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. The associate in arts degree programs of study for business administration and elementary education are listed on pages 39 through 40.

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 toward 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) and (2) 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 private 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. Colleges and universities may have different admission and program requirements. Selecting a major and transfer institution early is important. Some institutions have limited access programs which require students to meet specific admission requirements before being considered for admission into selected programs. 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 (36 semester hours) set forth on pages 28 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. major prerequisites (24 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.

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 five years or they will automatically be reassigned to the catalog in effect during their fifth year. Accordingly, students who enter under this catalog (1997/98) must graduate by the end of the Summer Term 2002, or they will automatically be reassigned to the 2001/2002 catalog requirements. 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 36 semester hours of coursework. The courses were chosen by the faculty to assist the student's accomplishment of the purpose and goals of general education and to develop skills, attitudes and understanding in these broad discipline areas.

Communication
Mathematics
Humanities
Natural Environment
Social Environment

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 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 1202   Finite Mathematics
STA 2023   Elementary 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 broader rather than narrow in scope.

AML 2012   American Literature: Colonial Times to 1900
AML 2022   American Literature: 1900 to Present
ARH 1000   Art Appreciation
ARH 2050   Art History I
ARH 2051   Art History II
ENL 2012   English Literature to 1750
ENL 2022   English Literature Since 1750
FIL 1000   The Movies as Art
HUM 2472   Intercultural Explorations
LIT 2100   Great Ideas in World Literature
MUH 2110   Survey of Music History
MUL 1010   Music Appreciation
PHI 2010   Introduction to Philosophy
REL 2000   Introduction to Religion
REL 2300   World Religions
THE 2000   Theatre Appreciation

IV. Natural Environment ....(minimum of 6 to 7 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

<div align="center">OR</div>

B. Choose one 3 or 4 credit course from the biological sciences and one 3 or 4 credit course from the physical sciences. (One of the courses must have a laboratory credit associated with it. These courses are 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 1002L   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 1589
EUH 1001   Western Civilization From 1589 to
               Present
ISS 1120   Origins of American Society (Economic,
               Political and Internal Institutions)
POS 2041   American Federal Government

B. Three semester hours from any of the following:

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)
ANT 2410   Cultural Anthropology
ASH 2005   History of the Far East
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
LAH 2000   History of the Americas
POS 2112   State and Local Government
PSY 1012   General Psychology
SOP 1002   Human Relations
SYG 2000   Introductory Sociology
SYG 2430   Marriage and Family

VI. Additional Hours.................(0 to 3 semester hours)
    Students may be required to take one to three additional semester hours of personal development or cultural diversity courses in these categories to bring their General Education Requirements up to 36 hours. College Preparatory Reading students who are not exempt from the reading portion of CLAST must take REA 1105.

A. Communications

AML 2600	Introduction to African-American Literature (3 credits)
CRW 2000	Introduction to Imaginative Writing (3 credits)
ENC 2103	CLAST Review: Reading, Essay and English Language Skills (1 credit)
ENC 2105	CLAST Review: English Language Skills and Essay (1 credit)
LIT 2000	Introduction to Literature (3 credits)
LIT 2380	Introduction to Women in Literature (3 credits)
LIT 2930	Special Topics in Literature: An Introduction to Multicultural Literature (2 credits)
REA 1105	College Reading/Critical Analysis (2 credits) (Required of some students. See above.)
REA 2125	CLAST Review: Reading Skills (1 credit)
REA 2205	Reading for Speed and Comprehension (3 credits)

B. Mathematics

CGS 1003	Introduction to Using Microcomputers (2 credits)
CGS 1060	Introductory Computer Concepts (3 credits)
CGS 1570	Microcomputer Application Software (3 credits)
MGF 2204	Topics in Finite Mathematics (1 credit)

C. Natural Science

HLP 1081	Health Analysis and Improvements (2 credits)

D. Humanities

ART 1001C	Studio Art for Beginners and Non-Majors (3 credits)
ART 1201C	Design I (3 credits)
ART 1300C	Drawing I (3 credits)
ARH 2004	Introduction to Non-Western Art (3 credits)
FRE 2200	Intermediate French I (3 credits)
GER 2200	Intermediate German I (3 credits)
HUM 2410	Humanities of Asia (3 credits)
HUM 2472	Intercultural Explorations (3 credits)
PHI 2600	Moral and Political Philosophy (3 credits)
REL 2300	World Religions (3 credits)
RUS 2200	Intermediate Russian I (3 credits)
SPN 2200	Intermediate Spanish I (3 credits)
TPP 2110	Acting I (3 credits)

E. Social Science

AMH 2092	African-American History and Culture (From African Origins through Reconstruction) (3 credits)
AMH 2093	African-American History and Culture (From World War I to the Present) (3 credits)
ANT 2410	Cultural Anthropology (3 credits)
ASH 2005	History of the Far East (3 credits)
FAD 1230	Family Dynamics (3 credits)
LAH 2000	History of the Americas (3 credits)
SLS 1201	Personal Development (3 credits)
SOP 1502	Dynamics of Behavior (3 credits)

**Total hours required
from Areas I–VI...................................36 semester hours**

Major Prerequisites

The additional semester hours (maximum of 24) 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 should 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 courses.

In addition to addressing the field of study of an intended major at the upper-level university, students are encouraged to include in these 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 major prerequisites............24 semester hours

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

Conditions:

1. Not more than four of the 24 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.

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 from section A of communications, ENC 1101 English Composition I and ENC 1102 English Composition II; 3,000 words in one oral communications course from section B of communications; 7,000 words in two humanities courses (either two courses from section A or one course from section A and one course from section B); and 2,000 words in social sciences (any one course from section A). In all writing courses, a grade of "C" or better is required to meet the A.A. degree requirements.

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

College Level Academic Skills Test

College-Level Academic Skills Test (CLAST) is a statewide test of college-level 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, for those students who are not eligible for CLAST exemptions, by Florida statutes and rules of the State Board of Education.

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

1. plan to complete the associate in arts degree or

2. plan to complete the associate in science degree and transfer to Florida public universities.

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

The following guidelines apply to those students who are required to take CLAST:

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 2105 CLAST Review: English Language Skills and Essay, ENC 2103 CLAST Review: Reading, Essay and English Language Skills, REA 2125 CLAST Review: Reading, 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.

Eligibility for CLAST Exemption

In accordance with Florida Statutes dealing with the college-level communications and computation skills examination (CLAST), students who meet certain conditions, as explained below, may be exempt from having to pass CLAST in order to fulfill their associate in arts (A.A.) degree requirements.

Students who meet any of the following conditions may be exempt from the communications portions of CLAST (Essay, English Language Skills and Reading) to fulfill A.A. degree requirements:

*1. A score of 500 or above on the Verbal section of the Scholastic Aptitude Test (SAT-I)

*2. A score of 21 or above in English on the Enhanced American College Testing Program (ACT) and a score of 22 or above in Reading on the Enhanced American College Testing Program (ACT)

*3. An entry placement test score which did not place the student into college preparatory English and a 3.0 grade point average in four credit units from high school English courses specified for admission to state colleges and universities

4. An entry placement test score which did not place the student into college preparatory English or reading (NOTE: REA 1105 is not considered college preparatory.) and a 2.5 grade point average for two English composition courses, ENC 1101 and ENC 1102

Students who meet any of the following conditions may be exempt from the mathematics portion of CLAST to fulfill A.A. degree requirements:

*1. A score of 500 or above on the Quantitative section of the Scholastic Aptitude Test (SAT-I)

*2. A score of 21 or above in mathematics on the Enhanced American College Testing Program (ACT)

*3. An entry placement test score which did not place the student in college preparatory mathematics and a 3.0 grade point average in three credit units from high school mathematics courses specified for admission into state colleges and universities

4. An entry placement test score which did not place the student in college preparatory mathematics and a 2.5 grade point average for any two mathematics courses from the General Education Requirements for mathematics (NOTE: MAT 0025 cannot be used to determine this average.)

Students who meet any of the conditions listed above for both the communications and mathematics portions of the CLAST may be exempt from having to take CLAST at all to fulfill A.A. degree requirements.

Students will need to supply any documentation not already on file with FCCJ to verify these conditions.

These exemptions for CLAST hold for both first-time takers as well as retakers of CLAST.

Students who feel they meet any of the conditions specified above must apply for CLAST exemption by contacting one of the campus counseling/advising centers for student affairs.

The skills on the next page are measured by CLAST.

*PENDING APPROVAL BY STATE BOARD OF EDU-CATION. CONSULT AN ADVISOR OR COUNSELOR FOR FURTHER INFORMATION.

COMMUNICATION SKILLS

CLAST skills are required in these broad categories:

	ENC 1101	ENC 1102	REA 1105	SPC 2600

READING:

Skill	ENC 1101	ENC 1102	REA 1105	SPC 2600
Recognizes main ideas in a given passage	X	X	X	
Identifies supporting details	X	X	X	
Determines meanings of words on the basis of context	X	X	X	
Recognizes stated relationships between words, sentences and ideas	X	X	X	
Recognizes the author's purpose	X	X	X	
Distinguishes between statements of fact and statements of opinion	X	X	X	
Detects bias and prejudice	X	X	X	
Recognizes author's tone	X	X	X	
Perceives implicit as well as explicit relationships between words, sentences and ideas	X	X	X	
Recognizes valid arguments and draws logical inferences and conclusions		X	X	

LISTENING:

Skill	ENC 1101	ENC 1102	REA 1105	SPC 2600
Recognizes main ideas				X
Identifies supporting details				X
Recognizes explicit relationships among ideas				X
Recalls basic ideas and facts				X
Perceives the speaker's purpose and organization of ideas and information				X
Discriminates between statements of fact and statements of opinion				X
Distinguishes between emotional and logical arguments				X
Detects bias and prejudice				X
Recognizes the speaker's attitude				X
Synthesizes and evaluates by drawing logical inference and conclusions				X
Recalls the implications and arguments				

WRITING:

Skill	ENC 1101	ENC 1102	REA 1105	SPC 2600
Selects a subject which lends itself to expository writing	X	X		
Determines the purpose for writing	X	X		
Limits the subject to a topic which can be developed adequately within the requirements of time, purpose and audience	X	X		
Formulates a thesis statement which reflects the purpose	X	X		
Develops the thesis statement	X	X		
Demonstrates effective work choice	X	X		
Employs conventional sentence structure	X	X		
Employs effective sentence structure	X	X		
Observes the conventions of standard American English grammar and usage	X	X		
Uses standard practice for spelling, punctuation and capitalization	X	X		
Revises, edits and proofreads units of written discourse to assure clarity, consistency and conformity to the conventions of standard American English	X	X		

SPEAKING:

Skill	ENC 1101	ENC 1102	REA 1105	SPC 2600
Determines the purpose of the oral discourse				X
Chooses a topic and restricts it according to purpose				X
Fulfills the purpose of the discourse				X
Employs vocal variety in rate, pitch and intensity				X
Articulates clearly				X

- Employs the level of American English appropriate to the designated audience
- Demonstrates nonverbal behavior which supports the verbal message

COMPUTATIONAL SKILLS

CLAST mathematics examination items and score reports are provided in

these broad categories:

MATHEMATICS SKILLS

Arithmetic Skills:

Skill	MAC 1102	MAC 1140	MGF 1202	STA 2023
Adds and subtracts rational numbers	X	X	X	X
Multiplies and divides rational numbers	X	X	X	X
Adds and subtracts rational numbers in decimal	X	X	X	X
Multiplies and divides rational numbers in decimal form	X	X	X	X
Calculates percent increase and percent decrease	X	X	X	
Solves the sentence a% of b is c, where values for two of the variables are given				X
Recognizes the meaning of exponents				
Recognizes the role of the base number in determining place value in the base-ten numeration system	X	X	X	
Identifies equivalent forms of positive rational numbers involving decimals, percents and fractions	X	X	X	
Determines the order relation between real numbers	X	X	X	
Identifies a reasonable estimate of a sum, average or product of numbers	X	X	X	
Infers relations between numbers in general by examining particular number pairs			X	
Solves real-world problems which do not require the use of variables and which do not involve percent			X	
Solves real-world problems which do not require the use of variables and which do require the use of percent	X	X	X	
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		X	X	
Calculates distances	X	X	X	
Calculates areas	X	X	X	
Calculates volumes	X	X	X	
Identifies relationships between angle measures			X	
Classifies simple plane figures by recognizing their properties	X	X	X	
Recognizes similar triangles and their properties	X	X	X	
Identifies appropriate units of measurement for geometric objects	X	X	X	
Infers formulas for measuring geometric figures	X	X	X	
Selects applicable formulas for computing measures of geometric figures	X	X	X	
Solves real-world problems involving perimeters, areas, volumes of geometric figures	X	X	X	
Solves real-world problems involving the Pythagorean property	X	X	X	
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			X	
Determines equivalence or nonequivalence of statements			X	
Draws logical conclusions from data			X	
Recognizes that an argument may not be valid even though its conclusion is true			X	
Recognizes valid reasoning patterns as illustrated by valid arguments in everyday language			X	
Selects applicable rules for transforming statements without affecting their meaning			X	
Draws logical conclusions when facts warrant them			X	
			X	

MATHEMATICS SKILLS (continued)

Algebra Skills:

	MAC 1102	MAC 1142	MGF 1207	STA 2023
• Adds and subtracts real numbers	X	X	X	X
• Multiplies and divides real numbers	X	X	X	X
• Applies the order-of-operations agreement to computations involving numbers and variables	X	X	X	X
• Uses scientific notation in calculations involving very large or very small measurements	X	X	X	
• Solves linear equations	X	X	X	X
• Solves linear inequalities	X	X	X	
• Uses given formulas to compute results, when geometric measurements are not involved	X	X	X	X
• Finds particular values of a function	X	X	X	X
• Factors a quadratic expression	X	X	X	
• Finds the roots of a quadratic equation	X	X	X	
• Solves a system of two linear equations in two unknowns	X	X	X	
• Uses properties of operations correctly	X	X	X	X
• Determines whether a particular number is among the solutions of a given equation or inequality	X	X	X	
• Recognizes statements and conditions of proportionality and variation	X	X	X	
• Identifies regions of the coordinate plans which correspond to specified conditions and vice versa	X	X	X	
• Uses applicable properties to select equivalent equations and inequalities	X	X	X	X
• Solves real-world problems involving the use of variables aside from commonly used geometric formulas	X	X	X	X
• Solves problems that involve the structure and logic of algebra	X	X	X	X

Statistics Skills, Including Probability:

	MAC 1102	MAC 1142	MGF 1207	STA 2023
• Identifies information contained in bar, line and circle graphs			X	X
• Determines the mean, median and mode of a set of numbers			X	X
• Uses the fundamental counting principle			X	X
• Recognizes properties and interrelationships among the mean, median and mode in a variety of distributions			X	X
• Chooses the most appropriate procedure for selecting an unbiased sample from a target population			X	X
• Identifies the probability of a specified outcome in an experiment			X	X
• Infers relations and makes accurate predictions from studying statistical data			X	X
• Interprets real-world problems involving frequency and cumulative frequency tables			X	X
• Solves real-world problems involving probabilities			X	X

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 Requirements 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., 1997 — 1998) 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 Arts Degree
Programs of Study

The state of Florida has adopted common prerequisites for each major that are required at all ten state universities. These courses should be completed as part of the associate in arts degree (A.A.). It is also important to note that for all the same major, each university may have different admission requirements in addition to the common prerequisites. In some universities, common prerequisites must be completed in order to be admitted into a program. These programs are identified as Limited Access. Contact a counselor or adviser for more information about each major.

To meet the A.A. degree requirements and course/ admission requirements to a university, it is important that each A.A. student identify a major and transfer institution as soon as possible. Admission to a university is based on proper selection of the required courses and meeting the admission criteria. Students transferring to a Florida university should complete the associate in arts degree (36 credits of general education/CLAST), the common prerequisites (some common prerequisites may also meet general education requirements), and obtain the admission criteria to be successful in the transfer process.

Below are two examples of majors transferring to the University of North Florida. Remember, even though there are common prerequisites, the admission criteria for the same major may be different at each institution.

Business Administration (102)
Associate in Arts

1. Completion of FCCJ's Associate in Arts degree
   36 credits of general education
   24 credits of common prerequisites
   CLAST

2. Common prerequisites   Hours

ACG 2021	Financial Accounting	4
ACG 2071	Managerial Accounting	3
*ECO 2013	Principles of Economics I	3
ECO 2023	Principles of Economics II	3
*MAC 2233	Calculus for Business and Social Sciences	3
CGS 1100	Microcomputer Applications for Business and Economics	4
*STA 2023	Elementary Statistics	3
OR		
QMB 2100	Business Statistics	3

*These courses also meet the social environment and mathematics general education requirements.

Admission Requirements (UNF)
1. A grade of "C" or above is required for all prerequisites.
2. Prerequisites must be completed within five years of beginning continuous enrollment at UNF.
3. Please be aware of the immunization, foreign language (eight credits in college or two years in high school), and continuous enrollment policies.
4. Prerequisites should be taken as part of the community college program. Students not meeting the prerequisites may be admitted to the college after arranging a program of study which includes the deficiencies.

Elementary Education (126)
Associate in Arts

1. Completion of FCCJ's associate in arts degree
   36 credits of general education
   24 credits of common prerequisites
   CLAST (note: CLAST is required for teacher certification)

2. Common prerequisites

Education Core Prerequisites		**Hours**
EDF 1005	Introduction to Education + field experience	3
EDF 2085	Teaching Diverse Populations + field experience	3
EME 2040	Introduction to Educational Technology	3

General Program Prerequisites   **15**

These courses are required *beyond* those taken to meet general education requirements.

  a) fine arts or humanities
  b) political science, sociology, economics, cultural geography, or speech
  c) mathematics
  d) natural sciences
  e) psychology

Courses recommended to meet the above requirements:

	Hours
Fine arts or Humanities	3
Fundamentals of Speech	3
Mathematics	3
Natural Sciences	3
Foundations of Child Psychology	3

Admission Requirements (UNF)

Please be aware of immunization, foreign language (eight credits in college or two years in high school), and continuous enrollment policies of the university.

Undergraduate Teacher Education Admission Criteria
Effective Fall 1996 Semester

The following are the three categories of admission criteria by which students will be directly admitted into COEHS teacher education programs:

1) Cumulative GPA of 2.5 and a 40th Percentile on the SAT or ACT:

SAT	840	Test date 3/31/95 or before
SATI	950	Test date 4/1/95 or after
ACT	19	Test date 9/30/89 or before
ACTE	20	Test date 10/1/89 or after

2) Cumulative GPA of 3.0 or Higher and a Minimum Test Score on One of the Following Tests:

SAT	740	Test date 3/31/95 or before
SATI	870	Test date 4/1/95 or after
ACT	17	Test date 9/30/89 or before
ACTE	18	Test date 10/1/89 or after

3) Students Who Have Completed a Bachelors Degree from a Regionally Accredited Institution with a Minimum GPA of 2.5

The following prerequisites are required for admission to the program and should be taken at the community college. However, students may still be admitted to the university prior to completion of the prerequisites. A grade of "C" or above is required for prerequisites.

NOTE 1: Lower division requirements must include at least nine credit hours of coursework with an international or diversity focus. The eligible courses will be determined by the receiving institution. EDF 2085, Teaching Diverse Populations satisfies three hours of this requirement. The remaining six credits can be satisfied by selecting any two of the following courses:

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)
ANT 2410	Cultural Anthropology
ASH 2005	History of the Far East
CPO 2002	Introduction to Comparative Government
GEA 1000	World Geography
GEO 2420	Cultural Geography
HUM 2410	Humanities of Asia
HUM 2472	Intercultural Explorations
INR 2002	International Relations
LAH 2000	History of the Americas
LIT 2100	Great Ideas in World Literature
LIT 2380	Introduction to Women in Literature
REL 2300	World Religions

NOTE 2: At least one course taken to meet the natural science requirements in General Education and/or General Program Prerequisites must include a laboratory component.

NOTE 3: A course in human growth and development can be used to meet the psychology requirement.

Plan ahead to avoid paying for excess credits or being denied admission to a university. Contact a counselor or adviser for more information about each major.

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, fashion marketing, interior design, 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 43 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 program 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 submitted to the FCCJ Veterans Affairs Office for certification completion.

The program manager or program 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 submitted to the Veterans Affairs Office for certification completion. 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.

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 their 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 2002, 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. Students who place into college preparatory courses are required to complete designated college preparatory courses with a grade of "C" or better regardless of program of study.

7. 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
<u>Area A</u>
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

<u>Area B</u>
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
MGF 1202   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. Humanities ....Three 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
<u>Area A</u>
Computer Sciences:
CGS 1060   Introductory Computer Concepts
CGS 1570   Microcomputer Application Software

<u>Area B</u>
Communication:
ENC 1102   English Composition II
ENC 2210   Technical Report Writing
OST 2335   Applied Business Communications
SPC 2600   Fundamentals of Speech Communication

<u>Area C</u>
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

<u>Area D</u>
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 2021   Financial Accounting
ADV 2000   Advertising
APA 1001   Applied Accounting
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 1003   Introduction to Using Microcomputers

CGS 1060	Introductory Computer Concepts
CGS 1100	Microcomputer Applications for Business and Economics
CGS 1564	Introduction to Windows
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
MAN 2590	Materials Management
MAR 1011	Principles of Marketing
MKA 1021	Salesmanship
MNA 2400	Labor Relations
OST 1051	Personal Preparation for Business Careers
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 2335	Applied Business Communications
OST 2771	Word Processing for Windows I
OST 2773	Word Processing for Windows II
OST 2821	Desktop Publishing Using Word Processing
QMB 2100	Business Statistics
RMI 1521	Principles of Insurance
STA 2023	Elementary Statistics
TRA 1010	Principles of Transportation

Selective Access Programs

Dental hygiene, emergency medical services (EMS) technology, emergency medical technology (EMT), histo-technology, medical laboratory technology, nursing, paramedic, physical therapist assistant and respiratory therapy programs are selective access programs and have special selection and admission criteria and proce-dures 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.

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. Students who place into college preparatory courses are required to complete designated college preparatory courses with a grade of "C" or better regardless of program of study.

4. 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 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 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		
Child Development Early Intervention (313)	T.C.			X		
Civil Engineering Technology (204)	A.S.	X				
Computer Engineering Technology (273)	A.S.	X				
Computer Information Systems Analysis (Computer Network Technology) (26B)	A.S.				X	
Computer Information Systems Analysis (Integrated Systems Specialist) (268)	A.S.	X	X	X	X	
Computer Programming and Applications (205 or 266)	A.S.	X	X	X	X	
Criminal Justice Technology (239)	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 26A)	A.S.			X		
Drafting and Design Technology (CADD) (206)	A.S.	X				
Electronics Engineering Technology (274)	A.S.	X				
Emergency Medical Services (EMS) (Associate Degree) (251)	A.S.			X		
Emergency Medical Technician (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	
Graphic 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		

Program	Award	D	K	N	S	URC
Human Services (291)	A.S.			X		
Human Services (Public Assistance Specialist) (21C)	A.S.	X	X	X	X	
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			
Interpreter Training Program for Hearing Impaired (21A)	A.S.				X	
Legal Assisting (299)	A.S.		X		X	
Marketing Management (250)	A.S.	X	X	X	X	
Medical Laboratory Technology (Associate Degree) (220)	A.S.			X		
Nursing (Associate Degree) R.N. (227)	A.S.			X		
Nursing (Associate Degree) R.N. (Bridge Option For Licensed Practical Nurses) (261)	A.S.			X		
Office Management Technology (Executive Support) (265)	A.S.	X	X	X	X	
Office Systems Specialist (357, 374, 375, 376, 377, 379, 380, 386, 387, 389 or 390)	T.C.	X	X	X	X	
Paramedic (393)	T.C.			X		
Physical Therapist Assistant (22A)	A.S.			X		
Professional Pilot Technology (258)	A.S.		X			
Radio and Television Broadcast Programming (232)	A.S.				X	
Radiography (254)	A.S.			X		
Radiography (Mayo Clinic Option) (292)	A.S.			X		
Real Estate Management (230)	A.S.	X	X	X	X	
Respiratory Care (244)	A.S.			X		
Restaurant Management (212)	A.S.			X		
Theatre and Entertainment Technology (21B)	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 43 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 2021 — Financial Accounting
*Social and Behavioral Sciences Area A
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
MAC 1102 College Algebra...3
*Humanities 3
*General Education Elective Area A 3

Credit Hours 15

Professional Core Courses
ACG 2021 Financial Accounting 4
ECO 2013 Principles of Economics I.................................3
GEB 1011 Introduction to Business 3
OST 2335 Applied Business Communications..................3
QMB 2100 Business Statistics 3

ACG 2100 Intermediate Accounting I 3
ACG 2110 Intermediate Accounting II 3
ACG 2071 Managerial Accounting....................................3
TAX 2000 Individual Taxes 3

Credit Hours 28

Professional Electives   **Credit Hours 21**
(Select from the following.)
**General Electives

Total Credit Hours 64
*Refer to A.S. degree General Education Requirements.
**Refer to A.S. degree general electives.

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 43 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
ETI 1420 — Engineering Materials and Processes
ENC 1101 — English Composition I
ETD 1100 — Engineering Drawing
MAC 1102 — College Algebra
OR
MAC 1140 — Precalculus 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 3
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..3
BCN 2614 Planning and Estimating..................................3
ETD 2538 CAD-Architectural 3
ETG 2502 Engineering Mechanics 3
ETG 2530 Testing and Strength of Materials 3

ETI 1700 Occupational Safety 3
ETD 2542 Structural Drafting 3
ETC 2220 Soils and Foundations 3
MAC 2253 Calculus for Engineering Technology.............3

Credit Hours 51

Total Credit Hours 66

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

Automotive Service Management Technology (236)
Associate in Science

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

Instruction is provided in the diagnosis, repair and service of engines, fuel and emission systems, brakes, drive trains, steering and suspension systems, transmissions, electrical systems, electronic engine controls and automotive computer control systems. The program also includes instruction in safe and efficient work practices, 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 43 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
MGF 1202 Finite Mathematics..3
OR
MAC 1102 College Algebra
*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 43 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 Sciences Area A
MAC 1102 — College Algebra
OR
MAC 1140 — Precalculus Algebra
ATT 1100 — Private Pilot Ground School

Course Number and Title	Credits

General Education
ENC 1101 English Composition I.......................................3
*Social and Behavioral Sciences Area A 3
MAC 1102 College Algebra..3
OR
MAC 1140 Precalculus Algebra (4 cr.)
*Humanities 3
ENC 1102 English Composition II.....................................3

	Credit Hours	15

Professional Core Courses
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 43 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

Course Number and Title	Credits

General Education
ENC 1101 English Composition I..3
*Social and Behavioral Sciences Area A 3
MAC 1102 College Algebra...3
OR
MAC 1140 Precalculus Algebra (4 cr.)
*Humanities 3
BSC 2085C Human Anatomy and Physiology I 3

	Credit Hours	15

Professional Core Courses
EET 1035 Fundamentals of DC/AC Electricity 3
CET 1461 Computer Applications in Engineering 3
MAC 1114 College Trigonometry.......................................3
EET 1037 DC/AC Network Analysis 3
EET 1144 Solid-State Devices...3
CET 1114 Digital Fundamentals 3
MAC 2253 Calculus for Engineering Technology..............3
EET 2147 Solid-State Circuit Analysis..............................3
EST 2112 Electrical-Electronic Control Systems...............3
EST 1412 Biomedical Technology and Techniques..........3
EST 2436 Biomedical Instrumentation I.............................3
CET 2123 Microprocessor Fundamentals 3
ENC 2210 Technical Report Writing..................................3

**ETG 2502 Engineering Mechanics 3
CHM 1032C Principles of General Chemistry 4
EST 2438 Biomedical Instrumentation II............................3
EET 2940 Biomedical Practicum 4

	Credit Hours	53
	Total Credit Hours	68

*Refer to A.S. degree General Education Requirements.
**Students may substitute PHY 2053C General Physics I.

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 43 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
OR
MAC 1140 — Precalculus 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 Sciences Area A	3
*Humanities	3
Credit Hours	15

Professional Core Courses
BCN 1001 Introduction to Building Construction 3
ETD 1100 Engineering Drawing 3
ETI 1420 Engineering Materials and Processes 3
ACG 2021 Financial Accounting 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..3
BCN 2614 Planning and Estimating...................................3
ETI 2781 Industrial Supervision 3
ETG 2502 Engineering Mechanics 3

ETG 2530 Testing and Strength of Materials 3
ETC 2220 Soils and Foundations 3

                Credit Hours   43

Professional Electives   **Credit Hours 6**
(Select from the following.)
ACG 2071 Managerial Accounting
BCT 1113 Blueprint Reading
CGS 2470 Computer Aided Drafting and Design
ENC 1102 English Composition II
ETD 2542 Structural Drafting
MAC 1140 Precalculus Algebra
SOP 1502 Dynamics of Behavior
TAR 2120 Architectural Drafting

            Total Credit Hours   64
*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 43 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

Course Number and Title	Credits

General Education
ENC 1101 English Composition I.......................................3
*Social and Behavioral Sciences Area A..........................3
MAC 1102 College Algebra..3
*Humanities 3
*General Education Elective Area A 3

	Credit Hours	15

Professional Core Courses
ACG 2021 Financial Accounting 4
GEB 1011 Introduction to Business 3
QMB 2100 Business Statistics..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 18**
(Select from the following.)
**General Electives

	Total Credit Hours	64

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.

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. 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 Design	3
GEB 1011 Introduction to Business	3
ENC 1101 English Composition I	3
OR	
OST 1601 Fundamentals of Business Communications	
OST 2335 Applied Business Communications	3
COP 2120 COBOL Programming	3
COT 1000 Data Processing Mathematics	3
APA 1001 Applied Accounting	3
OR	
ACG 2021 Financial Accounting (4 cr.)	
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	36
Total Credit Hours	36

*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 Jan. 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 programs 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 43 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.
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 Education...3

OR
CHD 1110 Infant and Toddler Care I (Development)
OR
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
CGS 1570 Microcomputer Applications............................3

Credit Hours   36

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   63
*Refer to A.S. degree General Education Requirements.
**Refer to A.S. degree general electives.

Child Development
Early Intervention (313)
Technical Certificate

The purpose of this program is to prepare students for employment as child development center teachers, early intervention associates, child development center curriculum coordinators, infant/toddler teachers, preschool teachers, providers of care in school age programs, providers of care for children with disabling conditions, family day care providers, home visitors, child development center managers, or to provide supplementary training for persons previously or currently employed in these occupations. For more information contact 766-6627.

Course Number and Title	Credits
Professional Courses	
CHD 1220 Child Growth and Development I	3
CHD 1380 Curriculum for Young Children I	3
CHD 1381 Curriculum for Young Children II	3
CHD 1382 Curriculum for Young Children III	3
CHD 1710 Child Growth and Development II	3
CHD 1949 Cooperative Education Work Experience I	3
CHD 2949 Cooperative Education Work Experience II	3
DEP 2004 Human Growth and Development	3
OST 1581 Professional Development in the Work Environment	3
SLS 1101 Dynamics of Student Success	3
SLS 1201 Personal Development	3
Total Credit Hours	33

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 43 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
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.)
*Humanities 3

Credit Hours   15

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

ETC 2220 Soils and Foundations 3
ETG 2530 Testing and Strength of Materials 3
ETD 2548 CAD-Civil...3

Credit Hours   48

Total Credit Hours   63

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

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 43 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 1461 — Computer Applications in Engineering

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

MAC 2253 Calculus for Engineering Technology..............3
CET 1461 Computer Applications in Engineering 3
ETI 2781 Industrial Supervision 3

Credit Hours   50

Professional Electives   **Credit Hours 3**
(Select from the following.)
COP 1000 Introduction to Programming and
   Algorithm Design
COP 2200 FORTRAN Programming
COP 2220 Introduction to C Programming

Total Credit Hours   68

*Refer to A.S. degree General Education Requirements.
**Students may substitute PHY 2053C General Physics I.

Computer Information Systems Analysis (Computer Network Technology) (26B)
Associate in Science

The computer network technology specialization degree provides the necessary coursework to enable graduates to administer and manage complex local area networks. Emphasis will be placed on administering, troubleshooting, connecting, planning and maintaining local area networks. The program prepares graduates for roles of network administrators in the corporate environment. The courses will prepare students to take the network certification examinations.

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 43 of the catalog.

Initial Advising Courses

During your 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
CGS 1060 — Introductory Computer Concepts
COP 1000 — Introduction to Programming and
   Algorithm 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
OST 2335 Applied Business Communications...................3
OR
ENC 1102 English Composition II
OR
SPC 2600 Fundamentals of Speech Communication

                            Credit Hours   15

Professional Core Courses
CGS 1060 Introductory Computer Concepts.....................3
OR
CGS 1570 Microcomputer Applications
COP 1000 Introduction to Programming and
   Algorithm Design 3
COP 2612 Microcomputer Operating
   Systems Concepts 3
CET 2186 Computer Peripherals and Interfacing..............3
CDA 2500 Introduction to Data Communications..............3
CGS 1550 Local Area Network (LAN) Administration
   with Windows NT Server..4

CGS 1551 Local Area Network (LAN) Administration
   with Netware...4
CDA 2502 Computer Networks...3
CDA 2524 Advanced Computer Networks 4
CDA 2525 Advanced Local Area Network
   Administration...4
CDA 2527 Network Analysis and Design 4
CET 2496 Network Service and Troubleshooting 4
**CDA 1949 Cooperative Education Work Experience I ...3

                            Credit Hours   45

Professional Electives   **Credit Hours 3**
(Select from the following.)
CDA 2949 Cooperative Education Work Experience II
COP 2220 Introduction to C Programming
COP 2332 Introduction to Windows Programming Using
   Visual Basic
COP 2334 Object-Oriented Programming with C++
COP 2701 Database Design and Programming for
   Microcomputers
CGS 2555 Introduction to the Internet

                         Total Credit Hours   63

*Refer to A.S. degree General Education Requirements.
**An approved elective may be substituted for this course if students have verifiable, related work experience and approval by program adviser.

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 43 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
CGS 1060 — Introductory Computer Concepts
COP 1000 — Introduction to Programming and
    Algorithm Design

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
SOP 1002 Human Relations	3
*Mathematics	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 2542 Database Concepts for Microcomputers 3
COP 2612 Microcomputer Operating Systems
    Concepts 3
CIS 2321 Information Systems 3
CET 2186 Computer Peripherals and Interfacing 3

CGS 1570 Microcomputer Applications 3
OST 2335 Applied Business Communications 3
CDA 2500 Introduction to Data Communications 3
CDA 2502 Computer Networks 3
CIS 1949 Cooperative Education Work Experience I 3
CIS 2401 User Support and Software Evaluation 3

Credit Hours 36

Professional Electives **Credit Hours 12**
CDA 2524 Advanced Computer Networks
CDA 2525 Advanced Local Area Network Administration
CDA 2527 Network Analysis and Design
CET 2496 Network Service and Troubleshooting
CGS 1550 Local Area Network (LAN) Administration
    with Windows NT Server
CGS 1551 Local Area Network (LAN) Administration
    with Netware
CGS 1580 Introduction to Desktop Publishing
CGS 2512 Spreadsheet Concepts and Practices
CGS 2525 Introduction to Multimedia
CGS 2555 Introduction to the Internet
COP 2332 Introduction to Windows Programming
    Using Visual Basic
COP 2701 Database Design and Programming
    for Microcomputers
GRA 2740 Producing Multimedia
**OST 2771 Word Processing for Windows I
***General Electives

Total Credit Hours 63

*Refer to A.S. degree General Education Requirements.
**Students must have keyboarding skills. (See course prerequisite.)
***A minimum of three hours must be selected from the A.S. degree general electives.

Computer Programming and Applications (205 and 266)
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. 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 43 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
*Mathematics	3
*Humanities	3
OST 2335 Applied Business Communications	3
OR	
ENC 1102 English Composition II	
Credit Hours	15

(205 and 266)
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
APA 1001 Applied Accounting	3
OR	
ACG 2021 Financial Accounting (4 cr.)	
MAN 2021 Principles of Management	3
CIS 2321 Information Systems	3
Credit Hours	21

Mainframe Computer Specialty (205)

COP 2120 COBOL Programming	3
COP 2200 FORTRAN Programming	3
OR	
COP 2220 Introduction to C Programming	
OR	
COP 2121 Advanced COBOL Programming	
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

Midrange Computer Specialty (266)

NOTE: This specialty emphasizes the IBM AS/400.

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

(266) Professional Electives   Credit Hours 9
(Select from the following.)
A minimum of three hours from CDA, CGS, CIS or COP
prefix courses
**General Electives
For a list of courses, see the general electives for associ-
ate in science degree program on pages 42-43.

(205) Professional Electives   Credit Hours 12
(Select from the following with advisement from the faculty
adviser.)
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 associ-
ate in science degree program on pages 42-43.

Total Credit Hours   63

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

Criminal Justice Technology (239)
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 must meet certain course and test requirements. For details refer to university transfer requirements on page 43 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
*Mathematics	3
*Humanities	3
*General Education Elective	3
Credit Hours	15

Professional Core Courses	
CCJ 1010 Introduction to Criminology	3
CCJ 1020 Introduction to Criminal Justice	3
CCJ 1030 Man, Crime and Society	3
CCJ 1220 Criminal Law, Evidence and Procedure	3
CCJ 1400 Police Administration	3
CCJ 1300 Introduction to Corrections	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
*Natural Science With Lab	4
Credit Hours	37

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 2667 Victimology
CCJ 2930 Special Topics/Seminars — Criminology
CCJ 2933 Special Topics — Corrections
CJD 2310 Police Supervision
CJT 2801 Introduction to Private Security
*A.S. General Education Course(s)
**General Electives

　　　　　　　　　Total Credit Hours　　64
*Refer to A.S. degree General Education Requirements.
**Refer to A.S. degree general electives.

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 43 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
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
*Mathematics..3
*Humanities 3
PSY 1012 General Psychology...3
SPC 2600 Fundamentals of Speech Communication.......3

<div align="center">

Credit Hours   15
</div>

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

CJD 2310 Police Supervision..3
Credits granted for completing the certificate academy
    track program 19

<div align="center">

Credit Hours   49

Total Credit Hours   64
</div>

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

Culinary Management (259)
Associate in Science

Mission: The Institute of the South for Hospitality and Culinary Arts is dedicated to the meaningful learning and excellent teaching that enables our students to achieve their full potential in the hospitality, dietetics and food service industries. Our long term goal is to empower students to become leading partners in a dynamic prosperous community.

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.

Prospective students must be advised by a Culinary Arts Professor immediately upon enrolling at FCCJ and before the first semester classes are selected, to ensure proper sequence. Students will also be advised by a counselor for general academic and financial direction. The program manager, with the approval of the academic dean, may require additional courses or make substitutions to meet the individual student needs. This program is offered at North Campus during the day and evening.

A culinary/dietetics option is available for students desiring multi-disciplinary training. This option will enable graduates to use culinary arts, nutrition and food service management skills in a variety of traditional and non-traditional job settings. Successful completion of this program qualifies graduates to take the national registration examination of the American Dietetic Association. Please see the dietetic technician program.

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

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

Not all core courses are offered every term. There is a specified order in which many courses must be completed. The recommended sequence is available in a student handout.

For further information on this program contact: Program Manager, Institute of the South for Hospitality and Culinary Arts, North Campus, Room D-316, 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 43 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
FOS 1201 — Sanitation and Safety Management
CGS 1060 — Introductory Computer Concepts
OR
CGS 1570 — Microcomputer Applications
HFT 1265 — Restaurant 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

Credit Hours   15

Professional Core Courses
FOS 1201 Sanitation and Safety Management 3
FSS 1120 Management of Food and Beverage
    Purchasing...3
FSS 1202 Food Production I...3
FSS 1221 Food Production II..3
FSS 1240 American Regional Foods 3
FSS 1242 International Foods 3
FSS 1246 Baking 3
FSS 2300 Supervision and Personnel Management 3
FSS 2942 Culinary Management Internship I....................3
FSS 2943 Culinary Management Internship II...................3
HFT 1000 Introduction to Hospitality Management 3
HFT 1265 Restaurant Management 3
HUN 1203 Culinary Nutrition..3

Credit Hours   39

Professional Electives   **Credit Hours 10**
(Select from the following.)
FSS 1100 Menu and Marketing Management
FSS 1247 Pastries and Desserts
FSS 1248 Garde-Manger
FSS 2284 Catering and Buffet Management
FSS 2501 Food and Beverage Control Management
SLS 1931 Selected Topics in Student Life Skills

Total Credit Hours   64
*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 sciences and clinical courses. Graduates will be able to practice the profession of dental hygiene upon successful completion of the national and state licensure examinations.

Admission

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 should 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 California Achievement Test (CAT)
5. 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 and evidence of current basic life support certification (CPR)
6. it is strongly recommended that students complete the following courses prior to applying for admission:
BSC 2085C Human Anatomy and Physiology I,
BSC 2086C Human Anatomy and Physiology II,
CHM 1032C Principles of General Chemistry
AND
ENC 1101 English Composition I

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 43 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
MAC 1102 — College Algebra
OR
MGF 1202 — Finite Mathematics

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
MAC 1102 College Algebra	3
OR	
MGF 1202 Finite Mathematics	
*Humanities	3
SOP 1002 Human Relations	3
**BSC 2085C Human Anatomy and Physiology I	3
Credit Hours	15

Professional Core Courses
**BSC 2086C Human Anatomy and Physiology II	3
**CHM 1032C Principles of General Chemistry	4
**MCB 2013C Microbiology	4
HUN 1201 Human Nutrition	3

Dental Hygiene Courses
**DEH 1800C Clinical Dental Hygiene I	6
**DEH 1802C Clinical Dental Hygiene II	7
**DES 2050 Pharmacology and Oral Medicine	2
**DES 2042 Oral Pathology	2
**DEH 2507C Dental Hygienists Expanded Duties	2
**DEH 2602 Periodontics	2
**DEH 2701 Community Dentistry	3
**DEH 2804C Clinical Dental Hygiene III	7
**DEH 2806C Clinical Dental Hygiene IV	8
**DES 1220C Dental Radiology	3
**DES 1100C Dental Materials and Laboratory	2
**DES 1021C Dental Anatomy	3
**DEH 1001C Introduction to Clinical Procedures	3
**DEH 1002C Dental Hygiene Instrumentation	4

**DEH 1720 Preventive Dentistry 2
**DEH 2830 Dental Hygiene Office Management 2
**DES 1030 Oral Histology and Embryology 1

Credit Hours	73
Total Credit Hours	88

*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 AND HEPATITIS B IMMUNIZATION. CONTACT PROGRAM CHAIRPERSON 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.

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 Applications.............................3
OST 1581 Professional Development in the Work
    Environment 3
SOP 1002 Human Relations...3
MCB 2013C Microbiology 4
CHM 1032C Principles of General Chemistry 4
Credits Granted for Sonography Certificate.....................30

	Credit Hours	56

Professional Electives   **Credit Hours 1**
OST 1051 Personal Preparation for Business Careers
OST 1273 Effective Notetaking
CGS 1564 Introduction to Windows
SLS 1931 Selected Topics in Student Life Skills

	Total Credit Hours	72

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

Dietetic Technician (260 or 26A)
Associate in Science

Mission: The Institute of the South for Hospitality and Culinary Arts is dedicated to the meaningful learning and excellent teaching that enables our students to achieve their full potential in the hospitality, dietetics and food service industries. Our long term goal is to empower students to become leading partners in a dynamic prosperous community.

The dietetic technician program prepares students to function at the generalist level of dietetic care under the supervision of a registered 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 59A-4.100. Successful completion of the program qualifies graduates to take the national registration examination administered through the Commission of Dietetic Registration. Passing of this examination certifies candidates as Dietetic Technicians, Registered (D.T.R.).

A culinary/dietetics option is available for students desiring multi-disciplinary training. This option will enable graduates to use culinary arts, nutrition and food service management skills in a variety of traditional and non-traditional job settings. Successful completion of this program qualifies graduates to take the national registration examination.

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 and an approved chef's uniform and black non-skid shoes. Textbooks are required for a majority of courses.

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

Not all core courses are offered every term. There is a specified order in which some courses must be completed. The recommended sequence is available in a student handout.

See the program adviser for specific provisions.

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 43 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-316, 766-5563.

Initial Advising Courses

After enrolling at FCCJ and completing general testing and counseling, students must meet with the dietetic professor or program manager to initiate "The Steps For Successful Completion of Core Courses."

1. Placement test scores shall meet minimum requirements for entrance into college-level English and mathematics courses, or the proper remediation courses must be taken. Students cannot enroll in further dietetic technician core courses until remedial courses are completed.

2. First semester students must complete core courses HUN 1201 and FSS 1202 with a "C" or higher. If presently enrolled in these courses, mid-term grades will be used and continuation in the program will be conditional upon completion of courses with "C" or higher.

3. Students must follow the dietetic technician program course sequence. Many core courses offered in sequence meet only once a year.

By November 1, students will submit a completed application for successful continuation in the program courses to the Institute for the South office.

During their beginning semesters at the College, students should complete the following unless test scores indicate that college preparatory studies courses may be needed. A grade of "C" or higher must be earned in all core courses in order to continue in the program.
ENC 1101 — English Composition I
FOS 1201 — Sanitation and Safety Management
FSS 1202 — Food Production I
HUN 1201 — Human Nutrition
*Mathematics

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	3
OR	
MAC 1102 College Algebra	
*Humanities	3
CGS 1060 Introductory Computer Concepts	3
OR	
CGS 1570 Microcomputer Applications	
Credit Hours	15

Professional Core Courses

DIE 1204 Clinical Nutrition, Phase I...................................3
DIE 1201 Clinical Nutrition, Phase II.................................3
DIE 2120 Supervision and Personnel Management
    for Dietetics..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
HUN 1201 Human Nutrition 3
FSS 1202 Food Production I...3
FSS 1221 Food Production II..3
SPC 2600 Fundamentals of Speech Communication 3
BSC 2010C Principles of Biology I....................................4

	Credit Hours	34

(260) Dietetic Technician   **Credit Hours 15**
Professional Electives
(Select five of the following courses.)
FOS 1201 Sanitation and Safety Management
FSS 1120 Management of Food and Beverage
    Purchasing
HSC 1531 Medical Terminology
HUN 1003 Weight Management Through
    Nutrition and Fitness
HUN 1410 Pediatric Nutrition
HUN 1471 Geriatric Nutrition
SLS 1101 Dynamics of Student Success

	Total Credit Hours	64

(26A) Culinary Management/Dietetic   **Credit Hours 15**
Technician Option
(All of the following.)
FSS 2942 Culinary Management Internship I....................3
FSS 1240 American Regional Foods 3
FSS 1120 Management of Food and Beverage
    Purchasing..3
HFT 1265 Restaurant Management 3
FOS 1201 Sanitation and Safety Management................3

	Credit Hours	15
	Total Credit Hours	64

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

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 43 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 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
TAR 2120 Architectural Drafting 3
ETD 2350 CAD-Advanced 3
ETI 1700 Occupational Safety 3
ETD 2538 CAD-Architectural 3
ETG 2502 Engineering Mechanics 3
ETI 2781 Industrial Supervision 3
ETD 2542 Structural Drafting...3
ETD 2536 CAD-Mechanical Electrical 3

ETD 2548 CAD-Civil..3
BCT 1113 Blueprint Reading 2

Credit Hours   47

Total Credit Hours   62

*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 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 43 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 1461 — 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 3
CET 1461 Computer Applications in Engineering 3
EET 1144 Solid-State Devices...3
CET 1114 Digital Fundamentals 3
ETI 2781 Industrial Supervision 3
MAC 1114 College Trigonometry.......................................3
EET 1037 DC/AC Network Analysis 3
CET 2123 Microprocessor Fundamentals 3
EET 2147 Solid-State Circuit Analysis...............................3
MAC 2253 Calculus for Engineering Technology..............3
EST 2112 Electrical-Electronic Control Systems...............3
**ETG 2502 Engineering Mechanics 3
ETI 1700 Occupational Safety 3
EET 2324 Communications Electronics 3

	Credit Hours	45

Professional Electives   **Credit Hours 8**
(Select from the following.)
CET 2173 Microcomputer Systems Troubleshooting
CGS 2470 Computer Aided Drafting and Design
COP 2200 FORTRAN Programming
COP 2220 Introduction to C Programming
ENC 1102 English Composition II
EST 2603 Robotics
ETM 2310 Fluid Mechanics
MAC 1140 Precalculus Algebra
PHY 1020 Physics for Liberal Arts
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 General Physics I.

Emergency Medical Services (EMS) (Associate Degree) (251)
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. 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, BSC 2085C and BSC 2086C Human Anatomy and Physiology I and II, and MCB 2013C 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.

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. (Contact the EMS office for application deadline.)

4. Applicants must document all eligibility requirements:

(1) FCCJ Student number and classification 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 admission test or successful completion of required prep courses

(6) Proof of PIP car insurance

(7) Copy of drivers license

(8) Original photograph

(9) Physical examination (required upon acceptance to the program)

(10) Completion of BSC 2085C Human Anatomy and Physiology I and BSC 2086C Human Anatomy and Physiology II with a grade of "C" or better

5. CPTS will have to be taken by those students not having a grade for EMT. Applicants will be ranked according to the quality points earned in EMT, and BSC 2085C and BSC 2086C Human Anatomy and Physiology 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 their 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. This will be the applicant's responsibility to provide this documentation.

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 43 of the catalog.

NOTE: Non-degree seeking students may refer to the paramedic technical certificate program on page 105 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
PSY 1012 — General Psychology
*Humanities

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
PSY 1012 General Psychology	3
MAC 1102 College Algebra	3
OR	

MGF 1202 Finite Mathematics
*Humanities 3
BSC 2085C Human Anatomy and Physiology I 3

<div style="text-align:center">Credit Hours   15</div>

Professional Core Courses
**EMS 1059 First Responders: Emergency
   Care Training...3
BSC 2086C Human Anatomy and Physiology II 3
EMS 1119 Fundamentals of Emergency Medical Care 6
EMS 1401 Fundamentals of Emergency Medical
   Care Clinical Experience...4
EMS 2271 EMT-Paramedic Phase I..................................6
EMS 2271L EMT-Paramedic Phase I — Lab/Clinical 6
EMS 2272 EMT-Paramedic Phase II.................................6
EMS 2272L EMT-Paramedic Phase II — Lab/Clinical 6
EMS 2273 EMT-Paramedic Phase III................................4
EMS 2273L EMT-Paramedic Phase III — Lab/Clinical 8

<div style="text-align:center">Credit Hours   52</div>

Professional Electives   **Credit Hours 6**
(Select from the following.)
EMS 2761 Emergency Medical Services Education
EMS 2311 Management of Emergency Medical Services
CGS 1570 Microcomputer Applications

<div style="text-align:center">Total Credit Hours   73</div>

*Refer to A.S. degree General Education Requirements.
**Students who have successfully completed the health care core may substitute the core for EMS 1059.

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.

Emergency Medical Technician (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 applications will not be considered. (Contact EMT office for application deadline.)

4. Applicants must document all eligibility requirements:

(1) FCCJ Student number and classification 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 admission 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 mathematics prep courses must enroll in, and successfully complete, mathematics along with EMT.)

(6) Proof of PIP car insurance

(7) Copy of drivers license

(8) Original photograph

(9) Physical examination (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
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	4
Credit Hours	13
Total Credit Hours	13

*Students who have successfully completed the health care core may substitute the core for EMS 1059.

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 chairperson, 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 43 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
APA 1001 Applied Accounting 3
CTE 1812 Retail Merchandising 3
CTE 2851 Sales Promotion..3
CTE 2852 Visual Merchandising..3

CTE 2880 Retail Merchandising Internship 7
CTE 2891 Fashion Marketing Career Development 2
ECO 2013 Principles of Economics I 3

	Credit Hours	24

and one of the following technical specialties:
Merchandising (229)
CTE 1401 Basic Textiles..3
CTE 1821 Merchandising Mathematics..............................3
CTE 1827 Retail Buying...3
CTE 1840 Merchandising Information 3
CTE 2831 Retail Computer Applications 3
CTE 1856 Retail Salesmanship 3
CTE 2200 Wardrobe Planning and Updating 3
CTE 2853 Fashion Show Production..................................3

	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
CTE 1840 Merchandising Information 3
SPC 2600 Fundamentals of Speech Communication 3
CTE 1821 Merchandising Mathematics..............................3
CTE 2200 Wardrobe Planning and Updating 3

	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
CTE 1840 Merchandising Information 3
CTE 1827 Retail Buying...3

	Credit Hours	24

OR
Design (256)
CTE 1300 Introduction to Clothing Construction 3
**CTE 1310 Basic Clothing Construction...........................3
CTE 1340 Advanced Clothing Construction 3
CTE 1350 Tailoring I 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

	Total Credit Hours	63

*Refer to A.S. degree General Education Requirements.
**Students exempted from CTE 1310 will take CTE 2712 Designing for Special Needs

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 43 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.....................3
OR
CGS 1570 Microcomputer Application Software

Credit Hours 15

Professional Core Courses
ACG 2021 Financial Accounting 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 1100 Keyboarding/Introduction to
   Word Processing 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 37

Professional Electives   Credit Hours 12
(Select one from the following.)
CGS 1100 Microcomputer Applications for
   Business and Economics
CGS 2512 Spreadsheet Concepts and Practices
CGS 2525 Introduction to Multimedia
CGS 2542 Database Concepts for Microcomputers
AND
(Select two from the following.)
ACG 2071 Managerial Accounting
APA 1001 Applied Accounting
GEB 1011 Introduction to Business
INR 2002 International Relations
OST 1324 Business Mathematics Using Calculators
OST 1355 Introduction to Information and Records
   Management
OST 1949 Cooperative Education Work Experience I
MAN 2021 Principles of Management
MAN 2800 Small Business Management
MAR 1011 Principles of Marketing
MKA 1021 Salesmanship

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

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: 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 43 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
ENC 2210 Technical Report Writing..................................3

Credit Hours   15

Fire Services Management (211)
FFP 1000 Introduction to Fire Protection..........................3
FFP 1100 Fire Service Organization..................................3
FFP 1110 Fire Company Supervision and
   Management 3
FFP 1315 Fire Codes and Standards 3
FFP 2150 Fire Service Instructor 3
FFP 2400 Fire Fighting Tactics and Strategy 3
FFP 2500 Hazardous Materials I 3
FFP 2501 Hazardous Materials II 3

CGS 1060 Introductory Computer Concepts.....................3
*Social and Behavioral Sciences 3
*General Education Elective Area B, C or D......................3

Credit Hours   33

OR
Fire Safety Inspector (21I)
FFP 1000 Introduction to Fire Protection..........................3
FFP 1200 Fundamentals of Fire Prevention......................3
FFP 1315 Fire Codes and Standards 3
FFP 1620 Private Fire Protection Systems........................3
FFP 2300 Fire Codes and Building Construction 3
FFP 2326 Blueprints Reading and Plans...........................3
FFP 2500 Hazardous Materials I 3
FFP 2501 Hazardous Materials II 3
CGS 1060 Introductory Computer Concepts.....................3
*Social and Behavioral Sciences 3
*General Education Elective Area B, C or D......................3

Credit Hours   33

OR
Fire Company Officer I (21F)
FFP 1000 Introduction to Fire Protection..........................3
FFP 1110 Fire Company Supervision and
   Management 3
FFP 1200 Fundamentals of Fire Prevention......................3
FFP 1620 Private Fire Protection Systems........................3
FFP 2150 Fire Service Instructor 3
FFP 2400 Fire Fighting Tactics and Strategy 3
FFP 2500 Hazardous Materials I 3
FFP 2501 Hazardous Materials II 3
CGS 1060 Introductory Computer Concepts.....................3
*Social and Behavioral Sciences 3
*General Education Elective Area B, C or D......................3

Credit Hours   33

OR
Hazardous Material Technician (21H)
FFP 2500 Hazardous Materials I 3
FFP 2502 Introduction to Hazardous Materials/
   Waste Management 3
FFP 2515 Introduction to Environmental Law and
   Policies 3
FFP 2520 Sampling and Monitoring of Hazardous
   Conditions..3
FFP 2522 OSHA Hazardous Waste Operation and
   Emergency Response...3
FFP 2523 Hazard Site Analysis 3
FFP 2524 Transportation of Hazardous Materials.............3
FFP 2526 Oil Pollution Prevention and Response 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 2210 Fire Investigation
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
**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, 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 43 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-Laboratory 4
GRA 1540 Layout and Design 3
GRA 1800 Introduction to Computer Graphics 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 1801 Computer Illustration and Design 3
GRA 2577 Electronic Imaging I 3

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	39

Professional Electives	**Credit Hours 10**

GRA 1530 Typography: History and Terminology
GRA 1531 Typography and Design I
GRA 1543 Principles of Graphic Design
GRA 1544 Graphic Design I
GRA 1545 Graphic Design II
GRA 1546 Graphic Design III
GRA 1801 Computer Illustration and Design
GRA 1800 Introduction to Computer Graphics
GRA 1821 Desktop Publishing for Graphic Design
GRA 2508 Color Theory
GRA 2577 Electronic Imaging I
GRA 2578 Electronic Imaging II
GRA 2905 Directed Independent Study for Graphic Arts
**General Electives

Total Credit Hours	64

*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 ensure 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 43 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	
Credit Hours	15

Professional Core Courses	
ART 1300C Drawing I	3
GRA 1530 Typography: History and Terminology	3
GRA 1531 Typography and Design I	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 1801 Computer Illustration and Design	3
GRA 1800 Introduction to Computer Graphics	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	
GRA 2841 Web Page Design for the Internet	
MAR 1011 Principles of Marketing	
OST 1581 Professional Development in the Work Environment	
OST 1100 Keyboarding/Introduction to Word Processing	
PGY 2401C Photography I	
Total Credit Hours	64

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

Health Information Management (277)
Associate in Science

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

The program is accredited 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. Graduates are eligible to apply to write the national qualifying examination for certification as an Accredited Record Technician (ART) upon successful completion of the A.S. degree.

This is a limited access program. A separate application is required for admission and certain prerequisite coursework must be completed. For information call 632-5065.

Selective Access Criteria

Students desiring admission to the health information management program must meet the following requirements:
1. have a valid FCCJ student number,
2. complete, with a "C" or higher BSC 2085C, BSC 2086C, *mathematics and ENC 1101,
3. have CPTS scores, and
4. turn in completed program application by the deadline.

Students will be ranked on the quality points earned in the four courses listed above. Students who verify work experience in health information management will earn two points a year, up to a maximum of six points. In the event of a tie, the CPTS scores (English, reading and elementary algebra) will be used as a tie-breaker.

The top 20 ranked students will be notified by mail of acceptance. Those not responding to the letter will be replaced by students on the waiting list.

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 43 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
ENC 1101 — English Composition I
HSC 1531 — Medical Terminology
*Mathematics

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
SOP 1002 Human Relations	3
OR	
SOP 1502 Dynamics of Behavior	
*Humanities	3
CGS 1060 Introductory Computer Concepts	3
*Mathematics	3
Credit Hours	15
Professional Core Courses	
HSC 1531 Medical Terminology	3
MAN 2021 Principles of Management	3
OST 1581 Professional Development in the Work Environment	3
OST 2335 Applied Business Communications	3
MRE 1000 Health Information Management I	4
MRE 1430 Concepts of Disease	3
MRE 1800 Health Information Practicum I	2
MRE 1202 ICD-9-CM Coding Principles and Laboratory	4
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
BSC 2085C Human Anatomy and Physiology I	3
BSC 2086C Human Anatomy and Physiology II	3
CGS 1570 Microcomputer Applications	3
Credit Hours	52
Total Credit Hours	67

*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. Selected professional core courses may be available via the Internet. Contact program chairperson for details.

Application

Histologic technology is a selective access program and admission to the program is limited. Applicants are admitted into the program prior to fall term; 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 National Association for Accrediting Clinical Laboratory Science.

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 43 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
HSC 1531 — Medical Terminology
MAC 1102 — College Algebra
CHM 1025C — Introduction to General Chemistry
BSC 2010C — Principles of Biology I

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences Area A	3
MAC 1102 College Algebra	3
*Humanities	3
BSC 2085C Human Anatomy and Physiology I	3
Credit Hours	15
Professional Core Courses	
CHM 1025C Introduction to General Chemistry	4
HSC 1531 Medical Terminology	3
CHM 2045C General Chemistry and Qualitative Analysis I	4
BSC 2010C Principles of Biology I	4
MCB 2013C Microbiology	4
BSC 2086C Human Anatomy and Physiology II	3
MLT 2190C Histology	4
MLT 2191 Histotechniques I	4
MLT 2840L Histotechnology Practicum I	6
MLT 2192 Histotechniques II	4
MLT 2841L Histotechnology Practicum II	8
MLT 2193C Histopathology	3
CHM 2046C General Chemistry and Qualitative Analysis II	4
MLT 2191L Histotechniques I Lab	1
MLT 2192L Histotechniques II Lab	1
MLT 2194 Histotechniques III	3
MLT 2194L Histotechniques III Lab	1
Credit Hours	61
Total Credit Hours	76

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

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, STUDENTS MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS AND HEPATITIS B IMMUNIZATION. CONTACT PROGRAM CHAIRPERSON FOR ADDITIONAL INFORMATION.

Hospitality Management (214)
Associate in Science

Mission: The Institute of the South for Hospitality and Culinary Arts is dedicated to the meaningful learning and excellent teaching that enables our students to achieve their full potential in the hospitality, dietetics and food service industries. Our long term goal is to empower students to become leading partners in a dynamic prosperous community.

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 second largest and fastest growing business in Florida. Associate in science degree students with an educational background in this business are in demand.

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

Immediately upon enrolling and before selecting first semester courses prospective students must be advised by the hospitality management professor to ensure proper course sequencing. They will by 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 and 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.

Not all courses are offered every term. There is a specific order in which many courses must be completed. The recommended sequence is available in a student handout.

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 43 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 courses may be needed.
HFT 1000 — Introduction to Hospitality Management
HFT 1250 — The Management of Hotel/Motel Operations
CGS 1060 — Introductory Computer Concepts
OR
CGS 1570 — Microcomputer Applications
*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	
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
FSS 1221 Food Production II	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
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 7**
(Select from the following.)
HFT 2700 Tourism
HFT 1434 Club Operations Management
FSS 2284 Catering and Buffet Management
SLS 1931 Selected Topics in Student Life Skills

Total Credit Hours	64

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

Human Services (291)
Associate in Science

The human services program is designed to prepare students for occupations in substance abuse care. The curriculum includes both classroom and clinical experiences. A separate application is required for admission.

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 43 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
PSY 1012 — General Psychology
BSC 1005 — Life in Its Biological Environment
SYG 2000 — Introductory 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	4
HUS 2520 Theoretical Aspects of Human Behavior and Addiction Counseling	4
HUS 2682 Addiction Counseling: Core Functions I	4
HUS 2683 Addiction Counseling: Counseling Theories Core Functions II	4
HUS 2502 Special Issues in Addictions	4
Credit Hours	47

Professional Electives — **Credit Hours 3**
CGS 1060 Introductory Computer Concepts
CCJ 1030 Man, Crime and Society

Total Credit Hours	65

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

Human Services
(Public Assistance Specialist) (21C)
Associate in Science

The human services (public assistance specialist) program is designed to prepare students for occupations in organizations that provide public assistance (aide for dependent children, food stamps, etc.). The curriculum includes instruction in sociology, psychology, business and use of computers.

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 43 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
PSY 1012 — General Psychology
SYG 2000 — Introductory Sociology
OST 1100 — Keyboarding/Introduction to
    Word Processing

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
SYG 2000 Introductory Sociology......................................3
SYG 2010 Social Problems..3
DEP 2401 Adult Psychology 3
OST 1100 Keyboarding/Introduction to
    Word Processing..3
CGS 1570 Microcomputer Applications.............................3
FIN 2100 Personal Finance 3
MAN 2021 Principles of Management 3
OST 1581 Professional Development in the
    Work Environment...3
DEP 2004 Human Growth and Development.....................3
SOP 1502 Dynamics of Behavior 3
SOP 1002 Human Relations...3
GEB 1011 Introduction to Business 3
OST 2335 Applied Business Communications..................3

Credit Hours   39

Professional Electives   **Credit Hours 11**
(Select from the following.)
DEP 2102 Child Psychology
DEP 2302 Adolescent Psychology
ENC 1102 English Composition II
MAN 2300 Human Resources Management
OST 1355 Introduction to Information and
    Records Management
SYG 2430 Marriage and Family

Total Credit Hours   65
*Refer to A.S. degree General Education Requirements.

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 43 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
OR
MAC 1140 — Precalculus Algebra
GEB 1011 — Introduction to Business
OST 1581 — Professional Development in the
　　Work Environment

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.)
SOP 1002 Human Relations 3
HUM 2251 Humanities: 20th Century Cultural
　　Perspectives 3
*General Education Elective 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 3
CGS 1570 Microcomputer Applications 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	36

Professional Electives　　　　　　　**Credit Hours 9**
(Select from the following.)
ETI 1949 Cooperative Education Work Experience I
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
MAN 2590 Materials Management
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

	Total Credit Hours	60

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

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

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

NOTE: This associate in science degree program is intended primarily for students who desire to complete an associate's degree and become employed rather than pursue a 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 43 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 Applications............................3

	Credit Hours	21

Professional Electives   **Credit Hours 24**
(Select from the following.)
**General Elective
OR
***Military Service Credits (ACE Guide)

	Total Credit Hours	60

*Refer to A.S. degree General Education Requirements.
**Refer to A.S. degree general electives.
***Credits awarded by evaluation of DD-295 using ACE Guide recommendations.

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 43 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 Railroading.......................................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 1202 Finite Mathematics..3

                        Credit Hours   30

Select one of the following technical specialties.
Professional Electives   **Credit Hours 15**
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
MAC 1114 College Trigonometry
EET 1037 DC/AC Network Analysis
OR
Construction (27B)
ACG 2021 Financial Accounting
ETI 1420 Engineering Materials and Processes
ETD 1100 Engineering Drawing
BCN 1001 Introduction to Building Construction
SUR 1101 Surveying
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 2021 Financial Accounting
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 2071 Managerial Accounting
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 Applications
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   60
*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, 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 43 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 (INS-21)
*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
APA 1001 Applied Accounting 3

OR
ACG 2021 Financial Accounting (4 cr.)
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　　　27

Professional Electives　　　**Credit Hours 19**
(Select from the following.)
***General Electives
RMI 2535 Principles of Insurance Production (AAI 81)
RMI 1522 Personal Insurance (INS-22)
RMI 1523 Commercial Insurance (INS-23)
RMI 2536 Multi-Lines Insurance Production (AAI 82)
RMI 2537 Agency Operations and Sales Management
　(AAI 83)
RMI 2524 Essentials of Risk Management (ARM 54)
RMI 2525 Essentials of Risk Control (ARM 55)
RMI 2526 Essentials of Risk Financing (ARM 56)

Total Credit Hours　　　61
*Refer to A.S. degree General Education Requirements.
**The two property courses (RMI 1613 and 1615) AND 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; 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 an academic 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 43 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
CGS 2470 Computer Aided Drafting and Design..............3
IND 1935 Building and Barrier Free Codes 2
IND 2222 Commercial Interiors..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 2502 Marketing Techniques for the Interior
    Designer 3
IND 2945 Interior Design Internship and
    Seminar 5

	Credit Hours	46

Professional Electives   **Credit Hours 9**
(Select from the following.)
**CGS 2470 Computer Aided Drafting and Design
IND 2155 Fundamentals of Restoration and Preservation
IND 2150 Why Preservation?
IND 2160 Architectural Style
ORH 1808 Exterior and Interior Landscaping
IND 2433 Lighting Design
BCN 1001 Introduction to Building Construction
ETD 2350 CAD-Advanced
ETD 2538 CAD-Architectural
CTE 2862 Store Planning and Design
IND 2434 Commercial Lighting Design
IND 2410 Specialized Design: Kitchen and Bath Planning
IND 2420 Art Acquisitions for Interior Environments
IND 2931 Inter-relationship of Design With Environments

	Total Credit Hours	70

*Refer to A.S. degree General Education Requirements.
**This may be substituted as a professional core course.

Interpreter Training Program for Hearing Impaired (21A)
Associate in Science

This program prepares students for employment as interpreters for the deaf, and provides supplemental training for persons previously or currently employed in occupations such as nursing education and human services agencies, etc. Students learn vocabulary and linguistic principles of the language and the process for interpreting into both English and American Sign Language (ASL). Students will also study the ethical and professional considerations of working in this field. Finally, cognitive information is presented which deals with aspects of deaf culture and the phenomenon of deafness itself. For information call 646-2111.

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 43 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.
EHD 1000 — Orientation to Deafness
ENC 1101 — English Composition I
SPA 1332 — American Sign Language I
SPC 2600 — Fundamentals of Speech Communication

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
SPC 2600 Fundamentals of Speech Communication	3
*Humanities	3
*Mathematics	3
*Social and Behavioral Sciences Area A	3
Credit Hours	15

Professional Core Courses
ENC 1102 English Composition II.......................................3
CGS 1060 Introductory Computer Concepts.....................3
EHD 1000 Orientation to Deafness..................................3
SPA 1332 American Sign Language I 3
SPA 1380 American Sign Language II 3
SPA 1334 Structure of American Sign Language 3
SPA 1331 Fingerspelling...2
SPA 1382 American Sign Language III 3
EHD 1400 Introduction to Interpreting 4

EHD 1406 Interactive Interpreting I....................................6
EHD 1941 Interpreting Practicum 2
EHD 1407 Interactive Interpreting II..................................4
EHD 1942 Interpreting Internship......................................4

Credit Hours   43

Professional Electives   **Credit Hours 6**
(Select from the following.)
**EHD 1404 Interactive Transliterating
**EHD 1930 Special Topics in Interpreting
**EHD 1945 Evaluation Preparation
**EHD 1402 Issues of Educational Interpreting

Total Credit Hours   64

*Refer to A.S. degree General Education Requirements.
**Students interested in an educational interpreting specialty should take EHD 1402 Issues of Educational Interpreting (6 credit hours) in place of EHD 1404, 1930 and 1945.

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 para-professionals 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 43 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 Applications

Course Number and Title	Credits

General Education
ENC 1101 English Composition I.......................................3
*Social and Behavioral Sciences Area A 3
MAC 1102 College Algebra..3
OR
MGF 1202 Finite Mathematics
*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 Applications.............................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 2803 Family Law 3
PLA 2273 Tort Law..3
PLA 1080 Legal Interviewing and Communicating............3
**PLA 1949 Cooperative Education Work Experience I 3

Credit Hours   39

Professional Electives	**Credit Hours 10**

(Select from the following.)
***ACG 2021 Financial Accounting
***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
***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 2771 Word Processing for Windows I
OST 2773 Word Processing for Windows II
PLA 2236 Alternative Dispute Resolution
PLA 2263 Evidence for the Legal Assistant
PLA 2793 Technology in the Law Office

PLA 2949 Cooperative Education Work Experience II
RMI 1522 Personal Insurance (INS-22)
RMI 1523 Commercial Insurance (INS-23)
RMI 1612 Principles of Casualty Insurance
   and Surety Bonding
RMI 1613 Principles of Property Insurance
                          ____
                 Total Credit Hours   64
*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 43 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

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Social and Behavioral Sciences	3
MAC 1102 College Algebra	3
*Humanities	3
*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 2021 Financial Accounting	4
GEB 1011 Introduction to Business	3
QMB 2100 Business Statistics	3
OST 2335 Applied Business Communications	3
ADV 2000 Advertising	3
MKA 1021 Salesmanship	3
MAN 2021 Principles of Management	3
Credit Hours	28

Professional Electives　　　　　　**Credit Hours 21**
(Select from the following.)
**General Electives

Total Credit Hours　64
*Refer to A.S. degree General Education Requirements.
**Refer to A.S. degree general electives.

Medical Laboratory Technology (Associate Degree) (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. 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.

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 43 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
MAC 1102 — College Algebra
BSC 2085C — Human Anatomy and Physiology I
**CHM 1025C — Introduction to General Chemistry

Course Number and Title	Credits

General Education
ENC 1101 English Composition I.......................................3
*Social and Behavioral Sciences Area A 3
MAC 1102 College Algebra...3
*Humanities 3
BSC 2085C Human Anatomy and Physiology 3

	Credit Hours	15

Professional Core Courses
***CGS 1060 Introductory Computer Concepts.................3
MLT 1022C Introduction to Health Technology 3
**CHM 1025C Introduction to General Chemistry 4
**CHM 2045C General Chemistry and Qualitative
   Analysis I 4
MCB 2013C Microbiology 4
MLT 1300C Hematology 4
MLT 1330C Hemostasis..2
MLT 1405C Medical Microbiology.....................................4
MLT 1440C Parasitology/Mycology 2
MLT 2610C Clinical Chemistry...3
MLT 2230C Clinical Microscopy 2
MLT 2500C Clinical Immunology 4
MLT 2525C Immunohematology.......................................3
MLT 2150C Clinical Correlations 2
MLT 2800L Clinical Practicum I 8
MLT 2801L Clinical Practicum II 9

	Credit Hours	61
	Total Credit Hours	76

*Refer to A.S. degree General Education Requirements.
**Students who qualify may substitute CHM 2045C and CHM 2046C.
***Students may substitute HSC 1531 Medical Terminology if approved by the department.

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, STUDENTS MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS AND HEPATITIS B IMMUNIZATION. CONTACT PROGRAM MANAGER FOR ADDITIONAL INFORMATION.

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

NOTE: New admission criteria will be in effect for students applying for admission to the associate degree nursing program effective Fall Term 1998. Contact the nursing department at 766-6581 for additional information.

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 (minimum of one credit) 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
***MAC 1102 College Algebra	3
*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
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
Total Credit Hours	72

*Refer to A.S. degree General Education Requirements.
**A minimum grade of "C" required in science courses.
***Students may select MAC 1102 or any higher level mathematics course.

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.

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 (minimum of one credit) 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

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.

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.

NOTE: New admission criteria will be in effect for students applying for admission to the associate degree nursing program effective Fall Term 1998. Contact the nursing department at 766-6581 for additional information.

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 (minimum of one credit) 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
***MAC 1102 College Algebra	3
*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.
**A minimum grade of "C" is required in science courses.
***Students may select MAC 1102 or any higher level mathematics course.

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.

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 complete the following by the February 1 deadline:

1. submit evidence of current Florida Practical Nurse Licensure,

2. submit documentation of a minimum of six months of work experience as a licensed practical nurse within the last two years, on employer stationery,

3. have completed in high school (minimum of one credit) or college a course in chemistry with a minimum grade of "C," and

4. have completed the following FCCJ courses with a cumulative grade point average of at least 2.0.
**BSC 2085C Human Anatomy and Physiology I
**BSC 2086C Human Anatomy and Physiology II
**MCB 2013C Microbiology

DEP 2004 Human Growth and Development
***MAC 1102 College Algebra
ENC 1101 English Composition I
PSY 1012 General Psychology

Any one of the following courses:
*Humanities
SYG 2000 Introductory Sociology

   5. evidence of current Basic Life Support (CPR) certification (eight-hour course),
   6. official copy of program continuance test score, and
   Applicants must also successfully complete an advanced placement examination to be considered for continuance and 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.

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 38 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 43 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 Applications

Course Number and Title	Credits

General Education
ENC 1101 English Composition I.......................................3
SOP 1002 Human Relations..3
OR
SOP 1502 Dynamics of Behavior
*Humanities 3
CGS 1570 Microcomputer Applications............................3
OR
CGS 1060 Introductory Computer Concepts
*Mathematics...3

Credit Hours   15

Professional Core Courses
CGS 2512 Spreadsheet Concepts and Practices 3
OST 1100 Keyboarding/Introduction to
   Word Processing..3
OST 1108 Keyboard Skill/Speed Building 3
OST 1324 Business Mathematics Using Calculators........3
OST 1384 Introduction to Customer Service 3
OST 1401 Fundamental Support Systems and
   Procedures 3
OST 1581 Professional Development in the Work
   Environment 3
OST 1601 Fundamentals of Business Communications...3
OST 2335 Applied Business Communications..................3
OST 2501 Office Systems Management 3
OST 2771 Word Processing for Windows I 4
OST 2773 Word Processing for Windows II 4

Credit Hours   38

Professional Electives   **Credit Hours 11**
(Select from the following.)
APA 1001 Applied Accounting
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 1550 Local Area Network (LAN) Administration
   with Windows NT Server
CGS 1551 Local Area Network (LAN) Administration
   with Netware
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 1051 Personal Preparation for Business Careers
OST 1145 Data Entry Applications
OST 1273 Effective Notetaking
OST 1355 Introduction to Information and
   Records Management
OST 1621 Legal Transcription
OST 2821 Desktop Publishing Using Word Processing
CGS 1564 Introduction to Windows
OST 1949 Cooperative Education Work Experience I
OST 2602 Machine Transcription

OST 2930 Selected Topics in Office Systems Technology
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.

Office Systems Specialist
(357, 374, 375, 376, 377, 379, 380, 386, 387, 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 entry-level jobs 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 associate in science degree in office management technology (executive support).

Professional Core Courses
OST 1100 Keyboarding/Introduction to
    Word Processing 3
OST 1324 Business Mathematics Using Calculators 3
OST 1581 Professional Development in the
    Work Environment 3
*OST 1601 Fundamentals of Business
    Communications..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 2771 Word Processing for Windows I 4
OR
OST 2773 Word Processing for Windows II
CGS 1580 Introduction to Desktop Publishing 3
CGS 1570 Microcomputer Applications.............................3
OST 1401 Fundamental Support Systems
    and Procedures 3

| | Total Credit Hours | 28 |

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 2

| | Total Credit Hours | 17 |

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
Insurance Specialty (379)
(Students completing this specialty would be qualified for positions such as insurance clerk or receptionist.)
OST 2335 Applied Business Communications..................3
CGS 1570 Microcomputer Applications.............................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 Applications.............................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 Applications.............................3
OST 2771 Word Processing for Windows I 4
OST 2773 Word Processing for Windows II 4
PLA 2763 Law Office Procedures.....................................3

                  Total Credit Hours   35

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 1100 Keyboarding/Introduction to
   Word Processing..3
OR
OST 1108 Keyboard Skill/Speed Building
OST 1384 Introduction to Customer Service 3
OST 1464 Computers in the Medical Office 3
HSC 1531 Medical Terminology 3

                  Total Credit Hours   30

OR
Public Relations Specialty (389)

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

OST 2771 Word Processing for Windows I 4
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   28

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 2771 Word Processing for Windows I 4
OST 2773 Word Processing for Windows II 4
OST 1401 Fundamental Support Systems
   and Procedures...3
OST 1108 Keyboard Skill/Speed Building 3

                  Total Credit Hours   29

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

**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 program 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 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 BSC 2085C and BSC 2086C Human Anatomy and Physiology I and II.

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. (Call the EMS office for application deadlines.)

4. Applicants must document all eligibility requirements.

(1) FCCJ Student number and classification 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 admission test or successful completion of required prep courses

(6) Proof of PIP car insurance

(7) Copy of drivers license

(8) Original photograph

(9) Physical examination (required upon acceptance to the program)

(10) Completion of BSC 2085C Human Anatomy and Physiology I and BSC 2086C Human Anatomy and Physiology II with a grade of "C" or better

5. CPTS will have to be taken by those students not having grades for EMT. Applicants will be ranked according to the quality points earned in EMT, and BSC 2085C and BSC 2086C Human Anatomy and Physiology 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 their 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. This will be the applicants responsibility to provide this documentation.

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	4
EMS 2271 EMT-Paramedic Phase I	6
EMS 2271L EMT-Paramedic Phase I — Lab/Clinical	6
EMS 2272 EMT-Paramedic Phase II	6
EMS 2272L EMT-Paramedic Phase II — Lab/Clinical	6
EMS 2273 EMT-Paramedic Phase III	4
EMS 2273L EMT-Paramedic Phase III — Lab/Clinical	8
Total Credit Hours	55

*Students who have successfully completed Health Care Core may substitute the core for EMS 1059.

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.

Physical Therapist Assistant (22A)
Associate in Science

The physical therapist assistant (PTA) program is a combination of general education and professional courses including lecture, laboratory and clinical education components. Graduates of the program are prepared to function as entry-level practitioners. Upon completion of the program, graduates are awarded an associate in science degree. Graduates are then eligible to apply to sit for the Florida State Board exam to qualify for licensure to practice as physical therapist assistants. Admission to this program is limited and is based on academic performance and other criteria.

FCCJ is seeking accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. The program will submit a Declaration of Intent to Apply for Accreditation, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted candidate for accreditation status nor does it assure that the program will be granted initial accreditation.

Application

The physical therapist assistant program is a selective access program and admission to the professional phase of the program is limited and based upon academic performance and other criteria. An information/application packet outlining costs, requirements, procedures and deadlines is available from the PTA department, North Campus.

Minimum requirements that must be met for consideration for admission to the professional phase of the PTA program are as follows:

1. Applicants must be accepted for admission to Florida Community College at Jacksonville (FCCJ) or be currently enrolled at FCCJ. Acceptance to FCCJ does not guarantee admission to the professional phase of the PTA program.

2. Applicants must submit a completed application for the professional phase of the program to the PTA department. Incomplete and late applications will not be considered. Contact the PTA department for information/application packets and deadlines.

3. Applicants must have completed the following courses with a minimum grade of "C" and minimum combined grade point average of 2.5 prior to submitting an application for the professional phase of the program:
*MAC 1102 College Algebra
**PHY 1020 Physics for the Liberal Arts
+**BSC 2085C Human Anatomy and Physiology I
+**BSC 2086C Human Anatomy and Physiology II

4. Applicants must have completed the following courses with a passing grade no later than the end of the fall term prior to beginning the professional phase:
ENC 1101 English Composition I
HSC 1531 Medical Terminology
DEP 2004 Human Growth and Development
***Humanities

5. Applicants must complete the Revised PSB – Health Occupations Aptitude Examination. Contact a testing center for information.

6. Applicants must submit documented evidence verifying completion of a minimum of 40 hours of observation, volunteer service and/or work experience in physical therapy departments. This must be obtained in a minimum of two distinct practice settings with no less than 16 hours in each setting. Verification forms can be obtained from the PTA department.

7. Applicants must submit evidence of current cardiopulmonary resuscitation certification. The certification must be an eight hour, two person, adult-infant/child course. The American Heart Association's Basic Life Support for Healthcare Providers, the American Red Cross's CPR for the Professional Rescuer and FCCJ's HED 0300 Basic Life Support fulfill this requirement. Sudents must keep their certification current through the expected date of graduation.

8. Applicants must have a copy of their official college transcript(s), including pre-professional coursework, sent directly from the college or university to the PTA program. Students not currently enrolled in FCCJ and/or who are transferring college credit courses are required to have a second copy of their official transcript(s) sent directly from the college or university to the Registrar's Office at FCCJ.

Students who have submitted completed applications to the PTA department by the deadline will be ranked according to a point scale based on grade point average in BSC 2085C, BSC 2086C, MAC 1102 and PHY 1020, scores on the Revised PSB – Health Occupations Aptitude Examination and accumulated hours of observation, volunteer service and/or work experience in physical therapy departments. The 24 highest ranked students will be accepted into the professional phase of the PTA program and notified of their acceptance by certified mail. A ranked alternate list will be established. In the event of forfeiture, the next highest ranked student will be notified of acceptance. Refer to the PTA department information/application packet for a complete description of the point and ranking scale.

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 43 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 courses may be needed.
ENC 1101 — English Composition I
DEP 2004 — Human Growth and Development I
*MAC 1102 — College Algebra

+**BSC 2085C — Human Anatomy and Physiology I
HSC 1531 — Medical Terminology
**PHY 1020 — Physics for Liberal Arts
+**BSC 2086C — Human Anatomy and Physiology II
***Humanities

Course Number and Title	Credits

General Education
ENC 1101 English Composition I.......................................3
DEP 2004 Human Growth and Development....................3
*MAC 1102 College Algebra 3
+**BSC 2085C Human Anatomy and Physiology I 3
***Humanities 3

	Credit Hours	15

Professional Core Courses
HSC 1531 Medical Terminology 3
**PHY 1020 Physics for Liberal Arts 3
+**BSC 2086C Human Anatomy and Physiology II 3

Physical Therapist Assistant Courses
   NOTE: The PTA program is a limited access program. Students may not enroll in the following courses unless accepted into the professional phase of the program based on the selection criteria and available seats. A minimum grade of "C" must be earned in each of the following courses in order to continue in the professional phase. A minimum overall GPA of 2.0 must be maintained throughout enrollment in the professional phase of the program.

PHT 1000C Introduction to Physical Therapy....................2
PHT 1120C Functional Anatomy and Kinesiology.............5
PHT 1200C Basic Patient Care 7
PHT 1210C Physical Therapy Principles
   and Procedures 4
PHT 2220C Therapeutic Exercise in Physical
   Therapy 5
PHT 2252C Orthopedic Disabilities and Treatment..........3
PHT 2801L Physical Therapy Clinical Practice I 4
PHT 2224C Disabilities and Therapeutic Procedures 2
PHT 2253C Neurological Disabilities and Treatment 4
PHT 2931 Trends in Physical Therapy 2
PHT 2810L Physical Therapy Clinical Practice II 6
PHT 2820L Physical Therapy Clinical Practice III 6

	Credit Hours	59
	Total Credit Hours	74

*Students who qualify may substitute a higher level mathematics course.
**A minimum grade of "C" is required in math and science courses
***Refer to A.S. degree General Education Requirements. Students may elect to take this course during the first Winter or Spring/Summer terms of the professional phase. However, it is highly recommended that it be completed prior to beginning the professional phase.

+If these courses have been completed more than five years prior to enrollment in the professional phase, a competency examination with a specified minimum passing grade of seventy-five percent will be required.

NOTE: FOLLOWING ADMISSION TO THE PROFESSIONAL PHASE A STANDARD PHYSICAL EXAMINATION WILL BE REQUIRED.

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 43 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
MAC 1102 — College Algebra
OR
MAC 1140 — Precalculus 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
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

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
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
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.

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 43 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 2000 — Introduction to Broadcasting
RTV 2200 — An Introduction to Television Production
MMC 1000 — Introduction to Mass Communications

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

Professional Core Courses
MMC 1000 Introduction to Mass Communications............3
MMC 2100 Writing for Mass Communications
OR
RTV 2100 Writing for Electronic Media.............................3
MUM 1600 Recording Techniques I 3
RTV 1949 Cooperative Education Work Experience I 3
RTV 2000 Introduction to Broadcasting............................3

RTV 2200 An Introduction to Television Production..........3
RTV 2206 Broadcast Direction..3
RTV 2949 Cooperative Work Experience II.......................3
RTV 2260 Nonlinear Video Editing 4

Credit Hours   28

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
CRW 2000 Introduction to 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
TPP 2110 Acting I
TPP 2111 Acting II
**General Electives

Total Credit Hours   64
*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 registered radiologic technologists. Only individuals currently on the American Registry of Radiologic Technology (ARRT) are eligible to enroll in this program. Please note this program *will not* train students as radiographers.

Specific information on program admission requirements and costs can be obtained from the coordinator for radiography, 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 43 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
RTE 2202 Radiologic Management and Education	3
RTE 2587 Advanced Development in Radiologic Technology	3
Credits granted for ARRT Registry	50
Credit Hours	59

Professional Electives   **Credit Hours 3**
(Select from the following.)
PHY 1020 Physics for Liberal Arts
CHM 1020 Chemistry for Liberal Arts

HSC 1531 Medical Terminology
RTE 1111 Patient Care for Radiologic Technologists
MCB 2013C Microbiology

Total Credit Hours	77

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

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.

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 43 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 Radiologic Technologists	3
PHY 1020 Physics for Liberal Arts	3
Credits granted for completion of Mayo program	47
Credit Hours	62
Total Credit Hours	77

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

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Real Estate Management (230)
Associate in Science

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This A.S. degree 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 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 desire to pursue a university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 43 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
MGF 1202 Finite Mathematics	3
*Humanities	3
CGS 1570 Microcomputer Applications	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
APA 1001 Applied Accounting	3
BUL 2130 Business Law I — The Legal Environment of Business	3
FIN 2000 Principles of Finance	3
MAN 2021 Principles of Management	3
ECO 2013 Principles of Economics I	3
Credit Hours	25

Professional Electives   **Credit Hours 24**
(Select from the following.)
CGS 1100 Microcomputer Applications for
   Business and Economics
REE 2200 Real Estate Finance
REE 2430 Real Estate Law
MKA 1021 Salesmanship
**General Electives

Total Credit Hours	64

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

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

5. evidence of current basic life support (CPR) level C course

6. have completed at the time of application to the program, a course in high school chemistry or college chemistry with a minimum grade of "C"

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 Post-secondary Accreditation and by the United States Department of Education.

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 43 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
MAC 1102 — College Algebra
ENC 1101 — English Composition I

Course Number and Title	Credits

General Education

ENC 1101 English Composition I	3
*Social and Behavioral Sciences	3
MAC 1102 College Algebra	3
*Humanities	3
BSC 2085C Human Anatomy and Physiology I	3
Credit Hours	**15**

Professional Core Courses

BSC 2086C Human Anatomy and Physiology II	3
RET 1024 Fundamentals of Respiratory Therapy	4
RET 1276 Physical Assessment Skills	2
RET 1485 Cardiopulmonary Anatomy and Physiology	4
RET 1008 Pharmacology for the Respiratory Therapist	2
RET 2350 Advanced Pharmacology	2
RET 1824 Clinical I	2
RET 1450 Diagnostic Monitoring	3
RET 2265 Advanced Monitoring and Therapeutic Techniques	2
RET 2272L Clinical II	4
RET 2484 Pulmonary Pathology	4
RET 2264 Ventilatory Techniques	3
RET 2832 Clinical III	12
RET 2833 Clinical IV	10
RET 2543 Respiratory Extended Care Management	2
RET 2520 Community Health	2
Credit Hours	**61**
Total Credit Hours	**76**

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

NOTE: PRIOR TO CONTACT WITH PATIENTS OR PATIENT SPECIMENS, STUDENTS MUST FURNISH PROOF OF CHILDHOOD IMMUNIZATIONS AND HEPATITIS B IMMUNIZATION. CONTACT PROGRAM CHAIRPERSON FOR ADDITIONAL INFORMATION.

Restaurant Management (212)
Associate in Science

Mission: The Institute of the South for Hospitality and Culinary Arts is dedicated to the meaningful learning and excellent teaching that enables our students to achieve their full potential in the hospitality, dietetics and food service industries. Our long term goal is to empower students to become leading partners in a dynamic prosperous community.

The restaurant management 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/restaurant industry is the second largest and fastest growing business in Florida. Associate in science degree students with an educational background and proven experience in the restaurant businesses are in demand.

Educational courses include emphasis on communication, management, human relations and leadership skills. Competencies are acquired though theory, laboratory and on-site restaurant management practice. Through the internship program restaurant students gain invaluable on-the-job experience in local restaurants, hotels, clubs or cafeterias.

Prospective students must be advised by a college counselor for general academic and financial direction. They must be advised by the restaurant management professor immediately upon enrolling at FCCJ and before the first semester classes are selected to ensure proper course sequence. The program manager, with the approval of the dean, may require additional courses or substitutions to meet individual student needs. 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, an approved chef's uniform, and black non-skid shoes. Students enrolled in dining room courses will be required to purchase a dining room uniform. Text books are required for a majority of the courses.

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

Not all courses are offered every term. There is a specific order in which many courses must be offered. The recommended sequence is available in a student handout.

For further information on the program contact: Program Manager, Institute of the South for Hospitality and Culinary Arts, North Campus, Room D-316, 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 desire to pursue university transfer study must meet certain course and test requirements. For details refer to university requirements on page 43 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.
FOS 1201 — Sanitation and Safety Management
HFT 1000 — Introduction to Hospitality Management
CGS 1060 — Introductory Computer Concepts
OR
CGS 1570 — Microcomputer Applications
*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

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
FSS 1240 American Regional Foods 3
HFT 1265 Restaurant Management 3
HFT 1503 Marketing and Sales Management...................3
HFT 1600 Hospitality Law 3
HFT 2941 Hospitality Internship I.....................................3
HFT 2942 Hospitality Internship II....................................3
FOS 1201 Sanitation and Safety Management.................3
HUN 1203 Culinary Nutrition..3
FSS 1221 Food Production II..3
FSS 1100 Menu and Marketing Management...................3

Credit Hours   42

Professional Electives　　　　**Credit Hours 7**
(Select from the following.)
FSS 2501 Food and Beverage Control Management 3
HFT 2750 Convention Operation Management.................3
HFT 1434 Club Operations Management..........................3
APA 1001 Applied Accounting 3
FSS 2284 Catering and Buffet Management....................3
FSS 1248 Garde-Manger...3
SLS 1931 Selected Topics in Student Life Skills...............1

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

Theatre and Entertainment Technology (21B)
Associate in Science

The theatre and entertainment technology program develops the knowledge and skills necessary for students to embark on careers as professional stage hands, stage carpenters, stage electricians or wardrobe/costume assistants. Emphasis in this specialized program is on production. Many hours are required in the operation of the theatre plant, and the construction of scenery and costumes for theatrical events. Students will be actively involved in the production of numerous music, dance and theatre events in the Nathan H. Wilson Center for the Arts on South Campus.

This program comprises basic theatre technology, general education and advanced specialized technical courses. Hands-on learning takes place in both a classroom setting and in live production situations to provide students with the principles and practices required for employment in the rapidly expanding and "high-tech" entertainment industry.

Upon completion of this program, students may apply to take the examination for membership into the International Alliance of Theatrical Stage Employees (IATSE), the professional union representing backstage personnel.

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 requirements on page 43 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
TPA 1000 — Introduction to Theatre Design
TPA 1210 — Stagecraft I

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
TPA 1000 Introduction to Theatre Design	3
TPA 1210 Stagecraft I	3
TPA 1211 Stagecraft II	3
TPA 1220 Introduction to Stage Lighting	3

TPA 1273 Stage Properties	3
TPA 2212 Sound for the Stage	3
TPA 2600 Stage Management	3
TPA 1290 Technical Theatre Lab I	1
TPA 1291 Technical Theatre Lab II	1
TPA 2292 Technical Theatre Lab III	1
TPA 2293 Technical Theatre Lab IV	1
TPA 2083 Technical Design Individual Problems	3
Credit Hours	28

Professional Electives   **Credit Hours 21**
(Select from the following.)
(A minimum of 12 credit hours from list A)

LIST A
THE 2262 Costume History and Design I
THE 2263 Costume History and Design II
TPA 1060 Scene Design
TPA 2077 Scene Painting
TPA 2221 Advanced Stage Lighting
TPA 1248 Stage Make-up
TPA 2230 Costume Techniques
TPP 2110 Acting I
TPP 2310 Beginning Directing

LIST B
ARH 2050 Art History I
ARH 2051 Art History II
ART 1006C Artists' Tools and Equipment
ART 1201C Design I
ART 1300C Drawing I
CGS 2470 Computer Aided Drafting and Design
EMS 1059 First Responders: Emergency Care Training
ETD 1100 Engineering Drawing
PHY 1020 Physics for Liberal Arts
RTV 2000 Introduction to Broadcasting
RTV 2200 An Introduction to Television Production

Total Credit Hours	64

*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 Test 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 their 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 requesting enrollment certification for educational benefits must be admitted to and be enrolled in a vocational program. Full time attendance requirements range from 20 to 30 clock hours per week. The minimum may vary by program and agency requirement. Veterans should refer to the Student Services section, Veteran Affairs, in the catalog for information. Students may also contact Veteran Affairs located in the Enrollment Services Office on each campus.

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.

College I.D. Cards (StarCard)

Students enrolling in courses on any FCCJ campus, the Urban Resource Center, Open Campus Deerwood Center, Geis Center for Marine and Industrial Technology, Betty P. Cook Nassau County Center or military base are required

to have and carry FCCJ's official I.D., the StarCard, while on College property. The one-time cost for the initial photo I.D. is $5 and $10 for replacement cards.

StarCard centers are located at each campus, the Urban Resource Center and Open Campus Deerwood Center. Hours of operation are posted at the center.

Postsecondary Job Training Programs of Study

	G	D	K	N	S	URC
Academy of Finance (704)			X			
Alterationist (Alterationist for Fine or Tailored Clothes) (629)			X			
Applied Welding Technology (679)	X	X				
Automotive Collision Repair and Refinishing (606)		X				
Automotive Machine Shop (608)		X				
Automotive Service Technology (609)		X				
Barbering (622)				X		
*Business Software Applications (786)		X		X		
Carpentry (618)		X				
Commercial Air Conditioning Technology (604)		X				
Computer Electronics Technology (623)		X				
Correctional Officer (710)					X	
Cosmetology (624)				X		
Custom Garment Making/Tailoring (614)			X			
Data Entry Operations (751)		X		X		
Dental Assisting (649)				X		
Dietetic Management and Supervision (741)				X		
Early Childhood Education (795)				X		
Electricity (632)	X					
Fire Fighting (720)					X	
Floral Design and Marketing (605)			X			
Food Management, Production and Services (740)			X			
Gasoline Engine Service Technology (633)	X					
*General Office Clerk (664)						
Industrial Electronics (636)		X				
Instrumentation Technology (628)	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				
Medical Secretarial (617)		X				
Nails Specialty (702)				X		
Office Support Technology (703)		X				
Patient Care Technician (707)				X		
Practical Nursing (657)				X		
Printing and Graphic Arts (620)				X		
Private Security Guard (792)					X	
Real Estate Marketing (779)			X			

*Taught at Goodwill Industries of North Florida, Inc.

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

	G	D	K	N	S	URC
Residential and Commercial Plumbing (654)		X				
Secretarial (722)		X		X		
Surgical Technology (667)				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				

*Taught at Goodwill Industries of North Florida, Inc.

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

Academy of Finance (704)

The object of this program is to prepare students for a career in the multi-skilled credit union field. Although the program is designed for students already employed in Credit Unions who are seeking to enhance their skills, students seeking employment in a financial field would benefit from this training. After successfully completing this program students will be awarded a postsecondary training certificate. This program is offered at Kent Campus during evening hours. For information call 381-3466.

SPECIAL NOTE: STUDENTS MUST BE REFERRED BY THE CREDIT UNION TO ENTER THIS PROGRAM.

Course Number and Title	Contact Hours
Professional Courses	
BRC 0300 Fundamentals of Member Services/ Credit Union	24
BRC 0301 Foundation and Structure of Credit Unions	24
BRC 0311 Credit Union Accounting	24
BRC 0321 Collection Techniques/Credit Union	24
BRC 0323 Consumer Lending/Credit Union	24
BRC 0324 Mortgage Lending	24
BRC 0325 Advanced Mortgage Lending	24
BRC 0341 Financial Counseling/Credit Union	24
BRC 0342 Human Behavior/Credit Union	24
BRC 0353 Credit Union Marketing	24
BRC 0355 Effective Writing/Credit Union	24
BRC 0356 Basic Business Mathematics/Credit Union	24
Total Contact Hours	288

Alterationist (Alterationist for Fine or Tailored Clothes) (629, 62T or 62U)

This program includes a combination of theory, observation and experience for the development of competencies in all phases of garment making and alterations technology. Topics include clothing construction, garment fitting, fabric knowledge, pressing techniques, operation and maintenance of sewing machines, employment skills, general alterations techniques, alteration techniques for special needs individuals, and identification of entrepreneurship skills.

The purpose of this program is to train students for employment as alterationists or seamstresses. Three exit levels are offered to allow students to complete the program with three skill levels (basic, advanced and master) and obtain employment in clothing stores, department stores, fashion design studios, tailor shops, and alteration shops, corresponding to these levels of program completion. Some students may eventually set-up their own shop for alterations.

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.

Seamstress (62T)

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
HEV 0202 Introduction to Clothing Construction	60
HEV 0204 Basic Clothing Construction	60
HEV 0206 Advanced Clothing Construction	90
HEV 0201 Basic Textiles	60
HEV 0239 Retail Salesmanship	45
HEV 0331 Entrepreneurship for Applied Design and Marketing Occupations	60
HEV 0236 Alterations I	60
HEV 0941 Internship I	200
HEV 0264 Career Development for the Garment Industry	30
Total Contact Hours	665

Alterationist (62U)
(All of the above courses and the following courses)

HEV 0237 Alterations II	60
HEV 0942 Internship II	200
HEV 0280 Apparel/Accessory Evaluation	45
Total Contact Hours	970

Alterationist for Fine or Tailored Clothes (629)
(All of the above courses and the following courses)

HEV 0217 Alterations III	60
HEV 0943 Internship III	190
HEV 0211 Alterations for Special Needs and Populations	60
Total Contact Hours	1,280

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

Applied Welding Technology (679, 6A9, 6B9, 6C9, 6D9, 6E9, 6F9)

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.

This program provides exit points for those who wish to specialize in a specific area. Students must complete courses required for each individual exit point.

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 0930 Postsecondary Internship (Optional)

**Occupational Completion Point "A" —
Welder Helper (6A9)**
PMT 0106 Welding Basic................................120
| | Total Contact Hours | 120 |

**Occupational Completion Point "B" —
Welder, Shielded-Metal Arc (6B9)**
PMT 0106 Welding Basic 120
PMT 0124 Welding Advanced 120
| | Total Contact Hours | 240 |

**Occupational Completion Point "C" —
Industry, Welder, Gas Tungsten (6C9)**
PMT 0141 Flux Cored Arc Welding
   Gas Tungsten Arc Welding (Basic)...........................120
| | Total Contact Hours | 120 |

**Occupational Completion Point "D" —
Welder, Gas Metal Arc (6D9)**
PMT 0134 Gas Metal Arc Welding 120
| | Total Contact Hours | 120 |

**Occupational Completion Point "E" —
Welder, Combination (6E9)**
PMT 0106 Welding Basic 120
PMT 0124 Welding Advanced 120
PMT 0134 Gas Metal Arc Welding 120
PMT 0141 Flux Cored Arc Welding
   Gas Tungsten Arc Welding (Basic)...........................120
PMT 0112 Oxygen-Acetylene Welding and Brazing 120
| | Total Contact Hours | 600 |

**Occupational Completion Point "F" —
Welder, Pipe Maker (679)**
PMT 0106 Welding Basic 120
PMT 0112 Oxygen-Acetylene Welding and Brazing 120
PMT 0124 Welding Advanced 120
PMT 0134 Gas Metal Arc Welding 120
PMT 0141 Flux Cored Arc Welding
   Gas Tungsten Arc Welding (Basic)...........................120
PMT 0166 Shielded Metal Arc Welding Pipe (Uphill) 120
PMT 0171 Gas Tungsten Arc Welding (TIG)
   Pipe and Tubing 120
PMT 0173 Gas Metal Arc Welding Pipe 120
| | Total Contact Hours | 960 |

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

Automotive Collision 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, 6D9, 6E9, 6F9, 6G9, 6H9, 6I9, 6J9)

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.

This program provides exit points for those who wish to specialize in a specific area. Students must complete courses required for each individual exit point.

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)

**Occupational Completion Point "D" —
Steering, Suspension & Wheel Systems (6D9)**
AER 0300 Electrical Systems I 120
AER 0452 Steering and Suspension 120

            Total Contact Hours   240

**Occupational Completion Point "E" —
Automotive Brake Systems (6E9)**
AER 0300 Electrical Systems I 120
AER 0414 Brake Systems 120

            Total Contact Hours   240

**Occupational Completion Point "F" —
Heating, Air Conditioning & Engine Cooling
  Systems (6F9)**
AER 0300 Electrical Systems I 120
AER 0170 Air Conditioning and Heating.......................120

            Total Contact Hours   240

**Occupational Completion Point "G" —
Engine Repairs (6G9)**
AER 0300 Electrical Systems I 120
AER 0590 Engines..120

            Total Contact Hours   240

**Occupational Completion Point "H" —
Engine Performance Service (6H9)**
AER 0300 Electrical Systems I 120
AER 0301 Electrical Systems II 120
AER 0511 Emissions and Fuel Systems 120
AER 0502 Engine Performance II.................................120
AER 0501 Engine Performance I..................................120

            Total Contact Hours   600

**Occupational Completion Point "I" —
Operations & Servicing of Manual Drive Trains
  & Axle (6I9)**
AER 0300 Electrical Systems I 120
AER 0230 Manual Drive Trains and Axles 120

            Total Contact Hours   240

**Occupational Completion Point "J" —
Automotive Transmissions/Transaxles (6J9)**
AER 0300 Electrical Systems I 120
AER 0254 Automatic Transmissions and
  Transaxles I...120
AER 0255 Automatic Transmissions and
  Transaxles II..120

            Total Contact Hours   360

Automotive Service Technology (609)
(All are required)
AER 0590 Engines..120
AER 0300 Electrical Systems I 120
AER 0301 Electrical Systems II 120
AER 0511 Emissions and Fuel Systems 120
AER 0452 Steering and Suspension 120
AER 0414 Brake Systems 120
AER 0170 Air Conditioning and Heating.......................120
AER 0501 Engine Performance I..................................120
AER 0502 Engine Performance II.................................120
AER 0254 Automatic Transmissions and
  Transaxles I...120
AER 0255 Automatic Transmissions and
  Transaxles II..120
AER 0230 Manual Drive Trains and Axles 120

            Total Contact Hours   1,440

*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 a minimum 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 this program 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 Mathematics 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) (Office Systems Computer Support)

This program is designed to teach students in the office systems technology field skills such as hardware setup, software installation, routine maintenance, and basic troubleshooting. Graduates will be prepared to provide a basic level of support to microcomputers in office environments. This program would also be appropriate for persons previously or currently employed in office systems technology careers.

NOTE: Students whose test scores are below the state standards for basic skills will be required to co-enroll in the appropriate VPI courses and their first course in this program. Students must obtain satisfactory test scores before enrolling in the second course in this program.

No prerequisites are needed to enter this 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	
OFT 0612 Introduction to Office Systems Computer Support	120
OFT 0613 Office Systems Software Installation and Troubleshooting	120
OFT 0614 Office Systems Hardware Installation and Troubleshooting	120
OFT 0615 Office Systems Microcomputer Support Practicum	120
Total Contact Hours	480

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

Carpentry (618, 6A8, 6B8, 6C8)

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.

This program provides exit points for those who wish to specialize in a specific area. Students must complete courses required for each individual exit point.

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)

**Occupational Completion Point "A" —
Helper (6A8)**
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

Total Contact Hours   360

**Occupational Completion Point "B" —
Trim & Finish (6B8)**
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 0173 Exterior and Hardware Finishes...................120
BCV 0170 Interior Finish 120

Total Contact Hours   600

**Occupational Completion Point "C" —
Carpenter Rough (6C8)**
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

Total Contact Hours   720

**Occupational Completion Point "D" —
Carpenter (618)**
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.

Commercial Air Conditioning Technology (604, 6A4, 6B4, 6C4)

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.

This program provides exit points for those who wish to specialize in a specific area. Students must complete courses required for each individual exit point.

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)

**Occupational Completion Point "A" —
Installer/Helper (6A4)**
ACR 0001 Air Conditioning and Refrigeration
  Theory I 120
ACR 0100 Basic Electricity and Schematics 120
ACR 0001L Air Conditioning and Refrigeration Lab I....120

Total Contact Hours   360

**Occupational Completion Point "B" —
Technician Assistant (6B4)**
ACR 0001 Air Conditioning and Refrigeration
  Theory I 120
ACR 0100 Basic Electricity and Schematics 120
ACR 0001L Air Conditioning and Refrigeration Lab I....120
ACR 0102 Applied Electricity and Schematics 120

Total Contact Hours   480

**Occupational Completion Point "C" —
Residential Technician (6C4)**
ACR 0001 Air Conditioning and Refrigeration
  Theory I 120
ACR 0100 Basic Electricity and Schematics 120
ACR 0001L Air Conditioning and Refrigeration Lab I....120
ACR 0102 Applied Electricity and Schematics 120
ACR 0621 Applied Heating I 120
ACR 0002 Air Conditioning and Refrigeration
  Theory II 120

Total Contact Hours   720

**Occupational Completion Point "D" —
Residential/Commercial Technician (604)**

ACR 0001 Air Conditioning and Refrigeration
   Theory I 120
ACR 0100 Basic Electricity and Schematics 120
ACR 0001L Air Conditioning and Refrigeration Lab I....120
ACR 0102 Applied Electricity and Schematics 120
ACR 0621 Applied Heating I 120
ACR 0002 Air Conditioning and Refrigeration
   Theory II 120
ACR 0002L Air Conditioning and Refrigeration Lab II...120
ACR 0622 Applied Heating II 120

              Total Contact Hours   960

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

Computer Electronics Technology (623)

The computer electronics technology program is designed
to prepare individuals for employment in the microcom-
puter support field. These individuals will be trained to
install, configure, troubleshoot and repair microcomputer
systems and networks. The training includes preparation
for A+ and CNA certification as well as on-the-job internship.

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 tests.

NOTE: Admission to this program is limited and based
on meeting certain criteria. 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
EEV 0031 DC/AC Fundamentals....................................120
EEV 0531 Computer Architectures.................................120
EEV 0533 Operating Systems and Environments.........120
EEV 0534 Memory and Storage Devices 120
EEV 0535 Computer Networks......................................120
EEV 0536 Printers and Peripherals 120
EEV 0539 Certification Preparation and
   Customer Support 120
EEV 0813 Solid-State Devices 120
EEV 0815 Digital Fundamentals....................................120
EEV 0816 Microprocessor Fundamentals 120
SLS 0341 Employability Skills...30
EEV 0930 Postsecondary Internship 45

              Total Contact Hours   1,275

*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, driving history, physical agility testing, drug screen-
ing, 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: 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 0254 Medical First Responder 42
CJD 0704 Criminal Justice Defensive Tactics.................68
CJD 0705 Criminal Justice Weapons 58
CJD 0770 Criminal Justice Legal I/
   Correctional Officer 60
CJD 0771 Criminal Justice Legal II/
   Correctional Officer 33
CJD 0772 Criminal Justice Communications/
   Correctional Officer 60
CJD 0773 Criminal Justice Interpersonal Skills I/
   Correctional Officer 60
CJD 0741 Emergency Preparedness 26
CJD 0750 Interpersonal Skills II......................................60
CJD 0752 Correctional Operations 74
CJD 0754 Criminal Justice Physical Conditioning...........60

              Total Contact Hours   601

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

Cosmetology (624)

A SELECTIVE ADMISSION PROGRAM

Cosmetology at Florida Community College at Jackson-
ville 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 a minimum of 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 develop-
ing 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 stu-
dents 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 766-5559.

Application

This is a selective access program that admits students in the fall, winter and spring/summer terms. To be eligible for this program 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

See Nails Speciality on page 134.

Custom Garment Making/Tailoring (614 or 61H or 61S)

This program includes a combination of theory, observation and experience for the development of competencies in all phases of garment making and tailoring technology. Topics include clothing construction, garment fitting, pattern drafting, tailoring, fabric knowledge, pressing techniques, operation and maintenance of sewing machines, employment skills, and identification of entrepreneurship skills.

The purpose of this program is to train students for employment as tailors or dressmakers. Three exit levels are offered to allow students to complete the program with three skill levels (basic, advanced and master) and obtain employment in clothing stores, department stores, fashion design studios, tailor shops, and alteration shops, corresponding to these levels of program completion. Some students may eventually set up their own shop for dress making and/or custom tailoring.

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.

Seamstress (61S)

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
HEV 0202 Introduction to Clothing Construction	60
HEV 0204 Basic Clothing Construction	60
HEV 0206 Advanced Clothing Construction	90
HEV 0212 Custom Garment Making I	60
HEV 0264 Career Development for the Garment Industry	30
HEV 0941 Internship I	200
HEV 0201 Basic Textiles	60
HEV 0239 Retail Salesmanship	45
HEV 0331 Entrepreneurship for Applied Design and Marketing Occupations	60
Total Contact Hours	665

Dress/Costume Maker (61H)

(All of the above courses and the following courses)

HEV 0214 Custom Garment Making II	60
HEV 0942 Internship II	200
HEV 0216 Wardrobe Planning and Updating	45
Total Contact Hours	970

Tailoring (614)

(All of the above courses and the following courses)

HEV 0943 Internship III	190
HEV 0215 Custom Garment Making III	60
HEV 0213 Flat Pattern Design	60
Total Contact Hours	1,280

*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 Test of Adult Basic Education (TABE) will be administered. To be eligible for admittance, students must score at least at the tenth 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	55
DEA 0029 Dental Specialties	90
DES 0103 Dental Materials and Expanded Duties	101
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.
**A current Basic Life Support (CPR) certificate (eight hour course) must be completed prior to registering for DEA 0805.

Dietetic Management and Supervision (741)

Mission: The Institute of the South for Hospitality and Culinary Arts is dedicated to the meaningful learning and excellent teaching that enables our students to achieve their full potential in the hospitality, dietetics and food service industries. Our long term goal is to empower students to become leading partners in a dynamic prosperous community.

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. For information call 766-6743 or 766-6652.

Course Number and Title	Contact Hours
Professional Courses	
HUN 0200 Human Nutrition	45
FSS 0202 Food Production I	128
HFT 0180 Supervision and Personnel Management	47
FSS 0941 Clinical Nutrition I	150
Total Contact Hours	370

Early Childhood Education (795)

This program is designed to prepare students for entry-level employment as child care teachers in private, public and family day centers. Instruction will include on-the-job application of these experiences. Students must complete the early childhood education core plus one-hundred and fifty hours of specializations to obtain a child development equivalency. This program contains multiple exit points.

This program is offered during the day, night and weekends at North Campus. For information call 633-8132.

Electricity (632, 6A2, 6B2, 6C2)

This program teaches the skills necessary to work in the fields of residential and commercial electricity, as well as those required of an electrician in an industrial environment. Program content includes DC/AC theory, power and hand tools associated with the electrical trade, reading of blueprints and schematics, in-depth study of the National Electrical Code (NEC), residential wiring (new installations and remodeling), commercial wiring, industrial wiring and power distribution, electronic theory and industrial electronics components, relay logic for motors and controls, electrical maintenance procedures and troubleshooting techniques for motors, controls and other electrical equipment and systems, fundamental operation of programmable logic controllers (PLCs), PLC programming methods and techniques.

Approximately 70 percent of the training is "hands-on" using "real-world" equipment. Instruction emphasizes safety in all of the training environments (classroom, lab and shop).

This program is a planned sequence of instruction consisting of four occupational completion points (OCP). The recommended sequence allows students to complete specified portions of the program for employment or to remain for advanced training. Students who complete the coursework associated with any occupational completion point may either continue with the training program or terminate as occupational completers.

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 (TABE).

Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses. For information call 766-5587 or 766-5588.

Course Number and Title	Contact Hours

Professional Courses
*VPI 0100 Basic Reading Skills
*VPI 0200 Basic Mathematical Skills
*VPI 0300 Basic Language Skills

Occupational Completion Point "A" —
Electrician Helper (6A2)

BCV 0600 Electricity I — DC Theory	120
BCV 0601 Electricity II — AC Theory	120
BCV 0629 Electricity III — Residential Wiring I	120
Total Contact Hours	360

Occupational Completion Point "B" —
Residential Electrician (6B2)
(All of the above courses and the following courses)

BCV 0660 Electricity IV — Commercial Wiring I	120
BCV 0630 Electricity V — Residential Wiring II	120
BCV 0661 Electricity VI — Commercial Wiring II	120
Total Contact Hours	720

Occupational Completion Point "C" —
Commercial Electrician (6C2)
(All of the above courses and the following courses)

BCV 0664 Electricity VII — Industrial Wiring	120
BCV 0663 Electricity VIII — Motors and Controls	120
EER 0471 Electricity IX — Industrial Electronics	120
Total Contact Hours	1,080

Occupational Completion Point "D" —
Industrial Electrician (632)
(All of the above courses and all of the following)

BCV 0662 Electricity X — Electrical Maintenance	120
EEV 0332 Electricity XI — Introduction to PLCs	120
EEV 0441 Electricity XII — PLC Programming	120
Total Contact Hours	1,440

*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 evening. 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 Applied Design
   and Marketing Occupations 60
HEV 0239 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 (740, 74D or 74E)

The program is a cluster consisting of the food and beverage preparation, kitchen and dining room helper and baker and cook's assistant instruction. The program is designed to provide multiple completion points and prepares students for employment as food and beverage preparers, kitchen and dining room helpers or baker and cook's assistants. The first completion point is food and beverage preparer, followed by a kitchen and dining room helper and, finally, the baker and cook's assistant component.

Students learn sanitation and safety, proper receiving and storage of goods, care of facilities and equipment as well as responsibilities and skills in the dining room service area. Students will be provided instruction in the preparation of salads and dressings, soups and sauces, starches and entrees, baked goods and desserts. Students may continue education for an associate in science degree in restaurant or culinary management.

Students enrolled in 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 program chairperson prior to enrolling. This program is offered at Kent Campus. For information call 381-5555.

Course Number and Title	Contact Hours

Professional Courses
*VPI 0100 Basic Reading Skills
*VPI 0200 Basic Mathematical Skills
*VPI 0300 Basic Language Skills

Food and Beverage Preparation (74D)
FSS 0223 Food Preparation Worker I 150
FSS 0224 Food Preparation Worker II 150

          Total Contact Hours   300

Kitchen and Dining Room Helper (74E)
(All of the above courses and the following courses)
FSS 0225 Food Preparation Worker III 150
FSS 0226 Food Preparation Worker IV 150

          Total Contact Hours   600

Food Management, Production and Services (740)
(All of the above courses and the following courses)
FSS 0227 Food Preparation Worker V 150
FSS 0930 Postsecondary Internship 110

          Total Contact Hours   860

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

Gasoline Engine Service Technology (633)

This program is designed to prepare students for job entry as small engine technicians. Students learn tune-up, repair and troubleshooting of outdoor power equipment including edgers, lawnmowers, rider mowers, chain saws and trimmers. Students will be trained in the use of manufacturers' manuals and procedures, parts identification, shop practices and customer service.

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 766-5581.

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 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

          Total Contact Hours   840

*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
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	792

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

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
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
EEV 0930 Postsecondary Internship (Optional)	
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
EER 0532 Radio Operation Procedures	120
EER 0541 Electronic Communication Systems	120
EER 0571 Troubleshooting Procedures for Communications Equipment	120
EEV 0031 DC/AC Fundamentals	120
EEV 0822 Soldering, Board Fabrication, and Equipment Repair	120
EEV 0443 Industrial Process Control	120
Total Contact Hours	1,320

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

Instrumentation Technology (628)

This program of study is designed to provide students with the skills necessary to test, calibrate, and troubleshoot instrumentation measurement and control systems as instrumentation technicians.

Each of the eight courses are supported by a well equipped instrumentation laboratory containing a full compliment of today's modern measurement and control devices. In each course students will have the opportunity for "hands-on" with these devices and as they progress, will carry out lab projects designed to interface with actual process applications set up in an applications lab.

Approximately 60 percent of training offered will be "hands-on" with an emphasis placed on safety in all of the training environments, classroom, lab and shop.

Program topics include: DC and AC theory, industrial electronics, motors and controls, introduction to PLCs, fundamentals of measurement and control devices and systems, and applications of distributive controllers and graphics.

Basic entry-level skills in mathematics, reading, and language must be attained prior to program completion.

Students wishing to enter this program should be advised by the instructor or program manager prior to enrollment in these courses. For information call 766-5587 or 633-8458.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
BCV 0600 Electricity I – DC Theory	120
BCV 0601 Electricity II – AC Theory	120
BCV 0663 Electricity VIII – Motors and Controls	120
EER 0471 Electricity IX – Industrial Electronics	120
EEV 0332 Electricity XI – Introduction to PLCs	120
EEV 0624 Instrumentation Process Measurement and Control	120
EEV 0625 Instrumentation for Manufacturing	120
EEV 0626 Maintenance of Instrumentation	120
Total Contact Hours	960

*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
Professional Courses	
RMI 0641 Insurance Marketing	40
Total Contact Hours	40

Law Enforcement (791)

This program is designed specifically to provide job training to give students the basic knowledge and understanding required to satisfactorily perform the duties and responsibilities of the police patrol person. Specific areas of instruction include constitutional and criminal law, criminal evidence, court organization and procedures, patrol procedures, criminal investigation, police community relations, traffic control, juvenile procedures, civil disorders, first aid, defensive tactics and firearms training.

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), driving history, 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 drivers 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 basic recruitment training students may receive up to 19 hours of college credit depending upon the program of study the student is enrolled in. For program #295 a student may receive 19 hours of CCJ electives, if a student is enrolled in program 239 they may receive as follows: CCJ 1020 Introduction to Criminal Justice (3 hours), CCJ 1220 Criminal Law, Evidence and Procedure (3 hours) and CCJ electives (6 hours).

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
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	44
CJD 0704 Criminal Justice Defensive Tactics	69
CJD 0705 Criminal Justice Weapons	58
CJD 0710 Criminal Justice Legal I	56
CJD 0711 Criminal Justice Legal II	60
CJD 0712 Criminal Justice Communications	73
CJD 0713 Interpersonal Skills I	77
CJD 0723 Vehicle Operations	45
CJD 0730 Law Enforcement Legal III	38
CJD 0731 Law Enforcement Patrol	74
CJD 0732 Law Enforcement Traffic	69
CJD 0734 Law Enforcement Investigations	64
CJD 0754 Criminal Justice Physical Conditioning	60
Total Contact Hours	787

*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
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 engine technology, emphasizing overhaul, repair, tune-up and troubleshooting procedures. Operational diesel engines 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 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
DIM 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 stern-drive 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 Center during day and evening hours. For information call 766-5578 or 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.

NOTE: Students whose test scores are below the state standards for basic skills will be required to co-enroll in the appropriate VPI courses and their first course in this program. Students must obtain satisfactory test scores before enrolling in the second course in this program.

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.

Medical Secretarial (617)

This program is designed to prepare students for entry-level positions in a medical office. Students completing this program will find employment as front-office medical receptionists, secretaries and clerks. The focus of the curriculum is on medical office applications and includes medical terminology, keyboarding and data entry, medical transcription, patient information management, law and ethics for allied healthcare workers, customer service, medical filing, mail handling, and telecommunications skills. Reinforcement of basic skills in English, math and job preparation is included.

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 9.0, mathematics 9.0 and language 9.0. For information call 633-8125.

NOTE: Students whose test scores are below the state standards for basic skills will be required to co-enroll in the appropriate VPI courses and their first course in this program. Students must obtain satisfactory test scores before enrolling in the second course in this program.

Course Number and Title	Contact Hours

Professional Courses
*VPI 0100 Basic Reading Skills
*VPI 0200 Basic Mathematical Skills

*VPI 0300 Basic Language Skills
OTA 0630 Medical Office Applications I 300
OTA 0645 Medical Office Applications II 300

	Total Contact Hours	600

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

Nails Specialty (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 this program 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

Office Support Technology (703) (Receptionist/Office Support)

The purpose of this program is to prepare students for employment as receptionists, appointment clerks, information assistants, customer service, and provides training for persons previously or currently employed in these occupational areas.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For information call 633-8125.

Course Number and Title	Contact Hours

Professional Courses
OFT 0021 Office Support/Receptionist...........................300

Total Contact Hours   300

Patient Care Technician (707 or 708 or 709 or 70A or 711 or 712 or 730 or 746)

The patient care technician program is a cluster of planned, sequenced instruction designed to prepare a cross-trained, unlicensed health care worker. With multiple exit points, the program consists of the following components: health careers core, nursing assistant, home health aide, patient care assistant, electrocardiograph aide, phlebotomist, allied health assistant, and patient care technician. Students are prepared to function as advanced patient care givers under the supervision of the registered nurse.

The health careers core is a prerequisite for all other components of this program. Following the core, each component must be completed sequentially, through the patient care assistant course. The electrocardiograph, phlebotomist and allied health assistant courses can be taken in any sequence. All courses must be completed in order to enroll in the patient care technician course. This program expands the traditional role of the nursing assistant, providing a broad foundation of knowledge and skills to be applied to the care of the patients in hospitals, nursing homes, and in their homes. For information call 766-6581.

Course Number and Title	Contact Hours

Professional Courses
Select one or more of the following modules:
Nursing Assistant Module (730)
*HCP 0605 Health Careers Core.....................................90
HCP 0102C Nursing Assistant.......................................75

Total Contact Hours   165

Home Health Aide B Module (746)
*HCP 0605 Health Careers Core.....................................90
HCP 0312 Home Health Aide B.......................................50

Total Contact Hours   140

Home Health Aide A Module (70A)
*HCP 0605 Health Careers Core.....................................90
HCP 0102C Nursing Assistant.......................................75
HCP 0311 Home Health Aide A.......................................40

Total Contact Hours   205

Patient Care Assistant Module (708)
*HCP 0605 Health Careers Core.....................................90
HCP 0102C Nursing Assistant.......................................75
HCP 0311 Home Health Aide A.......................................40
HCP 0400 Patient Care Assistant...................................75

Total Contact Hours   280

Electrocardiograph Aide Module (709)
*HCP 0605 Health Careers Core.....................................90
HCP 0102C Nursing Assistant.......................................75
HCP 0311 Home Health Aide A.......................................40
HCP 0400 Patient Care Assistant...................................75
HCP 0401 Electrocardiograph Aide..................................75

Total Contact Hours   355

Phlebotomist Module (711)
*HCP 0605 Health Careers Core.....................................90
HCP 0102C Nursing Assistant.......................................75
HCP 0311 Home Health Aide A.......................................40
HCP 0400 Patient Care Assistant...................................75
HCP 0402 Phlebotomist...75

Total Contact Hours   355

Allied Health Assistant Module (712)
*HCP 0605 Health Careers Core.....................................90
HCP 0102C Nursing Assistant.......................................75
HCP 0311 Home Health Aide A.......................................40
HCP 0400 Patient Care Assistant...................................75
HCP 0403 Allied Health Assistant..................................75

Total Contact Hours   355

Patient Care Technician (707)
*HCP 0605 Health Careers Core.....................................90
HCP 0102C Nursing Assistant.......................................75
HCP 0311 Home Health Aide A.......................................40
HCP 0400 Patient Care Assistant...................................75
HCP 0401 Electrocardiograph Aide..................................75
HCP 0402 Phlebotomist...75
HCP 0403 Allied Health Assistant..................................75
**HCP 0404 Patient Care Technician.................................75

Total Contact Hours   580

*HCP 0605, Health Careers Core must be taken before entering any of the modules.
**All courses must be completed prior to enrolling in this course.

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.

Application

Practical nursing is a selective access program. The program admits students in the fall and winter terms. 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 practical nursing program,
2. a high school completion transcript or copy of GED test scores,
3. scores of the required pre-entrance test (TABE), and
4. a current Basic Life Support (CPR) certificate (eight hour course).

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 766-6594.

Course Number and Title	Contact Hours
Professional Courses	
*VPI 0100 Basic Reading Skills	
*VPI 0200 Basic Mathematical Skills	
*VPI 0300 Basic Language Skills	
GRA 0441 Theory of Printing Processes	115
GRA 0442 Theory of Lithographic Processes	115
GRA 0446 Cold Type Typesetting and Pasteup	225
GRA 0451 Camera Operation and Film Processing	225
GRA 0473 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 Plumbing (654, 6A4, 6B4, 6C4)

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.

This program provides exit points for those who wish to specialize in a specific area. Students must complete courses required for each individual exit point.

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)	

**Occupational Completion Point "A" —
Helper (6A4)**
BCV 0500 Introduction to Plumbing................................120
BCV 0502 Hand and Power Tools/Joint Fabrication 120

Total Contact Hours   240

**Occupational Completion Point "B" —
Residential Technician (6B4)**
BCV 0500 Introduction to Plumbing................................120
BCV 0502 Hand and Power Tools/Joint Fabrication 120
BCV 0503 Plumber's Mathematics 120
BCV 0523 Fixtures, Valves and Faucets........................120
BCV 0504 Plans, Blueprints and Isometrics..................120

Total Contact Hours   600

**Occupational Completion Point "C" —
Commercial Technician (6C4)**
BCV 0500 Introduction to Plumbing................................120
BCV 0502 Hand and Power Tools/Joint Fabrication 120
BCV 0504 Plans, Blueprints and Isometrics..................120
BCV 0570 Water Supply/Potable Water Systems.........120
BCV 0503 Plumber's Mathematics 120

Total Contact Hours   600

**Occupational Completion Point "D" —
Residential/Commercial Technician (654)**
BCV 0500 Introduction to Plumbing................................120
BCV 0502 Hand and Power Tools/Joint Fabrication 120
BCV 0503 Plumber's Mathematics 120
BCV 0523 Fixtures, Valves and Faucets........................120
BCV 0571 Drain, Waste and Venting/Sanitary
    Layout and Design 120
BCV 0530 Plumbing Code 10-D-9/SSBC......................120
BCV 0504 Plans, Blueprints and Isometrics..................120
BCV 0570 Water Supply/Potable Water Systems.........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.

NOTE: Students whose test scores are below the state standards for basic skills will be required to co-enroll in the appropriate VPI courses and their first course in this program. Students must obtain satisfactory test scores before enrolling in the second course in this program.

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 (667)

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 repair of trailer and cargo container units using various skills such as basic woodworking and steel fabrication; operation, diagnosis and repair of transport 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 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)	

Course Number and Title	Contact Hours
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)

Mission: The Institute of the South for Hospitality and Culinary Arts is dedicated to the meaningful learning and excellent teaching that enables our students to achieve their full potential in the hospitality, dietetics and food service industries. Our long term goal is to empower students to become leading partners in a dynamic prosperous community.

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. Students must complete both courses to receive a certificate.

Course Number and Title	Contact Hours
Professional Courses	
HFT 0150 Travel Agency Operations	90
HMV 0033 Destination Geography	45
Total Contact Hours	135

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 of 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 of 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

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.

College I.D. Cards (StarCard)

Students enrolling in courses on any FCCJ campus, the Urban Resource Center, Open Campus Deerwood Center, Geis Center for Marine and Industrial Technology, Betty P. Cook Nassau County Center or military base are required to have and carry FCCJ's official I.D., the StarCard, while on College property. The one-time cost for the initial photo I.D. is $5 and $10 for replacement cards.

StarCard centers are located at each campus, the Urban Resource Center and Open Campus Deerwood Center. Hours of operation are posted at the center.

Adult Studies

The adult general education department of FCCJ cooperates with numerous 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.

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 Center for Marine and Industrial Technology or Betty P. Cook Nassau County Center will be required to pay a $5 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 la 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 and earn a state high school equivalency 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 Center for Marine and Industrial Technology or Betty P. Cook Nassau County Center will be required to pay a $5 student photo I.D. (StarCard) fee. Students should carry this I.D. at all times 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 FCCJ's four campuses, Urban Resource Center, Open Campus Deerwood Center, Geis Center for Marine and Industrial Technology or Betty P. Cook Nassau County Center will be required to pay a $5 student photo I.D. (StarCard) fee. Students should carry this I.D. at all times 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. 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 instructional 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.

*Graduation and course requirements may change. Please be sure to check with your 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 Florida 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 and Honors Courses

FCCJ's adult high school program offers dual enrollment courses which enable qualified students to earn college credit and fulfill their high school credit requirements simultaneously. Some students may earn high school honors credits for the successful completion of a college credit dual enrollment course. To participate in dual enrollment and for approval for enrollment students must see the adult studies adviser. Eligible students may register for a maximum of eight college credit hours each term.

In order to qualify, students must submit to the adult studies adviser the following.

1. a dual enrollment application,

2. written recommendation from two adult high school faculty,

3. required scores on the Florida College Entry Level Placement Test (FCELPT), SAT, or ACT for college credit or Test of Adult Basic Education (TABE) for vocational non-credit, and

4. an FCCJ transcript reflecting a grade point average, on a 4.0 scale, of a 2.5 for college credit or 2.0 for vocational dual enrollment, a minimum of 13 high school credits, and mathematics credits and grades.

Upon successful completion of the approved course(s), students will earn the equivalent high school credit. College credits will be awarded after proof of high school graduation has been submitted to the College's registrar.

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.

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. Non-credit courses are offered in locations throughout the community with particular emphasis on the interests and concerns of older adults. Additionally, computers for seniors courses are offered at the FCCJ campus locations. For information call 632-3324.

Widowed Persons Program

This program is designed to help widowed individuals take that first step toward reaffirming life after the loss of a spouse. "Opening Doors for the Widowed" is an eight-week non-credit adult studies course that meets at various locations through the Jacksonville area. Course topics include dealing with emotions, managing stress, legal and financial concerns, living alone, building a new social network, career and volunteer opportunities, personal safety, and the healing process. This course offers a mutual self-help approach to coping with grief and the meeting of challenges for a new future. For information call 632-3324.

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 Roseanne R. Hartwell Women's Center

The FCCJ Roseanne R. Hartwell Women's Center is located at the Downtown Campus, 101 W. State St., Room 3106. Grant funded programs include Challenge: the Displaced Homemaker program, Reach the Heights, the Gender Equity program, and Bosom Buddies. The Center offers two monthly luncheons, the Women's Information Exchange and Career Information Exchange, with speakers on topics of interest to community, business and professional women and men. A current listing of program activities, special events and scholarships available can be found in the Center's monthly newsletter, Portfolio, which is widely distributed in the community. All programs are available to members of the community as well as FCCJ students. For more information call 633-8390.

Challenge: The Displaced Homemaker Program

Challenge: The Displaced Homemaker program is a uniquely designed 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 a program designed to build self-esteem and includes career assessment, goal setting and decision making skills, resume writing, interview rehearsal and help with education or job re-entry.

Challenge advisers are 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 Education, Division of Community Colleges. For information call 633-8316.

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.

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 Applied Design and Marketing

The department of applied design and marketing offers many non-credit courses for developing and/or increasing knowledge and skills. Classes, workshops and seminars are designed to meet the needs and interests of the community. These include beginning clothing construction to the most advanced; drapery, window treatments and home accessories; crafts, quilting, upholstery, flower arranging, interior design and nutrition, to name a few. Foods courses are held in conjunction with the Heart and Lung Institute of St. Vincent's Medical Center. For information call 381-3555.

Continuing Education

A variety of non-credit courses are offered through two very popular program series: the Professional Development Series and the Self Enrichment Series. Brochures are available for a wide variety of courses that provide new skills, help develop new and exciting interests and offer opportunities to have fun while in pursuit of lifelong learning goals. For information call 633-8292.

Teleconferencing

Since 1984, FCCJ has been a leader in providing Northeast Florida with quality teleconferencing services. These electronic meetings link audiences to prominent speakers and experts throughout the region, across the continent and around the globe.

FCCJ sponsors special teleconference events featuring local speakers, panel discussions, workshops and networking sessions on such topics as Insurance, Health Care, Law, Education, Computers, Internet, and the Environment.

FCCJ is part of a statewide network of over 30 satellite downlink sites and offers C- and Ku-Band downlinking, off-satellite taping, a variety of local meeting sites for large and small groups, catering, event planning and registration assistance, large screen projection, direct phone lines and fax machines, expert technical support and a trained staff. For information call 633-8312.

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.

Vocational Preparation Instruction

Developmental education is offered to non-credit students at various locations. 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 Vocational Preparatory Instruction (VPI) labs and classes in the areas of mathematics, English and reading. For more information call 633-8360.

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 the following.

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 postsecondary 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 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.

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 resources 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 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 coursework 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 Enrollment (FAME), Student Ambassadors, Community Mentorship, Black History Month, Gaining Resources and Developing Skills (GRADS) 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 processes. 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.

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 50th 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.

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.

The Adult and Vocational Assessment Department offers the following testing services. A brief description of each test is provided. For information call 632-5006.

Test of Adult Basic Education (TABE)

The Adult and Vocational Assessment Department administers the state required TABE to those 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.

The Florida High School Competency Test is required of high school completion students. Refer to the high school completion section of this catalog for further details.

The Dental Certification Examination is administered through the Dental Assisting National Board, Inc. for certification of dental assistants.

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 the adult and vocational assessment department in advance of the testing date.

State Insurance Licensing is provided to individuals wishing to enter the insurance profession. The test is administered bi-weekly at the Urban Resource Center. Applicants must apply to the State Insurance Commission for authorization to test. For information call (813) 974-2571.

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. There is both a written and skills based assessment.

Automotive Service of Excellence Certification (ASE) tests are administered twice annually to automotive technicians meeting the requirements for certification or recertification.

The Optional Child Care Pre-test 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 exempt 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.

American Council on Exercise (ACE) tests are administered annually for aerobics instructors, personal trainers and orthopaedic technologists.

Keyboarding skill assessments of speed and precision are administered on an on-going basis. For information call 632-5044.

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

The State Emissions Recertification Test is administered to emission inspectors requesting 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. The test is administered weekly.

Florida Food Manager Certification Examination is administered by the adult and vocational assessment department to managers in establishments serving the public so they may be certified to help protect everyone's health, safety, and welfare. This exam requires a fee. For information call (813) 974-1525.

Sanitation and Safety Management Examination is administered by the adult and vocational assessment department to students entering entry level employment in the food service industry.

National Securities Examination is administered by the adult and vocational assessment department to individuals working in the financial industry as stockbrokers and financial planners.

Medical Records Technician (MRT) Certification is administered by the adult and vocational assessment department to individuals who have an associate's degree from an accredited MRT program. The test is given annually.

Florida Teacher Certification Exam is administered four times a year. Application packages can be picked up at the Urban Resource Center in Room 102.

ACT Citizenship Test is administered to individuals who are lawful permanent residents of the U.S. and want to become citizens. The individual must pass a test about U.S. history and government and also write an English sentence.

GED Practice Exam is given to individuals who are not students at FCCJ and are studying for the GED on their own. The exam is administered upon request at the Urban Resource Center.

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 drops to less than half time attendance.

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 awarded based on academic achievement, financial need 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. Eligible vocational programs are listed in this catalog and require 600 or more contact hours. 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 (F-1 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, FCCJ Open Campus Deerwood 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 (VEAP) — 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 1606 — 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 copies of all DD214's if applicable.

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

4. Provide a certificate of eligibility from VA, if available.

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 received credit or the repeat of an "I" grade within one year.

4. Non-punitive grades will be reported to the Department of Veterans Affairs and will affect the previously submitted certification within a given term.

5. 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

Vocational veterans are allowed two days of unexcused absences per class 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 unexcused absences 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 college veterans affairs office. 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 (men's and women's), golf (men's), tennis (women's) and volleyball (women's) are sports activities based at the South Campus. North Campus is the location for baseball, softball and track and field (men's and women's).

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, 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 Assault Policy

Sexual assault (rape) is a serious crime which has a major impact on the campus community as well as on the students who are victimized. Florida Community College at Jacksonville will not tolerate sexual assault in any form, including date and acquaintance sexual assault. Should probable cause be determined that campus regulations prohibiting sexual assault have been violated, disciplinary action will be pursued through the code of student conduct or other appropriate internal processes. Discipline may result in suspension or dismissal from the College.

Any student or employee reporting a sexual assault will be treated with respect and sensitivity. Contacts and conversations which transpire pursuant to this procedure will be held in confidence.

Student(s) charged with sexual assault can be prosecuted under the Florida Criminal Statutes and/or discipline by the code of student conduct. A decision by the criminal justice authorities not to prosecute does not preclude the College from pursuing disciplinary action.

Reporting and action taken by the College for sexual assault against a student or an employee will be limited to incidents occurring on College property or facilities, or at a College-sponsored function.

The College is responsible for the training of security and other designated staff concerning the initial contact and processing of a reported sexual assault.

Employees and students found in violation of these policies will be subject to disciplinary action, up to and including termination, in accordance with FCCJ Board Rule 6Hx7-2.1.

Definitions

Sexual Assault — commonly referred to as rape, is one of the most unreported of all major crimes. The legal definitions differ from state to state; however, Florida defines sexual battery as the following:

"Oral, anal or vaginal penetration by union with a sexual organ of another or the anal or vaginal penetration by another by any other object: however, sexual battery does not include an act done for a bona fide medical purpose." Section 794.001(h) Florida Statutes.

Stranger Rape — the sexual assault of an individual by someone the victim does not know.

Date or Acquaintance Rape — the sexual assault of an individual by someone the victim knows, usually an acquaintance or a date. Date rape is the most common type of rape occurring on college or university campuses but the least frequently reported.

Group/Gang Rape — the sexual assault of an individual by multiple perpetrators. The Florida legislature has decreed that an act of sexual battery when committed by more than one person, presents a greater danger to the public and is extremely offensive to society. Accordingly, it has enhanced the penalties for acts of sexual battery when committed by multiple perpetrators. Florida Statutes 794.023.

Complaint Procedures

Individuals who believe they have been sexually assaulted and wish further information or assistance may contact the campus staff member designated to assist with sexual assaults. Any person wishing to file a complaint may contact a campus security office.

Downtown Campus — 633-8390
Kent Campus — 381-3688
North Campus — 766-6608/6609
South Campus — 646-2357

All reported cases will be referred to the crime prevention coordinator.

Crime Prevention Coordinator
North Campus, Room A-145
Telephone: 766-6659

This office will discuss the matter with the student and make referrals as appropriate. The person reporting the incident may request to be kept anonymous. A report will be completed and forwarded to the director of equal access/equal opportunity. Situations requiring immediate administrative support will be referred to the campus dean of student affairs.

Assistant to the President for
Equal Access/Equal Opportunity
Donald T. Martin Center for College Services
Room 249
Telephone: 632-3221

This office will review all reports and direct the action to be taken by the appropriate office.

All student referrals will be directed to the campus dean of student affairs. Employee complaints will be referred to the director of human resources.

Director of Human Resources
Donald T. Martin Center for College Services
Room 249
Telephone: 632-3254

Campus Dean of Student Affairs
Downtown Campus, Room 1097
Telephone: 632-8250

Campus Dean of Student Affairs
Kent Campus, Room B-100
Telephone: 381-3443

Campus Dean of Student Affairs
North Campus, Room E-132
Telephone: 766-6763

Campus Dean of Student Affairs
South Campus, Room U-131
Telephone: 646-2009

Sexual Harassment Policy

Sexual harassment as defined in District Board of Trustees Rule 6Hx7-1.3, 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 — 6Hx7-1.3 Definitions — 1.3

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
    Donald T. Martin Center for College Services
    Room 249
    (904) 632-3221
      OR
    Director of Human Resources
    Donald T. Martin Center for College Services
    Room 249
    (904) 632-3254
      OR

Downtown	Dean of Student Affairs Room 1097 (904) 633-8250
Kent	Dean of Student Affairs Room B-100 (904) 381-3443
North	Dean of Student Affairs Room E-132 (904) 766-6763
South	Dean of Student Affairs Room U-131 (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 statewide test.

Computers with a broad variety of arts and science tutorials and exercises are provided to assist students learning on an individualized or group basis.

Computer Laboratories

There is an open computer laboratory on each campus for use by FCCJ students enrolled in courses requiring computer-based assignments outside of class. These labs are heavily utilized by CIS/OST students. Computers in the learning assistance centers and the computer laboratories are heavily used by students daily from 7:30 a.m.–1 p.m. The computers are used less in the mid-afternoon and evening hours.

Financial Information

College Credit Registration Fees

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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.

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At the time of this printing, college credit tuition is being reviewed by the District Board of Trustees. The anticipated fees per semester hour are:

Florida residents..$41.50
Non-Florida residents..$157.40

The new fees, as approved, will be posted in the College credit schedule.

*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. citizens...$25
International students..$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 enrolling in courses on any FCCJ campus, the Urban Resource Center, Open Campus Deerwood Center, Geis Center for Marine and Industrial Technology, Betty P. Cook Nassau County Center or military base are required to have and carry FCCJ's official I.D., the StarCard, while on College property. The one-time cost for the initial photo I.D. is $5 and $10 for replacement cards.

StarCard centers are located at each campus, the Urban Resource Center and Open Campus Deerwood Center. Hours of operation are posted at the 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 and permanent part-time employees 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.

As an alternative, full-time and permanent part-time employees may execute a payroll deduction authorization form and provide related course completion information as required.

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 the 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 that 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

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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.
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Fees charged for non-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

Computer laboratory 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 enrolling in courses on any FCCJ campus, the Urban Resource Center, Open Campus Deerwood Center, Geis Center for Marine and Industrial Technology, Betty P. Cook Nassau County Center or military base are required to have and carry FCCJ's official I.D., the StarCard, while on College property. The one-time cost for the initial photo I.D. is $5 and $10 for replacement cards.

StarCard centers are located at each campus, the Urban Resource Center and Open Campus Deerwood Center. Hours of operation are posted at the 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 diploma students, in high school credit courses.

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 and permanent part-time employees 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.

As an alternative, full-time and permanent part-time employees may execute a payroll deduction authorization form and provide related course completion information as required.

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.