

The Associate in Arts Degree

Admission

Applicants seeking admission to the associate in arts (A.A.) program must be high school graduates. If applicants graduated on or after Aug. 1, 1987, they 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 students and the counselor soon after they enroll at FCCJ. 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 FCCJ, students should be certain to meet the General Education Requirements for the associate in arts degree and complete a program of at least 60 semester hours comprising 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 one-semester hour courses from music, speech and drama activity courses as described under conditions (1) on page 31.

Within these 60 semester hours, students should be certain to fulfill the pre-major course requirements for the major which they intend to take at the university they plan to attend.

Students transferring to a four-year institution from Florida Community College at Jacksonville are 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 students and an adviser or counselor soon after they enroll at the College. To maximize transferability, students are advised to choose a major as early as possible while at FCCJ.

Students transferring with the associate in arts degree are guaranteed the transferability of credits earned toward that degree and junior-level standing by the state articulation agreement. Students transferring prior to receipt of the A.A. degree are not assured of junior-level standing, and the transferability of credits earned will be determined by the receiving institution. Also, students 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 and most private colleges and universities 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 FCCJ for students. Each college or university has its own admission and program requirements. Selecting a major and transfer institution early is important. Some majors and institutions are limited access requiring students to meet the admission and course requirements before being admitted into selected majors. Students have the responsibility for making contact with a counselor or adviser in the office of student affairs to work out their program of study at FCCJ.

Graduation Requirements

In order to be awarded the associate in arts degree, students must have met the following requirements.

1. Earned a cumulative grade point average of 2.0 (C) at FCCJ 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 a grade of at least a "C" in each course used to satisfy the General Education Requirements areas I communication, II mathematics, III humanities, and V social environment, category A.
4. Completed at least 25 percent of credit semester hours required for the degree at FCCJ.
5. Completed 60 semester hours of college credit work as follows.
 - a. General Education Requirements (42 semester hours) set forth on pages 29 through 31 of this catalog (the instructional dean 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 (18 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 FCCJ District Board of Trustees.

Before students may graduate, they must have fulfilled all financial obligations to the College.

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

1. Graduation dates will be the date at the end of the college term in which students complete the academic requirements for the degree or certificate for which they are an applicant. (The removal of an incomplete grade does not affect students' 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 students expect to complete the coursework under the terms of the catalog in effect during the term of their first registration, they must graduate within four years after the year of first registration in a college credit program. A total of five years is allowed. Accordingly, students who enter under this catalog must graduate by the end of the Summer Term 2000, or they will be expected to meet the requirements of subsequent years. Changes to requirements as mandated by law or by rule of the FCCJ 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.

Student Warning

When students repeat a course at FCCJ, only the last grade earned is calculated in their cumulative grade point average (GPA). However, students with an excessive number of "W" or "NP" grades and students who repeat courses to improve their GPA jeopardize their admission to some programs in the Florida State University System (SUS) institutions or other institutions.

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.

A generally educated person:

1. can read, write, speak and listen effectively.
2. can acquire, use and evaluate information.
3. can comprehend displays of quantitative information.
4. can solve both computational and non-computational problems.
5. can use computers in communication and problem solving.
6. can organize concepts into orderly systems.
7. comprehends the stages of human development and recognizes the contributions made by humans of each stage.
8. rationally chooses and pursues personal goals.
9. continuously develops an integrated system of social and ethical values that considers the welfare of others.
10. knows what constitutes and contributes to mental, physical and social well-being.
11. engages in life-long learning.
12. recognizes one's own creative potentials.
13. is aware of the dynamics within the family and the role the family plays in society.
14. is aware of the workings and interrelations of personal, business and governmental economies.
15. is aware of political, social and religious systems and their effect upon societies.
16. is aware of the historical development of the arts and sciences of Western and non-Western societies.
17. is aware of technology as it impacts society.
18. understands and is sensitive to the interdependency of elements of the physical and biological environments.
19. is aware of the relationship of science and technology and how they affect the natural environment.

Distribution Requirements

The general education core for the associate in arts degree consists of a minimum of 42 semester hours of course work. The courses were chosen by the faculty to assist the students' accomplishment of the purpose and goals of general education and to develop skills, attitudes and understanding in these broad discipline areas.

Communication
Mathematics
Humanities
Natural Environment
Social Environment
Computer Literacy
Cultural Diversity
Personal Development

I. Communication.....(Minimum of 9 semester hours)

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.

A. Six semester hours from the following:

ENC 1101	English Composition I
ENC 1102	English Composition II

B. Three semester hours from any of the following:

ORI 2000	Oral Interpretation
SPC 2015	Introduction to Oral Communication
SPC 2062	Speech Communication for Business and the Professions
SPC 2440	Small Group Communication
SPC 2600	Fundamentals of Speech Communication

II. Mathematics.....(Minimum of 6 credit 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 environment 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 students enroll at FCCJ.

Any two of the following:

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
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. Humanities.....(Minimum of 6 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

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
LIT 2000	Introduction to Literature
MUH 2110	Survey of Music History
MUL 1010	Music Appreciation
PHI 2010	Introduction to Philosophy
REL 2000	Introduction to Religion
THE 2000	Theatre Appreciation

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

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

BSC 2010C Principles of Biology I and
BSC 2011C Principles of Biology II

BOT 1010C Botany and
ZOO 1010C General Zoology

CHM 2045C General Chemistry and Qualitative
Analysis I and

CHM 2046C General Chemistry and Qualitative
Analysis II

PHY 2048C Physics I With Calculus and
PHY 2049C Physics II With Calculus

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
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 2045C General Chemistry and Qualitative Analysis I
CHM 2046C General Chemistry and Qualitative Analysis II
GEO 2370 Conservation of Resources
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 Environment(Minimum of 6 semester hours)

The social environment 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 environment 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
AMH 2020 United States History From 1865 to the Present
EUH 1000 Western Civilization Through 1715
EUH 1001 Western Civilization from 1715 to Present
POS 2041 American Federal Government
ISS 1120 Origins of American Society (Economic, Political and Internal Institutions)

B. Three semester hours from any of the following:

CPO 2002 Introduction to Comparative Government
DEP 2004 Human Growth and Development
DEP 2401 Adult Psychology
ECO 2013 Principles of Economics I
GEA 1000 World Geography
GEB 1011 Introduction to Business
POS 2112 State and Local Government
PSY 1012 General Psychology
SOP 1002 Human Relations
SYG 2000 Introductory Sociology
SYG 2430 Marriage and Family

VI. Computer Literacy(Minimum of 3 semester hours)

The ability to access and utilize computers in communicating, solving problems and evaluating information is a basic requirement of any educated person. The computer courses listed below are designed to introduce students to the world of computers and to comprehend their impact on society.

Choose one of the following.

**CGS 1060 Introductory Computer Concepts
**CGS 1570 Microcomputer Application Software

** (Course credit can be attained for CGS 1060 via a CLEP exam and for CGS 1570 via a PEP exam)

VII. Cultural Diversity ... (Minimum of 3 semester hours)

The curriculum in this category is devoted to introducing students to the historical development of the arts and sciences of non-western cultures.

AMH 2092	African-American History and Culture (From African Origins Through Reconstruction)
AMH 2093	African-American History and Culture (From World War I to the Present)
AML 2600	African-American Literature
ANT 2410	Cultural Anthropology
ASH 2005	History of the Far East
ARH 2004	Introduction to Non-Western Art
FRE 2200	Intermediate French I
GER 2200	Intermediate German I
HUM 2410	Humanities of Asia
HUM 2472	Intercultural Explorations
LAH 2000	History of the Americas
LIT 2100	Great Ideas in World Literature
LIT 2380	Introduction to Women in Literature
LIT 2930	Special Topics in Literature
REL 2300	World Religions
RUS 2200	Intermediate Russian I
SPN 2200	Intermediate Spanish I

VIII. Personal Development (Minimum of 3 semester hours)

Personal development courses are intended to enable students to recognize one's own creative potentials, to comprehend the stages of human development and to recognize the contributions made by humans of each stage.

AML 2012	American Literature: Colonial Times to 1900
AML 2023	American Literature: 1900 to the Present
ART 1001C	Studio Art for Beginners and Non-majors
ART 1201C	Design I
ART 1300C	Drawing I
CRW 2000	Imaginative Writing
DEP 2004	Human Growth and Development
DEP 2401	Adult Psychology
ENL 2012	English Literature to 1750
ENL 2022	English Literature Since 1750
FAD 1230	Family Dynamics
FIN 2100	Personal Finance
HLP 1081	Health Analysis and Improvement
MUN 1130	Symphonic Band
MUN 1340	Chamber Choir
MUN 1710	Jazz Ensemble
MUNB1310	Chorale
PHI 2600	Moral and Political Philosophy
SLS 1201	Personal Development
SOP 1502	Dynamics of Behavior
TPP 2110	Acting I

Total hours required from Areas I-VIII42 semester hours

Electives

The additional elective semester hours (maximum of 18) required (beyond the General Education Requirements for the associate in arts 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, students are encouraged to include in these electives courses from the general areas noted below.

Foreign Language

Students who plan 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 Chinese (CHI 1120 and CHI 1121), 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.

Total for electives18 semester hours

Total for the associate in arts degree.....60 semester hours

Conditions

1. Not more than four of the 18 elective semester hours in the following music, speech and drama activity courses may be applied toward the associate in arts degree: 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.

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

3. Students who assessment scores for reading are less than satisfactory must take REA 1105, College Reading Techniques and pass with a "C" grade or better.

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 state-wide test of college-level communications and mathematics skills developed by the State of Florida.

The CLAST is designed to test the communications 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 boards 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.

The CLAST requirement also applies to students transferring to community colleges from private colleges in Florida and from out-of-state colleges.

Students who do not achieve satisfactory scores on the CLAST will not be awarded the associate in arts degree. Students who have passed three of the four CLAST subtests may (at university discretion) enroll in a state university for up to 36 semester credits in upper division before being required to pass the fourth subtest.

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 and physical education.

Students failing any portion of CLAST will be prohibited from subsequent CLAST registration without documented proof of remediation. All remediation procedures must begin with the appropriate campus CLAST resource specialist. To obtain additional information about the CLAST resource specialists and retesting requirements and procedures, contact the CLAST coordinator's office or the assessment services office.

Current passing scores on the CLAST are as follows: essay-6, English language-295, reading-295, and mathematics-295.

Effective with the October 1995 CLAST, students are eligible to register for the CLAST provided the following criteria have been met:

1. At least 18 semester hours of college level coursework have been completed satisfactorily, and
2. The CLAST-related general education requirements have been completed successfully with a grade of "C" or better. (For the communications portion: ENC 1101, ENC 1102, and if required, REA 1105; for mathematics: 6 hours of mathematics as stated in the college catalog under "General Education Requirements for A.A. Degree.") Exceptions to this policy must be approved by an instructional dean.

Students have the option of taking the complete CLAST or splitting the test into two separate sessions: one for the communications portion (essay, English language, and reading) and one for the mathematics portion. Coursework requirements for split testing (communications and mathematics) must adhere to the criteria outlined in 1 and 2 above.

Students who have completed the general education requirements in communications and/or mathematics but want additional preparation for the CLAST should take ENC 2060 Essential Skills in Communications and/or MGF 2204 Topics in Finite Mathematics.

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.

Students with a disability may request assistance to complete the CLAST. Assistance is obtained through the disabled student specialist on any campus. For any portion of the CLAST in which the disability interferes with the performance on the test even with assistance, students may contact any disabled student specialist for waiver request forms and procedures. All requests must be accompanied with appropriate documentation.

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.

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

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

	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
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		X	X	X
			X	X
		X	X	X
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	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 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 associate in arts (A.A.) degree graduates of a state-approved Florida community college must be admitted as a junior to any state university as long as the university has space, money and the curriculum to meet the students' needs. This is a student's "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 students spend their first two years at a community college or the university, they still must meet specific admission requirements for that major, usually beginning with the junior year.

The state of Florida has given students 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 students 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 they may transfer can require further general education core curriculum. If they 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 students transfer does the same for native students. Individual departments determine whether courses with "D" grades will be accepted toward any major.

3. Accelerated Programs

One of the goals of articulation is to allow students to advance easily, equitably and rapidly through the educational system. There are seven 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), Defense Activity for Non-Traditional Education Support (DANTES) 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 on the basis of scores achieved on examinations in the DANTES program are transferable.

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 degree 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 students admission to a limited access program inform students of other educational options.)

10. Catalog Year

The catalog year (e.g., 1995-1996) in which a student initially entered the College is also the catalog that is in effect when students enter the university, provided they 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 a student 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 students

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 systemwide.

For more information concerning student rights and the articulation agreement, contact a counselor or the university 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 Requirements,
7. advance knowledge of selection criteria for limited access programs and
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.

Independent Colleges and Universities of Florida (ICUF) Statewide Agreement

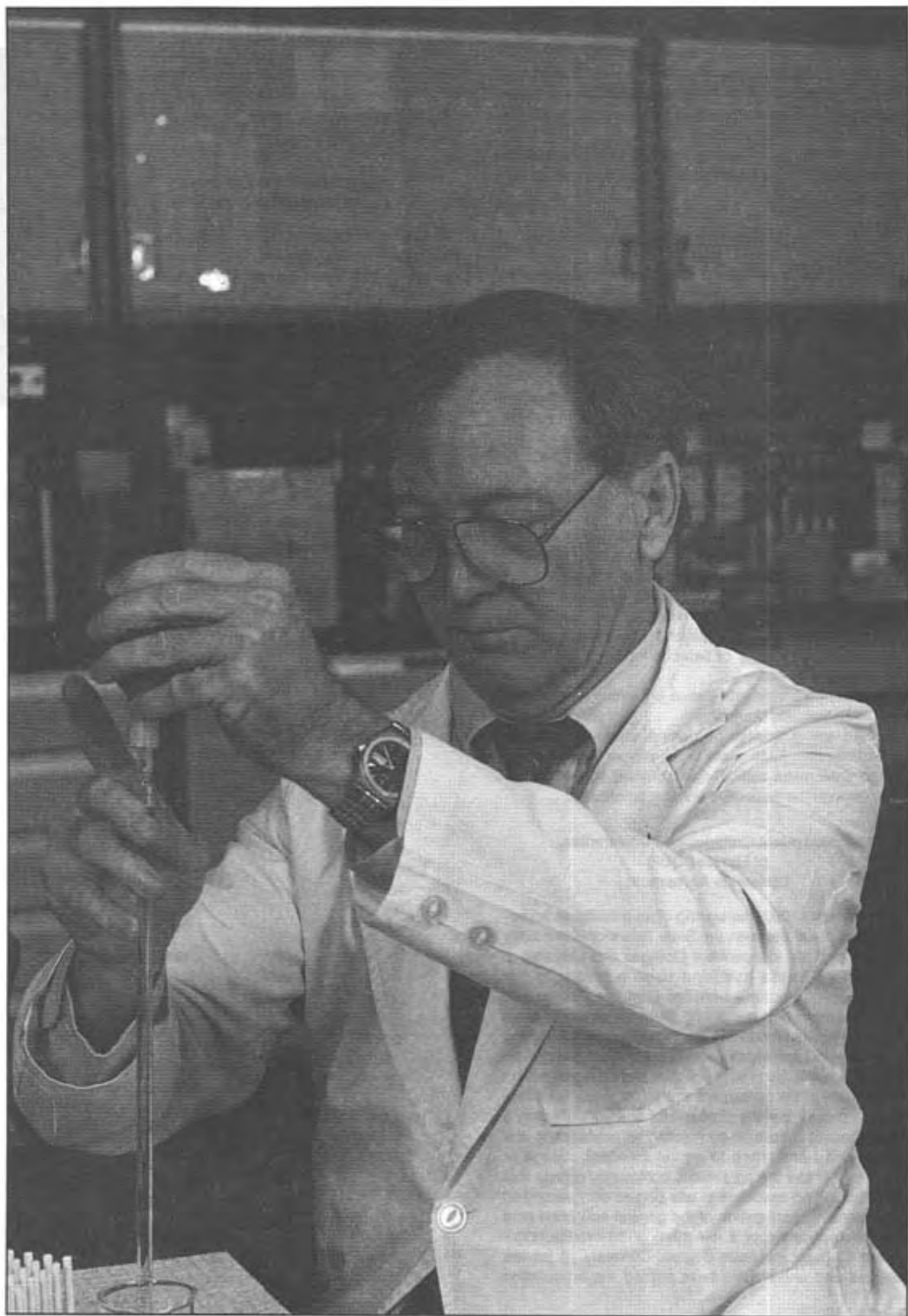
In November 1992, the signing of an articulation agreement took place between the State Board of Community Colleges and the Independent Colleges and Universities of Florida. Florida has long been a leader in the articulation of students between Florida's Community College System and the public State University System and, once again, Florida has taken the lead by the signing of a statewide agreement between the Community College System and the private colleges and universities.

The intent of the agreement was to establish "an effective and orderly transfer process for students entering a state community college, completing an associate in arts degree and transferring to an independent college or university." Under the agreement, community college students holding an associate in arts degree are guaranteed junior standing, recognition of the general education core and the application of a minimum of 60 credits hours toward the baccalaureate degree. Currently 14 private colleges and universities have signed the articulation

agreement. For each college and university a counseling manual is available in the student affairs office on each campus. The manual contains admission and course prerequisite information to properly advise students planning to transfer to these institutions.

Articulation Agreement with Savannah State College

FCCJ seeks to assist its associate degree graduates who desire to complete the baccalaureate degree in a college or university outside the state of Florida. This opportunity is best served by establishing articulation agreements with out-of-state colleges and universities that define the guarantees in the transfer process. Several agreements are currently in process. One such agreement that has been negotiated is with Savannah State College. For more information, contact a counselor or adviser on any campus.



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 students who, at the completion of a program of study listed in this section of the catalog, are planning to enter a chosen career at the semi professional level. The program may also transfer to a senior institution offering the bachelor 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 individuals 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 dean of instruction may prescribe deficiency courses which are necessary for successful completion of the associate in science degree. If students are veterans, 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 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 completion. If students are veterans, it is necessary that such course substitution be obtained from the state approving agency prior to their enrollment in the course being substituted. A record of the approval will be maintained in their 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 Requirements 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, students must have met the following requirements:

1. earned a Florida Community College at Jacksonville cumulative grade point average of 2.0 (C) at FCCJ 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 at least 25 percent of credit semester hours of the required program at FCCJ, and
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 General Education Requirements.

Before students may graduate, they must have fulfilled all financial obligations to the College.

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

1. Graduation dates will be the date at the end of the college term in which the students complete the academic requirements for the degree or certificate for which students are applicants. (The removal of an incomplete grade does not affect students' graduation dates, 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. Students who expect to complete the coursework under the terms of the catalog in effect during the term of the student's first registration must graduate within four years after the year of first registration in a college credit program. A total of five years is allowed. Accordingly, students who enter under this catalog must graduate by the end of the Summer Term 2000, or they will be expected to meet the requirements of subsequent years. Changes to requirements as may be mandated by law or by rule of the FCCJ 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 FCCJ 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. Communication.....Three semester hours

ENC 1101 English Composition I

II. Social and Behavioral Sciences.....Three 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.....Three semester hours

MAT 1033 Intermediate Algebra
 MGF 1207 Finite Mathematics
 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

IV. HumanitiesThree 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 ...Three 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 2045C 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 1570	Microcomputer Application Software
CGS 1580	Introduction to Desktop Publishing
CGS 2512	Spreadsheet Concepts and Practices
CGS 2525	Introduction to Multimedia
CGS 2542	Database Concepts for Microcomputers
CIS 2321	Information Systems
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
MAN 2522	Quality Management
MAR 1011	Principles of Marketing
MKA 1021	Salesmanship
MNA 2400	Labor Relations
OST 1100	Keyboarding/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, emergency medical services (ems) technology, emergency medical technology, histotechnology, medical laboratory, nursing, paramedic and respiratory therapy programs are selective access programs and have special selection and admission criteria and procedures which may be obtained from the program office as listed in this catalog.

University Transfer

Students who intend 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 students 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.

Dietetic Technician/Health Science
Information Systems
Nursing (Associate Degree) R.N.
Respiratory Care

Students who are interested in one of these options should contact either the program adviser or a counselor for a copy of the agreement.

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 in science degree in the particular area of study. Students can then build upon that technical certificate to accomplish the A.S. degree.

Graduation Requirements

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

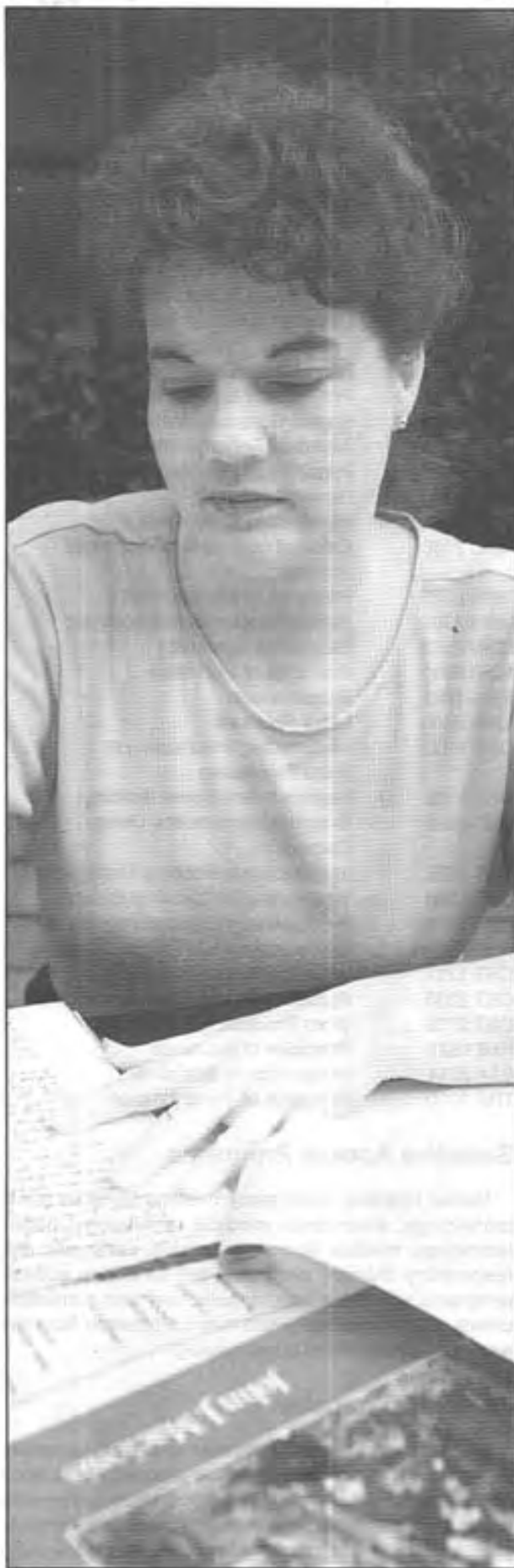
1. Earned a grade point average of 2.0 (C) on all courses attempted at FCCJ
2. Completed the required courses as set forth in the College catalog or as approved by the assistant dean of the area
3. Completed at least one-fourth of the total hours required for a certificate in residence at FCCJ

Before students may graduate, they must have fulfilled all financial obligations to the College.

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

1. Graduation dates will be the date at the end of the College term in which students complete the academic requirements for the degree or certificate for which they are applicants. (The removal of an incomplete grade does not affect students' graduation dates, since the grade change is effective at 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. Students who expect to complete the coursework under the terms of the catalog in effect during the term of their first registration, they must graduate within four years after the year of first registration in a college credit program. Accordingly, students who enter under this catalog must graduate by the end of the Summer Term 2000, or they will be expected to meet the requirements of subsequent years. Changes to requirements as may be mandated by law or by rule of the FCCJ District Board of Trustees may supersede 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 (201)	A.S.	X	X	X	X	
Architectural Design and Construction Technology (202)	A.S.	X				
Automotive Service Management Technology (236)	A.S.	X				
Aviation Administration (253)	A.S.		X			
Biomedical Equipment Engineering Technology (271)	A.S.	X				
Building Construction Technology (234)	A.S.	X				
Business Administration and Management (213, 263 or 264)	A.S.	X	X	X	X	
Business Data Processing (392)	T.C.	X	X	X	X	
Child Care Center Management (203)	A.S.			X		
Civil Engineering Technology (204)	A.S.	X				
Computer Engineering Technology (273)	A.S.	X				
Computer Information Systems Analysis (Integrated Systems Specialist) (268)	A.S.	X	X	X	X	
Computer Programming and Applications (205, 266 or 281)	A.S.	X	X	X	X	
Criminal Justice Technology (239 or 279)	A.S.				X	
Criminal Justice Technology (Academy Track) (295)	A.S.				X	
Culinary Management (259)	A.S.			X		
Dental Hygiene (233)	A.S.			X		
Diagnostic Medical Sonography Technology (293)	A.S.			X		
Dietetic Technician (260 or 269)	A.S.			X		
Drafting and Design Technology (CADD) (206)	A.S.	X				
Electronics Engineering Technology (274)	A.S.	X				
Emergency Medical Services (EMS) Technology (251 or 257)	A.S.			X		
Emergency Medical Technology-EMT (394)	T.C.			X		
Fashion Marketing Management (229, 242, 243 or 256)	A.S.		X			
Financial Services (Banking) (228)	A.S.	X	X	X	X	
Fire Science Technology (211)	A.S.				X	
Graphics Arts Technology (Printing) (240)	A.S.			X		
Graphic Design Technology (267)	A.S.			X		
Health Information Management (277)	A.S.					X
Histologic Technology (262)	A.S.			X		
Hospitality Management (214)	A.S.			X		
Human Services Technology (291)	A.S.				X	

Program	Award	D	K	N	S	URC
Industrial Management Technology (Maritime) (27M)	A.S.	X	X	X	X	
Industrial Management Technology (Military) (278)	A.S.	X	X	X	X	
Industrial Management Technology (Railroad Operations) (27A, 27B, 27C, 27D or 27E)	A.S.	X	X	X	X	
Insurance Management (216)	A.S.		X		X	
Interior Design Technology (289)	A.S.		X			
Legal Assisting (299)	A.S.		X		X	
Marketing Management (250)	A.S.	X	X	X	X	
Medical Laboratory Technology (220)	A.S.			X		
Nursing (Associate Degree) R.N. (227 or 283)	A.S.			X		
Nursing (Associate Degree) R.N. (Bridge Option For Licensed Practical Nurses) (261)	A.S.			X		
Office Management Technology (265)	A.S.	X	X	X	X	
Office Systems Specialist (357, 374, 375, 376, 377, 378, 379, 380, 386, 387, 388, 389 or 390)	T.C.	X	X	X	X	
Paramedic (393)	T.C.			X		
Professional Pilot Technology (258)	A.S.		X			
Radiation Therapy Technology (294)	A.S.			X		
Radio and Television Broadcast Programming (232)	A.S.				X	
Radiography Technology (254)	A.S.			X		
Radiography (Mayo Clinic Option) (292)	A.S.			X		
Real Estate Management (230)	A.S.	X	X	X	X	
Records Management (Information/Records Management) (276)	A.S.					X
Respiratory Care (244)	A.S.			X		
Restaurant Management (212)	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 technology 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 technology program is based upon the development of a thorough knowledge of accounting principles and theory, and then seeks to develop the students' ability to apply this knowledge to problem situations. An intensive study of accounting and related business subjects is combined with general education courses to provide a well-balanced program.

The department chairperson, with the approval of the instructional 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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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	3
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
- MAN 2522 Quality Management

**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.



Architectural Design and Construction Technology (202)

Associate in Science

The architectural design and construction technology program is designed to prepare students for entry-level positions as architectural drafters or assistants. Typical places of employment are architectural or engineering firms and construction contractors.

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. Students who 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.

ETD 2542 Structural Drafting	3
ETC 2220 Soils and Foundations	3
MAC 2253 Calculus for Engineering Technology.....	3
Credit Hours	54
Total Credit Hours	69

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

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- BCN 1001 — Introduction to Building Construction
- ETI 1420 — Engineering Materials and Processes
- 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
SOP 1002 Human Relations	3
MAC 1102 College Algebra.....	3
or	
MAC 1140 Precalculus Algebra (4 cr.)	
*Humanities	3
ENC 2210 Technical Report Writing	3
Credit Hours	15

Professional Core Courses

ETD 1100 Engineering Drawing	4
BCN 1001 Introduction to Building Construction.....	3
ETI 1420 Engineering Materials and Processes.....	3
CGS 2470 Computer Aided Drafting and Design.....	3
MAC 1114 College Trigonometry	3
EET 1035 Fundamentals of DC/AC Electricity	3
ETC 2450 Concrete.....	3
TAR 2120 Architectural Drafting	3
SUR 1101 Surveying I.....	3
BCN 2614 Planning and Estimating	3
ETD 2538 CAD Architectural.....	3
SUR 2140 Surveying II	3
ETG 2502 Engineering Mechanics.....	4
ETG 2530 Testing and Strength of Materials	4

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, troubleshooting 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 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. Students who 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 their beginning semester at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- AER 1100 — Engines
- AER 1410 — Brake Systems
- ENC 1101 — English Composition I
- *Social and Behavioral Sciences 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 students with the entry-level knowledge and skills required to prepare for aviation careers in civilian aviation as aviation business managers, in government aviation as Federal Aviation Administration (FAA) air traffic controllers or managers, or in military aviation as commissioned officers and pilots (e.g. Navy NAVCAD 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

ASC 1010 — History of Air Transportation/National Airspace System

ENC 1101 — English Composition I

*Social and Behavioral 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 Science 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
GEB 1011 Introduction to Business	3
Credit Hours	25

Professional Electives

Credit Hours 24

(Select from the following.)

ATF 1000 Basic Flight I

ATF 1100 Basic Flight II

ATT 1110 Commercial Pilot Ground School

ATT 1120 Instrument Rating Ground School

MAN 2522 Quality Management

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

ASC 2110 Advanced Air Navigation

**general electives

Total Credit Hours 64

*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 prepare students for entry-level positions related to biomedical equipment. These technically trained individuals are prepared to assist engineers or scientists or take positions as biomedical equipment technicians or technical sales representatives. Hospitals, equipment manufacturers and service contractors are typical places of employment.

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

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

EST 2438 Biomedical Instrumentation II	3
EET 2940 Biomedical Practicum	3
Credit Hours	52
Total Credit Hours	68

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

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Science Area A	3
MAC 1140 Precalculus Algebra	4
*Humanities	3
BSC 2085C Human Anatomy and Physiology I	3
Credit Hours	16

Professional Core Courses	
EET 1035 Fundamentals of DC/AC Electricity	3
CET 1461 Computer Applications in Engineering	3
MAC 1114 College Trigonometry	3
PHY 2053C General Physics I	4
EET 1037 DC/AC Network Analysis	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 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

Building Construction Technology (234)

Associate in Science

The building construction technology program is designed to prepare students for entry-level positions in either residential or commercial construction. These technically trained individuals are prepared to assist architects, professional engineers, and contractors in planning, supervising or inspecting the erection of buildings. Other opportunities for employment would include cost estimating and technical sales of construction materials and 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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

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

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
MAC 1102 College Algebra.....	3
or	
MAC 1140 Precalculus Algebra (4 cr.)	
ENC 2210 Technical Report Writing.....	3
*Social and Behavioral Science Area A.....	3
*Humanities.....	3
Credit Hours	15

Professional Core Courses

BCN 1001 Introduction to Building Construction.....	3
ETD 1100 Engineering Drawing.....	4
ETI 1420 Engineering Materials and Processes.....	3
ACG 2001 Principles of Accounting I.....	4
MAC 1114 College Trigonometry.....	3
EET 1035 Fundamentals of DC/AC Electricity.....	3
ETC 2450 Concrete.....	3
ETI 1700 Occupational Safety.....	3
SUR 1101 Surveying I.....	3
BCN 2614 Planning and Estimating.....	3
ETI 2781 Industrial Supervision.....	3
ETG 2502 Engineering Mechanics.....	4
ETG 2530 Testing and Strength of Materials.....	4
ETC 2220 Soils and Foundations.....	3
Credit Hours	46

Professional Electives

- (Select from the following.)
- ACG 2011 Principles of Accounting II
 - BCT 1113 Blueprint Reading
 - CGS 2470 Computer Aided Drafting
 - ENC 1102 English Composition II
 - ETD 2542 Structural Drafting
 - MAC 1140 Precalculus Algebra
 - SOP 1502 Dynamics of Behavior
 - SUR 2140 Surveying II
 - TAR 2120 Architectural Drafting

Credit Hours 6

Total Credit Hours 67

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

Business Administration and Management (213 or 264)

Associate in Science

The two-year business administration and management program is designed to prepare students for advancement in the business profession. The emphasis of the course selections is on business courses with five General Education Requirements. 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 instructional 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. Students who do 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- *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 Science 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	4
GEB 1011 Introduction to Business	3
OST 1324 Business Mathematics Using Calculators	3
ECO 2013 Principles of Economics I.....	3
OST 2335 Applied Business Communications	3
BUL 2130 Business Law I — The Legal Environment of Business	3
MAN 2021 Principles of Management.....	3
MAR 1011 Principles of Marketing	3
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
 - MAN 2522 Quality Management
 - **General Electives

Total Credit Hours 61

For students desiring to specialize in transportation the following option may be completed in place of the professional electives above.

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

*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 coursework and/or business experience. It is a one-year course of study for those who wish to be gainfully employed as programmer trainees or programmer analyst trainees.

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 coursework 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.

SPECIAL NOTE: Students are expected to have keyboarding skills. Tests are available to those students who wish to determine their skill level. Twenty-five words per minute is considered to be a basic level of keyboarding proficiency. OST 1100 - Keyboarding/Introduction to Word Processing is recommended to students who need to acquire keyboarding skills.

Course Number and Title	Credits
Professional Courses	
CGS 1060 Introductory Computer Concepts.....	3
COP 1000 Introduction to Programming and Algorithm	3
GEB 1011 Introduction to Business	3
ENC 1101 English Composition I or	
OST 1601 Fundamentals of Business Communications ..	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 managers, lead teachers, teachers, assistant teachers, teacher's aides 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 assisting and supervision program may be eligible for some transfer credits.

The department chairperson, with the approval of the instructional 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. Students who 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.

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.

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- CHD 1220 — Child Growth and Development I
- EEC 1001 — Introduction to Early Childhood Education
- ENC 1101 — English Composition I
- PSY 1012 — General Psychology
- *Mathematics

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



Civil Engineering Technology (204)

Associate in Science

The civil engineering technology program is designed to prepare students for entry-level positions as engineering technicians in civil engineering related activities. Some of the areas of employment for graduates of this program are: land development, construction, surveying, highways, drafting and municipal 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. Students who 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.

ETC 2220 Soils and Foundations	3
ETG 2530 Testing and Strength of Materials	4
ETD 2548 CAD Civil	3
Credit Hours	57
Total Credit Hours	72

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

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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
ENC 2210 Technical Report Writing.....	3
SOP 1002 Human Relations	3
MAC 1102 College Algebra.....	3
or	
MAC 1140 Precalculus Algebra (4 cr.)	3
*Humanities	3
Credit Hours	15

Professional Core Courses

ETD 1100 Engineering Drawing	4
ETI 1420 Engineering Materials and Processes	3
CGS 2470 Computer Aided Drafting and Design.....	3
MAC 1114 College Trigonometry	3
ETC 2450 Concrete.....	3
TAR 2120 Architectural Drafting	3
BCN 2614 Planning and Estimating	3
SUR 1101 Surveying I	3
ETI 1700 Occupational Safety	3
ETG 2502 Engineering Mechanics.....	4
ETM 2310 Fluid Mechanics	3
ETI 2781 Industrial Supervision	3
SUR 2140 Surveying II	3
ETD 2542 Structural Drafting	3
ETC 2500 Highway Drafting and Route Design	3

Computer Engineering Technology (273)

Associate in Science

The computer engineering technology program is designed to prepare students for computer related entry-level positions. These technically trained individuals are prepared to assist engineers or scientists or take positions as engineering technicians, technical managers or technical sales representatives. Examples of responsibilities might include: prototyping and testing circuits and systems, configuring, installing and diagnosing computer systems.

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- CGS 1060 — Introductory Computer Concepts
- EET 1035 — Fundamentals of DC/AC Electricity
- ETD 1100 — Engineering Drawing
- MAC 1102 — College Algebra

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
SOP 1002 Human Relations.....	3
MAC 1102 College Algebra.....	3
or	
MAC 1140 Precalculus Algebra (4 cr.)	4
*Humanities.....	3
CGS 1060 Introductory Computer Concepts.....	3
Credit Hours	15

Professional Core Courses

EET 1035 Fundamentals of DC/AC Electricity.....	3
ETD 1100 Engineering Drawing.....	4
EET 1144 Solid State Devices.....	4
CET 1114 Digital Fundamentals.....	4
MAC 1114 College Trigonometry.....	3
EET 1037 DC/AC Network Analysis.....	3
EET 2147 Solid State Circuit Analysis.....	3
CET 2123 Microprocessor Fundamentals.....	4
ETI 1700 Occupational Safety.....	3
CET 2173 Microcomputer Systems Troubleshooting.....	3
EST 2112 Electronic Control Systems.....	3
**ETG 2502 Engineering Mechanics.....	4
CDA 2502 Computer Networks.....	3
CET 2941 Computer Maintenance Practicum.....	2
MAC 2253 Calculus for Engineering Technology.....	3
Credit Hours	49

Professional Electives

Credit Hours 3

(Select from the following.)

- COP 2170 Programming in Basic
- COP 2200 FORTRAN Programming
- COP 2210 Introduction to Pascal
- COP 2220 Introduction to C Programming

Total Credit Hours 67

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

**Students may substitute PHY 2053C General Physics I.

Computer Information Systems Analysis (Integrated Systems Specialist) (268)

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/mainframe 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, internships and seminars.

Students graduating from this program should be qualified to fill entry-level jobs in any size company. Common job titles for which this degree prepares students 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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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.....	3
CGS 2542 Database Concepts for Microcomputers	3
CGS 1580 Introduction to Desktop Publishing	3

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
COP 2701 Database Design and Programming for Microcomputers.....	4
Credit Hours	46

Professional Electives

Credit Hours 3

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

Total Credit Hours 64

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

**Students must have keyboarding skills. (See course prerequisite.)

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

The computer programming and applications program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue the bachelor's 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. Common job titles for which this degree prepares students include: programmer trainee, junior programmer, programmer-analyst trainee and control analyst.

This is a SOCNAV Network program. Refer to SOCNAV description on page 21.

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 coursework 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.

SPECIAL NOTE: Students are expected to have keyboarding skills. Tests are available to those students who wish to determine their skill level. Twenty-five words per minute is considered to be a basic level of keyboarding proficiency. OST 1100 - Keyboarding/Introduction to Word Processing is recommended to students who need to acquire keyboarding skills.

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- CGS 1060 — Introductory Computer Concepts
- COP 1000 — Introduction to Programming and Algorithm Design
- ENC 1101 — English Composition I
- GEB 1011 — Introduction to 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.....	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 and 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

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 2502 Computer Networks	3
Credit Hours	37

Mainframe Computer Specialty (205)

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)

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 2700 Database Concepts and Design - AS/400	3
Credit Hours	18

(205 and 266) Non-transfer Options

Professional Electives Credit Hours 12

(Select from the following.)

A minimum of six hours from CDA, CGS, CIS or COP prefix courses

***General Electives

For a list of courses, see the general electives for associate in science degree program on pages 40 and 41.

FCCJ Total Credit Hours 64 or 67

(281) UNF Transfer Option/ Information Systems

Professional Electives Credit Hours 24

ACG 2011 Principles of Accounting II	4
MAC 2233 Calculus for Business and Social Sciences	3
STA 2014 Introduction to Statistics.....	3
ECO 2013 Principles of Economics I.....	3
ECO 2023 Principles of Economics II.....	3
Foreign Languages.....	8

FCCJ Total Hours (UNF Transfer Option) 77

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

**Non-transfer students may substitute ACG 1003 and ACG 1004.

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

****Required for information systems and information sciences UNF transfer option.



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 students 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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

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 United States History to 1865 and AMH 2020 United States History From 1865 to the Present or	
***EUH 1000 Western Civilization through 1715 and	
EUH 1001 Western Civilization From 1715 to the Present	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
Credit Hours	21

(239) Non-transfer Option

Professional Electives

Credit Hours 12

(Select from the following.)

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

Professional Electives

Credit Hours 37

SPC 2600 Fundamentals of Speech Communication	3
***Natural Sciences (With Lab).....	8
*Humanities	3
STA 2014 Introduction to Statistics	3
Literature (LIT, AML, ENL or CRW prefix).....	3
Foreign Language Courses.....	8

SYG 2000 Introductory Sociology	3
Philosophy (PHI prefix).....	3
Non-Applied Fine Arts (ARH, THE, MUH, MUL or FIL prefix)	3

FCCJ Total Credit Hours (UNF Transfer Option) 73-74

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



Criminal Justice Technology (Academy Track) (295) Associate in Science

This program is designed for students who seek an associate in science degree and officer certification. This will prepare students for employment in the criminal justice field upon graduation. Graduates of this program will simultaneously complete requirements for their degree and the criminal justice standards and training commission basic recruit training. The graduates will then be eligible to sit for the state's certification examination for law enforcement officer.

This program is restrictive as to who can enter and certain prerequisites exist, as they currently do for academy entry. Contact the director of the public services program concerning admission to the 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 bachelor's degree. Students who 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.

CJD 2310 Police Supervision	3
Credits granted for completing the certificate academy track program.....	17
Credit Hours	47
Total Program Hours	62

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

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- ENC 1101 — English Composition I
- CCJ 1010 — Introduction to Criminology
- CGS 1060 — Introductory Computer Concepts
- SYG 2000 — Introductory Sociology

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
MAT 1033 Intermediate Algebra	3
*Humanities	3
PSY 1012 General Psychology	3
SPC 2600 Fundamentals of Speech Communication	3
Credit hours	15

Professional Core Courses	
SYG 2000 Introductory Sociology	3
CGS 1060 Introductory Computer Concepts.....	3
CCJ 1010 Introduction to Criminology	3
ENC 1102 English Composition II.....	3
CCJ 1030 Man, Crime and Society	3
CCJ 2500 Juvenile Delinquency	3
BSC 1005 Life in Its Biological Environment	3
DEP 2401 Adult Psychology	3
CCJ 1400 Police Administration	3

Culinary Management (259)

Associate in Science

This competency-based culinary management program is designed to prepare students for employment in production line and supervisory positions in the culinary arts industry as station chefs, sous chefs, second or first cooks, or lead cooks. 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.

Immediately upon enrolling and before selecting first semester courses prospective students should be advised by a culinary arts professor to ensure proper course sequencing. They will be advised by a College counselor for general academic and financial direction. The program manager, with the approval of the dean of instruction, 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 chef's uniform and black non-skid shoes. Textbooks 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 D-304, 766-5563.

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- FSS 1202 — Food Production I
- FSS 1250 — Dining Room Management
- FOS 1201 — Sanitation and Safety Management
- CGS 1060 — Introductory Computer Concepts
- *Mathematics

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences Area A	3
*Mathematics	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

(Select from the following.)

FSS 1100 Menu and Marketing Management	3
FSS 1240 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 A.S. degree General Education Requirements.

Dental Hygiene (233)

Associate in Science

The dental hygiene program offers students an opportunity to learn the technical and clinical skills of dental hygiene. The curriculum includes General Education Requirements, dental science and clinical courses. Graduates 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 in addition to good manual dexterity are recommended. Developmental education courses must be taken prior to entering the dental hygiene program. A grade of "C" or higher 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 higher 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.

Application

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. college transcript (of all college courses that have been completed),
4. official copy of program admission test score,
5. evidence of current Basic Life Support Certification (CPR),
6. students admitted to the program must present a report of a physical examination completed not more than 30 days prior to the enrollment for the first dental hygiene course
7. completion of 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,
 CHM 1032C Principles of General Chemistry and
 MAT 1033 Intermediate Algebra
 OR
 MGF 1207 Finite 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. Students who 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 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- **BSC 2085C — Human Anatomy and Physiology I
- **BSC 2086C — Human Anatomy and Physiology II
- **CHM 1032C — Principles of General Chemistry
- ENC 1101 — English Composition I
- 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
	<hr/>
Credit Hours	83
	<hr/>
Total Credit Hours	98

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

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



Diagnostic Medical Sonography Technology (293) Associate in Science

This program is designed to benefit students who have acquired (or plan to acquire) a certificate in medical sonography. The courses offered in this program *will not* train students in sonography, but will allow them to earn the A.S. degree in diagnostic medical sonography 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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

ENC 1101 — English Composition I

*Social and Behavioral Sciences

*Mathematics

*Humanities

BSC 2085C — Human Anatomy and Physiology I

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
SPC 2600 Fundamentals of Speech Communication	3
ENC 1102 English Composition II.....	3
CGS 1570 Microcomputer Application Software.....	3
OST 1581 Professional Development in Work Environment	3
SOP 1002 Human Relations	3
Credits Granted for Sonography Certificate.....	30
Credit Hours	48
Total Credit Hours	63

*Refer to AS degree General Education Requirements.

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, students 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 graduates to take the national registration examination of the American Dietetic Association. Passing of this examination certifies candidates 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 with a track in nutrition and dietetics. See an FCCJ dietetics adviser or UNF dietetics adviser for further information.

Prospective students must be advised by the dietetic technician professor immediately upon enrolling at FCCJ and before first semester classes are selected. They will also be advised by a College counselor for general academic and financial direction.

The program manager, with the approval of the dean of instruction, 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. Textbooks 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 culinary management 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. Students who 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.

For further information on this program contact: Program Manager, Institute of the South for Hospitality and Culinary Arts, North Campus, Room D-304, 766-5563.

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- *Mathematics
- ENC 1101 — English Composition I
- HUN 1201 — Human Nutrition
- DIE 1204 — Clinical Nutrition, Phase I

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

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 of 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**

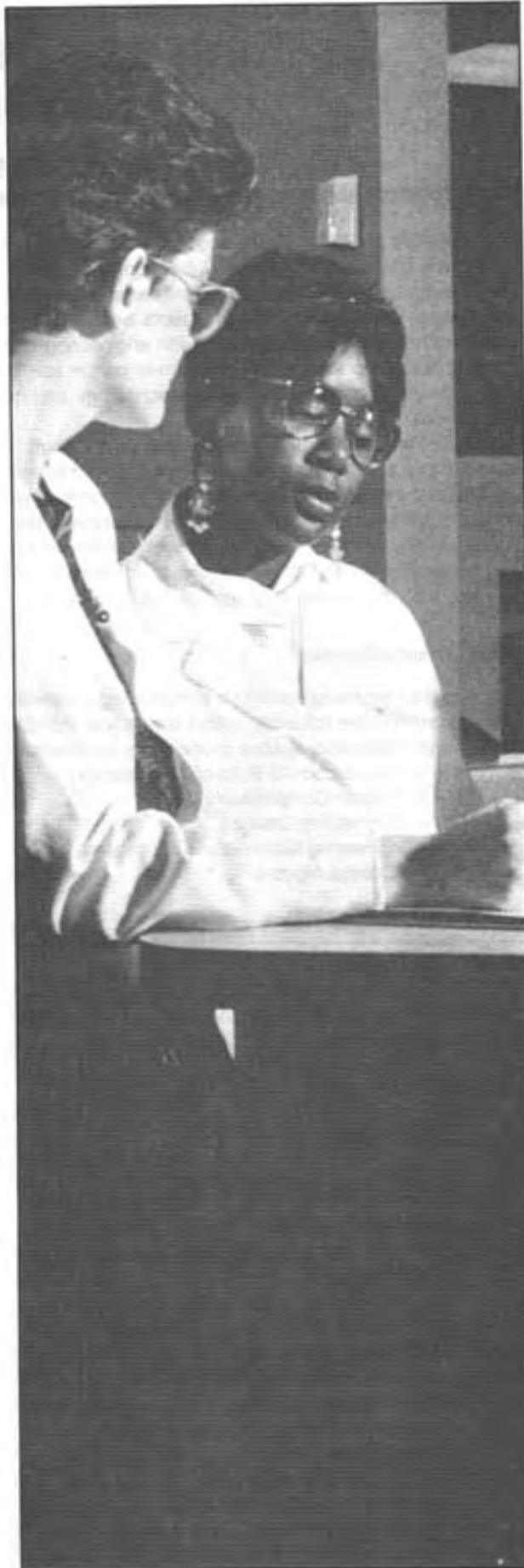
Human Nutrition

Professional Electives	Credit Hours 18
**ENC 1102 English Composition II	3
**CHM 2045C 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.



PROGRAMS OF STUDY

Drafting and Design Technology (CADD) (206)

Associate in Science

The drafting and design technology program is designed to prepare students for entry-level positions as drafters. These technically trained individuals are prepared to detail the designs of engineers and architects or to assist in various other functions associated with engineering and construction. Emphasis in this program is on the use of computer-aided drafting and design technology and its applications.

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

BCN 1001 — Introduction to 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
ENC 2210 Technical Report Writing.....	3
MAC 1102 College Algebra.....	3
or	
MAC 1140 Precalculus Algebra (4 cr.)	
*Humanities	3
SOP 1002 Human Relations	3
Credit Hours	15

Professional Core Courses

BCN 1001 Introduction to Building Construction.....	3
ETD 1100 Engineering Drawing.....	4
ETI 1420 Engineering Materials and Processes.....	3
CGS 2470 Computer Aided Drafting and Design.....	3
MAC 1114 College Trigonometry	3
EET 1035 Fundamentals of DC/AC Electricity	3
TAR 2120 Architectural Drafting	3
ETD 2350 CAD-Advanced	3
ETI 1700 Occupational Safety	3
ETD 2538 CAD-Architectural.....	3
ETG 2502 Engineering Mechanics.....	4
ETI 2781 Industrial Supervision	3
ETD 2542 Structural Drafting.....	3

ETD 2536 CAD-Mechanical Electrical	3
ETD 2548 CAD-Civil.....	3
Credit Hours	47

Professional Electives

Credit Hours 6

(Select from the following.)

ACG 2001 Principles of Accounting I
 ACG 2011 Principles of Accounting II
 BCN 2614 Planning and Estimating
 CGS 1060 Introductory Computer Concepts
 CGS 1570 Microcomputer Application Software
 ENC 1102 English Composition II
 ETC 2220 Soils and Foundations
 ETC 2450 Concrete
 ETC 2500 Highway Drafting and Route Design
 ETG 2530 Testing and Strength of Materials
 MAC 1140 Precalculus Algebra
 SOP 1502 Dynamics of Behavior
 STA 2014 Introduction to Statistics
 SUR 1101 Surveying I
 SUR 2140 Surveying II

Total Credit Hours 68

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

Electronics Engineering Technology (274)

Associate in Science

The electronics engineering technology program is designed to prepare students for electronics related entry-level positions. These technically trained individuals are prepared to assist engineers or scientists or take positions as engineering technicians, technical managers or technical sales representatives. Some examples of industries offering employment opportunities are: computer and office equipment, biomedical equipment, telecommunications equipment and industrial control 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 baccalaureate's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- EET 1035 — Fundamentals of DC/AC Electricity
- ETD 1100 — Engineering Drawing
- MAC 1102 — College Algebra
- CET 1460 — Computer Applications in Engineering

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
MAC 1102 College Algebra.....	3
or	
MAC 1140 Precalculus Algebra (4 cr.)	
ENC 2210 Technical Report Writing.....	3
*Humanities	3
SOP 1002 Human Relations	3
Credit Hours	15

Professional Core Courses

EET 1035 Fundamentals of DC/AC Electricity	3
ETD 1100 Engineering Drawing	4
CET 1461 Computer Applications in Engineering.....	3
EET 1144 Solid State Devices	4
CET 1114 Digital Fundamentals	4
ETI 2781 Industrial Supervision	3
MAC 1114 College Trigonometry	3
EET 1037 DC/AC Network Analysis	3
CET 2123 Microprocessor Fundamentals.....	4
EET 2147 Solid State Circuit Analysis	3
MAC 2253 Calculus for Engineering Technology.....	3
EST 2112 Electronic Control Systems.....	3
**ETG 2502 Engineering Mechanics	4
ETI 1700 Occupational Safety	3
Credit Hours	47

Professional Electives

Credit Hours 6

(Select from the following.)

- CET 2173 Microcomputer Systems Troubleshooting
- CGS 2470 Computer Aided Drafting and Design
- COP 2170 Programming in Basic
- COP 2200 FORTRAN Programming
- COP 2210 Introduction to Pascal Programming
- COP 2220 Introduction to C Programming
- EET 2324 Communications Electronics
- ENC 1102 English Composition II
- EST 2603 Robotics
- ETM 2310 Fluid Mechanics
- MAC 1140 Precalculus Algebra
- PHY 2053C General Physics I
- PHY 2054C General Physics II
- SOP 1502 Dynamics of Behavior

Total Credit Hours 68

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

**Students may substitute PHY 2053C.

Emergency Medical Services (EMS) Technology (251 or 257) Associate in Science

A SELECTIVE ADMISSION PROGRAM

The A.S. degree program in EMS is accredited by the Commission on Accreditation of Allied Health Education Programs and is a combination of general education and EMS courses. Two tracks of study are offered, EMS management and EMS Education. Graduates of the program are prepared to function as entry-level paramedics. Upon completion of the program graduates are awarded an associate in science degree in EMS and are eligible to apply to sit for the Florida state board exam to qualify for certification as a paramedic in the state of Florida. Admission to this program is limited and is based on academic performance and other criteria.

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:

EMS is a selective access program and continuance in the program is limited and based upon academic performance and other criteria. A brochure outlining costs, requirements, deadlines and procedures is available from the EMS department, North Campus.

Minimum requirements that must be met for consideration for acceptance to the EMS program are as follows: (contact EMS office for application deadline)

1. All applicants for admission to this program must be at least 18 years of age.
2. Students must have earned a high school diploma or GED diploma.
3. Incomplete or late applications will not be considered.
4. Applicants must document all eligibility requirements.
 - (1) Must have a student number and be classified as degree seeking (note: EMT and paramedic are technical certificate programs and require degree-seeking status)
 - (2) Notarized character statement
 - (3) Florida EMT certification or board eligible (applicants must pass the first exam they are eligible for or they will be dropped from the program)
 - (4) Current HCP-BLS card
 - (5) Satisfactory scores on all portions of admissions test or successful completion of required prep courses
 - (6) Proof of PIP car insurance
 - (7) Copy of drivers license
 - (8) Original photograph
 - (9) Physical (required upon acceptance to the program)
 - (10) Completion of BSC 2085C (Anatomy and Physiology I) and BSC 2086C (Anatomy and Physiology II) with a grade of "C" or better

5. CPTS will be required of all EMS programs applicants for admission purposes. Applicants will be ranked according to the quality points earned in EMT and Anatomy I and II (quality points are calculated by multiplying the credit hour value of the class by the grade factor, A=4, B=3, C=2). Students who do not have grades for EMT will receive quality points based on the CPTS score. These CPTS scores *will not replace placement* results that were determined by other testing options.

6. Applicants who document recent work experience as EMTs (minimum 6 months full-time at time of application) will receive 3 points per year up to a maximum of 9 points.

7. The top 24 ranked students will be notified by mail of their acceptance into the program and will be notified of the special registration requirements of the program. Those accepted who fail to register and pay for their classes at the designated time will forfeit acceptance into the class. In case of forfeiture, the next highest ranked student will be notified of acceptance.

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. Students who 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 99 of the catalog.

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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, STUDENTS 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

A SELECTIVE ADMISSION PROGRAM

The EMT technical certificate program prepares graduates of the program to function as entry-level emergency medical technicians. Upon completion of the program graduates are awarded a technical certificate and are eligible to apply to sit for the Florida state board exam to qualify for certification as an EMT in the state of Florida. Admission to this program is limited and is based on academic performance and other criteria.

Application

1. All applicants for admission to this program must be at least 18 years of age.

2. Students must have earned a high school diploma or GED diploma.

3. Incomplete or late application will not be considered.

4. Applicants must document all eligibility requirements.

(1) Must have a student number and be classified as degree seeking (note: EMT and paramedic are technical certificate programs and require degree seeking status)

(2) Notarized character statement

(3) First Responder or acceptable medical experience

(4) Current HCP-BLS card

(5) Satisfactory scores on admissions test and successful completion of any required prep courses (students will not be considered for admission before they have completed all required reading and English prep courses; students admitted before completing math prep courses must enroll in, and successfully complete, math along with EMT.)

(6) Proof of PIP car insurance

(7) Copy of drivers license

(8) Original photograph

(9) Physical will be required upon acceptance to the program

5. CPTS will be required of all EMS programs applicants for admission purposes. Applicants will be ranked according to their CPTS scores (CPTS scores used: reading, English, elementary algebra). These CPTS scores will not replace placement results that were determined by other testing options. Students who are placed in prep classes may retake the CPTS one time, after the completion of all required prep courses. Request for retest forms are available in the EMS office.

6. Applicants will be separated into day and night class by their designated choice. The top 24 ranked students in each class will be notified by mail of their acceptance into the program and will be notified of the special registration requirements for the program. Those accepted who fail to

register and pay for their classes at the designated time will forfeit acceptance into the class. In case of forfeiture, the next highest ranked student will be notified of acceptance.

Course Number and Title	Credits
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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, STUDENTS 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, 242, 243 or 256) Associate in Science

This fashion marketing management program is designed to prepare students for entering the fashion industry. Employment may be secured in occupations such as salesperson, assistant department manager, display artist, assistant buyer, department manager, mid-management positions in sales support areas, assistant designers and assistant special event coordinators. The program will include instruction in basic retailing, promotion, visual merchandising, general business practices and procedures, general education and special technical courses geared to the students' career choices (i.e. merchandising, store management, promotion or design). Additionally, students will intern in local businesses to gain practical on-the-job work experience.

This associate in science degree program will also include safety, consumer and economic education, instruction related to rules, regulations and legislation, and oral communication.

The program director, with the approval of the instructional dean, may require additional courses or make substitutions as 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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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

CTE 2851 Sales Promotion.....	3
CTE 2852 Visual Merchandising.....	3
CTE 2880 Retail Merchandising Internship	8
CTE 2891 Fashion Marketing Career Development.....	1
ECO 2013 Principles of Economics I.....	3
Credit Hours	25

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 2401C 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 1320 Intermediate 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
Credit Hours	24

Professional Electives

(Select from the following.)

- CGS 1060 Introductory Computer Concepts
- CTE 1310 Basic Clothing Construction
- CTE 1320 Intermediate Clothing Construction
- CTE 2200 Wardrobe Planning and Updating
- CTE 2831 Retail Computer Applications
- CTE 2853 Fashion Show Production
- CTE 2862 Store Planning and Design
- CTE 2955 Fashion Marketing Field Study Tours
- MAN 2021 Principles of Management
- MAN 2800 Small Business Management
- MAR 1011 Principles of Marketing
- PSY 1012 General Psychology

Total Credit Hours 64

*Refer to A.S. degree 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 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 students who are interested in the financial services industry. Besides providing college credit, the completed banking courses may count toward the American Institute of Banking (AIB) certificate programs. Such an arrangement must be approved by the local AIB chapter.

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

NOTE: Students are expected to have keyboarding skills. Tests are available to those students who wish to determine their keyboarding skill level. Twenty-five words per minute is considered to be basic level of keyboarding proficiency. OST 1100 Keyboarding/Introduction to Word Processing is recommended to students who need to acquire keyboarding skills.

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. Students who desire to pursue a 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- BAN 1004 — Principles of Bank Operation
- ENC 1101 — English Composition I
- FIN 2000 — Principles of Finance
- OST 1384 — Introduction to Customer Service
- *Mathematics

Course Number and Title

Credits

General Education

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

CGS 1060 Introductory Computer Concepts or CGS 1570 Microcomputer Application Software	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
FIN 2000 Principles of Finance	3
BUL 2130 Business Law I — The Legal Environment of Business	3
OST 1711 Word Processing I	3
OST 1324 Business Mathematics Using Calculators	3
OST 1384 Introduction to Customer Service	3
OST 1581 Professional Development in the Work Environment.....	3
OST 2335 Applied Business Communications	3
MAN 2522 Quality Management.....	3
BAN 2240 Consumer Lending	3
Credit Hours	40

Professional Electives

Credit Hours 9

- (Select one from the following.)
- CGS 2512 Spreadsheet Concepts and Practices
 - CGS 2542 Database Concepts for Microcomputers
 - CGS 2525 Introduction to Multimedia
- AND
- (Select two from the following.)
- OST 1949 Cooperative Education Work Experience I
 - MAR 1011 Principles of Marketing
 - GEB 1011 Introduction to Business
 - OST 1355 Introduction to Information and Records
Management
 - ACG 2011 Principles of Accounting II
 - MAN 2800 Small Business Management
 - INR 2002 International Relations
 - MAN 2021 Principles of Management
 - MKA 1021 Salesmanship

Total Credit Hours 64

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

**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 individuals who desire to enter the fire service, who seek employment in industrial fire protection, insurance companies or with fire protection equipment companies, or to upgrade the professional status and intellectual competence of those currently employed in 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 students 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, students should 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, students should 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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 students with a working knowledge of each of six major areas of the printing industry and develop occupational skills in the areas or processes in which students demonstrate 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 paste-up, 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 instructional 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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

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 Paste-up	3
GRA 2538 Advanced Cold Type Typesetting and Paste-up.....	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
GRA 1530 Typography: History and Terminology	
GRA 1531 Typography and Design	
GRA 1543 Principles of Graphic Design	
GRA 1544 Graphic Design I	
GRA 1545 Graphic Design II	
GRA 1546 Graphic Design III	
GRA 1800 Introduction to Computer Graphics	
GRA 1801 Computer Illustration and Design	
GRA 1821 Desktop Publishing for Graphic Design	
GRA 2508 Color Theory	
GRA 2577 Electronic Imaging I	
GRA 2578 Electronic Imaging II	
**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.

Graphic Design Technology (267)

Associate in Science

The graphic design technology program prepares students for employment in the graphic design and visual communication profession. A broad based program in both theory and practice provides students with a foundation in the elements and principles of graphic design, the practical and conceptual application of typography, and the necessary computer skills for producing art and illustration. The program includes career orientation, instruction in professional practice, human relations, and verbal and written communication for the graphic designer.

Prospective students should be advised by a graphic design professor to insure proper sequence. Graduates may find employment in a design or advertising agency, corporation, or be self-employed.

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- ENC 1101 — English Composition I
- ART 1300C — Drawing I
- SPC 2600 — Fundamentals of Speech Communication
or
- OST 2335 — Applied Business Communications
- GRA 1543 — Principles of Graphic Design

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences Area A	3
*Mathematics	3
*Humanities	3
SPC 2600 Fundamentals of Speech Communication	3
or	
OST 2335 Applied Business Communications	3
Credit hours	15

Professional Core Courses

ART 1300C Drawing I.....	3
GRA 1530 Typography: History and Terminology.....	3
GRA 1531 Typography and Design.....	3
GRA 1502 Printing Processes Laboratory.....	4
or	
GRA 1504 Lithographic Processes Laboratory	
GRA 1543 Principles of Graphic Design.....	3
GRA 1544 Graphic Design I.....	3

GRA 1545 Graphic Design II.....	3
GRA 1546 Graphic Design III	3
GRA 1800 Introduction to Computer Graphics.....	3
GRA 1801 Computer Illustration and Design	3
GRA 1821 Desktop Publishing for Graphic Design.....	3
GRA 2508 Color Theory	3
GRA 2577 Electronic Imaging I.....	3
GRA 2945 Practicum	6
Credit Hours	46

Professional Electives

Credit Hours 3

- **General Elective
- CGS 1060 Introductory Computer Concepts
- CGS 2525 Introduction to Multimedia
- CTE 1731 Fashion Illustration
- GEB 1011 Introduction to Business
- GRA 1500 Theory of Printing Processes
- GRA 1503 Theory of Lithographic Processes
- GRA 2578 Electronic Imaging II
- GRA 2740 Producing Multimedia
- MAR 1011 Principles of Marketing
- OST 1581 Professional Development in the Work
Environment
- OST 1100 Keyboarding/Introduction to Word Processing
- PGY 2401 Photography I

Total Credit Hours 64

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

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

Health Information Management (277)

Associate in Science

This program focuses on the collection, interpretation, protection of data into usable forms of information. Students are trained to manage information in a health care setting.

The program is pending accreditation review by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association. When the program receives accreditation, students will be eligible to apply to write the national qualifying examination for certification as an Accredited Record Technician (ART).

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- BSC 2085C — Human Anatomy and Physiology I
- BSC 2086C — Human Anatomy and Physiology II
- OST 1581 — Professional Development in the Work Environment
- OST 2335 — Applied Business Communications
- *Mathematics

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
*Mathematics	3
Credit Hours	15

Professional Core Courses

- OST 1355 Introduction to Records and Information Management
- OST 2357 Systems and Functions in Records Management
- CGS 2542 Data Base Management Concepts
- MRE 1000 Health Information Management I.....
- MRE 1430 Concepts of Disease.....
- MRE 1800 Health Information Practicum I.....
- MRE 1202 ICD-9-CM Coding Principles and Laboratory

MRE 2201 Health Information Management II	3
MRE 2203 CPT-4 Coding and Reimbursement Issues.....	4
MRE 2640 Health Law	3
MRE 2304 Health Information Management III	3
MRE 2810 Health Information Practicum II	2
MRE 2820 Health Information Practicum III	3
MAN 2021 Principles of Management.....	3
HSC 1531 Medical Terminology	3
OST 1581 Professional Development in the Work Environment	3
OST 2335 Applied Business Communications	3
BSC 2085C Human Anatomy and Physiology I.....	3
BSC 2086C Human Anatomy and Physiology II	3
Credit Hours	58

Professional Electives	Credit Hours 3
(Select from the following.)	
OST 2356 Specialized Functions of Record/Information Management	
OST 1611 Medical Transcription	
Total Credit Hours	76

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

Histologic Technology (262)

Associate in Science

The histologic technology program offers students 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 earned a high school diploma or GED diploma. Applicants are admitted into the program in alternating fall terms; however, general education coursework may be started prior to admission into the program if desired by applicants. 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 American Medical Association 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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	3
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	69
Total Credit Hours	84

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

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, STUDENTS 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 students 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. College graduates 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.

Immediately upon enrolling and before selecting first semester courses prospective students must be advised by a hospitality management professor to ensure proper course sequencing. They will be advised by College counselor for general academic and financial direction. The program manager with the approval of the dean of instruction 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 chef's uniform and black non-skid shoes. Students enrolled in dining room courses will be required to purchase dining room uniforms. 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 bachelor's degree. Students who 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.

For further information on this program contact: Program Manager, Institute of the South for Hospitality and Culinary Arts, North Campus, Room D-304, 766-5563.

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory courses may be needed.

HFT 1000 — Introduction to Hospitality Management

HFT 1250 — Hotel/Motel Operations

FSS 1202 — Food Production 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
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	
(Select from the following.)	
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

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

Human Services Technology (291)

Associate in Science

The human services technology program is designed to prepare students for occupations in substance abuse care. The curriculum includes both classroom and clinical experiences.

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. Students who 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.

Professional Electives

Credit Hours 3

CGS 1060 Introductory Computer Concepts
CCJ 1030 Man, Crime and Society

Total Credit Hours

63

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

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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 its Biological Environment	3
Credit Hours	15

Professional Core Courses

ENC 1102 English Composition II.....	3
SYG 2000 Introductory 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 Addictions.....	3
HUS 1500 Legal and Ethical Aspects of Alcohol and Other Drug Services.....	3
HUS 2520 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

Industrial Management Technology (Maritime) (27M) Associate in Science

This program is designed to prepare individuals for entry-level supervisory positions in the maritime industry. It is a combination of the technical, management and general education courses needed to be a well rounded supervisor. Also included is a cooperative work experience which is arranged through Atlantic Marine Inc./Atlantic Dry Dock.

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

ENC 1101 — English Composition I
 MAT 1033 — Intermediate Algebra
 GEB 1011 — Introduction to Business
 OST 1581 — Professional Development in the Work Environment

Professional Electives

- (Select from the following.)
- ETI 1949 Cooperative Education
 - ETD 2536 CAD - Mechanical Electrical
 - ETD 2548 CAD - Civil
 - BCT 1113 Blueprint Reading
 - ECO 2013 Principles of Economics I
 - ENC 1102 English Composition II
 - LIN 2670 English Grammar: Usage and Mechanics
 - MAC 1102 College Algebra
 - OST 1601 Fundamentals of Business Communications
 - OST 2335 Applied Business Communications
 - CHM 1025C Introduction to General Chemistry
 - CHM 1032C Principles of General Chemistry
 - PHI 1103 Practical Logic: A Course in Critical and Creative Thinking
 - REA 2205 Reading for Speed and Comprehension
 - SOP 1502 Dynamics of Behavior
 - BCN 2614 Planning and Estimating

Credit Hours 12

Total Credit Hours 64

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
MAT 1033 Intermediate Algebra.....	3
SOP 1002 Human Relations.....	3
HUM 2251 Humanities: 20th Century Cultural Perspectives.....	3
REA 1105 College Reading Techniques.....	3
Credit hours	15

Professional Core Courses	
GEB 1011 Introduction to Business.....	3
ETI 1700 Occupational Safety.....	3
OST 1581 Professional Development in the Work Environment.....	3
ETD 1100 Engineering Drawing.....	4
CGS 1570 Microcomputer Application Software.....	3
CGS 2542 Database Concepts for Microcomputers.....	3
MAN 2021 Principles of Management.....	3
MAN 2300 Human Resources Management.....	3
ETI 2781 Industrial Supervision.....	3
CGS 2470 Computer Aided Drafting and Design.....	3
MAN 2522 Quality Management.....	3
BUL 2130 Business Law I - The Legal Environment of Business.....	3
Credit Hours	37

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 bachelors degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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 (Select from the following.)	Credit Hours 28
**General Elective	
or	
***Military Service Credits (ACE GUIDE)	
Total Credit Hours	64
*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.	

Industrial Management Technology (Railroad Operations) (27A, 27B, 27C, 27D or 27E) Associate in Science

The railroad operations program is designed to provide the skills required for entry-level positions in the railroad industry. The curriculum was designed by a consortium of railroads from across the United States and Canada. Although employment cannot be guaranteed these railroads have agreed to seek their new hires from among those who have completed this degree 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- ENC 1101 — English Composition I
- MAC 1102 — College Algebra
- SOP 1002 — Human Relations
- CGS 1060 — Introductory Computer Concepts

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
MAC 1102 College Algebra.....	3
SOP 1002 Human Relations.....	3
CGS 1060 Introductory Computer Concepts.....	3
*Humanities.....	3
Credit hours	15

Professional Core Courses

TRA 2413 History of Railroadng.....	3
TRA 2412 Railroad Technical Careers.....	3
TRA 2414 Railroad Operations.....	3
TRA 2415 Railroad Safety, Quality, and Environmental Awareness.....	3
GEB 1011 Introduction to Business.....	3
ECO 2013 Principles of Economics I.....	3
ENC 2210 Technical Report Writing.....	3
SPC 2600 Fundamentals of Speech Communication.....	3
PHY 1020 Physics for Liberal Arts.....	3
MGF 1207 Finite Mathematics.....	3
Credit Hours	30

Select one of the following technical specialties.

Professional Electives Credit Hours 19

Electronics (27A)
EET 1035 Fundamentals of DC/AC Electricity

EET 1144 Solid-State Devices
EET 2147 Solid State Circuit Analysis
EST 2112 Electrical-Electronic Control Systems
CET 1114 Digital Fundamentals
CET 2123 Microprocessor Fundamentals
EET 2324 Communications Electronics I
MAC 1114 College Trigonometry
EET 1037 DC/AC Network Analysis

OR

Construction (27B)

ETI 1420 Engineering Materials and Processes
ETD 1100 Engineering Drawing
BCN 1001 Building Construction
SUR 1101 Surveying I
BCN 2614 Planning and Estimating
ETI 1700 Occupational Safety
ETI 2781 Industrial Supervision
BCT 1113 Blueprint Reading
CGS 2470 Computer Aided Drafting and Design

OR

Business (27C)

ACG 2001 Principles of Accounting I
FIN 2100 Personal Finance
MAN 2021 Principles of Management
MAN 2300 Human Resources Management
BUL 2130 Business Law I—The Legal Environment of Business

MAR 1011 Principles of Marketing
OST 1141 Basic Computer Keyboarding
ACG 2011 Principles of Accounting II

OR

Transportation (27D)

TRA 1010 Principles of Transportation
TRA 1031 Transportation Management and Theory
TRA 1032 Transportation and Traffic Management I
TRA 1033 Carrier Liability and Claims
TRA 1052 Transportation and Traffic Management II
TRA 2020 Economics of Transportation
TRA 2053 Transportation and Traffic Management III
TRA 2054 Transportation and Traffic Management IV

OR

Computer (27E)

CGS 1062 Introduction to Midrange Computer Systems
CGS 1570 Microcomputer Application Software
CGS 2512 Spreadsheet Concepts and Practices
CGS 2525 Introduction to Multimedia
CGS 2542 Database Concepts for Microcomputers
CDA 2500 Introduction to Data Communications
CDA 2502 Computer Networks

Total Credit Hours 64

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

Insurance Management (216)

Associate in Science

The insurance management program's objective is to provide students with the necessary coursework that can lead to profitable and rewarding careers in the insurance industry — life, health, property and casualty. 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 associate in science degree insurance graduates.

Courses are made available to those individuals already employed for career advancement opportunities. These include Chartered Life Underwriters (CLU), Accredited Advisor in Insurance (AAI) and Insurance Institute of America (IIA). Courses leading to licensing requirements for property and casualty general agents, customer representatives 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 bachelor's degree. Students who desire 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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 A.....	3
Credit Hours	15

Professional Core Courses

RMI 1521 Principles of Insurance (INS-21).....	3
**RMI 1612 Principles of Casualty Insurance and Surety Bonding	3
**RMI 1613 Principles of Property Insurance	3
**RMI 1615 Principles of Property Insurance Adjusting.....	3

**RMI 1631 Principles of Liability and 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 (AAI 81)	3
RMI 1522 Personal Insurance (INS-22)	3
RMI 1523 Commercial Insurance (INS-23)	3
RMI 2536 Multi-Lines Insurance Production (AAI 82)	3
RMI 2537 Agency Operations and Sales Management (AAI 83)	3
RMI 2524 Essentials of Risk Management (ARM 54)	3
RMI 2525 Essentials of Risk Control (ARM 55)	3
RMI 2526 Essentials of Risk Financing (ARM 56)	3
Total Credit Hours	18

*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 management techniques. The associate in science degree program will also include safety, consumer and economic education; oral communication, computation and human relations skills; and instruction related to rules, regulations and legislation.

Graduates may 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.

It is essential that students contact a program adviser for course information. Not all design courses are offered every term, and there are many prerequisites. Design packets are available to aid in advising.

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. Students who 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.

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- IND 1020 — Principles of Interior Design
- IND 1100 — History of Interiors I
- IND 1420 — Materials and Sources
- CTE 1401 — Basic Textiles
- IND 2301 — 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	
IND 1020 Principles of Interior Design.....	3
CTE 1401 Basic Textiles	3
IND 1100 History of Interiors I.....	3
IND 2301 Perspective Renderings — Housing	3
IND 1606 Functions and Psychology of Space.....	3
IND 1130 History of Interiors II.....	3
IND 1420 Materials and Sources.....	3
IND 2310 Graphic Presentation Techniques	3
TAR 2120 Architectural Drafting	3
IND 2224 Residential and Commercial Design	3
IND 2937 Marketing Techniques for the Interior Designer	3
IND 2945 Interior Design Internship and Seminar	6
Credit Hours	39

Professional Electives	Credit Hours
(Select from the following.)	
CGS 2470 Computer Aided Drafting and Design	3
HHD 1450 Fundamentals of Restoration and Preservation	3
HHD 2240 Why Preservation?	3
HHD 2600 Architectural Style	3
ORH 1808 Exterior and Interior Landscaping	3
IND 2433 Lighting Design	3
IND 2462 Computer Aided Commercial Design	3
BCN 1001 Building Construction	3
ETD 2350 CAD Advanced	3
ETD 2538 CAD Architectural	3
CTE 2862 Store Planning and Design	3
IND 2434 Commercial Lighting Design	3
IND 2410 Specialized Design: Kitchen and Bath Planning	3
IND 2420 Art Acquisitions for Interior Environments	3
IND 2931 Inter-relationship of Design with Environments	3
Total Credit Hours	9

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

Legal Assisting (299)

Associate in Science

The legal assisting program is for students who wish to seek employment in the legal or criminal justice field as paraprofessionals 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 in the field.

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). All other professional core courses must be completed prior to enrollment in the internship. In this course, students 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- ENC 1101 — English Composition I
- PLA 1003 — Introduction to Legal Assisting
- BUL 2130 — Business Law I — The Legal Environment of Business
- CGS 1570 — Microcomputer Application Software

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 Applied 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 2273 Torts and Insurance Law.....	3
PLA 1080 Legal Interviewing and Communicating	3
**PLA 1949 Cooperative Education Work Experience	3
Credit Hours	36

Professional Electives

(Select from the following.)	Credit Hours
***ACG 2001 Principles of Accounting I	
***CCJ 2250 Constitutional Law	
***PLA 2433 Business Organizations	
or	
***BUL 2242 Business Law II	
***PLA 1303 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	
***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 Introduction to Multimedia	
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 2712 Word Processing II	
PLA 2949 Cooperative Education Work Experience 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 students have 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 students 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 various 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 instructional 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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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 A.....	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 Applied Business Communications	3
ADV 2000 Advertising	3
MKA 1021 Salesmanship.....	3
Credit Hours	25

Professional Electives
 (Select from the following.)
 MAN 2522 Quality Management
 **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 students 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. 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 National Association for Accrediting Clinical Laboratory Science, American Medical Association 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

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
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*Social and Behavioral Sciences Area A	3
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MAT 1033 Intermediate Algebra

or

MAC 1102 College Algebra.....	3
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*Humanities	3
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CGS 1060 Introductory Computer Concepts.....	3
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Credit Hours	15
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Professional Core Courses

MLT 1022C Introduction to Health Technology	3
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BSC 2085C Human Anatomy and Physiology I	3
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**CHM 1032C Principles of General Chemistry.....	4
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MCB 2013C Microbiology.....	4
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MLT 1300C Hematology	4
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BSC 2086C Human Anatomy and Physiology II	3
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MLT 1330C Hemostasis	2
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MLT 1405C Medical Microbiology.....	4
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MLT 1440C Parasitology/Mycology	2
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**CHM 2205C Introductory Organic/Biochemistry.....	4
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MLT 2610C Clinical Chemistry	4
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MLT 2230C Clinical Microscopy.....	2
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MLT 2500C Clinical Immunology.....	4
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MLT 2525C Immunohematology	3
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MLT 2150C Clinical Correlations	3
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MLT 2760C Principles of Clinical Instrumentation	3
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MLT 2800L Clinical Practicum I	10
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MLT 2801L Clinical Practicum II	10
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Credit Hours	72
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Total Credit Hours	87
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*Refer to A.S. degree General Education Requirements.

**Students who qualify may substitute CHM 2045C and CHM 2046C.

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, STUDENTS 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 accredited by the National League for Nursing and 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 clients. 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed. 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	
**BSC 2085C Human Anatomy and Physiology I.....	3
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
Credit Hours	15

Professional Core Courses

**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
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NUR 1212C Nursing Process II — Medical Surgical Nursing Care of the Adult Client I.....	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 Client II.....	9
NUR 2520C Nursing Process IVB — Psychiatric Nursing.....	3
Credit Hours	57
FCCJ Total Credit Hours	72

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

ALL OF THE ABOVE AND ALL OF THE FOLLOWING:

Professional Electives	Credit Hours 27
ENC 1102 English Composition II.....	3
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 must complete these requirements.

****This course is 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 six weeks after each application deadline, letters are sent to each applicant indicating continuance status.

Minimum requirements that must be met for consideration to continue in the nursing program are as follows:

- one year of high school chemistry or any college CHM,
- completion of BSC 2085C Human Anatomy and Physiology I and

3. 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 earned a 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 high school or college chemistry with a minimum grade of "C,"

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 the time of application (if enrolled at the 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 bachelor's degree. Students who 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

Accredited by the National League for Nursing, the bridge option of the associate in science degree in nursing program is designed for and limited to individuals 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 LPNs 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 clients. 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- One year of high school chemistry or any 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	
**BSC 2085C Human Anatomy and Physiology I.....	3
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
Credit Hours	15

Professional Core Courses

Science Courses

**BSC 2086C Human Anatomy and Physiology II.....	3
**MCB 2013C Microbiology.....	4
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 Client II.....	9
NUR 2520C Nursing Process IVB — Psychiatric Nursing	3
Credit Hours	57
Total Credit Hours	72

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

**Minimum grade of "C" is 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 six weeks after the application deadline, letters are sent to each applicant indicating continuance status. Both single and married men and women may be admitted to the program.

Completed applications for LPNs electing to continue in the bridge option of the associate's degree in nursing program must be received by Feb. 1.

Application

Applicants who elect to continue in the bridge option must:

- submit evidence of current Florida Practical Nurse Licensure,
- submit documentation of a minimum of six months of work experience as a licensed practical nurse within the last two years, on employer stationary,
- have completed in high school or college a course in chemistry with a minimum grade of "C," and
- 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
or
MAC 1140 Precalculus Algebra
ENC 1101 English Composition I
PSY 1012 General Psychology
Any one of the following courses:
*Humanities
SYG 2000 Introductory Sociology

Applicants must also submit:

5. evidence of current Basic Life Support (CPR) certification (eight-hour course),
6. official copy of program continuance test score, and
7. successfully complete an advanced placement examination to receive advanced placement credit.

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 bachelor's degree. Students who 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 students in designing a program that will fulfill their career objectives. The general education and professional core requirements provide a solid foundation of courses fundamental to any direction that students 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 assistants, office coordinators or office managers.

To achieve the 64 credit hour requirement for the associate in science in office management technology degree, students must complete 15 credit hours in the specified general education courses and 36 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- ENC 1101 — English Composition I
- OST 1100 — Keyboarding/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
*Humanities	3
CGS 1570 Microcomputer Application Software	
or	
CGS 1060 Introductory Computer Concepts.....	3
*Mathematics	3
Credit Hours	15

Professional Core Courses	
OST 1711 Word Processing I	3
or	
OST 2771 Word Processing for Windows I (4 cr.)	
OST 2712 Word Processing II	3
or	
OST 2773 Word Processing for Windows II (4 cr.)	
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/Introduction to Word Processing.....	3
OST 1324 Business Mathematics Using Calculators	3
OST 2335 Applied Business Communications	3
OST 1401 Fundamental Support Systems and Procedures.....	3
OST 2501 Office Systems Management	3
CGS 2512 Spreadsheet Concepts and Practices.....	3
Credit Hours	36

Professional Electives Credit Hours 13

- (Select from the following.)
- ***ACG 1003 General Accounting I
 - BAN 2240 Consumer Lending
 - CDA 2500 Introduction to Data Communications
 - CDA 2502 Computer Networks
 - CET 2173 Microcomputer Systems Troubleshooting
 - CET 2186 Computer Peripherals and Interfacing
 - CGS 1551 Local Area Network Administration
 - CGS 1580 Introduction to Desktop Publishing
 - CGS 2525 Introduction to Multimedia
 - CGS 2542 Database Concepts for Microcomputers
 - CIS 2321 Information Systems
 - CIS 2401 User Support and Software Evaluation
 - COP 1000 Introduction to Programming and Algorithm Design
 - COP 2612 Microcomputer Operating Systems Concepts
 - HSC 1531 Medical Terminology
 - OST 1145 Data Entry Applications
 - OST 1211 Shorthand I
 - OST 1355 Introduction to Information and Records Management
 - OST 1611 Medical Transcription
 - OST 1621 Legal Transcription
 - OST 1711 Word Processing I
 - or
 - OST 2771 Word Processing for Windows I
 - OST 1949 Cooperative Education Work Experience I

OST 2602 Machine Transcription
OST 2712 Word Processing II
or
OST 2773 Word Processing for Windows II
PLA 2763 Law Office Procedures
**General Electives

Total Credit Hours 64

*Refer to A.S. degree General Education Requirements.
**Refer to A.S. degree general electives.
***ACG 2001 Principles of Accounting I may be substituted.



Office Systems Specialist

(357, 374, 375, 376, 377, 378, 379, 380,
386, 387, 388, 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.

Students 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 students 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 students for technical certificates in that specialty. Students may receive multiple specialties as they qualify. After students complete a technical certificate, credits may be applied to the A.S. in office management technology (executive support) or the A.S. 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/Introduction to Word Processing.....	3
Credit Hours	12

and one of the following technical specialties:

Clerical Specialty (374)

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

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

OR

Data Entry Specialty (375)

(Students 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)

(Students 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)

(Students 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)

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

OST 1384 Introduction to Customer Service	3
BAN 2240 Consumer Lending	3
***OST 1949 Cooperative Education Work Experience I.....	3
GEB 1011 Introduction to Business	3
Note: Students in this certificate program should enroll in OST 2335 instead of OST 1601.	
Total Credit Hours	24

OR

Health Unit Coordinator Specialty (378)

(Students 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)

(Students 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)

(Students 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)

(Students 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)

(Students completing this specialty would be qualified for positions such as medical receptionist 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	3
Total Credit Hours	30

OR

Medical Clerk Specialty (388)

(Students completing this specialty would be qualified for positions such as medical clerk or receptionist.)

OST 1401 Fundamental Support Systems and Procedures	3
HSC 1531 Medical Terminology	3
Total Credit Hours	18

OR

Public Relations Specialty (389)

(Students completing this specialty would be qualified for positions such as administrative assistant.)

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

OR

Word Processing Specialty (390)

(Students 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

*Students in the financial services certificate program should enroll in OST 2335 instead of OST 1601.

**Either of the following may be substituted: OST 1733, OST 1734. Students may receive credit by examination as stated above.

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

Paramedic (393) Technical Certificate

A SELECTIVE ADMISSION PROGRAM

The paramedic technical certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs. Graduates of the program are prepared to function as entry-level paramedics. Upon completion of the program graduates are awarded a technical certificate and are eligible to apply to sit for the the Florida state board exam to qualify for certification as a paramedic in the state of Florida. Admission to the program is limited and is based on academic performance and other criteria. 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

EMS is a selective access program, and continuance in the program is limited and based upon academic performance and other criteria. A brochure outlining costs, requirements, deadlines and procedures is available from the EMS department, North Campus.

Minimum requirements that must be met for consideration for acceptance to the EMS program are as follows. (Contact EMS office for application deadline.)

1. All applicants for admission to this program must be at least 18 years of age.
2. Students must have earned a high school diploma or GED diploma.
3. Incomplete or late applications will not be considered.
4. Applicants must document all eligibility requirements.
 - (1) Must have a student number and be classified as degree-seeking (note: EMT and paramedic are technical certificate programs and require degree-seeking status)
 - (2) Notarized character statement
 - (3) Florida EMT certification or board eligible (applicants must pass the first exam they are eligible for or they will be dropped from the program)
 - (4) Current HCP-BLS card
 - (5) Satisfactory scores on all portions of admissions test or successful completion of required Prep courses
 - (6) Proof of PIP car insurance
 - (7) Copy of drivers license
 - (8) Original photograph
 - (9) Physical (required upon acceptance to the program)
 - (10) Completion of BSC 2085C Anatomy and Physiology I and BSC 2086C Human Anatomy and Physiology II with a grade of "C" or better
5. CPTS will be required of all EMS programs applicants for admission purposes. Applicants will be ranked according to the quality points earned in EMT and BSC 2085C Anatomy I and II (quality points are calculated by multiplying the credit hour value of the class by the grade

factor, A=4, B=3, C=2). Students who do not have grades for EMT will receive quality points based on the CPTS score. These CPTS scores *will not replace* placement results that were determined by other testing options.

6. Applicants who document recent work experience as EMTs (minimum six months full-time at time of application) will receive three points per year up to a maximum of nine points.

7. The top 24 ranked students will be notified by mail of their acceptance into the program and will be notified of the special registration requirements of the program. Those accepted who fail to register and pay for their classes at the designated time will forfeit acceptance into the class. In case of forfeiture, the next highest ranked student will be notified of acceptance.

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
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, STUDENTS 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.

Professional Pilot Technology (258)

Associate in Science

The professional pilot technology program provides students 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, students 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 students' aptitudes, study habits and time devoted to the 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- ENC 1101 — English Composition I
- *Social and Behavioral Sciences Area 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 Area A or B.....	3
MAT 1033 Intermediate Algebra.....	3
*Humanities	3
ENC 2210 Technical Report Writing.....	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 Flight	5
ATF 2530 Advanced Flight.....	2
ASC 1310 Federal Air Regulations/Legislation.....	3
ASC 2110 Advanced Air Navigation	3
ATF 2200 Instrument Flight.....	4
Credit Hours	37

Professional Electives Credit Hours 12

ATT 2150 Airline Transport Pilot Ground School	
ATT 2140 Flight Engineer Ground School	
AVM 2941 Facility Internship/Flight Safety	
ENC 1102 English Composition II	
MET 1010 Meteorology	
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	
ATT 1810 Environment of the Air Traffic Controller	
ASC 1010 History of Air Transportation/ National Airspace System	
**General Electives	

Total Credit Hours 64

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

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

Radiation Therapy Technology (294)

Associate in Science

This program, offered in cooperation with St. Vincent's Medical Center School of Radiation Therapy, will grant an A.S. degree in radiation therapy technology to students who successfully complete both FCCJ and St. Vincent's Medical Center requirements. Students must: 1) apply to and be accepted by the St. Vincent's Medical Center School of Radiologic Technology or 2) currently hold the ARRT credential of Registered Radiographer to enter into the program.

Initial Advising Courses

Students must speak to the program adviser at 766-6725 prior to application.

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
*Mathematics	3
*Humanities	3
*Social/Behavioral Science	3
BSC 2085C Human Anatomy and Physiology I.....	3
Credit hours	15
Professional Core Courses	
BSC 2086C Human Anatomy and Physiology II.....	3
RTE 1111 Patient Care for Radiologic Technologists	2
HSC 1531 Medical Terminology	3
CGS 1060 Introductory Computer Concepts.....	3
DEP 2004 Human Growth and Development.....	3
PHY 1020 Physics for Liberal Arts.....	3
Credits granted for ARRT credential or certificate	30
Credit Hours	47
Total Credit Hours	62

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

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. Individuals in professional production have a broad range of interests, both artistic and technical. These professionals have experience in many facilities and with all the equipment normally associated with radio, TV, film and stage productions. They 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

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 Communications3
 MMC 2100 Writing for Mass Communications
 or
 RTV 2100 Writing for Electronic Media.....3
 MUM 1600 Recording Techniques I.....3

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 2022 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 Fundamentals of DC/AC Electricity
 FIL 1000 The Movies as Art
 PGY 2401C 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.

Radiography (254)

Associate in Science

The purpose of this program is to offer advanced training and supporting science and general education to individuals who are currently a registered radiologic technologist. Only individuals currently on the American Registry of Radiologic Technology (ARRT) 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 bachelor's degree. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.
 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, STUDENTS 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.

Radiography (Mayo Clinic Option) (292)

Associate in Science

This two-year radiologic technology program is offered in conjunction with Mayo Clinic. Students must apply to Mayo Clinic, and if accepted, will take coursework and clinic instruction at FCCJ and Mayo Clinic in Jacksonville from September to May. During the next 15 months, students will attend full-time clinical and didactic training in Rochester, Minn. Upon successful completion of both phases, they will receive an A.S. degree in radiologic technology from FCCJ and a certificate from the Mayo Clinic.

Students should not apply to this program without consulting the program adviser at 766-6725.

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- ENC 1101 — English Composition I
- SOP 1002 — Human Relations
- *Mathematics
- *Humanities
- BSC 2085C — Human Anatomy and Physiology I

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
SOP 1002 Human Relations	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
HSC 1531 Medical Terminology	3
CGS 1060 Introductory Computer Concepts.....	3
RTE 1111 Patient Care for Radiographers	2
PHY 1020 Physics for Liberal Arts.....	3
Credits granted for completion of Mayo program.....	32
Credit Hours	46
Total Credit Hours	61

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

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 department chair with the approval of the instructional 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. Students who desire to pursue a 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- 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
CGS 1570 Microcomputer Application Software.....	3
Credit Hours	15

Professional Core Courses

REE 1040 Real Estate Principles and Practices.....	4
GEB 1011 Introduction to Business	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

- (Select from the following.)
- REE 2200 Real Estate Finance
 - REE 2430 Real Estate Law
 - MKA 1021 Salesmanship
 - **General Electives

Credit Hours 21

Total Credit Hours 61

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

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

Records Management (Information/Records Management) (276) 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.

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. Students who 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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- ENC 1101 — English Composition I
- OST 1100 — Keyboarding/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
*Mathematics	3
Credit Hours	15

Professional Core Courses

GEB 1011 Introduction to Business	3
OST 1324 Business Mathematics Using Calculators	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, other A.S. programs areas, or general electives.

Total Credit Hours **63**

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

Respiratory Care (244)

Associate in Science

The respiratory care program offers students 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, graduates 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. college transcript (if any college work has been attempted),
4. official copy of program admission test (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), and
5. 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 bachelor's degree. Students who 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.

In order to be employed in respiratory care in the state of Florida, program graduates must pass the Florida State Licensure examination.

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 their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

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
BSC 2085C Human Anatomy and Physiology I	3
Credit Hours	15

Professional Core Courses

MCB 2013C Microbiology.....	4
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	78
Total Credit Hours	93

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

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, STUDENTS 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 students 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. Graduates 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 local restaurants, hotels, clubs or cafeterias.

Immediately upon enrolling and before selecting first semester courses prospective students should be advised by a restaurant management professor to ensure proper course sequencing. They will be advised by a College counselor for general academic and financial direction. The program manager, with the approval of the dean of instruction, 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, approved chef's 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 bachelor's degree. Students who 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.

For further information on the program contact: Program Manager, Institute of the South for Hospitality and Culinary Arts, North Campus, Room D-304, 766-5563.

Initial Advising Courses

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed.

- FSS 1202 — Food Production I
- FOS 1201 — Sanitation and Safety Management
- FSS 1250 — Dining Room Management
- *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
CGS 1060 Introductory 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 from the following.)	
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.

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 450 hours or more will be tested for basic reading, mathematics and language skills. Prior to the completion of their respective programs, those students who score below the prescribed grade levels on the Tests of Adult Basic Education (TABE) will be required to enroll in basic skills training (VPI) and be retested to demonstrate attainment of the prescribed skill level for their respective programs of study.

Admissions

All individuals 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. Individuals not having a Social Security number should contact the local Social Security office for an application to obtain a number.

Individuals 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 646-2300. Students 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 (24-30 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 students, the College will provide to students or to a person/institution designated by students, an official transcript of their 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 students 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 instructional dean or

2. upon recommendation by the department chairperson or program manager and approved by the instructional 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 (604)		X				
Architectural Drafting (790)		X				
Automotive Body Repair and Refinishing (606)		X				
Automotive Machine Shop (608)		X				
Automotive Service Technology (609)		X				
Barbering (622)				X		
Business Software Applications (786)		X		X		
Child Care Assisting (795)				X		
Child Care Center Operations (794)		X				
Child Care Supervision (796)		X				
Commercial and Industrial Electricity (626)	X					
Commercial Foods and Culinary Arts (611)				X		
Communication Electronics (659)		X				
Correctional Officer (710)					X	
Cosmetology (624)				X		
Cosmetology Specialist — Nails (702)				X		
Custom Garment Making (Tailoring) (614)			X			
Data Entry Operations (751)		X		X		
Dental Assisting (649)				X		
Dietetic Management and Supervision (741)				X		
Fire Fighting (720)					X	
Floral Design and Marketing (605)			X			
Food Management, Production and Services (Supervised Food Service Worker) (740)			X			
Gasoline Engine Service Technician (633)		X				
General Office Clerk (664)		X				
Home Health Aide (746)				X		
Industrial Electronics (636)		X				
Insurance Marketing (781)			X			
Law Enforcement (791)					X	
Machining (639)		X				
Marine Mechanics Technology (Diesel) (640)	X					
Marine Mechanics Technology (Outboard) (656)	X					
Medical Assisting (648)				X		
Medical Record Transcribing (661)		X				
Nursing Assistant (730)				X		
Patient Care Assistant (708)				X		
Practical Nursing (657)				X		
Printing and Graphic Arts (620)				X		
Private Security Guard (792)					X	
Real Estate Marketing (779)			X			
Residential and Commercial Carpentry (618)		X				
Residential and Commercial Electric Wiring (658)	X					
Residential and Commercial Plumbing (654)		X				

Location Designations:

G — Geis Marine Center
D — Downtown Campus
S — South Campus

K — Kent Campus
N — North Campus
URC — Urban Resource Center

	G	D	K	N	S	URC
Secretarial (722)		X	X	X		
Surgical Technology (666)				X		
Teller Operations (765)			X			
Teller Operations (Proof Operations/ Financial Institutions) (766)			X			
Tractor and Trailer Body Repair and Refinishing (655)	X					
Travel Agency Operations (701)				X		
Wastewater Treatment Plant Operation B (717)		X				
Wastewater Treatment Plant Operation C (716)		X				
Water Treatment Plant Operation B (719)		X				
Water Treatment Plant Operation C (718)		X				
Water/Wastewater Treatment Plant Operations — Level A (721)		X				
Welding (679)	X	X				

Location Designations:

G — Geis Marine Center
D — Downtown Campus
S — South Campus

K — Kent Campus
N — North Campus
URC — Urban Resource Center

Air Conditioning, Refrigeration and Heating (604)

This program is designed for entry-level job 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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For 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.....	120
ACR 0002 Air Conditioning and Refrigeration Theory II.....	120
ACR 0100 Basic Electricity and Schematics.....	120
ACR 0102 Applied Electricity and Schematics	120
ACR 0621 Applied Heating I.....	120
ACR 0622 Applied Heating II	120
ACR 0001L Air Conditioning and Refrigeration Lab I....	120
ACR 0002L Air Conditioning and Refrigeration Lab II....	120
Total Contact Hours	960

*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.- 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 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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For 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	120
ARR 0292 Advanced Automotive Body Repair and Panel Replacement.....	120
ARR 0111 Automotive Welding	120
ARR 0411 Basic Automotive Painting	120
ARR 0412 Advanced Automotive Painting and Custom Painting	120
ARR 0351 Damage Appraising and Frame Straightening	120
ARR 0271 Basic Automotive Glass	120
ARR 0273 Advanced Automotive Glass and Sheet Metal	120
Total Contact Hours	960

*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 entry-level job 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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For 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	120
PMT 0405 Cleaning Engine Parts	120
PMT 0402 Precision and Non-Precision Tools for the Automotive Trade	120
PMT 0411 Identifying and Repairing Cracks	120
PMT 0415 Automotive Reconditioning Machines I	120
PMT 0421 Automotive Reconditioning Machines II	120
PMT 0431 Automotive Reconditioning Machines III	120
PMT 0435 Automotive Reconditioning Machines IV	120
Total Contact Hours	960

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

Automotive Service 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 individuals 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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For 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	120
AER 0310 Automotive Electrical Systems	120
AER 0511 Fuel and Emission Control Systems	120
AER 0450 Steering and Suspension	120
AER 0410 Brake Systems	120
AER 0211 Clutch and Transmissions	120

AER 0610 Air Conditioning and Heating	120
AER 0522 Drivability and Diagnosis	120
Total Contact Hours	960

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

Barbering (622)

A SELECTIVE ADMISSION PROGRAM

The purpose of this program is to prepare individuals for employment as barber-stylists or to provide supplemental training to individuals previously or currently employed in the barbering profession. Instruction is designed to qualify students for 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 barbering program at FCCJ is a three semester certificate program consisting of 1,200 contact hours, requiring daily attendance. Instruction includes classroom theory and laboratory practice. Following the successful completion of 1,200 program hours, students are qualified to take the Florida Barber Licensure Examination for employment in this field. This program is at North Campus. For information, call 766-5559.

Application:

This is a selective access program that admits students in the fall, winter, and spring/summer terms. To be eligible for program completion students must score at ninth grade levels or above in reading, mathematics, and language on the state mandated Test of Adult Basic Education (TABE). Students scoring below these levels will be required to take the appropriate basic skills classes to assist in meeting these minimum levels.

Applicants for the school of cosmetology and barbering are evaluated for admission on a ranking scale of 10 - 5. Position on the scale is determined by the Test of Adult Basic Education (TABE) score. The TABE test must be taken prior to applying for either the cosmetology, barbering or nail specialist program. The official score is submitted with the application for admission. While not required for admission, credit will be given for related work experience and completion of high school or the General Education Development (GED) Test as follows: .25 points per full year up to four years for work experience and .5 points for high school diploma and .25 points for completion of the GED.

Related work experience must be documented by former employer(s) on company letterhead stating term of employment and job duties. Official transcripts and GED scores, when applicable, must also be provided at the time of application.

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

*VPI 0300 Basic Language Skills	
COS 0500 Barber Styling I.....	120
COS 0510 Barber Styling II.....	120
COS 0520 Barber Styling III.....	120
COS 0530 Barber Styling IV.....	120
COS 0540 Barber Styling V.....	120
COS 0550 Barber Styling VI.....	120
COS 0551 Barber Styling VII.....	120
COS 0552 Barber Styling VIII.....	120
COS 0590 Professional Barber Styling I.....	120
COS 0591 Professional Barber Styling II.....	120
COS 0931 Selected Topics in Barbering (optional)	

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 microcomputer operation skills for entry-level employment. Students need no prior experience with personal computing to enroll. The program includes Windows and/or DOS microcomputer hardware, word processing applications, electronic spreadsheet applications and database applications. Business mathematics and employability skills training are also taught. Students will be prepared for employment in entry-level positions which require the use of microcomputer applications.

Individuals must demonstrate a keyboarding speed of 25 words per minute to enter this program.

The program duration is 16 weeks, approximately four hours per day, Monday through Friday. For information, call 633-8125.

Course Number and Title	Contact Hours
Professional Courses	
OFT 0611 Business Software Applications.....	350
Total Contact Hours	350

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 30-hour HRS state child care worker training program, which is required of all individuals 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 their scores on the state mandated Test of Adult Basic Education (TABE). Prospective students must be advised by a professor of child care instructional services prior to enrollment.

This program is offered during the day at North Campus. For 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 0940 Child Care Aide Internship (optional)	
HEV 0111 Child Care Aide I.....	300
HEV 0112 Child Care Aide II.....	300
HEV 0152 Professionalism.....	180

Total Contact Hours 780

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

**Students are required to complete the prerequisites of HEV 0111 Child Care Aide I, HEV 0112 Child Care Aide II and HEV 0152 Child Care Aide - Professionalism and/or have department chairperson permission and make satisfactory basic skills scores before entering this course.

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 should 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 information, call 632-3199.

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

Child Care Supervision (796)

This program is designed to prepare students for employment within the child care industry as teachers or substitutes in a child care center. This program is approved by the HRS as an equivalency to the Child Development Associate (CDA) credential.

Course Number and Title	Contact Hours
Professional Courses	
HEV 0113 Child Care Supervision.....	448
Total Contact Hours	448

Commercial and Industrial Electricity (626)

This program is designed to provide entry-level training for employment in the industrial maintenance field. Emphasis is placed on electrical safety in an industrial environment, motors and controls, state-of-the-art

electronic equipment such as programmable logic controllers (PLCs) and the National Electric Code (NEC) as it applies to industrial electrical wiring.

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

Students enrolled in this program should be advised by the instructor or the program manager before enrolling in courses. For information, call 766-5587.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematics Skills	
*VPI 0300 Basic Language Skills	
EEV 0930 Postsecondary Internship (optional)	
BCV 0600 DC Electrical Theory	120
BCV 0601 AC Electrical Theory	120
BCV 0662 Electrical Maintenance and Troubleshooting	120
BCV 0663 Operation and Control of Rotating Electrical Machines	120
BCV 0664 Industrial Electrical Wiring and Power Distribution	120
EER 0472 Industrial Electronic Technology	120
EEV 0332 Introduction and Operation of Programmable Logic Controllers (PLCs)	120
EEV 0441 Programmable Logic Controller (PLCs) Programming	120
Total Contact Hours	960

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

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 cooks 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 their scores on the state mandated Test of Adult Basic Education (TABE) which should be taken prior to registering for the program. The program manager, with the approval of the instructional 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 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
HMV 0100 Pantry and Fast Foods	128
HMV 0108 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
HMV 0010 Food and Beverage Service	128
HMV 0122 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 students for employment as communications technicians (010.081-898). This program also provides supplemental training for individuals 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, microprocessors 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 students 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. Students 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. This will be 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 entry-level job 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 students to take and pass the following: TABE test at 10.0 level, physical agility testing, drug screening, health physical, medical examination, polygraph, background investigations and oral interview. Students must also be 19 years of age, have a valid drivers license, be an American citizen and be sponsored by an agency or FCCJ.

NOTE: Upon successful completion of the law enforcement or corrections basic recruit training, students will receive 12 hours of college credit as follows: CCJ 1020 Introduction to Criminal Justice (3 hrs.), CCJ 1220 Criminal Law, Evidence and Procedure (3 hrs.) and CCJ electives (6 hrs.).

NOTE: At the discretion of the director of the public services program a waiver of prerequisites for this course may be obtained at the request of an agency or based upon the classes needed of an out-of-state officer entering into the Florida certification program.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
**CJD 0781 Cross Over to Law Enforcement (Optional)	
CJD 0254 Medical First Responder.....	42
CJD 0704 Criminal Justice Defensive Tactics.....	68
CJD 0705 Criminal Justice Weapons	61
CJD 0710 Criminal Justice Legal I.....	48
CJD 0711 Criminal Justice Legal II.....	48
CJD 0712 Criminal Justice Communication.....	61

CJD 0713 Interpersonal Skills I.....	61
CJD 0741 Emergency Preparedness	26
CJD 0750 Interpersonal Skills II.....	54
CJD 0752 Correctional Operations.....	70
CJD 0754 Criminal Justice Physical Conditioning	61
Total Contact Hours	600

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

**Students must have completed the basic corrections program in order to enroll in this course. Students will receive a certificate in law enforcement after completing this course and the following courses: CJD 0723 Vehicle Operations, CJD 0730 Law Enforcement Legal III, CJD 0731 Law Enforcement Patrol, CJD 0732 Law Enforcement Traffic and CJD 0734 Law Enforcement Investigations.

Cosmetology (624)

A SELECTIVE ADMISSION PROGRAM

Cosmetology at Florida Community College at Jacksonville is a certificate program. The 1,200 contact hours includes classroom theory and laboratory practice, requiring 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 state mandated Tests of Adult Basic Education (TABE). Prospective students must 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 information, call 387-8255.

Application

This is a selective access program that admits students in the fall, winter, and spring/summer terms. To be eligible for program completion, students must score at ninth grade or higher levels in reading, mathematics and language on the state mandated Test of Adult Basic Education (TABE). Students scoring below these levels will be required to take the appropriate basic skills classes to assist in meeting these minimum levels.

Applicants for the School of Cosmetology and Barbering are evaluated for admission on a ranking scale of 10 - 5. Position on the scale is determined by the Test of Adult Basic Education (TABE) score. The TABE must be taken prior to applying for either the cosmetology, barbering or nail specialist program. The official score is submitted with the application for admission. While not required for admission, credit will be given for related work experience and completion of high school or the General Educational Development (GED) Test as follows: .25 points per full year up to four years for work experience, .5 points for

high school diploma and .25 points for completion of the GED.

Related work experience must be documented by former employer(s) on company letterhead stating term of employment and job duties. Official transcripts and GED scores, when applicable, must also be provided at the time of application.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
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
COS 0930 Selected Topics in Cosmetology (optional)	
Total Contact Hours	1,200

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

Cosmetology Specialist — Nails (702)

A SELECTIVE ADMISSION PROGRAM

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

The 240-contact hour specialty program which includes classroom theory and laboratory practice, requires 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 information, call 766-5559.

Admission

This is a selective access program that admits students in the fall, winter, and spring/summer terms. To be eligible for program completion, students must score at ninth grade levels or higher in reading, mathematics and language on the state mandated Test of Adult Basic Education (TABE). Students scoring below these levels will be required to take the appropriate basic skills classes to assist in meeting these minimum levels. Applicants for the school of cosmetology and barbering are evaluated for admission on a ranking scale of 10 - 5. Position on the scale is determined by the Test of Adult Basic Education (TABE) score. The TABE must be taken prior to applying for either the cosmetology, barbering or nail specialist program. The official score is submitted with the application for admission. While not required for admission, credit will be given for related work experience and completion of high school or the General Educational Development (GED) Test as follows: .25 points per full year

up to four years for work experience, .5 points for high school diploma and .25 points for completion of the GED.

Related work experience must be documented by former employer(s) on company letterhead stating term of employment and job duties. Official transcripts and GED scores, when applicable, must also be provided at the time of application.

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 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 tailoring students 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 their scores on the state mandated Test of Adult Basic Education (TABE). 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 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 0941 Internship I/Custom Garment Making (Tailoring)	300
HEV 0942 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
HEV 0331 Entrepreneurship For Consumer and Human Service Occupations	60
SLS 0341 Employability Skills.....	30

Total Contact Hours 1,260

*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 or clerk typists. This program teaches keyboarding, 10-key and text, data entry by touch using batch entry, word processing, electronic spreadsheets and databases.

The program duration is approximately 12 weeks, four 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. For information, call 633-8125.

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.

Prior to admittance, the state mandated Tests of Adult Basic Education (TABE) will be administered. To be eligible for admittance, students must score at least at the ninth grade level in reading, mathematics and language.

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.

This program is for persons who have documented experiences in a health care facility in dietary production. A letter from their employer must be submitted stating that they are being considered for first level supervisory positions.

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 information, call 766-5563.

Course Number and Title	Contact Hours
Professional Courses	
HUN 0200 Human Nutrition	45
FSS 0221 Food Production II	128
HFT 0180 Supervision and Personnel Management.....	47
FSS 0941 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. Applicants must have medical examinations on form FST-2.
2. Applicants must submit affidavits that they have not used tobacco or tobacco products at least one year preceding their application.
3. Applicants must submit fingerprint cards for proof of good moral character.
4. Applicants must have an earned high school diploma or GED diploma.

The above documents shall be submitted to the Florida State Fire College no later than 10 days after class starts.

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	413
Total Contact Hours	413

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 planning and preparing floral designs, selling, buying, transporting, storing, advertising and displaying floral products. 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 their scores on the state mandated Test of Adult Basic Education (TABE). 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 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	
ORH 0041 Basic Floral Design	60
ORH 0043 Intermediate Floral Design	60
ORH 0045 Wedding Floral Designs	60
ORH 0520 Plant Identification.....	45
ORH 0610 Flower Shop Operations I	60
ORH 0614 Flower Shop Operations II	60
ORH 0062 European and Advanced Design Techniques.....	60
ORH 0061 Silk, Dried and Holiday Designs	60
ORH 0046 Floral Design and Marketing Skills I	60
ORH 0047 Floral Design and Marketing Skills II.....	60
ORH 0048 Floral Design and Marketing Skills III.....	60
or	
ORH 0615 Floral Purchasing	
ORH 0941 Floral Design Internship	300
HEV 0331 Entrepreneurship for Consumer and Human Service Occupations	60
CTE 0856 Retail Salesmanship.....	45
or	
ORH 0612 Retail Management Operations	
Total Contact Hours	1,050

*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. Students learn sanitation and safety, proper cooking technique, receiving and storing of goods, and care of facilities and equipment. Students practice preparation of salads and dressings, soups and sauces, starches, entrees, baked goods and desserts. With approval, students may complete precullinary 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 information, call 766-5563.

Course Number and Title	Contact Hours
Professional Courses	
FSM 0314 Food Management, Production and Services	320
(Supervised Food Service Worker)	
Total Contact Hours	320

Gasoline Engine Service 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. 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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For 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	120
SER 0001 Familiarization with Small Engines	120
SER 0101 Construction of Small Gasoline Engines.....	120
SER 0105 Fuel Systems — Small Engines.....	120
SER 0151 Product Familiarization	120
SER 0211 Drive Systems	120
AER 0110 Rider Mower Engine Repair.....	120
MOM 0001 Introduction to Motorcycle Mechanics	120
MOM 0401 Motorcycle Chassis	120

MOM 0601 Electrical, Cooling and Lubricating Systems.....	120
MOM 0101 Motorcycle Engine Systems.....	120

Total Contact Hours 1,320

*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. For information, call 633-8125.

NOTE: Students must be referred by the State of Florida, Division of Vocational Rehabilitation to enter this program.

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	
OTA 0005 Office Occupations I.....	264
OTA 0006 Office Occupations II.....	264
OTA 0007 Office Occupations III.....	264
Total Contact Hours	<u>792</u>

*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
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Professional Courses

HCP 0311 Home Health Aide.....	75
Total Contact Hours	<u>75</u>

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 office equipment

technical services, computer systems maintenance, industrial process control, cable TV, electrical energy and aerospace industries. The courses are structured to provide 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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program director before enrolling in courses. For information, call 633-8289.

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	
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 FCCJ 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. For information, call 381-3466.

Course Number and Title	Contact Hours
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Professional Courses

RMI 0641 Insurance Marketing.....	40
Total Contact Hours	<u>40</u>

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.

PREREQUISITE: Some of the courses offered are restricted to individuals sponsored by law enforcement agencies, while others are FCCJ-sponsored and require students to take and pass the following: score at least a 12.0 in reading, language and mathematics on the state mandated Test of Adult Basic Education (TABE), drug screening, medical examination, polygraph, background investigations, agility testing and oral interview. Students also must be at least 19 years of age, have a valid driver's license, be an American citizen, meet the minimum requirements of a correctional officer or law enforcement officer and be sponsored by an agency or FCCJ.

NOTE: Upon successful completion of the law enforcement or corrections basic recruit training students will receive 12 hours of college credit as follows: CCJ 1020 Introduction to Criminal Justice, CCJ 1220 Criminal Law, Evidence and Procedure and CCJ electives (6).

NOTE: At the discretion of the director of the public services program, a waiver of prerequisites for this course may be obtained at the request of an agency or based upon the classes needed of an out-of-state officer entering into the Florida certification program. For information, call 646-2181.

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	
**CJD 0780 Cross Over to Corrections (optional)	
CJD 0254 Medical First Responder.....	42
CJD 0704 Criminal Justice Defensive Tactics.....	68
CJD 0705 Criminal Justice Weapons	61
CJD 0710 Criminal Justice Legal I.....	48
CJD 0711 Criminal Justice Legal II.....	48
CJD 0712 Criminal Justice Communication.....	61
CJD 0713 Interpersonal Skills I.....	61
CJD 0723 Vehicle Operations.....	54
CJD 0730 Law Enforcement Legal III	34
CJD 0731 Law Enforcement Patrol	34
CJD 0732 Law Enforcement Traffic.....	67
CJD 0734 Law Enforcement Investigations	61
CJD 0754 Criminal Justice Physical Conditioning	61
Total Contact Hours	700

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

**Students must have completed the law enforcement program in order to enroll in this course. Students will receive a certificate in correctional officer after completing this course and the following courses: CJD 0741 Emergency Preparedness, CJD 0750 Interpersonal Skills II and CJD 0752 Correctional Operations.

Machining (639)

This program is designed to prepare students for entry-level employment in 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 their scores on the entry-level test.

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

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	
PMT 0218 Drill Press.....	120
PMT 0217 Shaper Series	120
PMT 0213 Lathe Series.....	120
PMT 0201 Industrial Blueprint Reading.....	120
PMT 0250 Basic Numerical Control	120
PMT 0205 Measuring Tools.....	120
PMT 0214 Vertical Milling	120
PMT 0226 Surface Grinders	120
Total Contact Hours	960

*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 diesel mechanics. Employment opportunities are available in the transportation industry, marine propulsion, truck, bus and heavy equipment repair.

The program content includes but is not limited to maintenance and repair of diesel engines and associated electrical systems, reconditioning diesel fuel injection systems, overhauling diesel engines and performing diesel engine preventive maintenance. Students completing the diesel engine mechanic program are prepared to successfully complete the automotive service excellence (ASE) examination. The curriculum also includes training in human relations, communication, leadership and employability skills. Safe, efficient work practices are emphasized throughout the program.

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

Students in this program should be advised by the instructor or the program director before enrolling in courses. For information, call 766-5586.

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)	
DIM 0001 Introduction to Diesel Engines	120
DIM 0143 Caterpillar Diesel Engine Overhaul	120
DIM 0137 Detroit Diesel Engine Overhaul	120
DIM 0151 Maintenance and Troubleshooting of Diesel Engines I.....	120
DIM 0135 Cummins Diesel Engine Overhaul	120
DIM 0152 Maintenance and Troubleshooting of Diesel Engines II.....	120
DIM 0141 John Deere Diesel Engine Overhaul	120
DIM 0153 Maintenance and Troubleshooting of Diesel Engines III.....	120
MTE 0165 Maintaining and Repairing Fuel Systems in Diesel Engines.....	120
Total Contact Hours	1,080

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

Marine Mechanics Technology (Outboard) (656)

This program provides students 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 students in obtaining job experience.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by their scores 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 day and evening hours. For 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	120
MTE 0132 Two-Stroke Marine Engines.....	120
MTE 0131 Marine Ignition Systems.....	120
MTE 0181 Marine Fuel and Cooling Systems	120

MTE 0223 Intermediate and Stern Drive Units.....	120
MTE 0221 Marine Engine Gearing.....	120

Total Contact Hours 720

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

Medical Assisting (648)

A SELECTIVE ADMISSION PROGRAM

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

Application

Applicants must be at least 17 years of age and have earned a 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. an application to the medical assisting program,
2. a high school completion transcript or copy of General Education Development (GED) scores,
3. scores for the required pre-entrance test TABE, (test is scheduled through the North Campus student affairs office, 766-6761), and
4. the ability to type 25 words per minute or familiarity with the computer keyboard.

For information, call 766-6581.

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.

Medical Record Transcribing (661)

This program is designed to prepare students for careers in medical transcribing. The program's content includes but is not limited to medical terminology, anatomy for medical transcriptionists, grammar and punctuation, health care delivery systems, health information services, ethical and legal responsibilities, safety/security procedures, word processing with transcription skills, and employability skills. Reinforcement of basic skills in

English, science and computer keyboarding is included. Aptitude and interest assessments will be given at the start of the program.

Prior to admittance, the state mandated Test of Adult Basic Education (TABE) will be administered. To be eligible for admittance applicants must score the following: reading 10.0, mathematics 9.0 and language 10.0. Applicants must also take a keyboarding skills test and receive a score of at least 45 words per minute. For information, call 633-8125.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
MRE 0930 Postsecondary Internship (optional)	
MRE 0030 Medical Transcription I.....	330
MRE 0031 Medical Transcription II.....	330
Total Contact Hours	660

*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 client care activities, in a nursing home or hospital under the direction of the registered professional nurse. Upon successful completion, graduates 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. For information, call 766-6581.

Course Number and Title	Contact Hours
Professional Courses	
HCP 0102C 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 students at the entry level for employment in a general hospital or clinic, in a nursing home, and in the home of the client. 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, graduates will be eligible to take the state of Florida Examination to become certified nursing assistants. Home health aide certificates are also provided. For information, call 766-6581.

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

Practical Nursing (657)

A SELECTIVE ADMISSION PROGRAM

This program is designed to prepare individuals for employment in beginning positions providing direct care to clients 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 graduates are eligible to take 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 have a 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 11th grade level in reading and language, and 10th grade level in mathematics.

Admission to this program is limited and is based on academic performance and other criteria. For information, call 766-6581.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
PRN 0930 Practical Nursing I.....	473
PRN 0931 Practical Nursing II.....	386
PRN 0932 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 work force 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.

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, 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 their scores on the entry-level test. Students should be advised by the instructor or program director before enrolling in courses. For 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 0442 Theory of Lithographic Processes	115
GRA 0446 Cold Type Typesetting and Pasteup	225
GRA 0571 Camera Operation and Film Processing.....	225
GRA 0601 Negative Stripping and Platemaking	225
GRA 0474 Offset Press Operation.....	225
Total Contact Hours	1,130

*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. For information, call 646-2181.

Course Number and Title	Contact Hours
Professional Courses	
CJT 0800 Private Security Guard	40
Total Contact Hours	40

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. 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. For information, call 381-3597.

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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For 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 0020 Tools and Pre-Construction Skills.....	120
BCV 0046 Leveling Instruments, Site Preparation and Layout.....	120
BCV 0103 Wood Products, Substitutes, Lumber and Building Adhesives.....	120
BCV 0139 Foundation Formwork, Wall and Floor Framing	120
BCV 0140 Roof Framing I	120
BCV 0141 Roof Framing II	120
BCV 0170 Interior Finish	120
BCV 0173 Exterior and Hardware Finishes	120
Total Contact Hours	960

*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. Emphasis is placed on electrical safety, proper use of tools, electrical theory and concepts, blueprint reading and the National Electric Code (NEC). 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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For information, call 766-5587.

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 0600 D.C. Electrical Theory	120
BCV 0601 A.C. Electrical Theory	120
BCV 0629 Residential Wiring I	120
BCV 0630 Residential Wiring II	120
BCV 0660 Commercial Wiring I	120
BCV 0661 Commercial Wiring II	120
BCV 0662 Electrical Maintenance and Troubleshooting	120
BCV 0663 Operation and Control of Rotating Electrical Machines	120
Total Contact Hours	960

*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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For 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 0500 Introduction to Plumbing	120
BCV 0502 Hand and Power Tools/Joint Fabrication	120
BCV 0503 Plumber's Mathematics	120
BCV 0504 Plans, Blueprints and Isometrics	120
BCV 0523 Fixtures, Valves and Faucets	120
BCV 0530 Plumbing Code 10-D-9/SSBC	120
BCV 0570 Water Supply/Potable Water Systems	120
BCV 0571 Drain, Waste and Venting/ Sanitary Layout and Design	120
Total Contact Hours	960

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

Secretarial (722)

The purpose of this program is to prepare students for employment as office assistants or general secretaries, or to provide training for individuals previously or currently

employed in these occupations. The content prepares individuals to assist with administrative and general office duties in a support capacity and includes instruction in scheduling appointments, exchanging information with callers and utilizing personal computers to produce correspondence and reports. There are no clerical or secretarial skills required to enter the program; clerical skills assessment will be given at the start of the program. For information, call 633-8125.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
OTA 0008 Office Assistant I	225
OTA 0009 Office Assistant II	225
Total Contact Hours	450

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

Surgical Technology (666)

A SELECTIVE ADMISSION PROGRAM

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 client care and related services. Upon successful completion of the program, students 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

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.

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

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

1. an application to the surgical technology program,
 2. a high school completion transcript or copy of GED test scores, and
 3. scores for the required pre-entrance test (TABE).
- For information, call 766-6581.

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 program is designed to quickly prepare individuals to function at the job entry-level efficiently as a teller. Full-time or part-time employment is generally available for well trained and competent tellers. For information, call 381-3466.

Course Number and Title	Contact Hours
Professional Courses	
BRC 0100 Teller	128
Total Contact Hours	128

Teller Operations (766) (Proof Operations/Financial Institutions)

This program is designed to quickly prepare individuals to function at the job entry-level efficiently as a proof encoder. Full-time or part-time employment is generally available for well trained and competent proof operators. For information, call 381-3466.

Course Number and Title	Contact Hours
Professional Courses	
BRC 0101 Proof Operations/Financial Institutions.....	128
Total Contact Hours	128

Tractor and Trailer Body Repair and Refinishing (655)

This program of study prepares students for entry-level positions within the transportation industry as trailer repair or cargo container repair technicians (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. The program content includes but is not limited to repair of trailer and cargo container units using various skills such as basic woodworking and steel fabrication; operation, diagnoses and repair of portable refrigeration units; maintenance and repair of diesel engines; electric generator sets and chassis alignment techniques. The curriculum also includes training in human relations, communications, leadership and employability skills. Safe, efficient work practices are emphasized throughout the program.

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

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

This program is offered at the Geis Marine Center during day and evening hours. For 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.....	120
DIM 0152 Maintenance and Troubleshooting of Diesel Engines II.....	120
PMT 0106 Welding Basic.....	120
PMT 0124 Welding Advanced	120
MTE 0501 Welding and Trailer Repair.....	120
ACR 0783 Applied Electricity for the Container Refrigeration Mechanic	120
ACR 0781 Container Refrigeration Fundamentals	120
Total Contact Hours	840

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

Travel Agency Operations (701)

This 90-hour program is designed to prepare students for entry-level employment 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. For information, call 766-5563.

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 wastewater treatment facilities. 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. For information, call 633-8290.

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 for entry-level positions in wastewater treatment facilities. 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. For information, call 633-8290.

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 students 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. For information, call 633-8290.

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. For information, call 633-8290.

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. For information, call 633-8290.

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

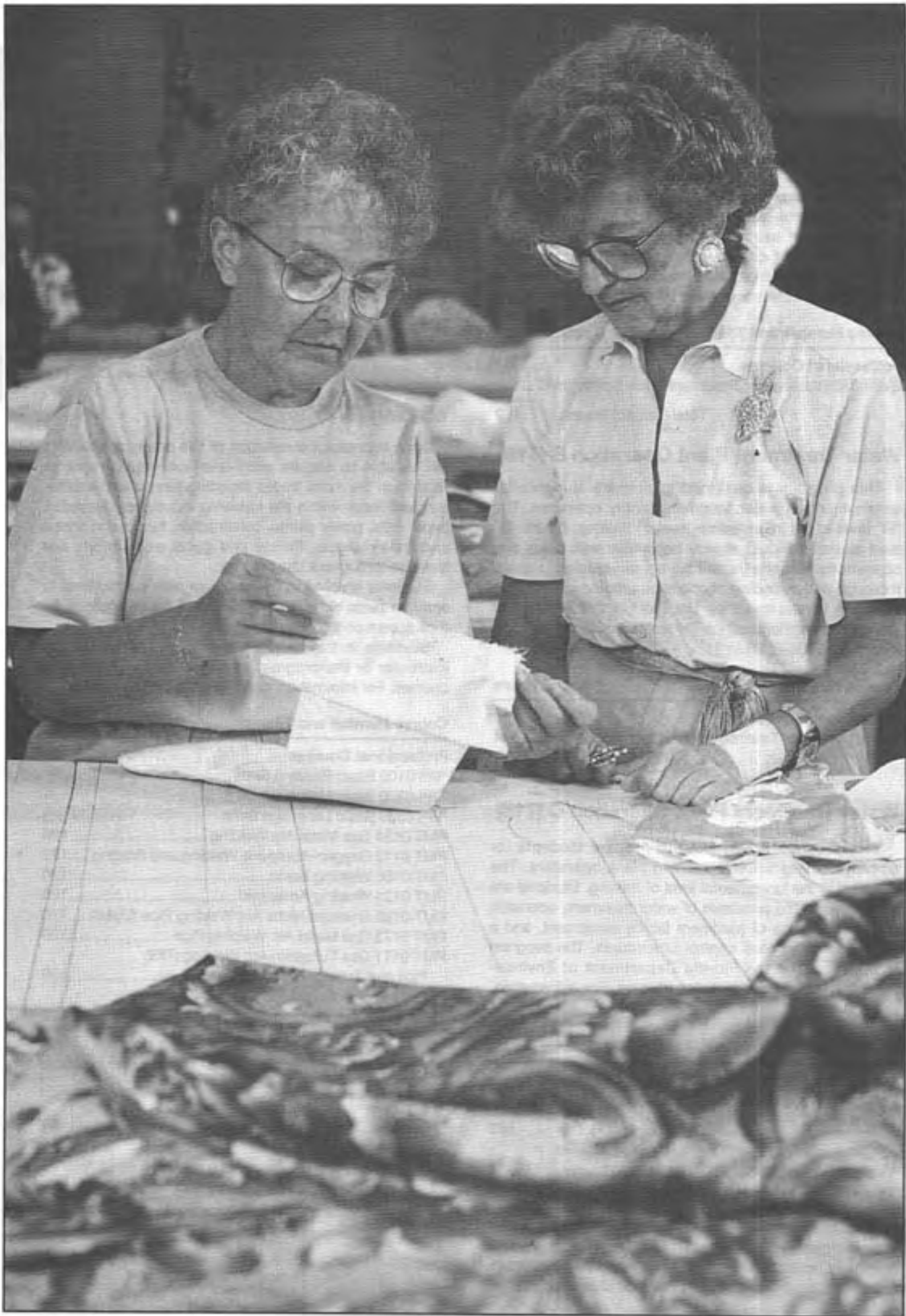
Welding (679)

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 their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For information, call 766-5580 or 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	120
PMT 0112 Oxygen-Acetylene Welding and Brazing	120
PMT 0106 Welding Basic.....	120
PMT 0124 Welding Advanced	120
PMT 0166 Shielded Metal Arc Welding Pipe (Uphill)	120
PMT 0173 Gas Metal Arc Welding Pipe	120
PMT 0171 Gas Tungsten Arc Welding (TIG) Pipe and Tubing	120
PMT 0141 Flux Cored Arc Welding Gas Tungsten Arc Welding (Basic).....	120
Total Contact Hours	960
*Students who have satisfactory test scores are not required to take these courses.	



Continuing Education Courses

Through its continuing education program, FCCJ 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 purpose of these courses is to provide individuals with the training needed to upgrade or broaden their present skills and enhance their occupational opportunities. This training also provides the business and industrial community with trained personnel.

The College maintains close liaison with outside agencies to facilitate the educational and training needs of the community. These groups include: program advisory committees, professional civic and church organizations, governmental agencies, business and industry as well as various other groups.

A high school diploma is not required for enrollment in most supplemental courses, but students 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. Non-resident aliens must pay out-of-state tuition for all classes except self-supporting classes.

Adult Studies

The adult general education department of FCCJ cooperates with the following agencies to provide adult studies preparation, adult studies review (GED preparation), adult high school and home and family management courses, in the following locations: public and community schools, health and welfare groups, civic and community clubs, business and industry and other adult agencies.

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

Adult studies programs are offered where there is community need and interest. Florida Community College at Jacksonville offers courses in 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, businesses and groups in the community, based upon resources available at time of request.

Florida drivers license law attendance requirements must be met for students under age 18 enrolled in specific programs. Check with any campus adult studies office for additional information.

Adult Studies Preparation

The adult studies preparation program of Florida Community College at Jacksonville is designed to provide basic academic skills 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 life-long 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 studies preparation classes is available to all adults who are 16 years of age or older and function below the ninth grade level on basic academic skills assessments.

Adult studies preparation classes are offered on FCCJ campuses and in adult centers located in schools, churches and other available community facilities throughout Duval

County. Tuition cost to students is waived if they do not have a high school diploma or if they test below the ninth grade level.

Students who enroll in classes held on one of our four campuses, Urban Resource Center, Open Campus Deerwood Center, Geis Marine Center or Nassau Center will be required to pay a \$5.00 student photo I.D. (StarCard) fee. Students should carry this I.D. at all times while on campus.

The adult studies department will award the following certificates to deserving adult studies preparation students.

Certificate of Attendance

The certificate of attendance will be issued by the dean of instruction 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 Ia or Ib of adult studies preparation instruction.

Certificate of Completion

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

Adult Studies Review

The adult studies review program of FCCJ is designed to assist students in attaining an equivalent high school level of educational accomplishment. The program offers students the opportunity to successfully complete the GED test for a state high school diploma. Instruction is offered in the general education subjects of writing, social studies, science, literature and mathematics. The adult studies review courses provide foundation skills instruction at the ninth through 12th grade levels. Additionally, supportive services are provided in the area of advising, testing and computer-aided instruction.

Adult studies review classes are offered on FCCJ campuses and in adult centers located in schools, churches and other available community facilities throughout Duval County. Tuition fees to students who do not have a high school diploma and test above the eighth grade level are waived.

Students are encouraged to take the GED test after exhibiting mastery of course materials and successfully passing the GED practice examination.

Students who enroll in classes held on one of our four campuses, Urban Resource Center, Open Campus Deerwood Center, Geis Marine Center or Nassau Center will be required to pay a \$5.00 student photo I.D. (StarCard) fee. Students should carry this I.D. at all time while on campus.

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 individuals who are at least 18 years of age, out of school, citizens of the United States or resident aliens and Florida residents. 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. Individuals who pass the exam receive a diploma from the State Department of Education.

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

The adult high school program at Florida Community College at Jacksonville provides the opportunity for adults 16 years of age or older, who have withdrawn from public or private high school, to earn sufficient credits to receive an FCCJ high school diploma. The adult high school program also provides the opportunity for students enrolled in high school to earn credits to transfer back to their current high school. In addition, students who have already graduated from high school may earn credits in a specific subject matter for college admissions or other reasons.

Adult high school courses are offered during the day and evening hours at all FCCJ campuses and at selected community schools throughout Duval County. Tuition fees are waived for students who do not have a high school diploma. Textbooks are purchased by students, or they may use those available in the classroom or learning resources center.

The program provides supportive services for its students in the area of guidance and counseling, testing, computer-aided instruction and specialized reading, writing and mathematics courses. Additionally the program allows students to make progress toward the attainment of high school credits at their own pace.

Students who enroll in classes held on one of our four campuses, Urban Resource Center, Open Campus Deerwood Center, Geis Marine Center or Nassau Center will be required to pay a \$5.00 student photo I.D. (StarCard) fee. Students should carry this I.D. at all time while on campus.

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 submitting the following.

1. completed application for admission
2. completed Social Security number
3. proof of previous education (Applicants may transfer credits earned from grades nine through 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. citizenship (Applicants must be citizens of the United States or resident aliens. If applicants are not U.S. citizens or resident aliens, FCCJ requires papers issued by the Immigration and Naturalization Service to determine eligibility for admission.)

5. 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 (in a sealed envelope) with date of last attendance indicated or
- b. official withdrawal form from the school or
- c. letterhead with last date of attendance indicated signed by a school official

If applicants do not attend the fall term when school 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. school board waiver (letterhead obtained from the school superintendent or designee from the county school system where applicants reside) or
- b. private school waiver (letterhead signed by the principal of the school students were attending)

STATUS B — Students who will transfer credit back to present high school must submit the following.

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 applicants enroll. This should indicate which subject(s) are approved for transfer credit back to the high school students are attending.)

STATUS C — Students who are already high school graduates but who need credit for a specific reason (e.g., seeking admission to FCCJ's Nursing program but lack a chemistry credit) must submit the following.

1. an application for admission
2. Social Security number
3. course fees (Students must pay fees for courses taken.)

Adult High School Grading System

The grading system is designed to evaluate the performance of students 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 be changed as follows.

1. upon recommendation of the instructor who assigned the grade with approval of the program coordinator

2. upon recommendation by the program coordinator 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 students from completing the coursework during the regular term. To be eligible to receive an "I" grade, students must have completed at least three-fourths of the coursework.

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 adults can progress and earn credit(s) within their own time frame. Thus, adults may complete credit requirements as rapidly as they are able to prove their mastery of 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, four credits
 - a. English courses must include major concentration in composition and literature
2. science, three credits
 - a. laboratory courses, two credits
 - b. non-laboratory courses, one credit
3. mathematics, three credits
4. social studies, three credits
 - a. American history, one credit
 - b. world history, one credit
 - c. American government, one-half credit
 - d. economics, one-half credit
5. reading, one credit
6. life management skills, one-half credit
7. practical arts, vocational education/exploration vocational education, one-half credit and performing fine arts, one-half credit or one credit in either area
8. electives, eight and one-half credits

Graduation Requirements

To Graduate Students must:

1. complete 24 credits: 15.5 credits of general course requirements and eight and one-half 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 any of Florida's state universities must complete specific high school courses. Students should check with an 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)

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 students' responsibility to participate in an exit interview with an adviser and make application for graduation after they have completed requirements. Before students may graduate, they must have fulfilled all financial obligations to the College.

*Florida Statutes

Military Service Credits

Individuals who have been admitted to FCCJ's 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

FCCJ's adult high school program offers dual enrollment which enables qualified students to earn college credit and fulfill their high school requirements simultaneously. For approval of courses, students must see the adult studies adviser. Students may register for a maximum of eight hours of class.

In order to qualify, students must submit the following.

1. a dual enrollment application
2. written recommendation of two adult high school faculty
3. an FCCJ transcript reflecting a minimum of a 2.5 GPA as well as a minimum of 13 high school credits

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

High School Assessments

The Florida High School Competency Test (HSCT) is required for high school graduation. Information and applications are available in the adult studies office on any campus.

The 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. The HSCBE is administered at the discretion of adult studies faculty after enrollment in the appropriate course. Information is available from any adult studies adviser.

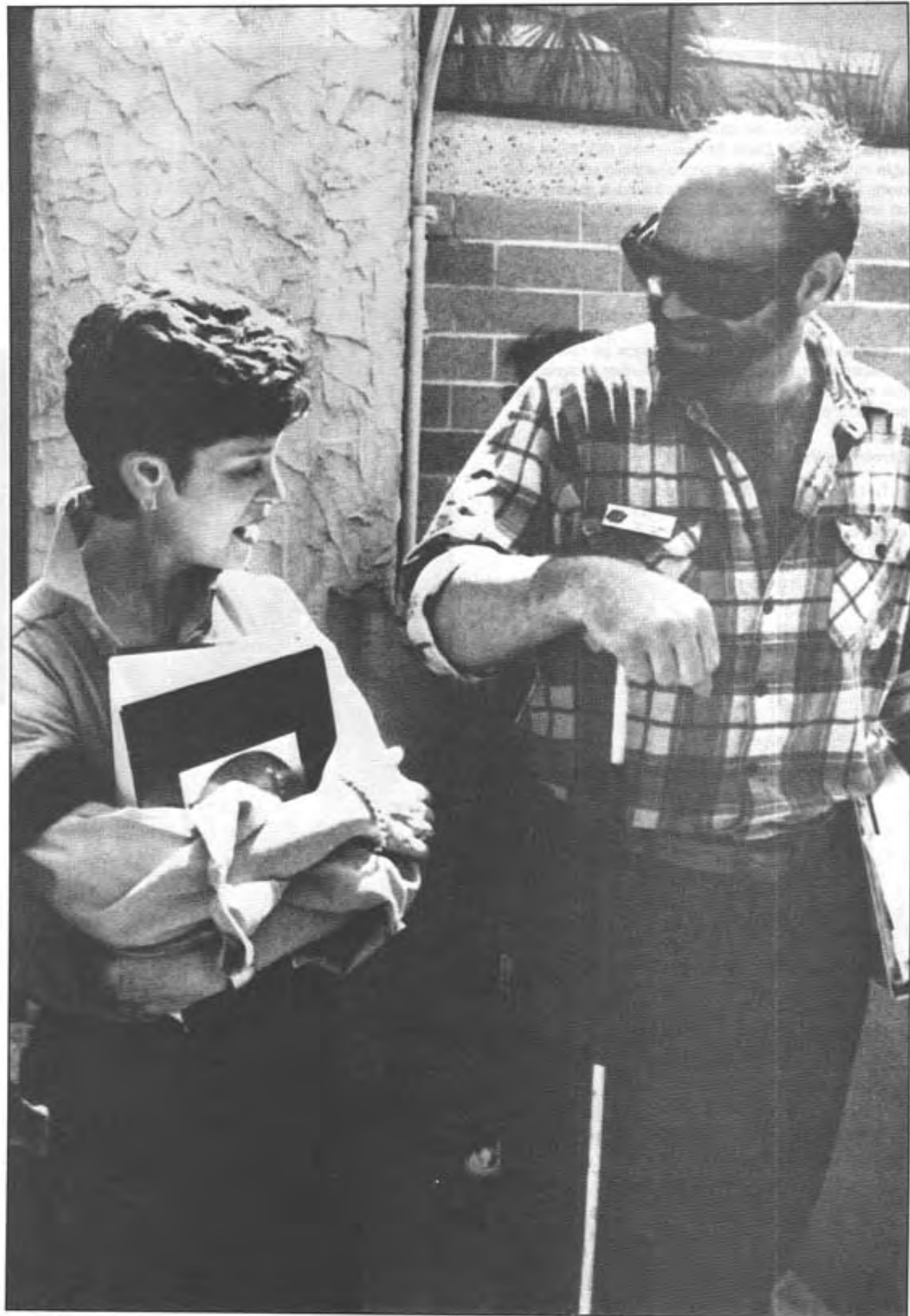
Driver's License Attendance Requirements

Florida law requires that attendance be taken on all students under 18 years of age. For further explanation of this law, speak with a program coordinator in the adult studies office.

Enrollment Verification

To be certified as full-time students in the adult high school program, students 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-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, Main Street Building, 901 Main Street, second Floor, 633-3281.

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, students are taught skills necessary to maintain a home effectively. In the communications component, students may learn braille, typing, use of handwriting aids and appropriate electronic equipment. Access to computers has been added to provide students training on the utilization of adaptive technology and software (such as ZoomText and Soft Vert). Personal safety is emphasized in orientation and mobility training, which allow individuals who are blind to move about safely and master skills necessary for independent travel. Counseling is also available for students and their families. For information, call 633-8220.

FCCJ's Women's Center

The Women's Center is located at the Downtown Campus, 101 W. 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 referrals 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. 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.) is a monthly luncheon with speakers on topics of interest to community, business and professional women. For information, call 633-8390.

Challenge: The Displaced Homemaker Program

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.

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, 101 West State St., Room 3106. Program availability is subject to continued funding by the Florida Department of Health and Rehabilitative Services. For information, call 633-8390.

Reach the Heights

Reach the Heights is located in the Women's Center, Room 3106, on Downtown Campus.

This program is for single parents, displaced homemakers and single, pregnant women who meet economic eligibility criteria and who want to enter associate in science degree programs or post-secondary certificate vocational training programs which lead to higher wages.

Assistance available for qualified individuals may include tuition, books and supplies, child care, transportation, career counseling, vocational assessment and support groups.

Program availability is subject to continued funding by Carl Perkins, a federal grant. For information, call 633-8390.

S.T.A.R.S. Program

The S.T.A.R.S. program is located in the Women's Center, Room 3076, on 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 who are 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 information, call 633-8412.

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 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. For information, call 633-8292.

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 people 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 the adult studies department at 633-8421.

Developmental Education Downtown Campus

Developmental education at 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 A-2100.

Operation Career Builders is a cooperative effort by FCCJ, the local building trades and the health and business communities to recruit individuals 18 years of age or older into a combined GED/VPI/exploratory vocational program. The project is designed to attract and retain students by placing them in vocational exploratory programs while completing preparatory instruction or their GED diploma.

The program offers:

1. GED/VPI studies
2. 150 hours of exploratory classes in business/computer technology and health-related occupations
3. assistance with registration for vocational classes in the building trades
4. TABE testing and vocational assessment
5. career advising and financial aid assistance
6. employability skills training

Program availability is subject to continued funding through Carl Perkins, Vocational and Applied Technology Act of 1990. For information, call 633-8268.

Gender Equity Program

The Gender Equity program is located in the Women's Center, Room 3106, Downtown Campus.

This program is designed to assist students entering training for an associate in science degree or post-secondary training certificate for a nontraditional career. Nontraditional careers for women are defined as those jobs in which the total number of workers includes fewer than 25 percent women. Nontraditional careers for men are those in which fewer than 25 percent of the workforce is composed up of men.

Both financial assistance and support services are offered. Financial assistance may be in the form of tuition, books, child care and/or transportation. Support services include support group meetings, vocational assessment and career counseling. For information, call 633-8390.

Bosom Buddies Program

The Bosom Buddies program is located in the Women's Center, Room 3079, Downtown Campus.

Bosom Buddies was founded in 1988 to provide education and emotional support to breast cancer survivors and heighten the awareness of women at high risk. The Bosom Buddies HOPE program (Health-Outreach-Prevention-Education) was developed primarily to serve women who might not have access to breast health care and breast cancer prevention education.

An information resource center is located in the Bosom Buddies office at the Women's Center. Women are encouraged to visit, receive personal support and take home educational material about breast health care and breast cancer.

Bosom Buddies maintains a telephone "heartline," participates in Health Fairs, provides speakers for civic organizations, makes hospital visits and conducts two monthly self-help classes for women with breast cancer.

The Bosom Buddies program is funded by grants and donations. For information, call 633-8246.

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 students. A primary element of ALERT is the advising and retention information sheet completed by students with the FCCJ admissions application. The collected data generates an ALERT orientation student profile permitting counselors and faculty to provide individualized assistance, focused upon students' goals and concerns. Students requiring academic assistance are 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 re-entry of students into 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.

College ID Card

FCCJ has an official photo identification card for students, faculty and staff called the *StarCard*. Students need the StarCard to use College facilities such as computer labs and student activity centers, and to check-out materials from FCCJ's learning resource centers. Students can also use the StarCard as an ATM card through membership in the Educational Community Credit Union (ECCU) and as a long distance calling card through Sprint Communications (subject to acceptance of terms and conditions offered by the ECCU and Sprint).

All FCCJ students are *required* to carry their StarCard whenever on campus and may be asked to present their StarCard to campus security officials upon request as proof of enrollment. There is an initial, one-time charge of \$5 for the StarCard. Lost or stolen StarCards must be replaced at a cost of \$10. The StarCard can be obtained at any campus I.D. center.

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 transfer institutions 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 counseling and advising center on each campus.

Counseling

Academic and personal counseling services are available within each student affairs office. Students are encouraged to consult with counselors to discuss issues relating to student life, interpersonal relations, study skills or any life coping concerns which may relate to their college experience.

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. computerized career planning, (an easy-to-use computer system that helps students with career decisions),
4. Career Options (self-directed, step-by-step career planning) and
5. career counseling, courses (SLS 1301 Career Planning and the World of Work and SLS 1401 Computerized Career Exploration), 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

For information on any program, call 766-6767 (voice) or 766-6766 (TDD).

Auxiliary Aids Program

Students should contact the disabled student specialist on the campus they plan to attend or call disabled student services at 766-6767 (voice) or 766-6766 (TDD). Available free services include:

1. tutorial services,
2. reader services,
3. interpreter services,
4. notetaker services,
5. availability of special considerations (including testing), and
6. substitute courses or CLAST waiver for graduation.

Course Substitution

Students with disabilities who experience difficulty in their course work should contact the disabled student specialist for assistance. If the disability interferes with the performance in the course, even with assistance, students may request a course substitution. Students submitting such a request should contact any campus dean of student affairs for the forms and procedures. All requests must be accompanied with appropriate documentation.

College Level Academic Skills Test (CLAST)

Students needing assistance or a waiver on the CLAST may do so as outlined under the CLAST section page 32, under general index.

Articulation Issues: Universities are required to admit community college students with A.A. degrees. They are not required to accept substitutions in the case of limited access programs. For the students' benefit, the College should work with the appropriate university to inform students of limited access program requirements and other requirements beyond transfer and graduation (i.e., CLAST for students exiting four-year programs in education is a requirement for applying for teacher certification in Florida).

Vocational Services Program

This course requires prior approval in advance of registration. For information, call 766-6767 (voice) or 766-6766 (TDD).

BED 0070 Career Planning for Students With Disabilities, provides specialized aptitude, interest inventory and career exploration for disabled individuals.

Independent Living for Adult Blind (ILAB)

These courses require prior approval in advance of registration. For information, call 633-8220.

1. HEC 0125 Home Management/ILAB. A rehabilitation program for individuals 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 admissions, student financial aid, veteran certification, and the records, registration and graduation process. College applications can be obtained from each campus enrollment services office. The office also accepts transcript requests for both academic and financial aid and registers individuals for the GED test.

Driver's License Attendance Requirements

Florida law requires that attendance be taken on all students under age 18 enrolled in adult studies preparation, adult studies review, adult high school completion, English as a Second Language and vocational programs. To obtain 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.

Campus Testing and Assessment Center

Credit-By-Examination

Students 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 (AP), College Level Examination Program (CLEP), DANTES 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 (PEP). For more information regarding the following tests, contact the campus testing and assessment center.

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 fiftieth percentile on approved tests. Fees are set by the College Entrance Examination Board. The test is administered by appointment to currently enrolled FCCJ students at any campus testing and assessment center.

Proficiency Examination Program (PEP) is Florida Community College at Jacksonville's program for awarding college credit by examination. The tests are administered by FCCJ three times per year. Fees are set by the FCCJ District Board of Trustees. Test fees are listed in the "Earn College Credit by Exam" brochure. Students may register for the tests at any campus testing and assessment center.

Subject Standardized Test (SST) is a program developed by the Department of Defense for awarding credit by examination under the auspices of Defense Activity for Non-traditional Educational Support (DANTES). Military personnel may obtain information, applications and a list of approved tests 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. Non-military students may contact the campus testing and assessment centers for information concerning registration, tests and fees. Students may submit credit earned through DANTES for Florida Community

College at Jacksonville credit evaluation through the Kent Campus academic assessment office. Approved tests are listed in the "Earn College Credit by Exam" brochure, and credit is awarded for scores at or above the 50th percentile as approved by the State Board of Education.

College Credit Entry Placement Testing

FCCJ's academic assessment office administers the American College Test (ACT) on nationally scheduled test dates. Information on this test may be obtained from any campus testing and assessment center.

In certain FCCJ programs (allied health, for example), 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 Computerized Placement Test (CPT) and companion as its course placement test. The tests include subtests of English, reading and mathematics skills.

FCCJ also accepts scores for the ACT and SAT. 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 Office
Kent Campus, Room A-104
3939 Roosevelt Blvd.
Jacksonville, FL 32205-8999

Information is available from any campus testing and assessment center.

Test of Adult Basic Education (TABE)

The adult and vocational assessment department 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.

Other Testing Services

High school competency testing is required of high school completion students. Refer to the high school completion section of this catalog for further details. For information contact FCCJ's Adult and Vocational Assessment Office, Urban Resource Center, 601 W. State St. Jacksonville, FL 32202 or call 632-5006.

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 for a more detailed description.

Registration and additional information on CLAST is available at any campus testing and assessment center.

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 at the academic assessment office.

Dental certification examination is administered through the Dental Assisting National Board Inc. for certification of dental assistants. For application and information concerning fees, call 766-6571.

Institutional testing is provided to those individuals who need secure testing conditions, such as testing for a correspondence course. Arrangements for testing services and fees must be made through adult vocational assessment in advance of the testing date.

Multi-state insurance licensing is provided to individuals 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.

The Nursing Assistant Certification Examination is given to individuals seeking state certification in the nursing assistant profession. Registration for the test is through the campus enrollment services office.

The 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 which provides the required continuing education for insurance agents in the state of Florida via home correspondence.

Automotive Service of Excellence Certification (ASE) tests are administered by the adult and vocational assessment department twice annually. These automotive technicians tests are administered twice annually to automotive technicians meeting the requirements for certification or recertification.

The 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, and

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.

Nursing certification examinations are administered twice annually for enterostomal therapy nurses, wound care nurses, ostomy care nurses and continence care nurses. Certification examinations for nurse anesthetists are administered annually.

Certification examinations are also administered annually for aerobics instructors, personal trainers and orthopedic technologists.

Environmental Protection Agency (EPA) technician certification examinations are administered on an as-needed monthly basis.

Keyboarding skill assessments of speed and precision are administered on an ongoing basis.

Federal Communication Commission (FCC) is a vocational exam administered monthly to commercial radio operators for licensing.

The State Emissions Recertification Test is administered to emissions inspectors for recertification.

The air conditioning/refrigeration exam is administered to technicians in this field of work requesting recertification.

Certified Professional Food Manager Certification is a professional stamp of approval for individuals working in the food service industry.

Additional testing information can be obtained by calling 632-5006.

Student Aid

Student financial aid assistance is made available from federal, state, private or institutional sources. Depending upon the type of aid, eligibility is determined by one or more of the following factors: financial need, academic achievement, disability and/or special talent. To be eligible, students must submit applications each year and maintain satisfactory progress. Minimum standards of progress for financial aid students are the same as for the general student population. (See previous section on "Standards for Student Success.") There are many types of financial assistance offered at FCCJ, including grants, loans, work programs and scholarships. Assistance is provided without regard to race, sex or age.

Grants are financial aid awards not requiring repayment.

Loans must be repaid and include interest. Repayment usually begins shortly after a student graduates, leaves school or starts attending less than half time.

Work Programs allow students to work and earn money to help pay for school. Some work programs are based on financial need, others are not.

Scholarships are available based on academic achievement, academic plans and/or other criteria.

Talent Grants pay tuition and fees for students who demonstrate outstanding talent or ability in a specific area.

The free application for federal student aid is used to determine eligibility for federal financial aid. Students should apply early, preferably by March 15. When requesting aid from federal sources, students may be required to provide documentation. Financial aid transcripts are also required for each college previously attended even when no aid was received. It takes approximately six weeks to process an application and make an award.

To be eligible for federal financial assistance, students must be enrolled in a college credit program or an eligible vocational program. A listing of eligible vocational programs is maintained in campus enrollment services offices. Students admitted under the following classifications are NOT eligible for financial aid: special student, non-degree seeking, accelerated college, audit, early admission, dual enrollment and international student (F1 Visa).

Application forms, brochures and handbooks providing more specific information are available for pickup at each of the campus enrollment services office or by mail via the College's Information Center, 9911 Old Baymeadows Road, Jacksonville, FL 32256.

Veterans Affairs

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

Chapter 30 - New GI Bill members of the armed forces who entered active duty for the first time after June 30, 1985.

Chapter 31 - Disabled Veterans members having a service-connected disability which entitles them to veteran compensation.

Chapter 32 - Veterans Educational Assistance Program members who initially entered service after Dec. 31, 1976.

Chapter 35- Survivor and Dependents sons, daughters, spouses and surviving spouses of veterans who died in service, as a result of a service-connected disability or became permanently and totally disabled.

Chapter 106 - Selected Reserve Program members of the selected reserve who are certified by their unit commander and the VA.

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. The following action must be taken once the veteran student has been admitted to the College.

1. Complete the necessary applications at the enrollment services office on any campus.
2. Provide a copy of DD214 or certificate of eligibility for survivors or dependents from VA.

3. Provide a copy of marriage licenses and birth certificates, if applicable.

Inquiries relating to benefits should be directed to the VA agency that is providing the benefits. Once students have been certified, they are required to notify the campus enrollment services office each time they make a change in enrollment.

Certification Restrictions

The College's veterans affairs office will audit all courses enrolled for students who are eligible to receive benefits. There are restrictions as to the programs and courses for which students will be certified.

1. Students may only be certified for programs, courses and terms approved by the state approving agency.
2. The declared program of study must be the same on both the College's record and the student's official Veteran Affairs file. Students must follow the program of study outlined in their graduation status sheet and can only be certified for courses which are required for graduation.
3. Students cannot be certified for an audit course, a course for which they have previously receive credit or the repeat of an "I" grade within one year.
4. An individual who enrolls exclusively in independent study courses, including telecourses, will be ineligible for benefits.
5. Non-punitive grades will be reported to the Department of Veterans Affairs and will affect the previously submitted certification within a given term.
6. Veteran students must achieve satisfactory academic progress in order to continue to be certified. Unsatisfactory progress must be addressed with an academic counselor before certification can be resumed. Minimum standards of progress are the same as for the general student population. See previous section on "Standards for Student Success."

Attendance Policy

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 a parent, spouse, children, brothers or sisters only. Must be supported by valid evidence that 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 no 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. Veterans reported for failure to attend class for two consecutive weeks will be contacted by the director of student aid. Without a satisfactory explanation

and immediate resumption of attendance, veterans 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. Individuals reported for excessive absence will be eligible for recertification at the beginning of the following term providing other enrollment criteria are met.

Deferment and Short-Term Loans

Short-term loans are available to students with documented need and ability to repay. Students must have no other source of funds with which to meet temporary costs of education. One deferment of tuition charges per year is available for veteran students who qualify. 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 no later than 60 calendar days from the beginning date of the term.

2. If the term is less than 60 calendar days, the obligation must be cleared no 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 activities calendar and the student activities newsletter.

Some of the programs offered each year include:

1. FCCJ Artist Series — a wide range of professional events in the areas of musical theatre, pop, drama and dance

2. film series — includes many film classics and a variety of contemporary and popular film selections

3. art exhibits — include continuous student art exhibits in the fine arts area at the South Campus as well as numerous guest exhibits and

4. special events — include a variety of Collegewide events such as the talent variety show, the Christmas dance, the spring dance and the Miss FCCJ Scholarship Pageant. In addition, numerous on-campus events are held each term, such as vaudeville acts, magicians, and chess and billiard exhibitions.

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 FCCJ Jazz Band and the FCCJ 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. Each campus SGA is charged with the responsibility of participating in the College's 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. Campus student activities offices provide 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, horseshoes, billiards and golf. Special discount passes to a variety of community recreational facilities, including bowling, golf, driving ranges, 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 and track and field.

Students may participate in the Collegewide intercollegiate athletic program regardless of the campus where they attend classes. Students interested in participation should contact the coach or the director of athletics and physical education.

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

Administrative Information For Students

Academic Freedom and Responsibility

In light of the stated philosophy of Florida Community College at Jacksonville, we, the District Board of Trustees of Florida Community College at Jacksonville, recognize that faculty shall have academic freedom to promote learning, in an educational environment free from unreasonable restraint.

A. As citizens of the United States, members of this academic community enjoy the same basic freedoms, rights, and responsibilities as all other citizens of this nation.

B. As teachers, members of this academic community should experience those freedoms and exercise those responsibilities related to the educational process. In order for this to take place, teachers should be free to research, to publish findings in the spirit of free inquiry, and to exercise academic responsibility in the classroom in examining and discussing subjects in a spirit of freedom and with a sense of direction.

The administration shall ensure that academic freedom exists to provide a means by which academic due process, as distinguished from civil due process, may be implemented.

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 FCCJ 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 observances, practices and beliefs of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments.

Students who have 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 students 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. Students 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. CPT, CLAST, CAT). 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 a course grade or the outcome of a standardized assessment,

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 violators to appropriate disciplinary action by the College authorities.

Prior to any disciplinary actions taken, students are entitled to procedural due process. This means that students shall be provided:

1. reasonable notice of the charges,
2. a general time frame for resolution, and
3. an opportunity to present their 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 College President, a vice president, campus president or an appropriate designated College officer may without a hearing temporarily order the removal from College property of individuals charged with a suspendable offense that is deemed to present a clear and present danger to the welfare of the College. Students 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 statements 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 of Trustees 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 associate 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 dean of 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 informally resolve any dispute between students 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 campus dean of student affairs office. 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 students for disciplinary reasons.

Grievance Procedures

Grievance procedures are provided for students who believe that they have 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, students 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 students.)

2. If the complaint cannot be resolved informally, then students 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 president and, if appropriate, the College counsel. Depending on the nature of the charge, the campus president 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 College President, who will render a final decision in a timely manner.

Policy Statement for Children on Campus

To assist in maintaining the appropriate environment conducive to learning and to protect minors from injury, no children under age 16 will be allowed in instructional areas and no unsupervised children in non-instructional areas during scheduled classes or while testing except during College approved events.

Parents and/or guardians are expected to assist FCCJ in maintaining a normal college environment that is conducive to learning. While visiting campus on short-term business, children should not be left unattended.

Every attempt should be made to arrange for appropriate child care at the FCCJ child development centers or private child care sources off campus.

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

Individuals 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

Director of Budget and 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 students reach the age of 18 or are enrolled in a postsecondary program, parents no longer have any rights to student information under this act unless students give written consent to release the information to their parents or the parents provide evidence that students are dependents of the parents as defined in section 152 of the Internal Revenue Code of 1954.

Under this act, students or parents (if eligible) will be accorded access to students' records 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 records to be reviewed in the presence of a representative of the custodian of records. Either students or parents (if eligible) have the right to challenge the content of any record they believe to be inaccurate, misleading or in violation of their rights or otherwise inappropriate and to insert into the record any written explanation of any matter therein. The custodian of the records challenged shall conduct a hearing upon the matter at a reasonable time and place at which time students or parents (if eligible) may present any evidence they 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 students or parents (if eligible) through established procedures to the student appeals review committee. Action by the College President on an appeal is final.

Students or parents (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 individuals to whom the information is to be released.

The following records are maintained in students' files: application for admission, transcripts from other colleges, academic history records and general correspondence.

The following information about individual students is classified as "directory information" and will be released upon request to any person. Individual students or parents (if eligible) have a right to submit a request in writing to the custodian of student records 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 learning resources center.

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 College 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. A College environment committee shall meet on an as needed basis to:

1. determine whether students or employees with a communicable disease may pose an imminent risk to the College community and
2. determine what action is in the best interest of students or employees 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. For information, call 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, students will be transported to the emergency room of a nearby hospital by private means of transportation of their choice or by the city rescue squad. Expenses incurred are the responsibility of students.

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 Jacksonville Sheriff's Office for investigation and an accident report.

Health and Accident Insurance

The College makes available a student health and accident policy which may be purchased on an optional basis. Information can be obtained at any campus student affairs office.

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 which should be affixed to the motor vehicle which the individual operates, drives or parks on facilities of the College. Decals are available at each campus security office and in the Martin Center for College Services.

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 courses in which the individuals are enrolled should be obtained prior to the purchase of books and supplies. Financial arrangements are matters between students 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 except where prohibited.

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 individuals need to be successful.

FCCJ 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 students which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College and
2. such acts or behaviors may include but are not limited to the consumption of alcoholic beverages on campus or at College functions, illegal use or possession of drugs or narcotics on campus or at College functions.

The College reserves the right to suspend, terminate or retroactively cancel the enrollment of students for disciplinary reasons. The College may also make referrals 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 related 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 students' classroom responsibilities are discouraged.

A faculty adviser will accompany the group or organization on all approved trips.

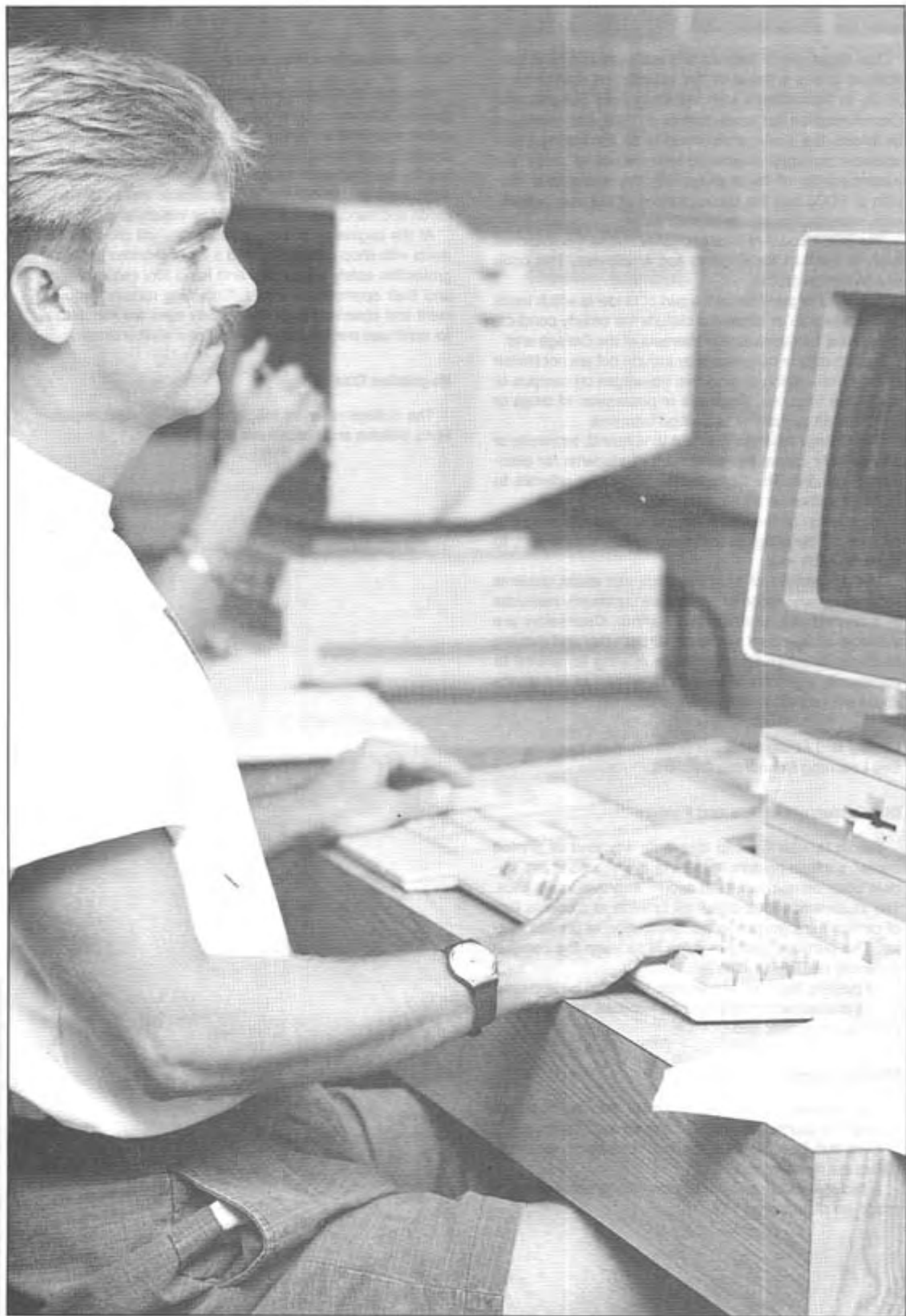
Occupational Education Safety

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 (LAC) 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 each LAC) 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 (CLAST) and preparing to increase their performance on this state-wide 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.-1 p.m. The computers are used less in the mid-afternoon and evening hours.



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Financial Information

College Credit Registration Fees

NOTE: Fees listed herein are subject to legislative budget constraints and, therefore may be changed with approval of the District Board of Trustees. 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.....\$ 35.80
 Non-Florida residents.....\$134.20

*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 students withdraw 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.....\$25
 International student.....\$80

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.

College I.D. Cards (StarCard)

Students attending classes on one of the College's four campuses, Urban Resource Center, Open Campus Deerwood Center, Geis Marine Center or Nassau Center will be required to carry the College I.D. at all times while on

campus. The cost is \$5. The cost for new students is included in the application fee. Lost or stolen StarCards will be replaced at a cost of \$10. The StarCard may be obtained at any campus I.D. center.

Late Registration Fee

Students who register 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, students 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 these students.

Parking Fines

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

College Level Academic Skills Test
(CLAST) examination*\$30
(*This fee is only charged to non-FCCJ students.)

Proficiency Examination Program
(PEP) examination\$35

College Level Examination Program
(CLEP) examination\$40
administration\$ 7

DANTES Subject Standardized Test
(SST) examination\$25
administration\$ 7

Employee Reimbursement

FCCJ full-time employees and their dependents may be reimbursed for courses taken at FCCJ. Employee or dependents must pay their own fees at registration. However, upon proof of satisfactory completion of coursework, 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 students 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 students' records. The final drop day will be scheduled so that all students 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, students' enrollment in that class will be cancelled, and they will be entitled to a 100 percent refund of fees paid for that class, less any indebtedness to the College. The College will notify students 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 veterans deferment is authorized and the College cancels the class(es), the deferment will be reduced by the amount of the cancelled class(es) for students.

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 working 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 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.

Card holders may authorize use of their 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

FCCJ's District Board of Trustees prohibits the registration of, release of transcripts to or the issuance of a certificate of completion or diploma to students whose accounts with the College are delinquent.

Payment should be brought in to the business affairs office at any campus or mailed to: Finance Office, Martin Center for College Services, Florida Community College at Jacksonville, 501 W. State St., Jacksonville, FL 32202. Students are responsible for ensuring payment is made.

Students who fail to pay these short term loans, veterans deferment or other debt by the date established by the College may be disenrolled or turned over to a collection agency and, as stated above, will not be able to register or receive transcripts.

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 students, these students are 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, students 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 students will be liable for any charges incurred on their behalf and will be billed by the College. Students 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 88 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. In addition, some courses may be assessed a materials fee. For actual course fees, 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 students withdraw 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

College I.D. Cards (StarCard)

Students attending classes on one of the College's four campuses, Urban Resource Center, Open Campus Deerwood Center, Geis Marine Center or Nassau Center will be required to carry the College I.D. at all times while on campus. The cost is \$5. The cost for new students is included in the application fee. Lost or stolen StarCards will be replaced at a cost of \$10. The StarCard may be obtained at any campus I.D. center.

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. These fees are non-refundable.)	
Validation of GED scores from out-of-state, United States Armed Forces Institute (USAFI) or DANTES (includes diploma if entitled)	\$ 5

Test fees will be waived for students enrolled in a high school course for credit, if students wish 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 students shall not exceed the cost of the items purchased for students.

Waiver of Tuition

No tuition fees are assessed for the following programs:

1. Adult basic education (ABE) or
2. FCCJ degree-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, students will be disenrolled from all classes affected by this returned check. For one full calendar year, the College will not accept a check from these students.

Parking Fines

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. Employees or dependents must pay their own fees at registration. However, upon proof of satisfactory completion of coursework, 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 the announcement, workshops or seminars which require special arrangements may provide no refund of fees if participants cancel after the time specified in the 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 the 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 veterans deferment is authorized and the College cancels the class(es) or the registration of students is cancelled, the deferment will be reduced by the amount of the cancelled class(es) for students.

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 students' enrollment in that class will be cancelled and students will be entitled to a 100 percent refund of fees paid for that class.

If the College cancels the class or the students' registration, the College will initiate the refund without written application by the students.

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 or charge cards.

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 students, students are 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, students 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 students will be liable for any charges incurred on their behalf and will be billed by the College. Students will be required to render payment within 10 days of the billing date.