

# CURRICULA

## What Programs Does FJC Offer?

### FOR A GENERAL EDUCATION AND TRANSFER TO A UNIVERSITY

### ASSOCIATE IN SCIENCE DEGREE:

Accounting  
Architectural & Building Construction  
Technology  
Banking  
Child Care Services  
Civil Engineering Technology  
Criminal Justice Education—Corrections  
Criminal Justice Education—Law  
Enforcement  
Data Processing  
Dental Hygiene  
Drafting and Design Technology  
Electronic Engineering Technology  
Fashion Merchandising  
Fire Science and Prevention  
Food Service Technology  
General Business  
Hospitality Management  
Insurance  
Marketing  
Mechanical Engineering Technology  
Medical Laboratory Technology  
Real Estate  
Retail Merchandising  
Secretarial Science  
Technical Nursing  
Transportation  
X-Ray Engineering Technology

### ASSOCIATE IN ARTS DEGREE:

Art or Art Education  
Business Administration  
Business Education  
Child Care Services  
Criminal Justice Education—Corrections  
Criminal Justice Education—Law  
Enforcement  
Data Processing  
Fire Science and Prevention  
Forestry  
Health, Physical Education and  
Recreation  
Home Economics Education  
Liberal Arts  
Marine Sciences  
Medical Laboratory Technology  
Music or Music Education  
Occupational Therapy  
Pharmacy  
Physical Therapy  
Police Science and Administration  
Pre-Dental, Pre-Medical, Pre-Optometry  
and Pre-Veterinary Medicines  
Pre-Engineering  
Pre-Law  
Pre-Nursing  
Teacher Education

### FOR A GENERAL EDUCATION OR TO A JOB AND CAREER IN TWO YEARS

**CERTIFICATED PROGRAMS:**

Clerical-Stenography  
Clinical Laboratory Assisting  
Computer Operations  
Criminal Justice Education—Law Enforcement  
Drafting  
Dental Assisting  
Fire Science and Prevention  
Food Service Technology

**TO A JOB  
IN  
ONE YEAR**

**LEARN OR  
IMPROVE  
YOUR  
SKILLS**

**INSTITUTIONAL CREDIT AND  
NON-COLLEGE CREDIT CAREER PROGRAMS:**

Business and Office Occupations  
Home Economics  
Distributive and Mid-Management  
Industrial and Trades Occupations  
Health-Related Occupations

**ADULT AND CONTINUING EDUCATION**

Adult Basic Education  
High School Completion  
High School Equivalency  
Continuing Education  
Programs for the Aging  
Civil Defense and Safety  
Community Services

**TO SERVE  
ADULT  
COMMUNITY  
NEEDS**

## **The Associate In Arts Degree For Transfer To A University**

Any student expecting to transfer to a senior college from Florida Junior College at Jacksonville is advised to write the Registrar of that college for information concerning special course requirements that should be met while attending Florida Junior College at Jacksonville. Catalogs of various senior colleges are on file, and counselors are available to assist the student in working out his academic program. Final responsibility for choice of program, however, rests with the student.

In planning his program at Florida Junior College, the student should be certain he meets the General Education Requirements for the Associate in Arts degree and completes a program of at least sixty semester hours exclusive of occupational courses and physical education activity courses.

## **Associate In Science Degree Career Education Programs**

The Career Education Programs are designed to prepare the student who, at the completion of a program of study listed in this section of the bulletin, is planning to enter his chosen career at the semi-professional level, or who plans to transfer to a four-year university offering the baccalaureate degree in engineering technology.

Occupational patterns in industry have changed significantly in the past twenty years. The rate of change is increasing. The growth of automation, new materials, new processes, and improved techniques of measurement and control have combined to increase the need for technically competent persons with special abilities who can support and supplement the efforts of engineers, scientists, and managers.

Advisory committees representing business and industry, and survey information that has helped to identify areas of manpower needs, have provided assistance in the development of the various programs of study. The broad area of Career Education at Florida Junior College at Jacksonville, in all of its philosophy, concepts, and functions, reflects the image of the worth of the individual, the needs of the individual and industry, and is conceived as one means of providing a quality program of education which not only recognizes the importance of essential skills and knowledge, but in addition, recognizes the need for desirable attitudes and habits.

The following are recommended programs of study in various areas of career education:

### **ACCOUNTING**

The accounting program is primarily designed for those students who intend to seek immediate employment in some area of accounting and is also intended and most beneficial to those individuals who are presently using accounting and/or accounting information in their employment. The aim of the accounting program is to prepare students for positions of leadership and responsibility in industry; federal, state and local government; and public accounting.

This program is based upon the development of a thorough knowledge of accounting principles and theory, and then seeks to develop the student's ability to apply this knowledge to problem situations. An intensive study of accounting and related business subjects is combined with general education courses to provide a well-balanced program.

Accounting graduates are among the most sought after college graduates and in Jacksonville and the surrounding areas, the opportunities are unlimited.

Future courses to be included in the accounting curriculum based on need shown by the community at large might include: Auditing, Advanced Accounting, and an Accounting Internship.

<b>General Education</b>	<b>Credits</b>
Communications .....	3
Humanities .....	3
Mathematics-Science .....	3
Social Science .....	6
	<u>15</u>

### **Professional and Other Required Courses**

AAC 260, 261, 262, 263, 280, 281, Accounting .....	19
APC 291 Business Communications .....	3
APM 141 Business Mathematics .....	3
BUW 260, 261 Business Law .....	6
ECO 220 Foundations of the American Economy .....	3
FCR 260 Principles of Finance .....	3
FMC 173 Calculating Machines .....	2
SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
	<u>45</u>

## **ARCHITECTURAL AND BUILDING CONSTRUCTION TECHNOLOGY**

A course of study to prepare the student for a career in the architectural, building and construction field. The approach is toward a broad coverage of the existing specialties, which together form the requisite skills, techniques, and knowledge that are involved in these professions. The curriculum includes the basic courses in applied mathematics and science, in graphics, in communications, and in engineering fundamentals.

This program is specifically designed to provide qualified building construction technicians created by the phenomenal growth of both community and state. The graduate may elect to continue in the upper division of a university in a technological area.

<b>General Education</b>	<b>Credits</b>
ENG 101 English Composition .....	3
*Humanities .....	3
PHY 100 Introduction to Physics .....	3
*Social Science .....	6
	<u>15</u>

### **Professional and Other Required Courses**

AIC 283 Air Conditioning and Heating .....	3
APM 160 Technical Math I .....	3
APM 161 Technical Math II .....	3
APM 164 Engineering Calculations .....	1
BCN 181 Building Construction .....	3
BCN 282 Planning and Estimating .....	3
CIT 180 Surveying .....	3
DTG 170 Engineering Drawing .....	3
DTG 280 Architectural Drafting .....	3
DTG 281 Civil Drafting .....	3
IEL 160 Fundamentals of Electricity .....	3

\*Refer to General Education Requirements

MEY 160 Engineering Materials & Processes .....	4
MTY 281 Engineering Mechanics .....	4
SAM 160 Introduction to Business .....	3
STT 282 Testing & Strength of Materials .....	4
TER 281 Technical Report Writing .....	3
	<u>49</u>

## BANKING

Banking includes all offerings designed to provide a fundamental background for a career in banking. Offerings are those that the student can build upon in taking other offerings suited to his particular interests and needs. They provide a general orientation to banking, basic preparation for further study in a particular discipline, or core knowledge from which a student may branch out into different areas. They give an excellent starting point to greater knowledge and proficiency in the student's chosen banking career.

	<b>Credits</b>
<b>General Education</b>	
ENG 101 English Composition .....	3
ECO 210 Principles of Economics .....	3
HUM 201 Humanities .....	4
*Mathematics-Science—except MAT 101 .....	3
*PSY 111 General Psychology .....	3
*Social Science .....	3
*Social Science or Humanities .....	3
SPE 110 Fundamentals of Speech .....	3
	<u>25</u>

### Professional and Other Required Courses

AAC 160 General Accounting .....	3
APM 141 Business Mathematics .....	3
FCR 168, 181, 260, 268, 281 Banking and Finance .....	15
BUW 260 Business Law .....	3
**SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
FCR ELECTIVES .....	<u>6</u>
	<u>36</u>

\*Refer to General Education Requirements

\*\*Another Course may be selected upon approval by Program Director

NOTE: FCR electives may be selected from any of the FCR courses shown in the course description section of the catalog. AAC 161, SAM 251 may also be selected.

## CHILD CARE SERVICES

Students completing the program will have had an opportunity to observe and participate in the Child Care Laboratory at the North Campus. Graduates of the program will be qualified to work with young children:

	<b>Credits</b>
<b>General Education</b>	
BIO 101 Life in its Biological Environment .....	3
ENG 101 English Composition .....	3
*Humanities .....	3
PSY 111 General Psychology .....	3
PSY 242 Child Psychology .....	3
SOC 210 Social Problems .....	3
SOC 220 Marriage and Family .....	3

\*Refer to General Education Requirements

SPE 110 Fundamentals of Speech .....	3
*Social Science .....	3
*Mathematics .....	3
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<b>Professional and Other Required Courses</b>	<b>30</b>

CGC 161 Child Growth and Development .....	3
CGC 162 Advanced Child Growth and Development .....	3
CGC 163 Principles of Early Childhood Education .....	3
CGC 164 Overview of Early Childhood Curriculum .....	3
CGC 165 Music for Young Children .....	2
CGC 166 Literature for Young Children .....	2
CGC 167 Child and Parent in the Community .....	2
CGC 291 Observing and Recording Child Behavior .....	4
CGC 292 Supervised Student Participation .....	6
CGC 293 Teaching of Early Childhood Games .....	2
FSM 166 Child Nutrition .....	2
HEN 215 Standard First Aid .....	2
CGC approved Elective .....	2
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	<b>36</b>

**Approved Electives:**

CGC 168 Art for Young Children .....	2
CGC 282 Science for Young Children .....	2
CGC 284 New Mathematics for Young Children .....	2
CGC 285 Introduction to Mental Retardation .....	2

\*Refer to General Education Requirements

**CIVIL ENGINEERING TECHNOLOGY**

The program of instruction in Civil Engineering Technology is designed to provide engineering assistants in the technical-occupational areas of drafting, construction, road building, surveying, hydraulics, and instrumentation. Upon successful completion of the curriculum, the student is awarded the Associate Degree in Science. At this time, the graduate is prepared to enter a chosen career or to continue in the upper division of a university in a technological area.

**General Education**

	<b>Credits</b>
ENG 101 English Composition .....	3
*Humanities .....	3
*Social Science .....	3
PHY 100 Introduction to Physics .....	3
*Mathematics-Science .....	3
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	<b>15</b>

**Professional and Other Required Courses**

APM 160 Technical Math I .....	3
APM 161 Technical Math II .....	3
APM 164 Engineering Calculations .....	1
BCN 181 Building Construction .....	3
BCN 282 Planning and Estimating .....	3
CIT 180 Surveying .....	3
DTG 170 Engineering Drawing .....	3
DTG 171 Descriptive Geometry .....	3
DTG 281 Civil Drafting .....	3

IEL 160 Fundamentals of Electricity .....	3
MEY 160 Engineering Materials & Processes .....	4
MTY 280 Elements of Applied Energy .....	3
MTY 281 Engineering Mechanics .....	4
MTY 285 Fluid Mechanics .....	3
SAM 160 Introduction to Business .....	3
STT 282 Testing & Strength of Materials .....	4
TER 281 Technical Report Writing .....	3
	<u>52</u>

\*Refer to General Education Requirements

## CRIMINAL JUSTICE EDUCATION—CORRECTIONS

This program is under the guidance of an Advisory Committee composed of community leaders and administrators from local criminal justice agencies. The faculty are experienced, knowledgeable, and well-known in their field.

The student is assured of modern, up-to-date instruction which will aid him in his chosen occupation or in seeking a career in the correctional field.

Correctional courses and general education subjects are offered on a day and evening interchangeable basis.

General Education	Credits
BIO 101 Life in its Biological Environment .....	3
ENG 101, 102 Communications .....	6
HUM 201 Humanities .....	4
LAE 260 Constitutional Law-Criminal Law I .....	3
POS 204, 205 Political Science .....	6
PSY 111 General Psychology .....	3
SOC 201 Introductory Sociology .....	3
SOP 110 Human Relations .....	3
	<u>31</u>

### Professional and Other Required Courses

COR 160, 161, 260, 265, 280, 281, 285 Corrections .....	21
LAE 160, 163, 267 Law Enforcement .....	9
	<u>30</u>

## CRIMINAL JUSTICE EDUCATION—LAW ENFORCEMENT

This program is under the guidance of an Advisory Committee composed of community leaders and administrators from local Criminal Justice Agencies. The faculty are experienced, knowledgeable, and well-known in their field.

The student is assured of modern, up-to-date instruction which will aid him in his chosen occupation or in seeking a career in the field of law enforcement.

Law enforcement courses and general education subjects are offered on a day and evening interchangeable basis.

General Education	Credits
BIO 101 Life in its Biological Environment .....	3
ENG 101, 102 Communications .....	6
HUM 201 Humanities .....	4
LAE 260 Constitutional Law—Criminal Law I .....	3
POS 204, 205 Political Science .....	6
PSY 111 General Psychology .....	3
SOC 201 Introductory Sociology .....	3
SOP 110 Human Relations .....	3
	<u>31</u>

**Professional and Other Required Courses**

LAE 160, 161, 162, 163, 262, 264, 265, 266, 280, 281 Law Enforcement .....	30
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**DATA PROCESSING**

The two-year course of study is designed to prepare the student for employment in the data processing field. The curriculum includes a mixture of business, general education, and data processing course offerings and is being continually up-graded as the state of the computer art changes. Data Processing courses are taught with hands-on approach where students prepare and run their own work on college equipment.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
*General College Electives .....	6
*Mathematics .....	3
PSY 111 General Psychology <i>or</i>	
SOP 110 Human Relations .....	3
*Science .....	3
*Social Science .....	3
SPE 110 Fundamentals of Speech .....	3
	24
<b>Professional and Other Required Courses</b>	
AAC 260 Principles of Accounting .....	3
BDP 170 Introductory Computer Concepts .....	3
BDP 171 Data Processing Mathematics .....	3
BDP 172 Basic Assembly Language Programming .....	3
BDP 173 Data Processing Applications .....	3
BDP 290 COBOL Programming .....	3
BDP 291 Systems Development and Design .....	3
BDP 296 Advanced Computing and Programming Systems .....	3
SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
TER 281 Technical Report Writing .....	3
**BDP approved elective .....	3
	36

\*Refer to General Education Requirements  
 \*\*Approved Electives:  
 BDP 293 Advanced Assembly Language Programming  
 BDP 294 FORTRAN/BASIC Programming  
 BDP 295 PL/I Programming

**DENTAL HYGIENE**

Admission to this two-year A.S. Degree program is limited to sixteen in each class. Continuation in the program's second year is dependent upon maintaining a 2.0 average in the first year. A grade of "C" or above must be maintained in all Dental Hygiene courses. Applicants must be graduates of an accredited high school or its equivalent. A background of science and mathematics and good manual dexterity is strongly recommended. Admission requisites for the Dental Hygiene Program can be obtained from the Director of Dental Programs or Student Services.

<b>General Education</b>	<b>Credits</b>
ANA 215 Anatomy and Physiology I .....	3
ANA 216 Anatomy and Physiology II .....	3
BIO 241 Microbiology .....	4
CHE 101 Introductory Chemistry .....	4
CHE 102 Introductory Chemistry .....	4



ENG 105 Communication for Today's World .....	3
HUM 215 Humanities .....	3
PSY 111 General Psychology .....	3
*Social Science .....	3
SPE 110 Fundamentals of Speech .....	3
	<u>33</u>

**Professional and Other Required Courses**

FSM 162 Basic Nutrition .....	3
DEH 161 Principles of Dental Hygiene .....	2
DEH 162 Dental Hygiene I .....	4
DEH 163 Dental Hygiene II .....	4
DEH 164 Dental Health Education .....	3
DEH 165 Dental Anatomy .....	3
DEH 166 Dental Radiology .....	3
DEH 167 Dental Materials .....	3
DEH 281 Clinical Dental Hygiene I .....	4
DEH 282 Clinical Dental Hygiene II .....	4
DEH 283 Periodontics .....	3
DEH 284 Dental Hygiene Seminar I .....	1
DEH 285 Community Dental Health .....	2
DEH 286 Dental Hygiene Seminar II .....	1
DEH 287 Oral Histology and Embryology .....	2
DEH 288 Pharmacology .....	3
DEH 289 Oral Pathology .....	3
	<u>48</u>

**DRAFTING AND DESIGN TECHNOLOGY**

The Drafting and Design Technology program is designed to train persons who can be assistants to Engineers and Architects. They will translate ideas, sketches, specifications, and calculations into complete designs for which the basic calculations have been made. The graduate may elect to continue in the upper division of a university in a technological area.

<b>General Education</b>	<b>Credits</b>
ENG 101 English Composition .....	3
*Humanities .....	3
*Social Science .....	3
PHY 100 Introduction to Physics .....	3
*Mathematics-Science .....	3
	<u>15</u>

**Professional and Other Required Courses**

APM 160 Technical Math I .....	3
APM 161 Technical Math II .....	3
APM 164 Engineering Calculations .....	1
BCN 282 Planning and Estimating .....	3
DTG 160 Mechanical and Electrical Drafting .....	3
DTG 170 Engineering Drawing .....	3
DTG 171 Descriptive Geometry .....	3
DTG 280 Architectural Drafting .....	3
DTG 281 Civil Drafting .....	3
DTG 282 Industrial Design .....	3
IEL 160 Fundamentals of Electricity .....	3
MEY 160 Engineering Materials & Processes .....	4

\*Refer to General Education Requirements

MTY 281 Engineering Mechanics .....	4
SAM 160 Introduction to Business .....	3
STT 282 Testing & Strength of Materials .....	4
TER 281 Technical Report Writing .....	3
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## ELECTRONIC ENGINEERING TECHNOLOGY

In analyzing the forecast of growth of the electronic industry, the immediate and long-term future for electronics technicians looks particularly bright. Computers and data processing systems, communications, instrumentation, electronic industrial controls, navigation aids, medical and therapeutic electronics, closed-circuit and educational television, and many other new electronic applications will increase at a rapid rate in industrial and commercial use.

The electronic industry record as a creator of jobs has been outstanding. Employment in the industry has more than doubled in the past decade. Since it is a realistic expectation that the electronic industry will more than double in volume in the next several years, employment opportunities will continue excellent, especially for electronic technicians, as technology advances.

The graduate may elect to continue in the upper division of a university in a technological area.

### General Education

	<b>Credits</b>
ENG 101 English Composition .....	3
*Humanities .....	3
*Mathematics-Science .....	3
PHY 100 Introduction to Physics .....	3
*Social Science .....	3
	<hr/> 15

### Professional and Other Required Courses

APM 160 Technical Math I .....	3
APM 161 Technical Math II .....	3
APM 164 Engineering Calculations .....	1
APM 280 Technical Math III .....	3
DTG 170 Engineering Drawing .....	3
IEL 161 Direct Current Theory & Circuits .....	5
IEL 162 Alternating Current Theory & Circuits .....	5
IEL 163 Electrical Controls .....	3
IEL 280 Electronics I .....	5
IEL 281 Electronics II .....	5
IEL 283 Advanced Electronic Circuit Analysis .....	3
IEL 284 Semiconductor Circuit Design .....	4
MEY 160 Engineering Materials & Processes .....	4
SAM 160 Introduction to Business .....	3
TER 281 Technical Report Writing .....	3
	<hr/> 53

\*Refer to General Education Requirements

## FASHION MERCHANDISING

The cooperative program in Fashion Merchandising is designed to prepare students for gainful employment with business establishments which merchandise textiles and/or wearing apparel. The curriculum includes courses in business, general education, home economics, and specialty courses in Fashion Merchandising as well as practical on-the-job work experiences. This program provides the student with a background for advancement into a mid-management career in sales, record keeping, fashion coordination, and display.

	<b>Credits</b>
<b>General Education</b>	
ENG 101 English Composition .....	3
*Humanities .....	4
*Mathematics-Science .....	3
SOP 110 Human Relations or PSY 111, General Psychology .....	3
SPE 110 Fundamentals of Speech .....	3
*Social Science .....	<u>3</u>
	19

#### **Professional and Other Required Courses**

ADS 261 Advertising .....	3
APA 161, 162, 164, 172, 265, 266, 274, 275, Apparel and Accessories .....	18
BDP 170 Introductory Computer Concepts .....	3
BUW 260 Business Law .....	3
APM 141 Business Mathematics .....	6
CLT 171, 172 Clothing & Textiles .....	3
GME 161, Salesmanship .....	4
GME 176 Retail Merchandising .....	<u>3</u>
SAM 160 Introduction to Business .....	46

### **FIRE SCIENCE AND PREVENTION**

The program is under the guidance of an Advisory Committee composed of community leaders and administrators from local fire departments. The faculty are experienced, knowledgeable, and well-known in their field.

The student is assured of modern, up-to-date instruction which will aid him in his chosen occupation or in seeking a career as a fireman.

Classes in Fire Science and general education subjects are offered on a primary night and alternative night basis.

	<b>Credits</b>
<b>General Education</b>	
ENG 101 English Composition .....	3
HUM 201 Humanities .....	4
MAT 101 College Mathematics .....	3
POS 204, 205 American Federal Government .....	6
PSY 111 General Psychology .....	3
SOC 201 Sociology .....	3
SPO 111 Human Relations .....	3
SPE 110 Fundamentals of Speech .....	<u>3</u>
	28

#### **Professional and Other Required Courses**

FIF 160, 161, 162, 163, 260, 261, 264, 265, 266, 267 Firefighting .....	30
*Approved Elective .....	<u>3</u>
	33

\*Students should consult the Director of Fire Science concerning the approved elective.

### **FOOD SERVICE TECHNOLOGY**

Students completing the two-year course of study are prepared to assume supervisory or management positions within the food service industry.

Students wishing to receive a certificate in Food Service Technology may do so by taking only the required Food Service courses.

<b>General Education</b>	<b>Credits</b>
ENG 101 English Composition .....	3
**Humanities .....	4
**Mathematics-Science .....	3
**Social Science .....	6
	<u>16</u>

### Professional and Other Required Courses

FSM 161, 162, 163, 164, 165, 171, 281, 282, 283, 284, 291 Food Service Management .....	33
*FSM 292 Areas of Specialization .....	3
HEN 107 Personal and Community Health .....	3
SAM 160, 250 Supervisory & Administrative Management .....	6
TYG 172 Beginning Typewriting .....	2
	<u>47</u>

\*Restaurant Management  
 Cafeteria Management  
 Nursing Home Supervision  
 School Food Service Adm.  
 Hospital Supervision  
 Private Club Management

\*\*Refer to General Education Requirements

## GENERAL BUSINESS

The two-year general business program is designed to prepare those who complete the program for a business profession or advancement within their chosen profession. The program is structured to thoroughly prepare the student for work in those areas in which there are known shortages of competent personnel. The program is not intended to be a substitute for a four-year business administration program.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
*Humanities .....	3
*Physical or Biological Science .....	3
*Social Science .....	6
	<u>15</u>

### Professional and Other Required Courses

AAC 160, 161 General Accounting .....	6
APC 291 Business Communications .....	3
APM 141 Business Mathematics .....	3
BUW 260, 261 Business Law .....	6
ECO 220 Foundations of the American Economy .....	3
FMC 173 Calculating Machines .....	2
FCR 260 Principles of Finance .....	3
GME 161 Salesmanship .....	3
INS 161 Principles of Insurance .....	3
SAM 160, 250 Introduction to Business, Principles of Management .....	6
**TYG 172-173 Typewriting .....	2
***Electives (Business Area) .....	6
	<u>46</u>

\*Refer to General Education Requirements

\*\*Students will be placed in the proper level based on their background.

\*\*\*ADS 261 Advertising  
 ECO 210 Principles of Economics  
 MAG 162 Principles of Marketing

## HOSPITALITY MANAGEMENT

A course of study designed to provide basic industry principles and working skills for the career-minded students seeking training for supervisory, mid-management job entry into the commercial food service and lodging industry, including hotels, motels, and restaurants. Personnel in the industry may obtain increased industry knowledge, better up-grad-ing, potential, greater job efficiency and more job satisfaction. The program is to provide the student with a foundation for building a rewarding and job-satisfying career in a dynamic, growing industry.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
*Humanities .....	3
*Physical or Biological Science .....	3
*Social Science .....	6
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 15
 <b>Professional and Other Required Courses</b>	
AAC 160, 161 General Accounting .....	6
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
HOL 161, 162, 164, 264, 267 Hotel & Lodging .....	15
**HOL 271, 272 Internship .....	6
SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
SAM 251 Personnel Management .....	3
***Electives (Business Area) .....	3
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\*Refer to General Education Requirements

\*\*Choices in these courses are determined by the student's employment outlook. This decision will determine what type of institution the student will be placed in for the internship courses of HOL 271 and HOL 272. Internship will consist of fifteen hours per week of on-the-job training. Students are encouraged to seek part-time employment in the hospitality industry while attending college and during the summer.

\*\*\*Electives:

ADS 261 Advertising  
 APC 291 Business Communications  
 ECO 210 Principles of Economics  
 FMC 173 Calculating Machines

## INSURANCE

The insurance program is designed to provide students with a background of principles and terminology characteristic of the industries serving the insurance needs of the community. Upon successful completion of the curriculum, the student is awarded the Associate Degree in Science.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
*Humanities .....	3
**Mathematics-Science (Physical or Biological) .....	3
*Social Science .....	6
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 15
 <b>Professional and Other Required Courses</b>	
AAC 160, 161 General Accounting .....	6
APM 141 Business Mathematics .....	3

BUW 260 Business Law .....	3
FCR 260 Principles of Finance .....	3
GME 161 Salesmanship .....	3
INS 161, 162, 163 Insurance .....	9
PSY 111 General Psychology .....	3
SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
**Approved Electives .....	<u>9</u>
	45

\*Refer to General Education Requirements.

\*\*Approved Electives:

- APM 141 Business Math
- APC 291 Business Communications
- ADS 261 Advertising
- ECO 210 Principles of Economics
- FMC 173 Calculating Machines

## MARKETING

The marketing program provides the student with a background that will assist him in preparing for a career in the areas of sales, sales management, sales promotion, advertising, wholesaling, retailing, and market research. Career opportunities in marketing exist in private industry, government, and the professions.

The curriculum includes the study of activities necessary to place goods and services in the hands of household consumers and industrial users. The classroom experiences provide for a broad understanding of the marketing process as well as specialized knowledge in the various areas of marketing.

### General Education

	<b>Credits</b>
ECO 220 Foundations of the American Economy .....	3
ENG 101 English Composition .....	3
*Humanities .....	6
**Mathematics-Science .....	3
*Social Science .....	<u>6</u>
	21

### Professional and Other Required Courses

AAC 160, 161 General Accounting .....	6
APC 291 Business Communications .....	3
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
GME 161, 281 Salesmanship, Marketing Practices .....	6
MAG 162 Principles of Marketing .....	3
SAM 160, 250 Introduction to Business, Principles of Management .....	6
*Social Science .....	6
***Approved Electives .....	<u>6</u>
	42

\*Refer to General Education Requirements

\*\*Excluding Courses Designated MAT

\*\*\*Approved Electives:

ADS 261 Advertising .....	3
GME 175 Sales Promotion .....	4
GME 176 Retail Merchandising .....	4
GEM 262 Wholesaling .....	3
MAM 282 Sales Management .....	<u>3</u>

Additional elective credits may be selected from the following:

INS 161 Principles of Insurance .....	3
BUW 261 Business Law .....	3
TYG 161, 172, 173, Typewriting .....	2
FCR 260 Principles of Finance .....	3
FMC 173 Calculating Machines .....	2

## MECHANICAL ENGINEERING TECHNOLOGY

The program in Mechanical Engineering Technology is designed to prepare a student for a career as an engineering aide or technical assistant. The curriculum includes the basic courses in math, graphics, humanities, and sciences, with additional specialized courses in the field of Mechanical Engineering. The approach to the subject material is broad thus enabling the student to obtain knowledge in a diversified field which includes drafting, design, production, instrumentation, heat engines, fluidics, repair and maintenance. The graduate may elect to continue in the upper division of a university in a technological area.

	<b>Credits</b>
<b>General Education</b>	
ENG 101 English Composition .....	3
*Humanities .....	3
*Mathematics-Science .....	3
PHY 100 Introduction to Physics .....	3
*Social Science .....	<u>3</u>
	15

### Professional and Other Required Courses

APM 160 Technical Math I .....	3
APM 161 Technical Math II .....	3
APM 164 Engineering Calculations .....	1
APM 280 Technical Math III .....	3
DTG 160 Mechanical & Electrical Drafting .....	3
DTG 170 Engineering Drawing .....	3
DTG 171 Descriptive Geometry .....	3
DTG 281 Civil Drafting .....	3
DTG 282 Industrial Design .....	3
IEL 160 Fundamentals of Electricity .....	3
MEY 160 Engineering Materials & Processes .....	4
MTY 281 Engineering Mechanics .....	4
MTY 285 Fluid Mechanics .....	3
SAM 160 Introduction to Business .....	3
STT 282 Testing & Strength of Materials .....	4
STT 284 Fabrication Processes .....	3
TER 281 Technical Report Writing .....	<u>3</u>
	52

\*Refer to General Education Requirements

## MEDICAL LABORATORY TECHNOLOGY

The program is designed to assure students a strong foundation for the skills unique to the Medical Laboratory. The curriculum includes courses in Medical Laboratory techniques, the major subject, and the academic disciplines related to the major field of study.

Graduates, majoring in Medical Laboratory Technology, are required to take an examination for national certification by the American Medical Association and to be examined by the State Board of Health for licensure to practice in Florida.

Admission procedures can be obtained from the Director of Medical Laboratory Technology or student services.

<b>General Education</b>	<b>Credits</b>
*Humanities .....	3
*Mathematics .....	3
*Social Science .....	3
PSY 111 General Psychology .....	3
ENG 101 English Composition .....	3
ENG 102 English Composition .....	3
BIO 241 Microbiology .....	4
**CHE 101 Introductory Chemistry .....	4
**CHE 102 Introductory Chemistry .....	4
	<b>30</b>

\*Refer to General Education Requirements

\*\*Students who qualify may substitute CHE 111 and CHE 112

### **Professional Requirements**

MLT 170 Medical Laboratory Technology .....	5
MLT 171 Hematology .....	5
MLT 172 Immunology .....	3
MLT 290 Clinical Practicum .....	10
MLT 291 Clinical Chemistry .....	5
MLT 292 Clinical Practicum .....	16
	<b>44</b>

## **REAL ESTATE**

The purpose of this program is to provide students a broad acquaintance with the basic fundamentals of the real estate field. It is designed to prepare the students for entrance into the real estate profession.

<b>General Education</b>	<b>Credits</b>
ECO 210 Principles of Economics .....	3
*Communications .....	3
*Humanities .....	6
*Mathematics-Science, except MAT 119 .....	3
*Social Science .....	3
SPE 110 Fundamentals of Speech .....	3
	<b>21</b>

### **Professional and Other Required Courses**

AAC 160 General Accounting .....	3
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
FCR 260 Principles of Finance .....	3
RES 161, 162, 163, 281, 283 Real Estate .....	15
**SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
SAM 251 Personnel Management .....	3
MAG 162 Principles of Marketing .....	3
	<b>39</b>

\*Refer to General Education Requirements

\*\*Another Course may be selected upon approval by Program Director

## **RETAIL MERCHANDISING**

The major objective of the Retail Merchandising Program is to prepare persons for



gainful employment at a level above the basic entry status. The program provides education in supervisory, managerial and the broad marketing concepts. This program should result in immediate job efficiency, greater promotional opportunity, and a better understanding of the concepts of economic activity in the field of Retail Merchandising.

<b>General Education</b>	<b>Credits</b>
ENG 101 English Composition .....	3
*Humanities .....	3
**Mathematics-Science .....	3
*Social Science .....	6
	15

<b>Professional and Other Required Courses</b>	
AAC 160 General Accounting .....	3
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
FMC 173 Calculating Machines .....	2
GME 161 Salesmanship .....	3
GME 173 Retail Practicum .....	4
GME 174 Retail Practicum .....	4
GME 175 Sales Promotion .....	4
GME 176 Retail Merchandising .....	4
GME 274 Retail Practicum .....	4
GME 281 Marketing Practices .....	3
GME 283 Retail Practicum .....	4
MAG 162 Principles of Marketing .....	3
SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
	50

\*Refer to General Education Requirements  
 \*\*Excluding Courses Designated MAT

## SECRETARIAL SCIENCE

The two-year Secretarial Science Program is designed to fill the career needs of the student who is preparing for a top-level secretarial position. The program is a combination of general education, business education, and special education to develop the skills necessary for a secretarial position.

Students are given classroom experiences to aid them in successfully coping with the different phases of secretarial work: dictation and transcription; office practice, procedures, and management; and problems in typewriting at the vocational competency level. The program equips the student with the fundamental requirements for a secretarial position without special emphasis on one facet of business.

<b>General Education</b>	<b>Credits</b>
ENG 101 English Composition .....	3
*Humanities .....	3
*Physical or Biological Science .....	3
*Social Science .....	6
	15

<b>Professional and Other Required Courses</b>	
AAC 160, 161 General Accounting .....	6
APC 291 Business Communications .....	3

APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
FMC 171 Office Applications .....	2
**FMC 173 Calculating Machines .....	2
SAM 160 Introduction to Business .....	3
***STS 171, 172, 291, 292 Shorthand .....	12
STS 290 Advanced Shorthand .....	3
OR SEE NOTE	
***TYG 161, 172, 173, 284 Typewriting .....	8
	<hr/> 45

\*Refer to General Education Requirements  
 \*\*Prerequisite - APM 141 or equivalent  
 \*\*\*Students will be placed in the proper level

NOTE: STS 295, Legal Shorthand, may be substituted for STS 290 with permission of instructor.

### TECHNICAL NURSING

The program is a combination of general education, including courses related to the nursing major. Nursing Education courses are based on the concept that the nursing process involves thinking as well as doing. This process is an orderly system devised to give patients excellent nursing care. The four basic steps of the nursing process are assessing, planning, implementing, and evaluating the effects of nursing care.

Both single and married men and women may be admitted to the program. There is no age limit. Applicants are required to have completed a course in Chemistry in High School or one of the following courses at Florida Junior College: BIO 101, 102, or CHE 100. The applicant must contact the Nursing Department to arrange a personal interview with the Counselor for the Nursing Program or the Director of Nursing.

Nursing courses must be taken in sequence. Students must earn a minimum grade of "C" to be eligible to enroll in the next nursing course in the sequence. A cumulative G.P.A. of 2.00 must be achieved prior to scheduling NUR 293. One credit hour represents one hour of class or three hours of guided laboratory practice in giving nursing care to patients in community hospitals.

Graduates of the program are awarded the Associate in Science Degree in Technical Nursing. They are prepared to function with intellectual and technical competency in giving direct care to patients in hospitals and other health service agencies. Upon completion of the program graduates are eligible to write the State Board Test Pool Examination to qualify for licensure to practice as a Registered Nurse and to use the title of R.N.

#### General Education

	<b>Credits</b>
ANA 215, 216 Anatomy and Physiology .....	6
BIO 241 Microbiology .....	4
ENG 101, 102 Communications .....	6
*Humanities .....	3
PSY 111, 241 Psychology .....	6
SOC 201 Introductory Sociology .....	3
**SSS 102 Origins of American Society .....	3
	<hr/> 31

\*Humanities  
 ART 110, LIT 240-241, MUJ 101, PHI 201

\*\*Social Science  
 POS 204, HIS 102, HIS 204

#### Nursing Education

NUR 175, 176, 293, 294 .....	34
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## TRANSPORTATION

This program is planned to introduce students to an ever-broadening spectrum of career opportunities in the expanding field of commercial transportation, and to provide them with knowledge, understanding, and skills common to a wide variety of transportation services. Further emphasis will be to prepare students with a specialized background in a highly technical field of study, to provide them with an understanding of state and federal regulations relative to Commercial Transportation and to develop safety concepts.

<b>General Education</b>	<b>Credits</b>
ECO 210 Principles of Economics .....	3
*Communications .....	6
*Humanities .....	6
*Mathematics-Science except MAT 119 .....	3
*Social Science .....	3
SPE 110 Fundamentals of Speech .....	3
	24
 <b>Professional and Other Required Courses</b>	
AAC 160 General Accounting .....	3
**APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
FCR 260 Principles of Finance .....	3
**SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
TRA 161, 162, 263, 264 Transportation .....	12
TRA Electives .....	6
	36

\*Refer to General Education Requirements

\*\*Another course may be selected upon approval by Program Director.

NOTE: TRA electives may be selected from any of the TRA courses shown in the course description section of the catalog. AAC 161, SAM 251 may also be selected.

## X-RAY ENGINEERING TECHNOLOGY

A program of study to prepare the student for work in the medical and industrial field. The approach is toward a broad coverage of the existing specialties which together form the requisite skills, techniques and knowledge that are involved in this profession. The curriculum includes the basic courses in applied mathematics, science, graphics, communications and radiation physics to produce a graduate who can readily take his part in the industry. The program is specifically designed to surfeit a need for qualified personnel in this field with special emphasis given to solutions of actual field service problems.

<b>General Education</b>	<b>Credits</b>
Humanities .....	3
ENG 101, English Composition .....	3
SPE 110, Fundamentals of Speech .....	3
Social Science .....	3
Mathematics-Science .....	3
	15

### Professional and Other Required Courses

APM 160, 161 Technical Math I .....	6
IAE 101, 202, 203, 204, 205-X-Ray Technology .....	15
IEL 160, 161, 162, 280-Electricity, Electronics .....	18

PHY 100 Introduction to Physics .....	3
APM 164 Engineering Calculations .....	1
SAM 160 Introduction to Business .....	<u>3</u>
	46

## Certificate Programs In Career Education

Florida Junior College at Jacksonville provides a number of educational programs of less than two years duration for which certificates are awarded upon satisfactory completion.

Each of the following three-semester programs in business is designed to prepare the student for immediate employment as typists, clerks, and stenographers. These programs are a combination of specific skill courses that increase the student's vocational competence and selected business courses designed to expand the student's knowledge of general business activities and terminology.

### CLERICAL

General Education	Credits
ECO 220 Foundations of the American Economy .....	3
ENG 101 English Composition .....	3
SOP 110 Human Relations .....	<u>3</u>
	9

#### Professional and Other Required Courses

AAC 160, 161 General Accounting .....	6
APC 290 Business Communications .....	3
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
FMC 171 Office Applications .....	2
*FMC 173 Calculating Machines .....	2
SAM 160, 250 Introduction to Business, Principles of Management .....	6
TYG 173, 284 Typewriting .....	<u>4</u>
	29

\*Prerequisite of APM 141 or equivalent

### CLINICAL LABORATORY ASSISTING

The Certificate Program for Clinical Laboratory Assisting is available only through the Department of Medical Laboratory Technology and Saint Luke's Hospital. The curriculum is designed to provide entry level skills in Medical Laboratory Technology; program graduates are eligible to sit for the Florida State Medical Technician Examination.

The Certificate may be awarded to a candidate after successful completion of the courses. The credits earned are transferable fully to the Associate in Science Degree program in Medical Laboratory Technology.

Course	Credits
MLT 170 Medical Laboratory Technology .....	5
MLT 171 Hematology .....	5
MLT 172 Immunology .....	3
MLT 290 Clinical Practicum .....	10
MLT 291 Clinical Chemistry .....	<u>5</u>
	28

## COMPUTER OPERATIONS

This one-year program is designed to prepare the student for immediate employment as a computer system operator. It combines the essentials of data processing education with introductory business courses and a work shop program where the student actually works within the Florida Junior College Data Center.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
*General College Elective .....	3
PSY 111 General Psychology .....	3
SSS 101, 102 Origins of American Society .....	6
	15

### Professional and Other Required Courses

AAC 260 Principles of Accounting I .....	3
BDP 170, 171, 172, 173, 174 Data Processing .....	15
SAM 160 Introduction to Business .....	3
TER 281 Technical Report Writing .....	3
	24

## CRIMINAL JUSTICE EDUCATION—LAW ENFORCEMENT

The Certificate in Criminal Justice Education—Law Enforcement may be awarded to a candidate after the completion of twelve courses.

The student wishing to enroll in the Certificate Program will so indicate at the time of registration so that special designation can be made on the classrolls.

The credits earned in the Certificate Program will not be transferable.

The standards of academic excellence needed for successful completion of the Certificate Program will be set by the Department of Criminal Justice Education.

Curriculum for the certificate in Criminal Justice Education—Law Enforcement:

<b>Course</b>	<b>Credits</b>
LAE 160 Introduction to Criminal Justice .....	3
LAE 161 Police Organization and Administration .....	3
LAE 162 Police Operations .....	3
LAE 163 Introduction to Criminal Behavior .....	3
LAE 260 Constitutional Law—Criminal Law I .....	3
LAE 262 Introduction to Criminalistics .....	3
LAE 264 Police Supervision .....	3
LAE 265 Seminar in Police Problems .....	3
LAE 266 Evidence .....	3
LAE 267 Juvenile Delinquency .....	3
LAE 280 State and Local Law—Criminal Law II .....	3
LAE 281 Criminal Investigation .....	3
	36

## DENTAL ASSISTING

This is a one-year certificate program that will enable the student to demonstrate skills in dental assisting procedures, such as: x-ray technique, dental material manipulation, and identification, and use and sterilization of dental instruments. Chairside assisting, application and use of medicaments, and assisting in the care of the dental patient are also included. This program will qualify the graduate for the Certified Dental Assistant certificate. A background in science and good manual dexterity is recommended. Admission requisites for the D. A. program can be obtained from the Director of the Dental Programs or Student Services.

<b>General Education</b>	<b>Credits</b>
ANA 215 Human Anatomy and Physiology .....	3
BIO 241 Microbiology .....	4
ENG 105 Communication For Today's World .....	3
PSY 111 General Psychology .....	3
SPE 110 Fundamentals of Speech .....	3
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	16

**Professional and Other Required Courses**

APC 291 Business Communications .....	3
DEA 170 Preclinical Orientation .....	2
DEA 171 Introduction to Practice .....	1
DEA 176 Sciences for Dental Assistants .....	2
DEA 174 Dental Materials and Laboratory .....	2
DEA 195 Dental Radiology .....	2
DEA 290 Clinical Practice I .....	2
DEA 291 Clinical Practice II .....	2
DEA 295 Office Management .....	2
DEA 296 Clinical Practice III .....	2
DEA 297 Clinical Practice IV .....	3
FSM 162 Basic Nutrition .....	3
HEN 107 Personal and Community Health .....	3
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	29

**DRAFTING**

The one-year program is designed to prepare the student for employment as a draftsman. It combines the essentials of engineering graphics with related courses in the engineering technologies to develop competence in a specialized skill. Upon completion of the curricula, the student is awarded a Certificate in Drafting Technology. The graduate may elect to continue a program leading to an Associate in Science degree in Architectural and Building Construction Technology.

<b>General Education</b>	<b>Credits</b>
ENG 101 English Composition .....	3
SOP 110 Human Relations .....	3
	<hr/>
	6

**Professional and Other Required Courses**

APM 160 Technical Math I .....	3
APM 164 Engineering Calculations .....	1
DTG 160 Mechanical and Electrical Drafting .....	3
DTG 170 Engineering Drawing .....	3
DTG 171 Descriptive Geometry .....	3
DTG 280 Architectural Drafting .....	3
DTG 281 Civil Drafting .....	3
MEY 160 Engineering Materials & Processes .....	4
TER 281 Technical Report Writing .....	3
	<hr/>
	26

**FIRE SCIENCE AND PREVENTION**

The certificate in Fire Science and Prevention may be awarded to a candidate after the completion of eleven courses of Fire Science and Prevention.

The student wishing to enroll in the Certificate Program will so indicate at the time

of registration so that special designation can be made on the class rolls.

The credits earned in the Certificate Program will not be transferable.

The standards of academic excellence needed for successful completion of the Certificate Program will be set by the Department of Fire Science and Prevention.

Curriculum for the certificate in Fire Science and Prevention is as follows:

<b>Course</b>	<b>Credits</b>
FIF 160 Introduction to Fire Science .....	3
FIF 161 Fire Company Organization and Procedure .....	3
FIF 162 Fire Operations .....	3
FIF 163 Fundamentals of Fire Prevention .....	3
FIF 260 Fire Investigation .....	3
FIF 261 Fire Codes and Building Construction .....	3
FIF 263 Explosive and Toxic Hazardous Materials .....	3
FIF 264 Fire Fighting Equipment and Apparatus .....	3
FIF 265 Rescue Practices .....	3
FIF 266 Flammable Hazardous Materials .....	3
FIF 267 Fire Fighting Tactics and Strategy .....	3
	<u>33</u>

## FOOD SERVICE

A Certificate in Food Service may be awarded to a candidate after completion of twelve courses in Food Service. These courses are especially beneficial to persons employed in Food Service positions who desire to improve their skills leading to advancement within the food industry.

<b>Courses</b>	<b>Credits</b>
FSM 161 Orientation to Food Service .....	3
FSM 162 Nutrition I .....	3
FSM 163 Nutrition II .....	3
FSM 164 Equipment .....	3
FSM 165 Food Accounting and Cost Control .....	3
FSM 171 Basic Food Preparation .....	3
FSM 281 Sanitation and Safety .....	3
FSM 282 Supervision and Management .....	3
FSM 283 Food Purchasing and Storage .....	3
FSM 284 Food Merchandising .....	3
FSM 291 Quantity Food .....	3
*FSM 292 Areas of Specialization .....	3
	<u>36</u>

\*Restaurant Management  
 Cafeteria Management  
 Nursing Home Supervision  
 School Food Service Admin.  
 Hospital Supervision  
 Private Club Management

## STENOGRAPHY

<b>General Education</b>	<b>Credits</b>
ECO 220 Foundations of the American Economy .....	3**
ENG 101 English Composition .....	3**
SOP 110 Human Relations .....	3**

### Professional or Other Required Courses

AAC 160, 161 General Accounting .....	6
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APC 291 Business Communications .....	3
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3***
FMC 171 Office Applications .....	2
*FMC 173 Calculating Machines .....	2***
SAM 160 Introduction to Business .....	3
STS 172, 290, 292 Shorthand, Secretarial Practice .....	9
STS 291 Dictation and Transcription .....	3***
TYG 173, 284 Typewriting .....	4
	41-42

\*Prerequisite of APM 141 or equivalent

\*\*Students are required to take any two (2) of these courses.

\*\*\*Students are required to take any two (2) of these courses.