneys which showed a great need for trained paraprofessional specialists to work with them.

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.

NOTE: Students desiring to enter the legal assisting program must have a personal interview with the legal assistant coordinator prior to enrollment.

NOTE: The program culminates in a professional internship (PLA 1949 Cooperative Education Work Experience I). All other professional core courses must be completed prior to enrollment in the internship. In this course, the student will work not less than 120 hours in a law or law-related office. In addition, students will meet weekly to share work experiences and receive final preparation for paraprofessional practice.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101 — English Composition I
- PLA 1003 — Introduction to Legal Assisting
- PLA 1104 — Legal Research and Writing I
- BUL 2130 — Business Law I — 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
MAT 1033 Intermediate Algebra	
or	
MAC 1102 College Algebra	
or	
MGF 1207 Finite Mathematics	3

*Humanities	3
SPC 2600 Fundamentals of Speech Communication	3
Credit Hours	15

Professional Core Courses

General Education Elective from Social and Behavioral Sciences	3
BUL 2130 Business Law I — The Legal Environment of Business	3
CGS 1570 Microcomputer Application Software	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 Education Work Experience I ...	3
Credit Hours	33

Professional Electives

Credit Hours 12	
(Select from the following.)	
***ACG 2001 Principles of Accounting I	
***CCJ 2250 Constitutional Law	
***PLA 2433 Business Organizations	
or	
***BUL 2242 Business Law II	
***PLA 1308 Criminal Law and Procedure for Legal Assistants	
***PLA 2465 Debtor/Creditor Law	
***PLA 2484 Administrative Law	
***PLA 2603 Wills, Trusts and Estates	
***PLA 2803 Family Law	
***PLA 2273 Torts and Insurance Law	
***REE 2430 Real Estate Law	
BSC 2085C Human Anatomy and Physiology I	
BSC 2086C Human Anatomy and Physiology II	
HSC 1531 Medical Terminology	
CGS 1060 Introductory Computer Concepts	
CGS 1580 Introduction to Desktop Publishing	
CGS 2470 Computer Aided Drafting and Design	
CGS 2512 Spreadsheet Concepts and Practices	
CGS 2525 Professional Presentations Using Technology	
CGS 2542 Database Concepts for Microcomputers	
CIS 2401 User Support and Software Evaluation	
MAN 2800 Small Business Management	
MNA 2400 Labor Relations	
OST 1581 Professional Development in the Work Environment	
OST 1711 Word Processing I	
OST 1712 Word Processing II	
RMI 1521 Principles of Insurance	
RMI 1523 Commercial Insurance	
Total Credit Hours	60

*Refer to A.S. degree General Education requirements.
 **An approved elective may be substituted for this course if student has verifiable, related work experience of not less than 12 consecutive months.
 ***Students are required to select a minimum of six credit hours from these courses.

Marketing Management (250)

Associate in Science

The marketing management 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 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's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- 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
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

ECO 2013 Principles of Economics I	3
MAR 1011 Principles of Marketing	3
***ACG 2001 Principles of Accounting I	4
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	25

Professional Electives
(Select from the following.)
**general electives

Credit Hours 21

Total Credit Hours 61

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

***Students may substitute ACG 1003 and ACG 1004.

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 diploma. 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 2.0 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's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

MLT 1022C — Introduction to Health Technology
 ENC 1101 — English Composition I
 MAT 1033 — Intermediate Algebra
 or
 MAC 1102 — College Algebra
 BSC 2085C — Human Anatomy and Physiology I
 **CHM 1032C — Principles of General Chemistry

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

MLT 1022C Introduction to Health Technology	3
BSC 2085C Human Anatomy and Physiology I	3
**CHM 1032C Principles of General Chemistry	4
MCB 2013C Microbiology	4
MLT 1300C Hematology	4
BSC 2086C 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 A.S. degree General Education requirements.
 **Students who qualify may substitute CHM 1045C and CHM 1046C.

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, THE STUDENT MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS. HEPATITIS B VACCINATION IS STRONGLY RECOMMENDED. HEALTH INSURANCE MUST BE MAINTAINED THROUGHOUT CLINICAL TRAINING. CONTACT PROGRAM MANAGER FOR ADDITIONAL INFORMATION.

Nursing (Associate's Degree) R.N. (227 or 283) Associate in Science

A SELECTIVE ADMISSION PROGRAM

The A.S. degree program in nursing is a combination of general education and nursing education courses. Graduates of the program 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 apply to write the National Council Licensure Examination to qualify for licensure to practice as registered nurses. *Admission to this program is limited and is based on academic performance and other criteria.*

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

One year of high school chemistry or any college CHM BSC 2085C — Human Anatomy and Physiology I
BSC 2086C — Human Anatomy and Physiology II
ENC 1101 — English Composition I
SYG 2000 — Introductory Sociology

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
or	
MAC 1140 Precalculus Algebra (4 cr.)	
*Humanities	3
ENC 1102 English Composition II	3
Credit Hours	15

Professional Core Courses

**BSC 2085C Human Anatomy and Physiology I.....	3
**BSC 2086C Human Anatomy and Physiology II.....	3
**MCB 2013C Microbiology	4
SYG 2000 Introductory Sociology	3
DEP 2004 Human Growth and Development.....	3

Nursing Courses

NOTE: Nursing is a limited access program. Students may not enroll in the following courses unless selected for continuance based on the selection criteria and available seats.

NUR 1021C Nursing Process I — Fundamentals of Nursing.....	10
NUR 1212C Nursing Process II — Medical Surgical Nursing.....	10

NUR 2420C Nursing Process IIIA — Nursing Care of the Child Bearing Family.....	6
NUR 2313C Nursing Process IIIB — Nursing Care of Children.....	6
NUR 2730C Nursing Process IVA — Medical-Surgical Nursing Care of the Adult Patient	9
NUR 2520C Nursing Process IVB — Psychiatric Nursing.....	3
Credit Hours	60
FCCJ Total Credit Hours	75

(283) UNF TRANSFER OPTION/ Nursing (Associate's Degree) R.N.

ALL OF THE ABOVE AND ALL OF THE FOLLOWING:

Professional Electives	Credit Hours 24
SPC 2600 Fundamentals of Speech Communication ...	3
*Humanities	3
STA 2014 Introduction to Statistics	3
CHM 1032C Principles of General Chemistry	4
HUN 1201 Human Nutrition.....	3
***Foreign Language Courses.....	8
FCCJ Total Credit Hours (UNF Transfer Option)	99

*Refer to A.S. degree General Education requirements.
**Minimum grade of "C" required in science courses.
***Students without two years of sequential foreign language courses
****Not accepted for UNF transfer

Application:

Nursing is a selective access program, and *continuance in the program is limited and based upon academic performance and other criteria.* Applicants are reviewed for continuance in the program two times a year: fall term and winter term. A brochure outlining costs, requirements, deadlines and procedures is available from the nursing department, North Campus, and from the student affairs offices at North, South, Kent or Downtown campuses. Approximately three weeks prior to the beginning of each term, letters are sent to each applicant indicating continuance status. Both single and married men and women may be admitted to the program.

Minimum requirements that must be met for consideration to continue in the nursing program.

- one year of high school chemistry or any college CHM
- BSC 2085C Human Anatomy and Physiology I
- enrollment in BSC 2086C Human Anatomy and Physiology II (This course must be completed with a grade of "C" or better in order to enroll in the first nursing course NUR 1021C Nursing Process I.)

- Applicants to the nursing program must:
1. have an earned high school diploma or GED diploma,
 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 continuance, 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 continuance, BSC 2085C Human Anatomy and Physiology I, earning a minimum grade of "C",
 5. have completed BSC 2086C Human Anatomy and Physiology II or be enrolled at time of application, (If enrolled at time of application the course must be completed with a grade of "C" or better before the student can enroll in NUR 1021C Nursing Process I),
 6. submit evidence of current Basic Life Support (CPR) Certification (eight hour course),
 7. submit official copy of program continuance test score,
 8. be at least 17 years of age, and
 9. have an ALL COLLEGE cumulative grade point average of 2.0 or better.

NOTE: It is recommended that students have a conference with a counselor or the nursing adviser 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's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.



Nursing (Associate Degree) R.N. (Bridge Option For Licensed Practical Nurses) (261) Associate in Science

A SELECTIVE ADMISSION PROGRAM

The bridge option of the associate in science degree in 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 LPN enrolled in the associate degree in Nursing program. *Admission to this program is limited and is based on academic performance and other criteria.*

The program of study is a combination of general education and nursing education courses. 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.

Initial Advising Courses

During your beginning semester at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

One year of high school chemistry or and college CHM
BSC 2085C — 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

Professional Core Courses

Science Courses	
**BSC 2085C Human Anatomy and Physiology I	3
**BSC 2086C Human Anatomy and Physiology II	3
**MCB 2013C Microbiology	4

Social and Behavioral Sciences Courses

DEP 2004 Human Growth and Development	3
SYG 2000 Introductory Sociology	3

Nursing Courses

NOTE: Nursing is a limited access program. Students may not enroll in the following courses unless selected for continuance based on the selection criteria and available seats.

Advanced Placement Credit	14
NUR 1000C Transitional Nursing Process I	9
NUR 1703C Transitional Nursing Process II	9
NUR 2730C Nursing Process IVA — Medical-Surgical Nursing Care of the Adult Patient	9
NUR 2520C Nursing Process IVB — Psychiatric Nursing	3
Credit Hours	60
Total Credit Hours	75

*Refer to A.S. degree General Education requirements.

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

Application:

The associate in science degree in nursing program bridge option is a selective access program. Applicants are reviewed for continuance in the bridge option track in the spring term of each year. A brochure outlining costs, requirements, deadlines and procedures is available from the nursing department, North Campus, and from the student affairs offices at North, South, Kent or Downtown campuses. Approximately three weeks prior to the beginning of spring term (May), letters are sent to each applicant indicating continuance status. Both single and married men and women may be admitted to the program.

Deadline date for application: completed applications for LPNs electing to continue in the bridge option of the associate's degree in nursing program must be received by February 1.

Application Prerequisites:

Applicants who elect to continue in the bridge option must:

1. submit evidence of current Florida Licensed Practical Nurse Licensure,
2. submit documentation of a minimum of six months of work experience as a licensed practical nurse within the last two years on employer stationery,
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:
**BSC 2085C Human Anatomy and Physiology I
**BSC 2086C Human Anatomy and Physiology II
**MCB 2013C Microbiology
DEP 2004 Human Growth and Development
MAT 1033 Intermediate Algebra

or
MAC 1102 College Algebra
ENC 1101 English Composition I
ENC 1102 English Composition II
PSY 1012 General Psychology
Any one of the following courses:

*Humanities:

SYG 2000 Introductory Sociology,

5. submit evidence of current Basic Life Support (CPR) certification (eight hour course), and

6. official copy of program continuance test score.

NOTE: It is recommended that students have a conference with the nursing adviser 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's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.



Office Management Technology (265) (Executive Support) Associate in Science

A goal of this degree program is to allow maximum flexibility for the student in designing a program that will fulfill his or her career objectives. The general education and professional core requirements provide a solid foundation of courses fundamental to any direction that the *student* might choose. Possible career paths might include a proficiency in high technology areas such as information processing, desktop publishing or networking in the automated office in positions such as executive assistant, office coordinator or office manager.

To achieve the 60 credit hour requirement for the associate in science in office management technology degree, a student must complete 15 credit hours in the specified general education courses and 33 credit hours in the professional core courses. The remaining credit hours will be chosen from the list of professional electives. All credits earned in the technical certificate program may be applied to the office management technology degree program. It is advisable that all students in this program complete at least one of the technical certificate specialties before enrolling in additional professional elective courses.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semester at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101 — English Composition I
- OST 1100 — Keyboarding (Typing)/Introduction to Word Processing
- OST 1601 — Fundamentals of Business Communications
- OST 1324 — Business Mathematics Using Calculators
- CGS 1570 — Microcomputer Application Software

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
SOP 1002 Human Relations	
or	
SOP 1502 Dynamics of Behavior	3
***OST 1324 Business Mathematics Using Calculators.....	3
*Humanities	3
CGS 1570 Microcomputer Application Software	3
or	

CGS 1060 Introductory Computer Concepts	3
Credit Hours	15
Professional Core Courses	
***OST 1711 Word Processing I	3
***OST 1108 Keyboard Skill/Speed Building	3
OST 1384 Introduction to Customer Service	3
***OST 1601 Fundamentals of Business Communications	3
OST 1581 Professional Development in the Work Environment.....	3
***OST 1100 Keyboarding (Typing)/Introduction to Word Processing.....	3
OST 2335 Applied Business Communications	3
OST 1401 Fundamental Support Systems and Procedures.....	3
OST 2501 Office Systems Management	3
****ACG 1003 General Accounting I	3
CGS 2512 Spreadsheet Concepts and Practices	3
Credit Hours	33

Professional Electives	Credit Hours 12
(Select from the following.)	
OST 1355 Introduction to Information and Records Management	
OST 2712 Word Processing II	
OST 1145 Data Entry Applications	
OST 1611 Medical Transcription	
OST 1211 Shorthand I	
OST 2602 Machine Transcription	
OST 1621 Legal Transcription	
OST 1949 Cooperative Education Work Experience I	
CGS 1580 Introduction to Desktop Publishing	
CGS 2542 Database Concepts for Microcomputers	
BRC 1504 Credit and Collections	
CDA 2500 Introduction to Data Communications	
CDA 2502 Computer Networks	
CET 2173 Microcomputer Systems Troubleshooting	
CIS 2401 User Support and Software Evaluation	
CIS 2321 Information Systems	
COP 1000 Introduction to Programming and Algorithm Design	
COP 2612 Microcomputer Operating Systems Concepts	
HSC 1531 Medical Terminology	
PLA 2763 Law Office Procedures	
CGS 2525 Professional Presentations Using Technology	
**general electives	

Total Credit Hours 60

- *Refer to A.S. degree General Education requirements.
- **Refer to A.S. degree general electives.
- ***A student with previous academic, career or life experiences may receive credit for this course by passing a proficiency test.
- ****ACG 2001 Principles of Accounting I may be substituted.

Office Systems Specialist

(357) or (374) or (375) or (376) or (377) or (378) or (379) or
(380) or (386) or (387) or (388) or (389) or (390)

Technical Certificate

The technical certificate program in office systems specialist is designed to prepare students to enter the job market with professional training in areas such as word processing, computer applications, office procedures, customer relations and human relations.

A student may choose from a comprehensive list of specialties which includes clerical, financial services, data entry, insurance, desktop publishing, word processing, information processing, medical, legal, and records management. The professional core is the foundation for all specialty certificates.

The professional core courses prepare the student for an entry-level job in a wide variety of work settings. The specialties are designed to build upon the core and apply to more specific work environments.

NOTE: Successful completion of a specialty qualifies a student for a technical certificate in that specialty. Students may receive multiple specialties as they qualify. After the student completes a technical certificate, credits may be applied to the associate degree in office management technology (executive support) or the associate degree in records management.

Professional Core Courses

*OST 1601 Fundamentals of Business Communications	3
OST 1581 Professional Development in the Work Environment	3
*OST 1324 Business Mathematics using Calculators	3
*OST 1100 Keyboarding (Typing)/Introduction to Word Processing.....	3
Credit Hours	12

and one of the following technical specialties:

Clerical Specialty (374)

(The student completing this specialty would be qualified for positions such as receptionist, filing/ telephone/mail clerk, proofreader, clerk typist.)

OST 1401 Fundamental Support Systems and Procedures.....	3
Total Credit Hours	15

OR

Data Entry Specialty (375)

(The student completing this specialty would be qualified for positions such as CRT operator or data entry keyer.)

OST 1145 Data Entry Applications.....	3
OST 1108 Keyboard Skill/Speed Building	3
Total Credit Hours	18

OR

Desktop Publishing Specialty (376)

(The student completing this specialty would be qualified for positions such as administrative assistant, word processing specialist or publications specialist.)

OST 2335 Applied Business Communications.....	3
**OST 1711 Word Processing I	
or	
OST 2712 Word Processing II.....	3
CGS 1580 Introduction to Desktop Publishing	3
CGS 1570 Microcomputer Application Software	3
OST 1401 Fundamental Support Systems and Procedures.....	3
Total Credit Hours	27

OR

File Management Specialty (357)

(The student completing this specialty would be qualified for positions such as records clerk, records technician, records center clerk, forms clerk, or micrographics clerk.)

CGS 1060 Introductory Computer Concepts.....	3
*OST 1355 Introduction to Information and Records Management.....	3
Total Credit Hours	18

OR

Financial Services Specialty (377)

(The student completing this specialty would be qualified for positions such as customer service representative or financial services associate.)

OST 1384 Introduction to Customer Services.....	3
BRC 1504 Credit and Collections.....	3
***OST 1949 Cooperative Education Work Experience I.....	3
GEB 1011 Introduction to Business.....	3
Total Credit Hours	24

Note: Students in this certificate program should enroll in OST 2335 instead of OST 1601.

OR

Health Unit Coordinator Specialty (378)

(The student completing this specialty would be qualified for the position of health unit coordinator.)

WCL 1200 Health Unit Coordinator I.....	3
WCL 1203 Health Unit Coordinator II.....	4
Total Credit Hours	19

OR

Insurance Specialty (379)

(The student completing this specialty would be qualified for a position such as insurance clerk or receptionist.)

OST 2335 Applied Business Communications.....	3
CGS 1570 Microcomputer Application Software	3
OST 1384 Introduction to Customer Service.....	3
RMI 1521 Principles of Insurance.....	3
OST 1401 Fundamental Support Systems and Procedures.....	3
Total Credit Hours	27

OR

Information Processing Specialty (380)

(The student completing this specialty would be qualified for positions such as office systems trainee or electronic office technician.)

OST 2335 Applied Business Communications.....	3
CGS 1570 Microcomputer Application Software	3
CGS 2512 Spreadsheet Concepts and Practices	3
CGS 1580 Introduction to Desktop Publishing	3
CGS 2542 Database Concepts for Microcomputers	3
OST 1401 Fundamental Support Systems and Procedures.....	3
Total Credit Hours	30

OR

Legal Specialty (386)

(The student completing this specialty would be qualified for positions such as legal receptionist or administrative assistant.)

OST 2335 Applied Business Communications.....	3
OST 1621 Legal Transcription.....	3
OST 1401 Fundamental Support Systems and Procedures.....	3
CGS 1570 Microcomputer Application Software	3
**OST 1711 Word Processing I.....	3
OST 2712 Word Processing II.....	3
PLA 2763 Law Office Procedures	3
Total Credit Hours	33

OR

Medical Office Support Specialty (387)

(The student completing this specialty would be qualified for positions such as medical receptionist, medical transcriber or medical secretary.)

OST 2335 Applied Business Communications.....	3
OST 1401 Fundamental Support Systems and Procedures.....	3
**OST 1711 Word Processing I.....	3
OST 2712 Word Processing II.....	3
OST 1611 Medical Transcription	3
HSC 1531 Medical Terminology	2
Total Credit Hours	29

OR

Medical Clerk Specialty (388)

(The student completing this specialty would be qualified for a position such as medical clerk or receptionist.)

OST 1401 Fundamental Support Systems and Procedures.....	3
HSC 1531 Medical Terminology.....	2
Total Credit Hours	17

OR

Public Relations Specialty (389)

(The student completing this specialty would be qualified for a position such as administrative assistant.)

**OST 1711 Word Processing I.....	3
CGS 1580 Introduction to Desktop Publishing	3
CGS 2525 Professional Presentations Using Technology	3
ADV 2000 Advertising	3
OST 1401 Fundamental Support Systems and Procedures.....	3
Total Credit Hours	27

OR

Word Processing Specialty (390)

(The student completing this specialty would be qualified for positions such as word/information processor, secretary or administrative assistant.)

OST 2335 Applied Business Communications.....	3
**OST 1711 Word Processing I.....	3
OST 2712 Word Processing II.....	3
OST 1401 Fundamental Support Systems and Procedures.....	3
OST 1108 Keyboard Skill/Speed Building	3
Total Credit Hours	27

* A student with previous academic, career or life experiences may receive credit for this course by passing a proficiency test. Call 381-3491 for detailed information. Students in the financial services certificate program should enroll in OST 2335 instead of OST 1601.

** Any three of the following may be substituted: OST 1733, OST 1734, OST 1735, OST 1736. A student may receive credit by examination as stated above.

*** A student may not enroll in this course until professional core and all other courses in his or her specialty have been completed. Enrollment is limited. Another course can be substituted for this with consent of adviser.

Paramedic (393)

Technical Certificate

The paramedic certificate program is designed to prepare the student for employment on 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 2.0 must be earned in each professional course and human anatomy and physiology.

Application:

All applicants for admission to this program must be at least 18 years of age, have an earned high school diploma or GED diploma, and be currently certified in Florida in emergency medical technology (EMT) or be board eligible. All applicants must be Florida Community College at Jacksonville students and must complete admissions testing.

Additionally, program applicants must submit all the following to the Emergency Medical Services (EMS) Technology Office, North Campus, at least two months prior to the beginning date of the term in which they wish to be admitted to the program:

1. application to the paramedic program,
2. proof of current Basic Life Support (cardiopulmonary resuscitation) certificate issued within six months prior to the date of proposed entry into the program,
3. completion of BSC 2085C Human Anatomy and Physiology I, earning a minimum grade of "C," BSC 2086C Human Anatomy and Physiology II, with a minimum grade of "C," prior to enrolling in EMS 2272 Paramedic Phase II, and
4. placed into MAT 1033 or higher mathematics course on the Elementary Algebra portion of the MAPS test, or have taken MAT 0024 or higher mathematics course, with minimum grade of "C."

NOTE: It is recommended that students have a conference with the EMT counselor prior to applying to the paramedic program.

EMS 2273 EMT-Paramedic Phase III	4
EMS 2273L EMT-Paramedic Phase III — Lab/Clinical	7
Total Credit Hours	51

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, THE STUDENT MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS. HEPATITIS B VACCINATION IS STRONGLY RECOMMENDED. HEALTH INSURANCE MUST BE MAINTAINED THROUGHOUT CLINICAL TRAINING. CONTACT PROGRAM CHAIRPERSON FOR ADDITIONAL INFORMATION.

Course Number and Title	Credits
Professional Courses	
BSC 2085C Human Anatomy and Physiology I	3
BSC 2086C Human Anatomy and Physiology II	3
EMS 1059 First Responders: Emergency Care Training	3
EMS 1119 Fundamentals of Emergency Medical Care ...	6
EMS 1401 Fundamentals of Emergency Medical Care Clinical Experience	3
EMS 2271 EMT-Paramedic Phase I	6
EMS 2271L EMT-Paramedic Phase I — Lab/Clinical ...	5
EMS 2272 EMT-Paramedic Phase II	6
EMS 2272L EMT-Paramedic Phase II — Lab/Clinical ..	5

Postal Service Management (298)

Associate in Science

This A.S. 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 and those students who desire the postal profession.

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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- 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
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

BUL 2130 Business Law I — The Legal Environment of Business	3
CGS 1060 Introductory Computer Concepts	3
ENC 2210 Technical Report Writing	3
MAR 1011 Principles of Marketing	3
MNA 1392 Postal Management — Customer Service	3
MNA 1394 Postal Management — Finance	3
MNA 2395 Postal Management — Mail Processing I	3
MNA 2396 Postal Management — Mail Processing II	3
MNA 2397 Postal Management — Employee Relations	3
MNA 2398 Postal Management — Labor Relations	3
MNA 2400 Labor Relations	3
Credit Hours	33

Professional Electives **Credit Hours 12**

(Select from the following.)

*General Education Course(s)

**general electives

Total Credit Hours 60

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

Professional Pilot Technology (258)

Associate in Science

The professional pilot technology program provides the student with the knowledge, skills and Federal Aviation Administration (FAA) certificates required to begin a civilian aviation career as an FAA Certified Flight Instructor and Commercial Pilot. This program, which includes flight training through a local FAA approved flight school, is intended for students who desire to complete an associate's degree and begin an aviation career. In completing the program, the student will have earned the following FAA certificates and ratings: commercial pilot, airplane single and multi-engine land, instrument, flight instructor, airplane and instrument, ground instructor, advanced and instrument. In addition, the airline transport pilot and flight engineer basic and turbojet FAA written tests may be completed as electives. The flight training costs to complete this program may approach or exceed \$25,000 over the planned two-year period. Exact costs will be determined by the student's aptitude, study habits and time devoted to the program. A university transfer requires additional courses and tests.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101 — English Composition I
- *Social and Behavioral Sciences A or B
- MAT 1033 — Intermediate Algebra
- *Humanities
- ATT 1100 — Private Pilot Ground School

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences A or B	3
MAT 1033 Intermediate Algebra	3
*Humanities	3
*General Education Elective — Area B	3
Credit Hours	15

Professional Core Courses

ASC 1210 Aviation Weather	3
CGS 1060 Introductory Computer Concepts	3
ATT 1100 Private Pilot Ground School	3

ATT 1110 Commercial Pilot Ground School	3
ATT 1120 Instrument Rating Ground School	4
ATF 1104 Primary Flight	4
ATF 2400 Commercial/Instrument Flight	9
ATF 2530 Advanced Flight	2
Credit Hours	31

Professional Electives Credit Hours 15

ATT 2150 Airline Transport Pilot Ground School	
ATT 2140 Flight Engineer Ground School	
ASC 2110 Advanced Air Navigation	
AVM 2941 Facility Internship/Flight Safety	
ENC 1102 English Composition II	
MET 1010 Meteorology	
ENC 2210 Technical Report Writing	
FIN 2100 Personal Finance	
SOP 1002 Human Relations	
BSC 1005 Life in Its Biological Environment	
REA 1105 College Reading Techniques	
SPC 2600 Fundamentals of Speech Communication	
**general electives	

Total Credit Hours 61

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

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's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

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

Course Number and Title	Credits
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

- MMC 1000 Introduction to Mass Communications.....3
- MMC 2100 Writing for Mass Communications
- or
- RTV 2100 Writing for Electronic Media
- MUM 1600 Recording Techniques I

RTV 1949 Cooperative Education Work Experience I...	3
RTV 2001 Introduction to Broadcasting.....	3
RTV 2200 An Introduction to Television Production.....	3
RTV 2206 Broadcast Direction	3
RTV 2949 Cooperative Work Experience II.....	3
Credit Hours	24

Professional Electives Credit Hours 21

(Select from the following.)

- 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 1203C Design II
- ART 2230C Communication Graphics
- CRW 2000 Imaginative Writing
- EET 1035 DC/AC Fundamentals
- FIL 1000 The Movies as Art
- PGY 2101C Photography I
- MUC 1301 Introduction to Electronic Music
- MUL 1010 Music Appreciation
- 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
- TPA 2202 Media and Technique: Stagecraft
- TPP 2110 Acting I
- TPP 2111 Acting II
- **general electives

Total Credit Hours 60

*Refer to A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

Radiologic Technology (254)

Associate in Science

The purpose of this program is to offer advanced training and supporting science and general education to persons who are currently a registered radiologic technologist. Only persons currently on the American Registry of Radiologic Technology (AART) are eligible to enroll in this program. Upon enrollment and presentation of current ARRT documentation, degree seeking students will be granted 30 semester hours toward the total of 63 semester hours required for the degree.

Specific information on program admission requirements and costs can be obtained from the coordinator for radiologic technology, North Campus.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- BSC 2085C — Human Anatomy and Physiology I
- ENC 1101 — English Composition I
- RTE 2202 — Radiologic Management and Education
- *Social and Behavioral Sciences

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
* Social and Behavioral Sciences	3
* Mathematics	3
* Humanities	3
BSC 2085C Human Anatomy and Physiology I	3
Credit hours	15

Professional Core Courses

BSC 2086C Human Anatomy and Physiology II	3
MCB 2013C Microbiology	4
RTE 2202 Radiologic Management and Education	3
RTE 2587 Advanced Development in Radiologic Technology	3
SOP 1002 Human Relations	3
Credits granted for ARRT Registry	30
Credit Hours	46

Professional Electives Credit Hours 3

- (Select from the following.)
- PHY 1020 Physics for Liberal Arts
 - CHM 1020 Chemistry for Liberal Arts
 - COP 1000 Introduction to Programming and
Algorithm Design
 - HSC 1531 Medical Terminology

Total Credit Hours 64

*Refer to A.S. degree General Education requirements.

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, THE STUDENT MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS. HEPATITIS B VACCINATION IS STRONGLY RECOMMENDED. HEALTH INSURANCE MUST BE MAINTAINED THROUGHOUT CLINICAL TRAINING. CONTACT PROGRAM CHAIRPERSON FOR ADDITIONAL INFORMATION.

Real Estate Management (230)

Associate in Science

This A.S. 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 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 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's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ECO 2013 — Principles of Economics
- ENC 1101 — English Composition I
- REE 1040 — Real Estate Principles and Practices
- *Mathematics
- FIN 2000 — Principles of Finance

Course Number and Title	Credits
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 2130 Business Law I — 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**

- (Select from the following.)
- 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 A.S. degree General Education requirements.

**Refer to A.S. degree general electives.

Records Management (276) (Information/Records Management) Associate in Science

Information/records management is designed to prepare students to enter current and emerging positions in information and records management. The program is designed to define and develop knowledge, skills, and attitudes needed by records management professionals. The content is based on the current and future needs of both students and employers, and the program uses state-of-the-art technology.

Included is the study of record creation, protection, circulation, retrieval, preservation, and control of vital business information. Students learn to plan, organize, and control all types of information and records from creation to final disposition. Students will become equipped with technical skills for entry-level positions that may lead to supervisory or middle-management positions in information/records management.

Internships are encouraged for students to gain experience in an actual information and records management environment before they enter the job market.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101 — English Composition I
- **OST 1100 — Keyboarding (Typing)/Introduction to Word Processing
- **OST 1324 — Business Mathematics Using Calculators
- CGS 1060 — Introductory Computer Concepts
- GEB 1011 — Introduction to Business

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
SOP 1002 Human Relations	
or	
SOP 1502 Dynamics of Behavior	3
*Humanities	3
CGS 1060 Introductory Computer Concepts	3
**OST 1324 Business Mathematics Using Calculators	3
Credit Hours	15

Professional Core Courses

GEB 1011 Introduction to Business	3
***ACG 1003 General Accounting	3
OST 1581 Professional Development in the Work Environment	3
MAN 2021 Principles of Management	3
OST 2501 Office Systems Management	3
**OST 1100 Keyboarding/Introduction to Word Processing	3

OST 2335 Applied Business Communications	3
CGS 2542 Introduction to Data Base Management Concepts and Practices	3
CIS 2321 Information Systems	3
**OST 1355 Introduction to Information and Records Management	3
OST 2356 Specialized Functions of Information and Records Management	3
OST 2357 Systems and Functions of Information and Records Management	3
OST 1949 Cooperative Education Work Experience I ..	3
Credit Hours	39

Professional Electives

Credit Hours 9

Select courses from the following: Computer, Office Systems Technology, Business, Medical Records A.S. degree or Medical Records Coding Specialist Certificate program, other A.S. programs areas, or General Electives.

Total Credit Hours 63

*Refer to A.S. degree General Education requirements.

**A student with previous academic, career or life experiences may receive credit for this course by passing a proficiency test.

***ACG 2001 Principles of Accounting I may be substituted.

Respiratory Care (244)

Associate in Science

The respiratory care program offers the student opportunities to learn the technical and clinical skills of a respiratory therapist. Graduates of this program are eligible to take the national examinations given by the National Board for Respiratory Care. Upon successful completion of these examinations, the graduate will be eligible for licensure to practice in the field of respiratory care.

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 care is a selective access program, and continuance in the program is limited and based upon academic performance and other criteria. Applicants must show evidence of good health and have an earned high school diploma or GED diploma. A background of science and math is strongly recommended. The program admits students annually during the fall term.

An application for admission to this associate in science degree program must include the following:

1. application to Florida Community College at Jacksonville,
2. application to the respiratory care program,
3. high school transcript or copy of GED test scores,
4. college transcript (if any college work has been attempted) and
5. official copy of program admission test and 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 respiratory care course,
6. submit evidence of current basic life support (CPR) level C course.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a baccalaureate's 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 41 of the catalog.

The program in respiratory care is accredited by the Joint Review for respiratory therapy education, 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 unless your test scores indicate that you may need College Preparatory courses.

- BSC 2085C — Human Anatomy and Physiology I
- BSC 2086C — Human Anatomy and Physiology II
- CHM 1032C — Principles of General Chemistry
- MAT 1033 — Intermediate Algebra
- ENC 1101 — English Composition I
- MCB 2013C — Microbiology

Course Number and Title	Credits
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
BSC 2085C Human Anatomy and Physiology I	3
BSC 2086C 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
RET 1485 Cardiopulmonary Anatomy and Physiology.....	4
RET 1350 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
RET 2484 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 A.S. degree General Education requirements.

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, THE STUDENT MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS. HEPATITIS B VACCINATION IS STRONGLY RECOMMENDED. HEALTH INSURANCE MUST BE MAINTAINED THROUGHOUT CLINICAL TRAINING. CONTACT PROGRAM CHAIRPERSON FOR ADDITIONAL INFORMATION.

Restaurant Management (212)

Associate in Science

This A.S. degree program is designed to provide career oriented students with the basic restaurant management principles and training for supervisory/management positions in restaurants, hotels, clubs, resorts, cafeterias, extended care facilities, fast food operations and hospitals. The program is focused to provide the student with a foundation for building a rewarding career in a dynamic, growing industry that serves people.

The hospitality, tourism and restaurant industries are the largest and fastest growing businesses in Florida. A.S. degree students with an educational background and work experience in the restaurant business are in demand.

Educational coursework includes emphasis on communication management, human relations and leadership skills. Competencies are acquired through theory, laboratory and on-site restaurant management practice. Through the internship program, students gain invaluable on-the-job experience in a local restaurant, hotel, club or cafeteria.

Prospective students should be advised by a restaurant management professor to insure proper course sequencing and a College counselor for general academic and financial direction. The program manager, with the approval of the assistant dean, may require additional courses or make substitutions to meet the needs of the students. This program is offered at North Campus during the day or evening.

Students enrolled in the food production courses are required to purchase a knife set, and approved chef's uniform, and black non-skid shoes. Students enrolled in dining room courses will be required to purchase a dining room uniform. Text books are required for a majority of the courses.

Students must supply their own health insurance coverage while enrolled in the program. Companies who provide internship sites, require students to have insurance coverage while on their premises.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

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

- HFT 1000 — Introduction to Hospitality Management
- FSS 1288 — Pantry and Fast Foods
- FSS 1250 — Dining Room Management
- OST 1324 — Business Mathematics Using Calculators
or
- MAC 1102 — College Algebra

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
or	
MAC 1102 College Algebra	3
*Humanities	3
CGS 1060 Introduction to Computer Concepts	3
or	
CGS 1570 Microcomputer Applications Software	3
Credit Hours	15

Professional Core Courses

HFT 1000 Introduction to Hospitality Management	3
FSS 2300 Supervision and Personnel Management.....	3
FSS 1120 Management of Food and Beverage Purchasing	3
FSS 1202 Food Production I	3
HFT 1265 Restaurant Management	3
HFT 1503 Marketing and Sales Management	3
HFT 2941 Hospitality Internship I	3
HFT 2942 Hospitality Internship II	3
FSS 1288 Pantry and Fast Foods	3
FOS 1201 Sanitation and Safety Management	3
HUN 1203 Culinary Nutrition	3
FSS 1221 Food Production II	3
FSS 1250 Dining Room Management	3
FSS 1100 Menu and Marketing Management.....	3
Credit Hours	42

Professional Electives

Credit Hours 6

(Select any two courses)

FSS 2501 Food and Beverage Control Management	3
HFT 1444 Managing Computers in the Hospitality Industry.....	3
APA 2321 Hospitality Accounting Management	3
HFT 1434 Club Operations Management.....	3
ACG 1003 General Accounting I	3
FSS 2284 Catering and Buffet Management.....	3
FSS 1410 Food Service Equipment/Facility Planning	3
FSS 1248 Garde-Manger	3

Total Credit Hours 63

*Refer to A.S. degree General Education requirements.

Telecommunication 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.

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a bachelor's 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 41 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- CGS 2020 — Computer Concepts
- EET 1035 — DC/AC Fundamentals
- ENC 1101 — English Composition I
- ETD 1100 — Engineering Drawing
- MAC 1102 — College Algebra

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences — Area A	3
MAC 1102 College Algebra	3
*Humanities	3
CGS 2020 Computer Concepts	3
Credit Hours	15

Professional Core Courses

ETD 1100 Engineering Drawing	3
EET 1035 DC/AC Fundamentals	4
MAC 1114 College Trigonometry	3
PHY 2053C General Physics I	4
EET 1037 DC/AC Network Analysis	3
ENC 2210 Technical Report Writing	3
EET 1144 Solid State Devices	4
PHY 2054C General Physics II	4
CET 1114 Digital Fundamentals	4
ETI 1700 Industrial Safety	3
EET 2147 Solid State Analog Circuit Analysis	3
EST 2112 Electrical-Electronic Control Systems	3
EET 2324 Communications Electronics I	3
CET 2123 Microprocessor Fundamentals	4

EET 2326 Communications Electronics II	3
MAC 2253 Calculus for Engineering Technology	3
COP 2170 Programming in BASIC	3
Credit Hours	57
Total Credit Hours	72

*Refer to A.S. degree General Education requirements.

Postsecondary Job Training Programs

Florida Community College at Jacksonville 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 training certificate.

Postsecondary job preparatory programs vary in length from 20 to 1,500 hours. Students entering programs which are more than 450 hours will be tested for basic reading, mathematics and language skills and those who score below the prescribed grade levels 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 adviser 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, and
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 adviser 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 registration office. Transcript requests 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 or

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	URC
Air Conditioning, Refrigeration and Heating Service Technology		X				
Aircraft Airframe Mechanics	X					
Architectural Drafting		X				
Automotive Body Repair and Refinishing		X				
Automotive Machine Shop		X				
Automotive Technology		X				
Barbering				X		
Business Software Applications		X	X	X		
Cashiering			X			
Child Care Assisting				X		
Child Care Center Operations				X		
Commercial Foods and Culinary Arts				X		
Communication Electronics		X				
Correctional Officer					X	
Cosmetology				X		
Cosmetology Specialist — Nails				X		
Custom Garment Making (Tailoring)			X			
Data Entry Operations		X	X	X		
Dental Assisting				X		
Dietetic Management and Supervision				X		
Fire Fighting					X	
Floral Design and Marketing			X			
Food Management, Production and Services (Supervised Food Service Worker)			X			
Gasoline Engine Mechanics		X				
General Office Clerk		X				
Home Health Aide				X		
Industrial Electronics		X				
Insurance Marketing			X			
Law Enforcement					X	
Machining		X				
Marine Mechanics Technology (Diesel)	X					
Marine Mechanics Technology (Outboard)	X					
Medical Assisting				X		
Nursing Assistant				X		
Patient Care Assistant				X		
Practical Nursing				X		
Printing and Graphic Arts				X		
Private Security Guard					X	
Real Estate Marketing			X			
Residential and Commercial Carpentry		X				
Residential and Commercial Electric Wiring	X					
Residential and Commercial Plumbing		X				
Residential and Commercial Plumbing (Pipefitting)	X					
Surgical Technology				X		
Teller Operations			X			
Tractor and Trailer Body Repair and Refinishing	X					
Travel Agency Operations			X			

Location Designators:

G — Geis Marine Center	K — Kent Campus
D — Downtown Campus	N — North Campus
S — South Campus	URC — Urban Resource Center

	G	D	K	N	S	URC
Wastewater Treatment Plant Operation B		X				
Wastewater Treatment Plant Operation C		X				
Water Treatment Plant Operation B		X				
Water Treatment Plant Operation C		X				
Water/Wastewater Treatment Plant Operations — Level A		X				
Welding	X	X				
Word Processing		X	X	X		

Location Designators:

- | | |
|------------------------|-----------------------------|
| G — Geis Marine Center | K — Kent Campus |
| D — Downtown Campus | N — North Campus |
| S — South Campus | URC — Urban Resource Center |

Air Conditioning, Refrigeration and Heating Service Technology (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 student's score on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For further information, call 633-8287.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
ACR 0930 Postsecondary Internship (Optional)	
ACR 0001 Air Conditioning and Refrigeration Theory I.....	128
ACR 0002 Air Conditioning and Refrigeration Theory II.....	128
ACR 0100 Basic Electricity and Schematics.....	128
ACR 0102 Applied Electricity and Schematics.....	128
ACR 0621 Applied Heating I.....	128
ACR 0622 Applied Heating II.....	128
ACR 0001L Air Conditioning and Refrigeration Lab I.....	128
ACR 0002L Air Conditioning and Refrigeration Lab II.....	128
Total Contact Hours	1024

*Students who have satisfactory test scores are not required to take these courses.

Aircraft Airframe Mechanics (706)

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 student's 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.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
AMT 0130 Aircraft Tools and Devices.....	128
AMT 0131 Aircraft Materials and Metallurgy.....	128
AMT 0132 Airframe Structures.....	128
AMT 0133 Metal Fabrication and Damage Repair.....	128
SLS 0341 Employability Skills.....	30
Total Contact Hours	542

*Students who have satisfactory test scores are not required to take these courses.

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 a.m. to 5 p.m., 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 more information, call 633-8289.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
ETD 0100 Drafting I — General Engineering Drawing	128
ETD 0530 Drafting II — Architectural Drafting	128
ETD 0540 Drafting III — Civil Drafting	128
ETD 0537 Drafting IV — Mechanical and Electrical Drafting	128
ETD 0320 Drafting V — Computer Aided Drafting	128
Total Contact Hours	640

*Students who have satisfactory test scores are not required to take these courses.

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 student's score on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For further information, call 633-8287.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
ARR 0930 Postsecondary Internship (Optional)	
ARR 0291 Basic Automotive Body Repair	128
ARR 0292 Advanced Automotive Body Repair and Panel Replacement	128
ARR 0111 Automotive Welding	128
ARR 0411 Basic Automotive Painting	128
ARR 0412 Advanced Automotive Painting and Custom Painting	128
ARR 0351 Damage Appraising and Frame Straightening	128
ARR 0271 Basic Automotive Glass	128
ARR 0273 Advanced Automotive Glass and Sheet Metal	128
Total Contact Hours	1,024

*Students who have satisfactory test scores are not required to take these 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 student's score on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For further information, call 633-8287.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
PMT 0401 Basic Engine Parts/Engine Disassembly/Principles of Power	128
PMT 0405 Cleaning Engine Parts	128
PMT 0402 Precision and Non-Precision Tools for the Automotive Trade	128
PMT 0411 Identifying and Repairing Cracks	128
PMT 0415 Automotive Reconditioning Machines I	128
PMT 0421 Automotive Reconditioning Machines II	128
PMT 0431 Automotive Reconditioning Machines III	128
PMT 0435 Automotive Reconditioning Machines IV	128
Total Contact Hours	1,024

*Students who have satisfactory test scores are not required to take these 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 student's score on the entry level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For further information, call 633-8287.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
AER 0930 Postsecondary Internship (Optional)	
AER 0590 Engines	128
AER 0310 Automotive Electrical Systems	128
AER 0511 Fuel and Emission Control Systems	128
AER 0450 Steering and Suspension	128
AER 0410 Brake Systems	128
AER 0211 Clutch and Transmissions	128
AER 0610 Air Conditioning and Heating	128
AER 0522 Drivability and Diagnosis	128
Total Contact Hours	1,024

*Students who have satisfactory test scores are not required to take these courses.

Barbering (622)

The purpose of this program is to prepare a person for employment as a barber-stylist or to provide supplemental training to persons previously or currently employed in the barbering profession.

The instruction is designed to qualify students for the successful completion of the Florida Barber License written and practical examinations. Program content includes, but is not limited to, the development of communication, leadership, human relations and employability skills, safe and efficient work practices, demonstrated technical and manipulative skills, a knowledge of chemistry, physiology, anatomy and bacteriology as related to barbering, and Florida Barber laws, rules and regulations.

The Barber-Styling program at FCCJ is a three semester certificate program consisting of 1,200 contact hours, requiring six hours of daily attendance, that includes classroom theory and laboratory practice. Following the successful completion of 1,200 program hours, students are qualified to take the Florida Barber certification examination for employment in this field. This program will be offered at North Campus. For further information, call 766-5563.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematics Skills	
*VPI 0300 Basic Language Skills	
COS 0931 Selected Topics in Barbering (optional)	
COS 0990 Barber Styling I	120
COS 0991 Barber Styling II	120
COS 0992 Barber Styling III	120
COS 0993 Barber Styling IV	120
COS 0994 Barber Styling V	120
COS 0995 Barber Styling VI	120
COS 0996 Barber Styling VII	120
COS 0997 Barber Styling VIII	120
COS 0998 Professional Barber Styling I	120
COS 0999 Professional Barber Styling II	120
Total Contact Hours	1,200

*Students who have satisfactory test scores are not required to take these 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, Database Applications. Business mathematics and employability skills training are taught. 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 16 weeks, approximately four hours per day, Monday through Friday. For further information, call 633-8285.

Course Number and Title	Contact Hours
Professional Courses	
OFT 0611 Business Software Applications	350
*TYG 0110 Basic Typewriting	48
Total Contact Hours	398

*Individuals with the typewriting speed of 30 words per minute may be exempt from completing the basic typewriting class.

Cashiering (715)

This program 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.

Course Number and Title	Contact Hours
Professional Courses	
MKA 0095 Cashiering	136
Total Contact Hours	136

Child Care Assisting (795)

This program is designed to prepare students for entry level employment as child care aides in private, 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 register in basic skills training. This will be determined by the student's score on the entry-level test. Prospective students must be advised by a counselor or a professor of child care instructional services prior to enrollment.

This program is offered during the day at North Campus. For further information, call 766-6623.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
HEV 0111 Child Care Aide	300
HEV 0940 Child Care Aide Internship	180
Total Contact Hours	480

*Students who have satisfactory test scores are not required to take these courses.

Child Care Center Operations (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 three-hour Family Day Care Training and the HRS 20 hour State 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 Downtown Campus. For further information, call 632-3199.

Course Number and Title	Contact Hours
Professional Courses	
HEV 0114 Child Care Center Operations	448
Total Contact Hours	448

Commercial Foods and Culinary Arts (611)

The competency based commercial foods and culinary arts program is designed to prepare practiced cooks for the food service industry. The long-range goal is to provide students with occupational preparation in becoming chefs in restaurants, hotels, clubs and large industrial kitchens. Competencies are developed by students through theory, laboratory and retail restaurant experience in the College operated food facility.

Students entering this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test which should be taken prior to registering for the program. The program manager, with the approval of the assistant dean,

may require additional courses or make substitutions required to meet the needs of the students. Prospective students should be advised by a counselor or a culinary arts professor prior to enrolling. This program is offered at North Campus during the day and evenings. For further information, call 766-5563.

NOTE: This non-credit certificate program is designed primarily for students who desire to gain practical training and a certificate, without fulfilling general academic requirements and without receiving an associate's degree.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
FOS 0201 Sanitation and Safety	47
FSS 0002 Introduction to Culinary Arts	47
FSS 0288 Pantry and Fast Foods	128
FSS 0246 Baking	128
FSS 0202 Food Production I	128
FSS 0100 Menu Design and Food Merchandising	47
FSS 0221 Food Production II	128
FSS 0121 Food and Beverage Purchasing	47
FSS 0241 A La Carte Preparation	128
FSS 0247 Pastries and Desserts	128
HUN 0203 Principles of Nutrition	47
FSS 0250 Food and Beverage Service	128
HFT 0454 Food and Beverage Control	47
HFT 0180 Supervision and Personnel Management	47
FSS 0248 Garde Manger	128
FSS 0942 Food Service Internship I	155
FSS 0943 Food Service Internship II	155
Total Contact Hours	1,663

*Students who have satisfactory test scores are not required to take these courses.

Communication Electronics (659)

This program prepares the student for employment as a communications technician (010,081-898). This program also provides supplemental training for persons previously or currently in this occupation.

The course content will include, but is not limited to, DC/AC and analog circuits, solid-state and digital devices, use of circuit diagrams and schematics; micro-processors, and test equipment maintenance. The course also includes instruction in installation, operation, maintenance and repair of one- and two-way communications systems. The course content prepares the student for Federal Communications Commission licensing. Safe, efficient work practices are emphasized throughout the program.

Shop activities are an integral part of this program. These activities provide instruction in the use of tools, test equipment, materials and processes found in the industry. The student will learn to use various types of precision test equipment to analyze and repair circuitry.

Students enrolled in this program may be required to enroll in basic skills training as determined by the basic skills test.

Students entering the communication electronics program should be advised by a counselor or the program manager before enrolling.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
EEV 0930 Postsecondary Internship (Optional)	
EEV 0811 DC Circuits	120
EEV 0812 AC Circuits	120
EEV 0813 Solid State Devices	120
EEV 0814 Analog Circuits	120
EEV 0815 Digital Fundamentals.....	120
EEV 0816 Microprocessor Fundamentals.....	120
ETI 0861 Test Equipment Maintenance	120
EER 0532 Radio Operation Procedures.....	120
EER 0541 Electronic Communication Systems.....	120
EER 0571 Troubleshooting Procedures for Communications Equipment.....	120
EER 0531 FCC General Radiotelephone License Exam Preparation	120
Total Contact Hours	1,320

*Students who have satisfactory test scores are not required to take these courses.

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: Basic skills may be required. NOTE: Some of the correctional officer courses offered are restricted to individuals sponsored by law enforcement agencies, while others are FCCJ sponsored and require the student to take and pass the following:

- college placement test (MAPS)
- physical agility testing
- drug screening
- health physical
- polygraph
- oral interview

Course Number and Title	Contact Hours
Professional Courses	
COR 0418 Correctional Officer.....	600
Total Contact Hours	600

Cosmetology (624)

Cosmetology at Florida Community College at Jacksonville is a certificate program. The 1,200 contact hour program, which includes classroom theory and laboratory practice, requires daily attendance. Students

may choose to attend part-time Monday through Thursday evenings. After successfully completing 1,200 program hours, students are qualified to take the cosmetology 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 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 cosmetology professor prior to enrollment.

This program is offered at North Campus during day and evening hours. For further information, call 766-5563.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
COS 0930 Selected Topics in Cosmetology (optional)	
COS 0080 Cosmetology I.....	120
COS 0081 Cosmetology II.....	120
COS 0082 Cosmetology III.....	120
COS 0083 Cosmetology IV.....	120
COS 0084 Cosmetology V.....	120
COS 0085 Cosmetology VI.....	120
COS 0086 Cosmetology VII.....	120
COS 0087 Cosmetology VIII.....	120
COS 0088 Cosmetology IX.....	120
COS 0089 Cosmetology X.....	120
Total Contact Hours	1,200

*Students who have satisfactory test scores are not required to take these courses.

Cosmetology Specialist — Nails (702)

This program is for those students seeking certification in manicuring/pedicuring and nail extension. A certificate of completion enables the student to qualify for state licensure in this specialty area.

The 240-contact hour specialty program which includes classroom theory and laboratory practice, requires four hours of daily attendance. This program is offered during the evening hours. Classes are scheduled Monday through Thursday, 5:30 to 9:30 p.m. at North Campus. For further information, call 766-5563.

Course Number and Title	Contact Hours
Professional Courses	
CSP 0010 Cosmetology Specialist — Nails.....	240
Total Contact Hours	240

Custom Garment Making (Tailoring) (614)

This two-year program includes a combination of theory, observation and experience for the development of

competencies in all phases of tailoring construction technology. It can be considered the engineering of fabrics to fulfill a specialized purpose. Topics covered include fit for the individual figure type, application of techniques used to solve each figure problem, fabric knowledge and precision skills. Pattern drafting will be introduced and garments will be made from personalized patterns.

The purpose of the program is to train students in basic tailoring construction skills. Students will spend observation time and an internship in a tailor shop under the supervision of a master tailor. Upon receiving the custom garment making certificate, students may obtain employment in tailor's shops, clothing stores, department stores, fashion design studios, alteration shops, or in the clothing pattern industry and perhaps, eventually set up their own shop.

It will be necessary for the tailoring student to have good math skills, a sense of design, shape and color, and be observant of clothing trends and the fashion industry.

Students entering this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry-level test. Prospective students should be advised by a counselor or a tailoring professor prior to enrollment.

This program is offered at Kent Campus during the day and evening hours. For further information, call 381-3555.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
HEV 0230 Trousers/Block Pattern	60
HEV 0231 Introduction to Drafted Patterns/Trousers	60
HEV 0232 Tailored Coat/Block Pattern	60
HEV 0233 Sack Coat/Drafted Pattern	60
HEV 0234 Tailored Suit/Final Project	60
HEV 0840 Internship I/Custom Garment Making (Tailoring)	300
HEV 0841 Internship II/Custom Garment Making (Tailoring)	300
HEV 0236 Alterations/Busheling I	60
HEV 0237 Alterations/Busheling II	60
CTE 0401 Basic Textiles	60
CTE 0827 Retail Buying	45
CTE 0856 Retail Salesmanship	45
SLS 0380 Entrepreneurship For Consumer and Human Service Occupations	45
SLS 0341 Employability Skills	30
Total Contact Hours	1,245

*Students who have satisfactory test scores are not required to take these courses.

Data Entry Operations (751)

The purpose of this program is to prepare students for employment as terminal operators, data entry operators, data typists, clerk typists, clerks or to provide preparatory training for persons not currently employed in this occupational area. This program teaches business mathematics, keyboarding, data entry by touch,

and an introduction to word processing, electronic spreadsheets and databases.

The program duration is approximately eight weeks, five hours per day, Monday through Friday.

This program begins periodically throughout the year and does not necessarily coincide with the regular college schedules as to the beginning and ending dates.

Course Number and Title	Contact Hours
Professional Courses	
OFT 0642 Data Entry Operations	250
Total Contact Hours	250

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.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
DEA 0001 Introduction to Dental Assisting	90
DEA 0201 Office Management and Procedures	84
DEA 0021 Preclinical and Clinical Dental Assisting	60
DEA 0029 Dental Specialties	90
DES 0103 Dental Materials and Expanded Duties	96
DES 0204 Radiology	60
DEA 0805 Dental Externship	240
Total Contact Hours	720

*Students who have satisfactory test scores are not required to take these courses.

Dietetic Management and Supervision (741)

The Dietetic Management and Supervision program includes a minimum of 210 clock hours in the classroom/laboratory and 150 clock hours in supervised clinical experience under the supervision of a registered dietitian.

Typical duties of a dietary manager include:

1. understanding and addressing the clientele's everyday nutritional needs,
2. hiring, motivating, training and supervising of subordinates,
3. balancing menu variety and appeal with planned cost/profit objectives,
4. consulting with a registered dietitian for specialized nutrition expertise, and
5. purchasing foods, goods, equipment and services.

Completers of this Dietary Managers Association approved program may apply for membership in the Dietary Managers Association and are eligible to take the certifying examination of the DMA. Passing of the

certification examination qualifies the candidate as a certified dietary manager. Certified dietary managers meet licensure requirements under Public Law 10D-2951. For further information, call 766-5563.

Course Number and Title	Contact Hours
Professional Courses	
HUN 0201 Human Nutrition.....	45
FSS 0221 Food Production II.....	128
HFT 0180 Supervision and Personnel Management.....	47
DIE 0277 Clinical Nutrition I.....	150
Total Contact Hours	370

*Students who have satisfactory test scores are not required to take these courses.

Fire Fighting (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.

Application:

1. Each student must have medical examination on Form FST-2.
2. Each applicant must submit an affidavit that he/she has not used tobacco or tobacco products at least one year preceding his/her application.
3. Each applicant must submit a fingerprint card for proof of good moral character.

The above documents shall be submitted to the Florida State Fire College no later than 10 days after class starts. The students are responsible for submitting these documents and all expenses that may be incurred.

Course Number and Title	Contact Hours
Professional Courses	
FFP 0005 Fire Fighting.....	280
Total Contact Hours	280

Floral Design and Marketing (605)

The purpose of this program is to prepare students for initial employment in the professional floral industry. Previously or currently employed florist employees can enroll in the program for enhancement of current skills.

Program content includes, but is not limited to, planning and preparing floral designs, selling, buying, transporting, storing, advertising, and displaying goods and services in the floral industry.

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 may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test. Prospective students should be advised by a floral design professor prior to enrolling.

This program is offered at Kent Campus during the day and evenings. For further information, call 381-3555.

Course Number and Title	Contact Hours
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Professional Courses

*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
ORH 0041 Basic Floral Design.....	60
ORH 0043 Intermediate Floral Design.....	60
ORH 0045 Wedding Floral Design.....	60
ORH 0520 Identification, Care and Handling of Flowering and Foliage Plants.....	45
ORH 0620 Basic Flower Shop Operations.....	60
ORH 0622 Advanced Flower Shop Operations.....	60
ORH 0061 Silk, Dried and Holiday Designs.....	60
ORH 0062 European and Advanced Design Techniques.....	60
ORH 0941 Floral Design Internship I.....	300
ORH 0942 Floral Design Internship II.....	180
CTE 0856 Retail Salesmanship.....	45
SLS 0380 Entrepreneurship for Consumer and Human Service Occupations.....	45
Total Contact Hours	1,035

*Students who have satisfactory test scores are not required to take these courses.

Food Management, Production and Services (Supervised Food Service Worker) (740)

This program prepares students for entry level employment in the food service industry. 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's degree in restaurant management or culinary 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 766-5563.

Course Number and Title	Contact Hours
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Professional Courses

FSM 0314 Food Management, Production and Services.....	320
(Supervised Food Service Worker)	
Total Contact Hours	320

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 student's score on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For further information, call 633-8287.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
SER 0930 Postsecondary Internship (Optional)	
SER 0551 Troubleshooting Lawn and Garden Equipment.....	128
SER 0001 Familiarization with Small Engines.....	128
SER 0101 Construction of Small Gasoline Engines.....	128
SER 0105 Fuel Systems — Small Engines.....	128
SER 0151 Product Familiarization.....	128
SER 0306 Drive Systems.....	128
AER 0110 Rider Mower Engine Repair.....	128
MOM 0001 Introduction to Motorcycle Mechanics	128
MOM 0401 Motorcycle Chassis.....	128
MOM 0601 Electrical, Cooling and Lubricating Systems	128
MOM 0101 Motorcycle Engine Systems	128
Total Contact Hours	1,408

*Students who have satisfactory test scores are not required to take these courses.

General Office Clerk (664)

This program is composed of three sequential courses designed for entry-level job 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 necessarily coincide with the regular College schedules as to beginning or ending dates. The program duration is eight weeks, approximately six hours per day, Monday through Friday. For further information, call 633-8285.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
STS 0309 Office Occupations I	264
STS 0310 Office Occupations II	264
STS 0311 Office Occupations III	264
Total Contact Hours	792

*Students who have satisfactory test scores are not required to take these courses.

Home Health Aide (746)

This program emphasizes the care of the client in the home environment. It is designed for individuals who wish to meet State of Florida requirements for employment as a Home Health Aide. Family differences and ethical safe practices will be stressed. Common incapacitating conditions will be discussed in addition to

procedures for assisting the client and his family to cope with limitations. Instruction is limited to those supportive services required to assist the client toward independent living in a safe environment. The role of the home health aide as an assistant to, and under the direction of, the registered nurse is emphasized. Course content includes classroom activities, simulated laboratory experiences and hands-on experience with a licensed home health agency.

Course Number and Title	Contact Hours
Professional Courses	
HCP 0311 Home Health Aide	75
Total Contact Hours	75

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.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
EEV 0930 Postsecondary Internship (Optional)	
EEV 0811 DC Circuits	120
ETI 0803 Mechanical Systems and Tools	120
EEV 0812 AC Circuits	120
EEV 0813 Solid-State Devices	120
EEV 0814 Analog Circuits	120
ETI 0843 Motors, Generators and Transformers.....	120
EEV 0815 Digital Fundamentals.....	120
EEV 0816 Microprocessor Fundamentals	120
EEV 0823 Printed Circuit Fabrication and Soldering.....	120
ETI 0861 Test Equipment Maintenance	120
ETI 0813 Basic Industrial Control	120
ETI 0814 Control Systems.....	120
Total Contact Hours	1,440

*Students who have satisfactory test scores are not required to take these 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 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.

Course Number and Title	Contact Hours
Professional Courses	
RMI 0641 Insurance Marketing	40
Total Contact Hours	40

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: Some of the law enforcement courses offered are restricted to individuals sponsored by law enforcement agencies, while others are FCCJ sponsored and require the student to take and pass the following:

- college placement test (MAPS)
- physical agility testing
- drug screening
- health physical
- polygraph
- oral interview

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
LAE 0310 Basic Recruit Training for Police Officers	740
Total Contact Hours	740

*Students who have satisfactory test scores are not required to take these courses.

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 student's score on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For further information, call 633-8287.

Course Number and Title Contact Hours

Professional Courses

*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
PMT 0218 Drill Press.....	128
PMT 0217 Shaper Series	128
PMT 0213 Lathe Series	128
PMT 0201 Industrial Blueprint Reading.....	128
PMT 0250 Basic Numerical Control	128
PMT 0205 Measuring Tools	128
PMT 0214 Vertical Milling.....	128
PMT 0226 Surface Grinders.....	128
Total Contact Hours	1,024

*Students who have satisfactory test scores are not required to take these 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 will be used to get hands-on experience. Demonstrations by the instructor and student laboratory (shop) experiences aid in the development of the manual skills necessary to produce high quality job entry ready marine propulsion mechanics. Employment opportunities are available in the shipbuilding and repair industry, mariner, trucking industry and heavy equipment repair.

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

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

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
DIM 0930 Postsecondary Internship (Optional)	
DIM 0001 Introduction to Diesel Engines	128
DIM 0143 Caterpillar Diesel Engine Overhaul.....	128
DIM 0137 Detroit Diesel Engine Overhaul.....	128
DIM 0151 Maintenance and Troubleshooting of Diesel Engines I.....	128
DIM 0135 Cummins Diesel Engine Overhaul.....	128
DIM 0152 Maintenance and Troubleshooting of Diesel Engines II	128
DIM 0141 John Deere Diesel Engine Overhaul.....	128
DIM 0153 Maintenance and Troubleshooting of Diesel Engines III	128
MTE 0165 Maintaining and Repairing Fuel Systems in Diesel Engines	128
Total Contact Hours	1,152

*Students who have satisfactory test scores are not required to take these courses.

Marine Mechanics Technology (Outboard) (656)

This program provides the student with entry level skills for employment in the recreational marine industry as a technician servicing and repairing outboard, inboard and sterndrive gasoline engines and related equipment. Instruction and practical shop experience is provided in ignition and electrical systems, fuel systems, gearing, powerheads, use of diagnostic test equipment, tilt and trim systems, use of service manuals and rigging of boats and trailers.

Training is provided in various employability skills. An optional internship program is available to assist the student in obtaining job experience.

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

Students in the marine mechanics technology (outboard) program should be advised by a counselor or the program director before enrolling in courses.

This program is offered at the Geis Marine Center during the day and evening hours. For further information, call 766-5580.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
MTE 0930 Postsecondary Internship (optional)	
MTE 0054 Four-Stroke Marine Engines	128
MTE 0132 Two-Stroke Marine Engines	128
MTE 0131 Marine Ignition Systems	128
MTE 0181 Marine Fuel and Cooling Systems	128
MTE 0223 Intermediate and Stern Drive Units	128
MTE 0221 Marine Engine Gearing	128
Total Contact Hours	768

*Students who have satisfactory test scores are not required to take these 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 physicians', 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 diploma. 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. scores for the required pre-entrance test (TABE). (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

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
MEA 0005 Medical Assisting I	494
MEA 0006 Medical Assisting II	806
Total Contact Hours	1,300

*Students who have satisfactory test scores are not required to take these courses.

Nursing Assistant (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 or hospital under the direction of the registered professional nurse. Upon successful completion, the graduate will be eligible to take the State of Florida Examination to become a Certified Nursing Assistant. Course content includes classroom activities, simulated laboratory experiences and hands-on experience in a licensed nursing home and in the hospital setting.

Course Number and Title	Contact Hours
Professional Courses	
HCP 0100 Nursing Assisting	120
Total Contact Hours	120

Patient Care Assistant (708)

This program offers knowledge and skills which expand the traditional role of the nursing assistant. This course will prepare the student at the entry level for employment in a general hospital or clinic and in a nursing home in accordance with Chapter 82-163 Florida Statutes. Home health aide certification is also provided 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 judgment or make decisions regarding the care of the sick. The total number of hours of instruction is 296. Course content includes classroom activities, simulated laboratory experiences and hands-on experience in hospitals, nursing homes and with home health agencies. Upon successful completion, the graduate will be eligible to take the state of Florida Examination to become certified.

Course Number and Title	Contact Hours
Professional Courses	
HCP 0400 Patient Care Assistant	296
Total Contact Hours	296

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, II and III) 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 diploma, and current Basic Life Support (CPR) certificate (eight hour course).

Prior to acceptance, the state mandated Test of Adult/Basic Education (TABE) will be administered. To be eligible for admission, students must score at least at the eleventh-grade level in reading and language, and tenth-grade level in mathematics.

Admission to this program is limited and is based on academic performance and other criteria.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
PRN 0410 Practical Nursing I.....	473
PRN 0420 Practical Nursing II.....	386
PRN 0430 Practical Nursing III.....	391
Total Contact Hours	1,250

*Students who have satisfactory test scores are not required to take these courses.

Printing and Graphic Arts (620)

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 student's score on the entry-level test. Students should be advised by the instructor or program director before enrolling in courses. For further information, call 633-8287.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
GRA 0500 Theory of Printing Processes.....	115
GRA 0503 Theory of Lithographic Processes	115
GRA 0537 Cold Type Typesetting and Pasteup.....	225
GRA 0571 Camera Operation and Film Processing....	225
GRA 0601 Negative Stripping and Platemaking.....	225
GRA 0635 Offset Press Operation	225
Total Contact Hours	1130

*Students who have satisfactory test scores are not required to take these courses.

Private Security Guard (792)

This program is designed to provide students with state mandated requirements for licensing as a private unarmed security officer. 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.

Course Number and Title	Contact Hours
Professional Courses	
SEO 0210 Private Security Guard.....	20
Total Contact Hours	20

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 sales license before enrolling in this program. Students that have already met the experience requirement and have an active sales license may enroll.

Course Number and Title	Contact Hours
Professional Courses	
REE 0040 Real Estate Principles and Practices I.	69
REE 0041 Real Estate Principles and Practices II	75
Total Contact Hours	144

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 student's score on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For further information, call 633-8287.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
BCV 0930 Postsecondary Internship (Optional)	
BCV 0405 Exterior and Hardware Finishes	128
BCV 0402 Leveling Instruments, Site Preparation and Layout	128
BCV 0404 Wood Products, Substitutes, Lumber and Building Adhesives	128
BCV 0401 Tools and Pre-Construction Skills	128
BCV 0403 Foundation Formwork, Wall and Floor Framing	128
IEA 0555 Interior Finish	128
IEA 0543 Roof Framing I	128
IEA 0544 Roof Framing II	128
Total Contact Hours	1,024

*Students who have satisfactory test scores are not required to take these 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 student's score on the entry level test.

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

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
BCV 0930 Postsecondary Internship (Optional)	
BCV 0351 Basic Electrical Fundamentals (DC Theory)	128
BCV 0352 Advanced Electrical Fundamentals (AC Theory)	128
BCV 0350 Basic Electronics for Electricians	128
BCV 0365 Advanced Industrial Electrical Fundamentals I — Maintenance and Troubleshooting	128
BCV 0366 Advanced Industrial Electrical Fundamentals II — AC Motors and Controls	128
BCV 0362 Fundamentals of Industrial Electricity — DC Motors and Controls	128

BCV 0361 Introduction to Industrial Electricity — Commercial and Industrial Wiring	128
BCV 0354 Fundamentals of Construction Electricity — Residential Wiring	128
Total Contact Hours	1,024

*Students who have satisfactory test scores are not required to take these 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 student's score on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For further information, call 633-8287.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
BCV 0930 Postsecondary Internship (Optional)	
BCV 0380 Introduction to Plumbing	128
BCV 0382 Hand and Power Tools/Joint Fabrication	128
BCV 0397 Fixtures, Valves and Faucets	128
BCV 0383 Plumber's Mathematics	128
BCV 0384 Plans, Blueprints and Isometrics	128
BCV 0393 Water Supply/Potable Water Systems	128
BCV 0395 Drain, Waste and Venting/ Sanitary Layout and Design	128
BCV 0391 Plumbing Code 10-D-9/SSBC	128

Total Contact Hours 1,024

*Students who have satisfactory test scores are not required to take these 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 student's score on the entry-level test.

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

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
MTE 0930 Postsecondary Internship (Optional)	
MTE 0501 Welding and Trailer Repair	128
MTE 0521 Piping Materials — Fittings and Valves ...	128
MTE 0654 Pipefitters/Hand Tools, Power Tools and Shop Equipment	128
MTE 0655 Measuring Pipe and Layout Methods I	128
MTE 0656 Pipe Pattern Layout and Oxy-acetylene Cutting.....	128
MTE 0657 Blueprint Reading and Pipe Installation for Pipefitters	128
MTE 0661 Sil Brazing and Tack Welding for Pipefitters	128
MTE 0662 Pipe Fabrication	128
MTE 0663 Measuring Pipe and Layout Methods II ...	128
Total Contact Hours	1,152

*Students who have satisfactory test scores are not required to take these 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 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 diploma. Surgical technology is a *selective access program*. The program admits students once a year in the fall term. Admission to this program is limited and is based on academic performance and other criteria. 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 GED test scores, and
3. scores for the required pre-entrance test (TABE). (The test is scheduled through the North Campus student affairs office, 766-6761.)

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	

STS 0810 Surgical Technology I	494
STS 0820 Surgical Technology II	706

Total Contact Hours 1,200

*Students who have satisfactory test scores are not required to take these courses.

Teller Operations (765)

This 136-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.

Course Number and Title	Contact Hours
Professional Courses	
BRC 0100 Teller	136
Total Contact Hours	136

Tractor and Trailer Body Repair and Refinishing (655)

This program of study prepares the student for an entry-level position within the transportation industry as a trailer repair or cargo container repair technician (0647.060301). The program of study emphasizes basic skills from the refrigeration, welding and diesel mechanic trades. A strong emphasis is placed on actual shop work during this 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 student's score on the entry level test.

Students in this program should be advised by the program manager before enrolling in courses. An optional intern program is available.

This program is offered at the Geis Marine Center in both night and day classes. For further information, call 766-5580.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
AER 0930 Postsecondary Internship (Optional)	
DIM 0151 Maintenance and Troubleshooting of Diesel Engines I	128
DIM 0152 Maintenance and Troubleshooting of Diesel Engines II	128
PMT 0106 Welding Basic	128
PMT 0124 Welding Advanced	128
MTE 0501 Welding and Trailer Repair	128

ACR 0783 Applied Electricity for the Container Refrigeration Mechanic	128
ACR 0781 Container Refrigeration Fundamentals	128

Total Contact Hours 896

* Students who have satisfactory test scores are not required take these courses.

Travel Agency Operations (701)

This 90-hour program is designed to prepare the student as an entry-level employee in the growing and exciting travel/tourism industry. Students will gain experience on an IBM PC simulated system in how to make reservations for flights, hotels, tours and cruises. The course will cover essential topics such as travel agency office operations, tour sales, ticketing, geography and accounting.

Course Number and Title	Contact Hours
Professional Courses	
HFT 0150 Travel Agency Operations	90
Total Contact Hours	90

Wastewater Treatment Plant Operation B (717)

This program is designed to prepare students for entry-level positions in a wastewater treatment facility. The program is designed to prepare students for certification as domestic wastewater treatment facility operators. This program is approved by the Florida Department Environmental Regulations for wastewater training.

Course Number and Title	Contact Hours
Professional Courses	
EVS 0343 Wastewater Treatment Plant Operation B ..	153
Total Contact Hours	153

Wastewater Treatment Plant Operation C (716)

This program is designed to prepare students entry level positions in a wastewater treatment facility. The program is designed for certification as domestic wastewater treatment facility operators. The "C" level is the fundamental level of training. Students are introduced to the principles of wastewater treatment, operation and maintenance of treatment facility equipment, and a full range of process control procedures. This program is approved by the Florida Department Environmental Regulations for wastewater training.

Course Number and Title	Contact Hours
Professional Courses	
EVS 0333 Wastewater Treatment Plant Operation C...	152
Total Contact Hours	152

Water Treatment Plant Operation B (719)

This program is designed to prepare students for employment as water treatment facility operators. The "B" level is the intermediate level of training. At the "B" level the student should already be familiar with plans and operations. Emphasis will be on developing a more thorough understanding of operation process control. The program is approved by the Florida Department of Environmental Regulations for water training.

Course Number and Title	Contact Hours
Professional Courses	
EVS 0143 Water Treatment Plant Operation B.....	144
Total Contact Hours	144

Water Treatment Plant Operation C (718)

This program is designed to prepare students for employment as water treatment plant operators. The "C" level is the fundamental level of training. Students are introduced to the principles of water treatment, operation and maintenance of treatment facility equipment, and a full range of process control procedures. The program is approved by the Florida Department of Environmental Regulations for water training.

Course Number and Title	Contact Hours
Professional Courses	
EVS 0133 Water Treatment Plant Operation C.....	143
Total Contact Hours	143

Water/Wastewater Treatment Plant Operations — Level A (721)

This program is designed to prepare students for employment as managers of water or wastewater treatment facilities. This program is the third level of training and education, preparing the individuals for the "A" level of Water or Wastewater Treatment Facility Operator certification. The content of the "A" level includes but is not limited to facility supervision, supervision theory and skills, organizational behavior, personnel supervision, budget preparation, cost supervision, laboratory supervision, planning and employability skills.

Course Number and Title	Contact Hours
Professional Courses	
EVS 0353 Wastewater Treatment Facility Supervisor — Level A	142
or	
EVS 0153 Water Treatment Facility Supervisor — Level A	142
Total Contact Hours	142

Welding (679)

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

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For further information, call 633-8287.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
PMT 0134 Gas Metal Arc Welding	128
PMT 0112 Oxygen-Acetylene Welding and Brazing	128
PMT 0106 Welding Basic	128
PMT 0124 Welding Advanced	128
PMT 0166 Shielded Metal Arc Welding Pipe (Uphill) ...	128
PMT 0173 Gas Metal Arc Welding Pipe	128
PMT 0171 Gas Tungsten Arc Welding (TIG) Pipe and Tubing	128
PMT 0141 Flux Cored Arc Welding Gas Tungsten Arc Welding (Basic)	128
Total Contact Hours	1,024

*Students who have satisfactory test scores are not required to take these 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 employment skills this program will cover business mathematics, calculating machines, 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 10 weeks, approximately five hours per day, Monday through Friday. For further information, call 633-8285.

Course Number and Title	Contact Hours
Professional Courses	
OFT 0311 Word Processing	250
Total Contact Hours	250



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, industrial plants, commercial office buildings, on all the campuses and centers of the College, and other suitable locations. The length and frequency of meetings for classes 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 business 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.

Course Title	Location	Days	Time	Cost
Accounting I	San Diego	Tu	6:00-8:00	\$100
Accounting II	San Diego	Th	6:00-8:00	\$100
Business Administration	San Diego	Mo	6:00-8:00	\$100
Computer Graphics	San Diego	Mo	6:00-8:00	\$100
Computer Programming	San Diego	Mo	6:00-8:00	\$100
Customer Service	San Diego	Mo	6:00-8:00	\$100
English I	San Diego	Mo	6:00-8:00	\$100
English II	San Diego	Mo	6:00-8:00	\$100
French I	San Diego	Mo	6:00-8:00	\$100
French II	San Diego	Mo	6:00-8:00	\$100
German I	San Diego	Mo	6:00-8:00	\$100
German II	San Diego	Mo	6:00-8:00	\$100
Health Care	San Diego	Mo	6:00-8:00	\$100
Human Resources	San Diego	Mo	6:00-8:00	\$100
International Business	San Diego	Mo	6:00-8:00	\$100
Marketing	San Diego	Mo	6:00-8:00	\$100
Mathematics	San Diego	Mo	6:00-8:00	\$100
Music	San Diego	Mo	6:00-8:00	\$100
Physical Education	San Diego	Mo	6:00-8:00	\$100
Public Speaking	San Diego	Mo	6:00-8:00	\$100
Spanish I	San Diego	Mo	6:00-8:00	\$100
Spanish II	San Diego	Mo	6:00-8:00	\$100
Statistics	San Diego	Mo	6:00-8:00	\$100
Writing	San Diego	Mo	6:00-8:00	\$100

Course Title	Location	Days	Time	Cost
Accounting I	San Diego	Tu	6:00-8:00	\$100
Accounting II	San Diego	Th	6:00-8:00	\$100
Business Administration	San Diego	Mo	6:00-8:00	\$100
Computer Graphics	San Diego	Mo	6:00-8:00	\$100
Computer Programming	San Diego	Mo	6:00-8:00	\$100
Customer Service	San Diego	Mo	6:00-8:00	\$100
English I	San Diego	Mo	6:00-8:00	\$100
English II	San Diego	Mo	6:00-8:00	\$100
French I	San Diego	Mo	6:00-8:00	\$100
French II	San Diego	Mo	6:00-8:00	\$100
German I	San Diego	Mo	6:00-8:00	\$100
German II	San Diego	Mo	6:00-8:00	\$100
Health Care	San Diego	Mo	6:00-8:00	\$100
Human Resources	San Diego	Mo	6:00-8:00	\$100
International Business	San Diego	Mo	6:00-8:00	\$100
Marketing	San Diego	Mo	6:00-8:00	\$100
Mathematics	San Diego	Mo	6:00-8:00	\$100
Music	San Diego	Mo	6:00-8:00	\$100
Physical Education	San Diego	Mo	6:00-8:00	\$100
Public Speaking	San Diego	Mo	6:00-8:00	\$100
Spanish I	San Diego	Mo	6:00-8:00	\$100
Spanish II	San Diego	Mo	6:00-8:00	\$100
Statistics	San Diego	Mo	6:00-8:00	\$100
Writing	San Diego	Mo	6:00-8:00	\$100

Adult Studies

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 adult basic education, GED preparation, adult high school, lifelong learning, and home and family management courses.

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 studies programs are offered where there is community need and interest. Florida Community College at Jacksonville is offering courses in multiple 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.

Florida law requires that attendance be taken on all students under 18 years of age. For further explanation of this law, see "drivers license attendance requirements" section.

Adult Basic Education

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

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

1. pre-vocational or employability skills development
2. improvements in home and family life
3. use of financial resources and consumer education
4. social and civic responsibilities
5. use of community resources
6. health and safety education
7. human and interpersonal relations
8. communication skills in the English language
9. self-fulfillment and development as a continuing lifelong learner.

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

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

Enrollment in adult basic education classes is available to all adults who are 16 years of age or older and function below the ninth grade level on literacy skills assessments.

Adult basic education classes are offered on FCCJ campuses and in adult centers located in schools, churches and other available community facilities

throughout Duval county at no cost to the students, if the student does not have a high school diploma or tests below the ninth grade level. The adult studies department 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 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 mastering the competencies of level I, II or III of adult basic education instruction.

Certificate of Completion

An adult basic education certificate of completion will be awarded to students who have successfully mastered all competencies of adult basic education instruction.

High School Equivalency Diploma (GED)

The GED (High School Equivalency) examination is a battery of five tests administered on a regularly scheduled basis by Florida Community College at Jacksonville to any person who is at least 18 years of age, out of school, a citizen of the United States and a Florida resident. Information on test registration may be obtained from any campus enrollment services office or the adult and vocational assessment department. The registration fee is established by the Department of Education. People 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.

Applicants who do not keep their GED examination appointment must repay the fee to reschedule another appointment. GED registration fees are non-refundable.

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 and
 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 — STUDENTS WHO WILL TRANSFER CREDIT BACK TO PRESENT HIGH SCHOOL MUST SUBMIT.

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 — STUDENTS WHO ARE 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) must submit.

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 or

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 12, is required for an adult high school diploma. The credit requirements are as follows.

1. English, 4 credits
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

Students must:

1. complete 24 credits: 15.5 credits of general course requirements and 8.5 credits of approved electives,
2. complete a minimum of two credits at FCCJ,
3. receive a passing score on the High School Competency Test (HSCT),
4. acquire a minimum cumulated GPA of 1.5,
5. be classified as Admission Status A, and
6. apply for graduation with high school adviser.

College Preparatory Program

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

State Student Performance Standards

All students must pass the state High School Competency Test (HSCT) 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) and
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 program 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 adviser
3. an FCCJ transcript reflecting a minimum of a 2.5 GPA as well as four 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 Testing Program

STATE HIGH SCHOOL COMPETENCY TEST (HSCT) is required for high school graduation. Information and applications are available in the adult studies 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 adult studies office on any campus. Information is available from the adult studies adviser.

Driver's License Attendance Requirements

Florida Driver's License Law attendance requirements must be met for students under age 18 enrolled in specific programs. Check with adult studies office for additional information.

Enrollment Verification

To be certified as a full-time student in the Adult High School program, one must be enrolled in at least 20 clock hours per week.

Special Programs

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

G.O.L.D. is designed to meet the needs of adults aged 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 North Campus, Room D321A, 4501 Capper Road, 766-6701.

Independent Living for Adult Blind (ILAB)

ILAB is an instructional program for adults who have visual impairments or are blind. 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 person who is blind 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 St., 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 seminars, scholarships and special programs for the community and for organizations. Class offerings have included "Career Searching," "Steps to Career Success," "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, is a uniquely designed 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, and
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.

There is no fee for qualified applicants.

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 in the Women's Center, Downtown Campus, Room 3106, 101 West State Street, 633-8390.

Program availability is subject to continued funding by the Florida Department of Health and Rehabilitative Services.

New Scholars Program

The New Scholars program is located in the Women's Center, Room 3106, on the Downtown Campus.

The program is targeted for AFDC recipients who are clients of HRS - Project Independence. It is designed to assist students in receiving an associate in science (A.S.) degree or postsecondary vocational certificate of training which would lead to employment.

Services include vocational assessment, educational placement, tutors, remediation, employability skills and master student success classes. To qualify, applicants must be referred by Project Independence and have earned a high school diploma or GED diploma. Tuition, books, transportation and child care assistance are provided as funds permit.

For further information, call 633-8390. Program availability subject to continued funding by the Florida Department of Health and Rehabilitative Services.

Reach The Heights

Reach The Heights is located in the Women's Center, Room 3106, on the Downtown Campus.

This program is targeted for single parents, displaced homemakers and single pregnant women who meet economic eligibility criteria and who want to enter associate in science degree or post secondary certificate of training high-wage vocational training programs.

Assistance available for qualified individuals may include tuition, books and supplies, child care, transportation, career counseling, vocational assessment and support groups.

For further information, call 633-8390. Program availability is subject to continued funding by Carl Perkins, a federal grant.

S.T.A.R.S. Program

The S.T.A.R.S. program is located in the Women's Center, Room 3076, on the Downtown Campus.

The program is designed to provide an innovative approach to employment and training with major emphasis on student success. It provides free job training in 20 different vocational areas for students at least 18 years of age.

If eligible, students will receive basic skills assessment, advising, employability skills training and job placement assistance.

Benefits include tuition, child care, transportation, books, uniforms and other support services. For further information, call 633-8276 or 633-8386.

Jobs for the Future Program

This program is located in the Student Success Center, Room 1020, on the Downtown Campus.

The program targets high school dropouts, ages 16 through 21. It provides GED or high school completion training to youths not attending school. All students receive basic skills assessment, advising and training. Books, child care, transportation and a GED test fee are provided for those who qualify.

Eligibility criteria require youths to be J.P.T.A. eligible (i.e., economically disadvantaged), in need of a high school diploma/GED and not enrolled in school.

For further information, call 633-8144.

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 basis for future program development. Topics and locations will vary to meet the diverse needs of the nursing community. For further information, call 766-6581.

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.

Community Education

The adult studies department offers courses 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 Adult Studies at 633-8421.

Developmental Education Downtown Campus

Developmental education at the Downtown Campus offers various programs to non-college credit students. The goal 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, and
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) and
2. in-depth student evaluation through the Evaluation Resource Center (ERC).

Operation Career Builders

Operation Career Builders is located at the Downtown Campus in Room A2100.

Operation Career Builders was created to help individuals who have not completed high school earn their high school equivalency diploma (GED) and receive vocational training which will enable them to apply to a building trades apprenticeship program.

To qualify, applicants must be:

1. 18 years or older and
2. eligible to earn GED/high school completion diploma.

The program offers:

1. GED/high school completion studies,
2. vocational interest, aptitude and skills assessment,
3. basic entry-level skills training for building trades and
4. preparation for application to building trades apprenticeship programs.

For further information, call 633-8255 or 633-8189. Program availability is subject to continued funding through Carl Perkins, a federal grant.

Student Services

The goals of student services are to:

1. provide direct services, consultation, training and educational programs necessary to support students in the pursuit of their educational goals and
2. 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 the 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.

ALERT Program

(A Learning Enhancement and Student Tracking system)

ALERT is a College program designed to work for and with the student. A primary element of ALERT is the Advising and Retention Information sheet completed by the student with the FCCJ admissions application. The collected data generates an ALERT Orientation Student Profile to permit counselors and faculty to provide individualized assistance, focused upon students' goals and concerns. The student requiring academic assistance is identified early in the term by ALERT for intervention by committed and qualified FCCJ staff. The many College resources available to students in need for academic guidance is communicated through a personalized student referral letter, produced by faculty, informing students of their academic status. ALERT enables students to reach self-estimated goals and expectations by using College resources to achieve academic success. ALERT is a student tracking system to make the student at FCCJ a "First Priority."

Admissions

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

Enrollment services' 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 enrollment services office for personalized service in making the transition to college.

Academic Planning

Counselors and advisers are available to assist students with the achievement of their academic goals. Academic advising is available to help students identify appropriate 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 or directly with your adviser (if you are an A.S. student).

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.

Services available in the career planning centers include:

1. career related aptitude, interest, and temperament testing,
2. career research (with current information on occupations, job requirements and career opportunities),
3. micro-CHOICES, (an easy to use computer system that will help students with career decisions) and
4. Career Options (self-directed, step by step career planning) and
5. career counseling, courses (SLS 1301), workshops and seminars.

Students who are undecided about their future career plans are encouraged to make an appointment with a counselor to begin the career planning process.

Student Employment Services

Student employment 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, student employment services helps students develop the skills necessary for successful job hunting and job selection.

Special Services For Students with Disabilities

Call 766-6767 (voice) or 766-6766 (TDD) for more information on any program.

Auxiliary Aids

Students should contact the disabled student specialist on the campus they plan to attend or call disabled student services at 766-6766. Available services include:

1. tutorial services,
2. reader services,
3. interpreter services,
4. notetaker services,
5. availability of special considerations/substitute courses or CLAST waiver for graduation, and
6. equipment loan program.

Vocational Services

This course requires prior approval in advance of registration. For further information, call 766-6766.

BED 0070: Career Planning for Student with Disabilities provides specialized aptitude, interest inventory and career exploration for disabled individuals.

Community Coordination for Disabled Adults

Students with disabilities in adult and vocational education programs receive assessment, goal planning and educational support services.

Independent Living for Adult Blind

These courses require prior approval in advance of registration. For further information, call 633-8220.

1. HEC 0125: Home Management/ILAB. A rehabilitation program for persons who are visually impaired. Instruction includes orientation and mobility, activities of daily living, communications and counseling.

2. BED 0518: Keyboard Skills/ILAB. This course prepares visually impaired students to access computers through speech output and large print display. Software programs of Zoomtext and SoftVert are taught.

The Black Student Success Office (BSSO)

The office's mission is to provide a comprehensive recruitment and retention program for black students. These programs focus on providing assistance and information to black students who wish to enter and complete college. The office provides linkages with other college offices including admissions, student aid, scholarships, student employment, disabled student services, and academic and career planning. The office sponsors and/or co-sponsors the following programs and activities: College Reach-Out, Format for Affecting Minority Enrollments (FAME), Student Ambassadors, Community Mentorship, Black History Month, Career Beginnings, and The Peer Counseling Conference. Additionally, the Black Student Success Office is a resource center for black students needing information about transferring to upper division colleges and universities.

Campus Enrollment Services Office

The campus enrollment services office provides information regarding the admissions, student financial aid,

and registration process. Applications for admissions, student financial aid, residency, registration, student records and graduation can be obtained from each campus enrollment services office. The office also accepts transcript requests (both academic and financial aid) and grades. This office also registers individuals for CLAST, the nursing assistant test and GED test. Applications for the SAT, ACT and CLEP test are available at this location.

Driver's License Attendance Requirements

Florida Law requires that attendance be taken on all students under age 18 enrolled in adult basic education, general education diploma preparation, adult high school completion, English as a Second Language and vocational programs. To get and keep a driver's license, these students must meet attendance requirements. Additional information is available through the adult studies office. Special Testing Services for Students with Disabilities Students should contact the disabled student specialist on the campus they plan to test if special testing accommodations are necessary.

Assessment Services

Credit-By-Examination

A student may earn up to 45 semester hours credit toward an associate's 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 enrollment services office or academic assessment.

Advanced Placement Test (AP) is a nationally developed program for acquiring college credit while enrolled in high school. The test is administered through the high schools and credit is granted for scores of three, four or five 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 FCCJ District Board of Trustees. Test fees are listed in the "Earn College Credit by Exam" brochure.

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). 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 at Jacksonville credit evaluation through academic assessment. Approved tests are listed in the "Earn College Credit by Exam" brochure and credit is awarded for scores at or above levels approved by the State Board of Education.

Achievement/Entrance Exams

Academic assessment administers the American College Test (ACT) on nationally scheduled test dates. Information on this test may be obtained from academic assessment or the campus enrollment services 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 adviser 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 mathematics must also be tested.

FCCJ utilizes the Florida MAPS as its course placement test. The MAPS includes subtests of English, reading and mathematics 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 Academic Assessment
Kent Campus, Room A-104
3939 Roosevelt Blvd.
Jacksonville, FL 32205-8999

Information is available from academic assessment, the campus testing coordinator on any campus or from the campus records and registration office.

Test of Adult Basic Education (TABE) Adult and vocational assessment administers the state required TABE to those individuals enrolled in vocational certificate programs of 450 or more contact hours. The TABE is also a state requirement for those entering selected adult studies programs.

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

For further information contact: FCCJ Adult and Vocation Assessment Urban Resource Center, 601 W. State St., Jacksonville, FL 32202.

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.

Refer to the associate in arts degree section under graduation requirements for a more detailed description.

Additional information on CLAST is available in the campus enrollment services office and academic assessment.

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 or Adult and Vocational Assessment 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 academic assessment.

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 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 academic assessment 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 examination is given to those persons seeking state certification in the nursing assistant profession. Registration for the test is through the campus enrollment services office.

Continuing Education Insurance School (C.E.I.S.) certification examination is administered by the adult and vocational assessment department to students enrolled in the Continuing Education School of Florida Inc. C.E.I.S. is an approved insurance school, to provide the required continuing education for insurance agents in the state of Florida via home correspondence. Automotive Service Excellence Certification (ASE) Tests are administered by the adult and vocational assessment department. These automotive technicians tests are administered twice annually to automotive technicians meeting the requirements for certification or recertification. Optional Child Care Pre-Test is administered by the adult and vocational assessment department. It is an optional state-developed exemption test

designed for those employed in child care settings who are required to complete the HRS 20 hour child care worker training course. The exemption test can be taken only once and covers the following four modules.

1. state and local rules and regulations which govern child care
2. health, safety and nutrition
3. child abuse and neglect — identifying and reporting
4. child growth and development — birth through 12 years old

Child care personnel can be exempted from any of the four training modules by successfully completing the module pre-test with an 80 percent or better score.

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 enrollment services office on each campus whose primary purpose is to assist students in matriculation and the student aid application and awarding 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 53 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 \$100 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 \$4.25.

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 the State of Florida

Florida Student Assistance Grants

Up to \$780 total for fall and winter terms to Florida residents who demonstrate the greatest financial need and the most promise for academic success.

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 1,200 on the SAT or 28 on the ACT, and have a 3.5 GPA. Award for selected students varies from \$500 to \$1,250 per term depending upon their academic record.

Provided by Florida Community College at Jacksonville

Academic Achievement Scholarship

A \$1,438 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 \$1,150 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 GPA and 1,100 SAT or equivalent. Student must rank in the top 15 percent of the high school graduation class.

FCCJ/FAMU Scholarships

Pays \$832 per academic year at FCCJ and \$1,000 per academic year at FAMU. Student must have a minimum 3.5 GPA and rank in the top 15 percent of his/her high school graduation class.

General Academic Scholarships

A \$863 scholarship for the academic year to selected entering college students with a minimum 3.0 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 for 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.

Black Incentive Grants

Provides up to \$1,150 a year for selected black students who meet the academic criteria.

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 and
- 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 \$4.25 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 enrollment services 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:

1. IRS Forms 1040 or 1040A, or 1040EZ with all W-2 forms,
2. for non-taxable income: written statements from agency providing funds (Social Security, AFDC, unemployment compensation, veterans disability or death benefits.), or
3. or 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 enrollment services offices.

The campus enrollment services 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 and
- dual enrollment.

international student (F1 Visa)

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 not the same as for the general student population. Financial aid standards require both quantitative and qualitative measurement. These standards are given to the students at the time they apply for aid. Additional copies are available in each campus enrollment services 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. Information on the appeal procedure is available at campus enrollment services offices.

Veterans Affairs

A veterans representative is located in the enrollment services office on each campus and at the Martin Center for College Services 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 five 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 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 \$170 per month for full-time enrollment and \$85 per month for half-time enrollment.

Application Process

1. Students should go to the enrollment services office on campus and complete the necessary applications.

2. Provide copy of DD214 for veteran or certificate of eligibility from VA for survivor or dependents.

3. 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 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, 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 effective term 911

1. The student must have completed at least 50 percent of attempted credit hours with a minimum 1.0 GPA after 12 credit hours of enrollment. (Students failing to meet these requirements will be placed on probation.)

2. After having been placed on probation, and at the conclusion of the following term of enrollment, the student must have successfully completed at least 55 percent of credit hours in which enrolled with a minimum 1.25 GPA.

3. Veterans assistance will be discontinued for students failing to meet the standards in (2) above.

4. Veterans assistance may be reinstated upon the attainment of the standards outlined for the general student population, with 25 or more credit hours, attempted or through veterans approved counseling.

5. Veteran students will have non-punitive grades reported to the Department of Veterans Affairs.

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

Continuing Education

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

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

Veterans are allowed three days of unexcused absences per calendar month. Excused absences are those occurring for the reasons cited hereafter, and officially accepted by the director of 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 10th 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.

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: FCCJ-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 and

Special Events — include a variety of collegewide 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 FCCJ Artist 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, 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 collegewide needs of students. Each campus SGA is a member of the statewide 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 adviser, 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, horse-shoes, billiards and golf. Special discount passes to a variety of community recreational facilities, including bowling, golf, driving range, miniature golf and movies are also available at substantial savings from each campus student activities office.

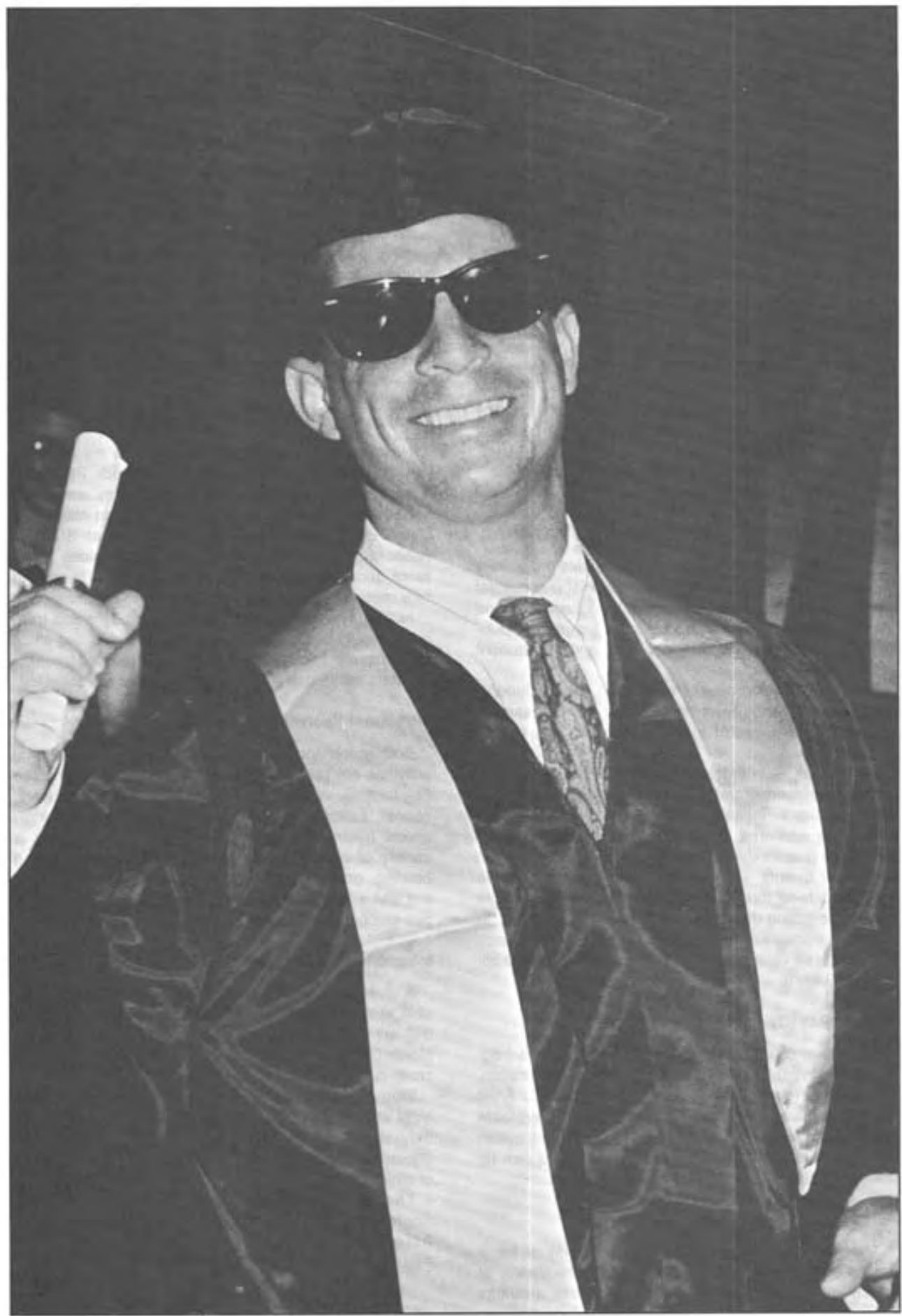
Intercollegiate Athletics

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

Students may participate in the collegewide 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.

WILSON, EMANUEL



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 and a commitment to excellence, the right is reserved by the College to establish rules and regulations to further these ideals which require student compliance for the welfare of the College community. These rules and regulations are found in Board Rule 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 the general student appeal process.

Procedure

1. It is the responsibility of the student to notify instructors in writing in advance of absences to observe religious holy days in their own faith. Upon such reasonable notification, such absences shall be excused without penalty.

2. The student shall be responsible for material covered during the period of observance and shall be provided a reasonable time to complete make-up assignments.

3. The College and its faculty, as appropriate, shall schedule major class assignments, major examinations, and official ceremonies on other than major religious holy days whenever possible.

Student Academic Dishonesty Procedure

Academic dishonesty is considered a serious offense and is expressly prohibited. THIS POLICY INCLUDES ALL COURSE ASSESSMENT, RELATED ASSIGNMENTS AND ALL STANDARDIZED TESTS e.g. MAPS, CLAST, CAT, etc. Such dishonesty includes:

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, or

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, and
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, campus president, 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. In the event of the temporary removal, a written notice of a hearing to be held within 10 days of the date of the letter will be mailed (certified mail, return upon receipt requested) to the individual.

The following violations of the code of conduct are outlined in the District 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, consumption of alcoholic beverages on campus or at a College function, illegal use or possession of drugs or narcotics, cheating in any form, sexual harassment, the use of indecent or abusive language, gambling, hazing as defined in Chapter 240.326, Florida Statutes, vandalism or destruction of property, falsification of records or statement to the College, unauthorized use of the College name, lewd or indecent conduct, violence against any member or guest of the College community, theft or willful destruction of College property or of the property of members of the College, interference with the freedom of movement of any member or guest of the College, obstruction of the normal processes and activities of the College community, deliberate interference with the rights of others, violation of a federal or state law, a county or city ordinance, repeated offenses of a less serious nature or any other offense reasonably deemed to be contrary to the best interest of the College.

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

The student 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 employee alleged to have caused the complaint, within six months following the alleged incident. In the case of alleged sexual harassment, the student shall first discuss the complaint with the campus dean of student affairs. (If appropriate, the dean may designate another individual to discuss the matter with the student.)

2. If the complaint cannot be resolved informally, then the student shall present a formal grievance in writing to the campus dean of student affairs. This shall be done within 15 working days following verbal response from the College staff involved.

3. The campus dean of student affairs shall conduct a preliminary investigation and resolve the concern, if possible. If the charge is of a serious nature, the campus dean of student affairs will discuss the charge with the campus provost and, if appropriate, the College counsel. Depending on the nature of the charge, the campus provost will, after consultation with College counsel and the associate director of human resources, establish a process for resolving the issue. Care will be taken to guarantee that the matter is resolved equitably, and that the due process rights of those involved are protected.

4. The recommendation resulting from the review process shall be submitted to the president, who will render a final decision in a timely manner.

Sexual Harassment Policy

Sexual harassment as defined in District Board of Trustees Rule 6Hx7-1.2, Definitions, is hereby deemed to be discrimination on the basis of sex and is expressly prohibited by this rule. This prohibition shall apply to every facet of the College's operation, including, but not limited to, employment and student environments. Any violation hereof shall result in disciplinary action, as appropriate.

Definition - 6Hx7-1.2 Definitions - 1.11

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, or other verbal, non-verbal or physical conduct of a sexual nature, whenever:

1. submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or course progress,

2. submission to or rejection of such conduct is used as the basis for employment or course decisions affecting that individual, or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment.

Complaint Procedures

Persons who feel that they have been sexually harassed under the above definition and wish further information or assistance in filing a complaint, may contact:

Director, Equal Access/Equal Opportunity
Downtown Campus, Room 1097
(904) 633-8250

OR

Associate Director of Human Resources
Donald T. Martin Center for College Services,
Room 250
(904) 632-3163

OR

Downtown Dean of Student Affairs
Room 1097
(904) 633-8250

Kent Dean of Student Affairs
Room B-100
(904) 381-3417

North Dean of Student Affairs
Room D-115
(904) 766-6763

South Dean of Student Affairs
Room U-133
(904) 646-2009

OR

Any administrator that the complainant may select.

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 postsecondary 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, or in violation of the student's rights or otherwise inappropriate, and to insert into the record any written explanation of any matter therein. The custodian of the record challenged shall conduct a hearing upon the matter, at a reasonable time and place, at which time the student or parent (if eligible) may present any evidence he or she may have in support of the challenge. If a record is challenged, the custodian of the record shall make a decision at the conclusion of the hearing. This decision

may be appealed by the student or parent (if eligible) through established procedures to the student appeals review committee. Action by the College president on an appeal is final.

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

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

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

1. name
2. address
3. major field of study
4. dates of attendance
5. degrees or awards received

General Information

Health Services

As a community-based institution, FCCJ relies on health services provided within the community for students. Various health agencies are brought to each campus periodically to make their services available to students. Arrangements and coordination are handled by the student affairs offices and/or student activities offices. 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:

1. determine whether a student or employee with a communicable disease may pose an imminent risk to the college community and

2. 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 assistant dean of student affairs on the North Campus, 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 assistant dean of student affairs is on the North Campus and is available by appointment, by telephoning 766-6607.

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 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.

The illegal use of harmful and addictive chemical substances poses a threat to the educational environment. Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of FCCJ, and the consequences of the use, possession, manufacture or sale of such drugs. The FCCJ Board of Trustees Rules outline the accepted Code of Conduct for Students and Employees. This code of conduct prohibits:

1. 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,
2. such acts or behaviors 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 on campus or at a College function, and
3. the College reserves the right to suspend, terminate, or retroactively cancel the enrollment of any student for disciplinary reasons. The College may also make a referral to legal authorities for appropriate action.

Information on the health risks of substance abuse, and on criminal penalties, is contained in information sent to students each year.

The department of student affairs can assist students with referral information to appropriate community resources in a confidential, professional manner. Counselors are available on all campuses to assist both day and evening students in obtaining information relating to referral to community agencies. All contacts relating to substance abuse will be held in strict confidence.

Library and Audiovisual Services
see Learning Resources Centers

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 adviser 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.



Instructional Support Services

Learning Resources Centers

A learning resources center (LRC), offering a full range of assistance to FCCJ 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, media and computer based 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. Group instruction and individual assistance in library usage is provided by the professional library staff. Each center also provides equipment, media and media production services.

An on-line statewide library catalog provides access to the materials in the LRC. The LRCs are also equipped with on-line reference databases, conference rooms and microfilm and paper copiers. Hours of operation are posted and generally correspond with the campus hours of operation. Holiday, spring and summer term hours vary and are posted in the LRCs.

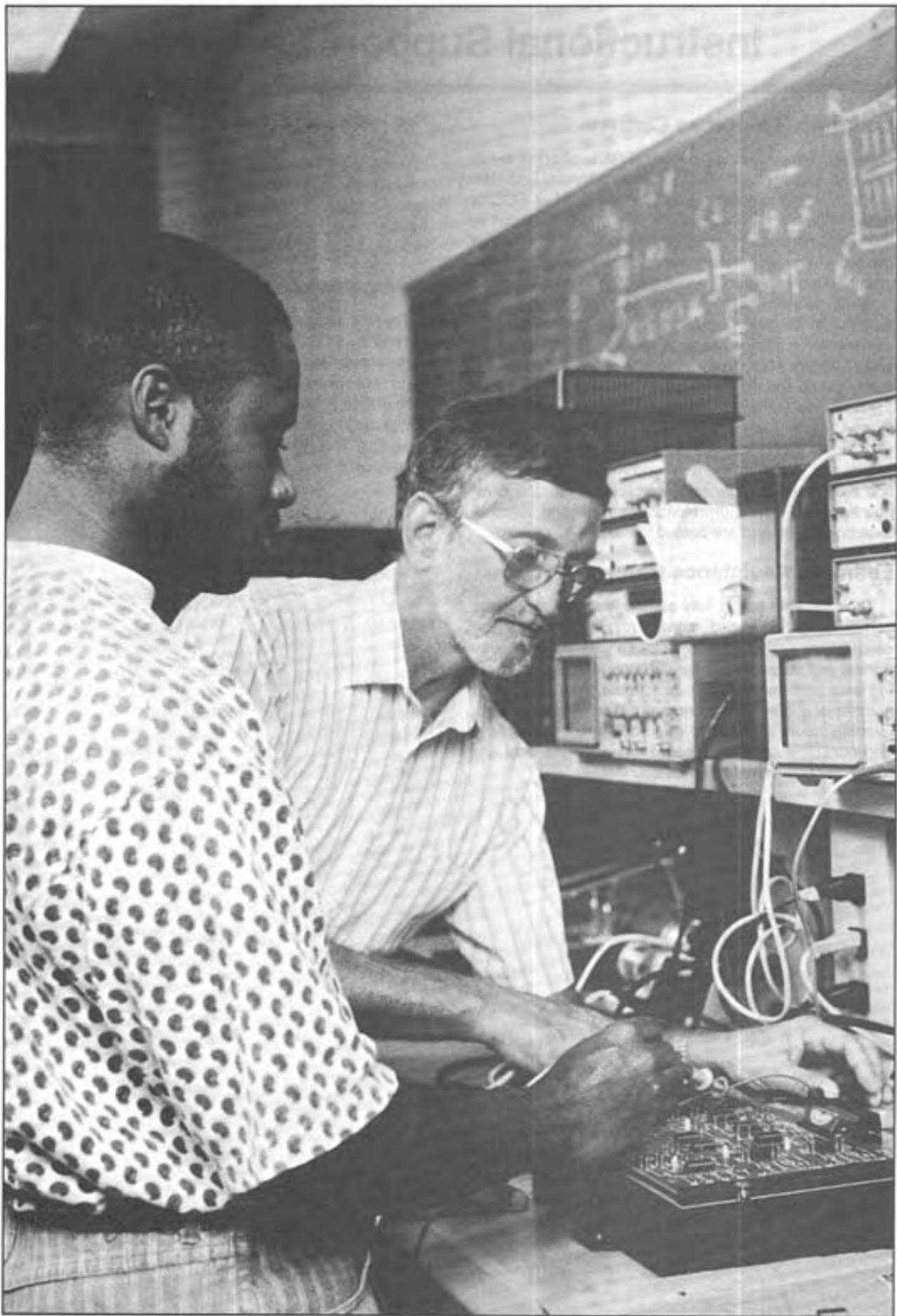
Learning Assistance Centers

Each campus has a fully staffed learning assistance center for individualized instruction open for FCCJ 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. Computers with a broad variety of Arts and Science tutorials and exercises are provided to assist students learning on an individualized or group basis.

Computer Laboratories

There is an open computer laboratory on each campus for use by FCCJ students enrolled in courses requiring computer-based assignments outside of class. These labs are heavily utilized by CIS/OST students. Computers in the learning assistance centers and the computer laboratories are heavily used by students daily from 7:30 a.m. through 1 p.m. The computers are less heavily used in the midafternoon and evening hours.



Financial Information

College Credit Registration Fees

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.

The registration fee for college credit courses shall be:
per semester hour
Florida residents.....\$33
Non-Florida residents.....\$120

*Additional Course Fees

Computer Laboratory Fee per course
Science Laboratory Fee per course
Materials Fee per course

Fine Arts Fee per course —

All applied music courses have an additional fee.
All fine arts courses beginning with prefixes ART, PGY, and MUM have an additional fee.

Professional Malpractice and Liability Insurance Risk Coverage Fees per course —

The risk coverage fee is non-refundable if the student withdraws after the official close of the add/drop period for the term.

*SELECTED COURSES HAVE ADDITIONAL FEES. THE FEE WILL BE SPECIFIED AT THE TIME OF REGISTRATION.

STUDENTS MAY OBTAIN THIS INFORMATION FROM THE ENROLLMENT SERVICES OFFICE.

Miscellaneous Fee

Application Fee:
U.S. Citizen\$20
International Student\$75

This fee is a processing fee and is non-refundable. Payment for this fee remains in effect for one full year for U.S. citizens only.

Late Registration Fee

Any student who registers for the first time in a term after all scheduled registration has ended will be assessed a \$35 late registration fee.

Graduation Fees and Fees for Ceremonies Conducted for Special Programs

Graduation Fee

Associate's degree\$10
Each additional associate's degree\$ 5

Fees for Ceremonies Conducted for Special Programs

The College 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

Returned Check Fee

Checks returned by the bank.....\$15

This fee will not be assessed if the bank certifies that the check was returned due to bank error. Unless the returned check and \$15 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.

Parking Fine

Parking violations may result in a fine. The fine imposed depends on the severity of the violation. The amount of the fine is shown on the reverse side of the citation. Failure to pay the parking violation within 10 College business days shall result in a late payment charge. Individuals may appeal the citation. Appeal forms may be picked up at any security office.

Test and Examination Fees

Proficiency Examination Program
(PEP)\$35

Employee Reimbursement

FCCJ full-time employees and their dependents may be reimbursed for courses taken at FCCJ. The employee or dependent must pay his or her own fees at registration. However, upon proof of satisfactory completion of course work, employees and their dependents will be reimbursed 100 percent of registration fees. For purposes of this reimbursement, dependents are defined as a spouse or dependent child who is under the age of 22 and living at home.

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 to clear their financial debt must report to the campus enrollment services 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 Memoranda

No refund will be made for a fee of less than \$5, 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 disenrolled or placed on the College's delinquency listing and will not be allowed to register or receive transcripts.

Amounts due the College will be deducted before any check or credit memorandum to the credit card account is issued.

Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the college, generally two weeks following the last official drop date.

Students paying part of their tuition with cash/check and part by charge card will receive a credit memorandum to their credit card account.

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 work days after the first class meeting. If the class meets less than five days, the drop deadline is before the last class ends.

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 MasterCard, VISA, Discover), 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 MasterCard, VISA, Discover) 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 his/her credit card over the telephone or through our Touchtone 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, Martin Center for College Services, Florida Community College at Jacksonville, 501 W. State St., Jacksonville, FL 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, the student is responsible for bringing a copy of the authorization to any campus student aid office. Once the student aid office has entered the authorization into the computer, the student must report to registration and have the authorization pay for their fees. If the sponsoring agency 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

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.

Fees charged for non-college credit adult and occupational education courses range from approximately 53 cents to 84 cents per total class contact hour. In most instances, fees for non-Florida residents are triple those of Florida residents and are in addition to matriculation fees. Fees for most avocational and recreational courses are \$1.75 per contact hour. Fees charged for non-college credit lifelong learning courses are approximately 50 cents per total class contact hour. In addition, some courses may be assessed a materials fee. For actual course fees, please check the current term's continuing education class schedule.

*Additional Course Fees

Materials Fee per course

Professional Malpractice and Liability Insurance Risk Coverage Fees per course —

The risk coverage fee is non-refundable, if the student withdraws after the official close of the drop/add period for the term.

*SELECTED COURSES HAVE ADDITIONAL FEES. THE FEE WILL BE SPECIFIED AT THE TIME OF REGISTRATION.

STUDENTS MAY OBTAIN THIS INFORMATION FROM THE ENROLLMENT SERVICES OFFICE.

Miscellaneous Fees

Test and Examination Fees

General Education Development Test (GED)
(High School Equivalency)

Test 1\$ 6
Tests 2 through 5 (each).....\$ 5
Total Battery\$25

(Fees established by the State Department of Education. This fee is non-refundable.)

Validation of GED scores from out-of-state, United States Armed Forces Institute (USAFI) or DANTES (includes diploma if entitled)\$ 5

Tests fee will be 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. Test fees are non-refundable.

Fees for Ceremonies Conducted for Special Programs

The College President or official designee shall determine the items to be purchased by the College which will permit the conducting of ceremonies in accordance with established traditions for special programs, primarily in the Health related education area. The charge to the student shall not exceed the cost of the items purchased for each student.

Waiver of Tuition and Fees

No fees are assessed for the following programs:
Adult Basic Education (ABE) or
FCCJ Diploma Seeking Students in High School Credit Completion

Returned Check Fee

Checks returned by the bank.....\$15
This fee will not be assessed if bank certifies that the check was returned due to bank error. Unless the returned check and \$15 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.

Parking Fine

Parking violations may result in a fine. The fine imposed depends on the severity of the violation. The amount of the fine is shown on the reverse side of the citation. Failure to pay the parking violation within 10 College business days shall result in a late payment charge. Individuals may appeal the citation. Appeal forms may be picked up at any security office.

Employee Reimbursement

FCCJ full-time employees and their dependents may be reimbursed for courses taken at FCCJ. The employee or dependent must pay his or her own fees at registration. However, upon proof of satisfactory completion of course work, employees and their dependents will be reimbursed 100 percent of registration fees. For purposes of this reimbursement, dependents are defined as a spouse or dependent child who is under the age of 22 and living at home.

Schedule for Payment of Fees

Continuing Education Classes

In order for registration to be complete, fees must be paid at the time of registration.

Fee Refunds, Continuing Education Courses

Seminars and Workshops

As published in announcement, workshops or seminars which require special arrangements may provide no refund of fees if participant cancels after the time specified in announcement.

General Requirements

Students who wish to drop a class to receive a refund or clear their financial aid must report to the campus enrollment services 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, 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.

Students paying part of their tuition with cash/check and part by credit card will receive a credit memoranda to their credit card account.

Suspension, Termination or Cancellation of Enrollment

The College reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for either of the following reasons:

1. disciplinary reasons or
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, the student is responsible for bringing a copy of the authorization to any campus student aid office. Once the student aid office has entered the authorization into the computer, the student must report to registration and have the authorization pay for their fees. If the sponsoring agency 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.

