

# CURRICULA OFFERED

## 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. These requirements vary from university to university; thus, specific programs of study for a given major at a given university should be worked out individually by the student and his advisor or counselor soon after the student enrolls at FJC. The student is advised to choose his major as soon as possible while at FJC.

The counselors in the Office of Student Development on each campus have counseling manuals provided by each state university in Florida which list courses to be taken at the junior college for each undergraduate major the university offers. Using these manuals, as well as catalogs from the universities, the counselor or advisor will work out a program of study at FJC for the student. The student has the responsibility for making contact with a counselor or advisor in the Office of Student Development to work out his program of study.

In planning his/her program at Florida Junior College at Jacksonville, the student should be certain he/she meets the General Education Requirements for the Associate in Arts degree and completes a program of at least sixty (60) semester hours exclusive of occupational courses and physical education activity courses.

ASSOCIATE IN ARTS DEGREE	Special Areas of Study In:				
	Fred H. Kent Center	North Campus	South Campus	Downtown Campus	
Art or Art Education			X		
Business Administration and Management	X	X	X		
Business Education	X	X	X		
Child Care Services		X			
Criminal Justice Education—Corrections			X		
Criminal Justice Education—Law Enforcement			X		
Data Processing		X			
Fire Science and Prevention			X		
Forestry	X	X	X		
Health, <u>Physical Education</u> and Recreation	X	X	X		
Home Economics Education	X				
Liberal Arts	X	X	X		
Marine Technology	X	X	X		
Medical Laboratory Technology		X			
Music or Music Education			X		
Occupational Therapy	X	X	X		
Pharmacy		X	X		
Physical Therapy	X	X	X		
Pre-Dental, Pre-Medical, Pre-Optometry and Pre-Veterinary Medicines	X	X	X		
Pre-Engineering		X	X		
Pre-Law	X	X	X		
Pre-Nursing		X	X		
Teacher Education	X	X	X		

(An "X" in any of the right hand columns of the above chart indicates the campus on which a program is located.)

# THE ASSOCIATE IN SCIENCE DEGREE

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

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 senior institution offering the baccalaureate degree in engineering technology.

Occupational patterns in industry have changed significantly in the past twenty (20) 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 leading to the Associate in Science degree in various areas of career education:

<b>ASSOCIATE IN SCIENCE DEGREE</b>  <b>Special Areas of Study In:</b>	Fred H. Kent Center	North Campus	South Campus	Downtown Campus
	Accounting	X	X	X
Architectural and Building Construction Technology		X		
Banking	X			
Child Care Services		X		
Civil Engineering Technology		X		
Criminal Justice Education—Corrections			X	
Criminal Justice Education—Law Enforcement			X	
Data Processing		X		
Dental Hygiene		X		
Drafting and Design Technology		X		
Electronic Engineering Technology		X		
Fashion Merchandising	X			
Fire Science and Prevention			X	
Food Service Technology	X			
General Business	X	X	X	
Hospitality Management	X			
Insurance	X		X	
Marketing		X	X	
Mechanical Engineering Technology		X		
Medical Laboratory Technology		X		
Printing/Graphic Arts		X		
Real Estate	X			
Respiratory Therapy		X		
Retail Merchandising		X		
Secretarial Science	X	X	X	
Technical Nursing		X		
Transportation	X			
X-Ray Engineering Technology		X		

(An "X" in any of the right hand columns of the above chart indicates the campus on which a program is located.)

# ASSOCIATE IN SCIENCE DEGREE PROGRAMS

## 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 for, 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.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
√ ECO 220 Foundations of the American Economy .....	3
*Humanities .....	3
*Mathematics - Natural Science .....	3
*Social Science .....	<u>6</u>
	18
 <b>Professional and Other Required Courses</b>	
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
FCR 260 Principles of Finance .....	3
FMC 173 Calculating Machines .....	2
SAM 160, 250 Supervisory and Administrative Management .....	<u>6</u>
	<u>42</u>
Total:	60

\*Refer to General Education Requirements

## ARCHITECTURAL & 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 engineering fundamentals.

This program is specifically designed to meet a need for 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 Physics for Liberal Arts .....	3
*Social Science .....	3
*General Education Elective .....	<u>3</u>
	15

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

AIC 283 Air Conditioning and Heating .....	3
APM 160, 161 Applied Mathematics .....	6
BCN 181, 282 Building Construction .....	6
CIT 180 Surveying .....	3
DTG 170, 280, 281 Drafting .....	9
ELS 270 Computer Concepts .....	3
IEL 160 Fundamentals of Electricity .....	3
ISA 170 Industrial Safety .....	3
MEY 160 Engineering Materials & Processes .....	4
MTY 281 Engineering Mechanics .....	4
STT 282 Testing & Strength of Materials .....	4
TER 281 Technical Report Writing .....	<u>3</u>
	<u>51</u>
Total:	66

\*Refer to General Education Requirements

Refer to course descriptions for prerequisites

# BANKING

This is a two-year program for the student whose interests lie in the field of banking. Upon completion of the program, the student will be qualified to commence a career in banking or to continue with banking courses in an upper division institution. FCR 181, "Principles of Bank Operation," is a prerequisite to taking other banking courses. Required courses in related fields provide the student with an accompanying broad and strongly-based background.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
ECO 210 Principles of Economics .....	3
*Humanities .....	4
*Mathematics - Natural Science, Except MAT 101 .....	3
PSY 111 General Psychology .....	3
*Social Science .....	3
*Social Science or Humanities .....	3
SPE 110 Fundamentals of Speech .....	<u>3</u>
	25
<b>Professional and Other Required Courses</b>	
AAC 160 General Accounting I .....	3
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
FCR 168, 181, 260, 268, 281 Banking and Finance .....	15
**SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
FCR ELECTIVES .....	<u>6</u>
	<u>36</u>
<b>Total:</b>	<b>61</b>

\*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>General Education</b>	<b>Credits</b>
BIO 101 Life in Its Biological Environment .....	3
*Communications .....	3
*Humanities .....	3
*Mathematics .....	3
PSY 111 General Psychology .....	3
PSY 242 Child Psychology .....	3
SOC 201 Introductory Sociology .....	3
SOC 220 Marriage and Family .....	3
SPE 110 Fundamentals of Speech .....	3
*Social Science .....	<u>3</u>
	<b>30</b>
<b>Professional and Other Required Courses</b>	<b>Credits</b>
CGC 161, 162, 163, 164, 169, 291, 292 Care and Guidance of Children .....	25
FSM 144 Child Nutrition OR	
FSM 162 Human Nutrition (Nutrition I) .....	3
HEN 215 Standard First Aid & Personal Safety .....	2
SLD 101 Introduction to Exceptional Child Education .....	<u>3</u>
	<b>33</b>
Total:	<b>63</b>

\*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 in Science degree. 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.

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

**Professional and Other Required Courses**

APM 160, 161 Applied Mathematics .....	6
BCN 181, 282 Building Construction .....	6
CIT 180 Surveying .....	3
DTG 170, 171, 281 Drafting .....	9
IEL 160 Fundamentals of Electricity .....	3
MEY 160 Engineering Materials & Processes .....	4
MTY 280, 281, 285 Mechanical Technology .....	10
SAM 160 Introduction to Business .....	3
STT 282 Testing & Strength of Materials .....	4
TER 281 Technical Report Writing .....	<u>3</u>
	<u>51</u>
Total:	66

\*Refer to General Education Requirements

Refer to course descriptions for prerequisites

**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.

<b>General Education</b>	<b>Credits</b>
BIO 101 Life in Its Biological Environment .....	3
ENG 100 Introduction to Communications .....	3
ENG 101 English Composition OR ENG 102 English Composition .....	3
HUM 215 American Understanding .....	3
POS 204, 205 Political Science .....	6
PSY 111 General Psychology .....	3
SOC 201 Introductory Sociology .....	3
SOP 110 Human Relations .....	<u>3</u>
	27
 <b>Professional and Other Required Courses</b>	
COR 161, 260, 265, 281, 285 Corrections .....	15
LAE 160, 163, 260, 267, 280 Law Enforcement .....	15
Approved Elective .....	<u>3</u>
	33
Total:	60

## **CRIMINAL JUSTICE—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.

<b>General Education</b>	<b>Credits</b>
BIO 101 Life in Its Biological Environment .....	3
ENG 100 Introduction to Communications .....	3
ENG 101 English Composition OR ENG 102 English Composition .....	3
HUM 215 American Understanding .....	3
POS 204, 205 Political Science .....	6
PSY 111 General Psychology .....	3
SOC 201 Introductory Sociology .....	3
SOP 110 Human Relations .....	<u>3</u>
	27
 <b>Professional and Other Required Courses</b>	
LAE 160, 161, 162, 163, 260, 262, 264, 265, 266, 280, 281 Law Enforcement .....	<u>33</u>
Total:	60

## DATA PROCESSING

This two-year program of study is designed to prepare students for immediate gainful employment as program coders, control analysts, junior programmers, or programmer-analyst trainees. The curriculum includes General Education, Business, and Data Processing course offerings and will be upgraded as the state of the computer art changes.

Those interested in this program are urged to take the Programmer's Aptitude Test available through the Student Development Office on North Campus.

In order to be able to complete the program in two (2) years, each student must take two (2) Data Processing courses as part of a full-time course load during the Fall and Winter Terms (I and II).

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

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

AAC 260 Principles of Accounting I .....	3
APC 291 Business Communications .....	3
BDP 170 Introductory Computer Concepts .....	3
BDP 171 Data Processing Mathematics .....	3
BDP 173 Data Processing Applications .....	3
BDP 272 Data Management & Utility Programs .....	3
BDP 291 Systems Development and Design .....	3
BDP 296 Advanced Computing and Programming Systems .....	3
BDP 297 Basic COBOL Programming .....	3
BDP Elective .....	3
BDP or General Business Elective .....	3
Programming Elective .....	3
SAM 160 Introduction to Business .....	3
SAM 250 Principles of Management .....	3
**TYG 162 Beginning Typewriting I .....	<u>3</u>
	<u>45</u>
<b>Total:</b>	<b>60</b>

\*Refer to General Education Requirements

\*\*Students with typing skills may elect to substitute a BDP or General Business Elective course for TYG 162.

## DENTAL HYGIENE

One class is admitted annually to this two-year AS degree program and admission is limited. Applicant must show evidence of good health, be a graduate of an accredited high school or its equivalent. College preparatory biology and chemistry or their equivalent are requirements for admission to the Dental Hygiene Program. A background of science and mathematics and good manual dexterity is strongly recommended. Continuation in the program's second year is dependent upon maintaining a 2.00 average in the first year. A grade of "C" or above must be maintained in all Dental Hygiene Courses. Present program of studies subject to change.

A completed application must include the following items:

1. Health certificate.
2. Official copy of Dental Hygiene Aptitude Test scores.
3. Official copy of American College Test (ACT) or School and College Ability Tests (SCAT) scores.
4. High school transcript or copy of General Education Development (GED) test scores.
5. College transcript (if any college work has been attempted).
6. Application to the Dental Hygiene Program.
7. Application to Florida Junior College at Jacksonville.

Information may be obtained by contacting North Campus, A-324, or by calling (904) 757-6471 or 757-6461.

<b>General Education</b>	<b>Credits</b>
ANA 215, 216 Anatomy .....	6
BIO 241 Microbiology .....	4
CHE 101, 102 Chemistry .....	8
*Communications .....	3
*Humanities .....	3
PSY 111 General Psychology .....	3
*Social Science .....	3
SPE 110 Fundamentals of Speech .....	<u>3</u>
	<b>33</b>

### Professional and Other Required Courses

DEH 160, 164, 165, 166, 167, 168, 169, 281, 282, 283, 284, 285, 286, 287, 288, 289 Dental Hygiene .....	46
FSM 162 Human Nutrition (Nutrition I) .....	<u>3</u>
	<b>49</b>
<b>Total:</b>	<b>82</b>

\*Refer to General Education Requirements

## 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 and accurate working drawings. They must have a knowledge of the fundamentals of design and be able to 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>
*Communications .....	3
*Humanities .....	3
*Social Science .....	3
PHY 100 Physics for Liberal Arts .....	3
*Mathematics - Natural Science .....	<u>3</u>
	15

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

APM 160, 161 Applied Mathematics .....	6
BCN 282 Planning and Estimating .....	3
DTG 160, 170, 171, 280, 281, 282 Drafting .....	18
IEL 160 Fundamentals of Electricity .....	3
ISA 170 Industrial Safety .....	3
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 .....	<u>3</u>
	<u>51</u>
	66

\*Refer to General Education Requirements

Refer to course descriptions for prerequisites

## ELECTRONIC ENGINEERING TECHNOLOGY

In analyzing the forecast of growth of the electronic industry, the immediate and long-term future for electronic 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.

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

**Professional and Other Required Courses**

APM 160, 161, 280 Applied Mathematics .....	9
DTG 170 Drafting .....	3
ELS 270 Computer Concepts .....	3
ELS 280 Computer Logic Circuits .....	3
FMD 281 Industrial Supervision .....	3
IEL 163, 164, 165, 283, 285, 286, 287, 288 Electronics .....	24
ISA 170 Industrial Safety .....	3
TER Technical Report Writing .....	<u>3</u>
	<u>51</u>
	66

\*Refer to General Education Requirements

Refer to course descriptions for prerequisites

**FASHION MERCHANDISING**

The cooperative program in Fashion Merchandising is designed to prepare students for gainful employment with business establishments which merchandise textiles, wearing apparel, and/or home

furnishings. 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 foundation for advancement into mid-management careers in both the merchandising and operations divisions of retail establishments.

A high school diploma or its equivalent is required for admission to this two-year AS degree program.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
*Humanities .....	3
*Mathematics - Natural Science .....	3
*Social Science .....	3
SOP 110 Human Relations	
OR	
PSY 111 General Psychology .....	3
SPE 110 Fundamentals of Speech .....	<u>3</u>
	18
 <b>Professional and Other Required Courses</b>	
ADS 261 Advertising .....	3
APA 161, 162, 164, 172, 265, 266, 274, 275	
Apparel and Accessories .....	18
APM 141 Business Mathematics .....	3
BDP 170 Introductory Computer Concepts .....	3
BUW 260 Business Law .....	3
CLT 171, 172 Clothing and Textiles .....	6
GME 161, 176 General Merchandise .....	7
SAM 160 Introduction to Business .....	<u>3</u>
	<u>46</u>
Total:	64

\*Refer to General Education Requirements

## **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>General Education</b>	<b>Credits</b>
*Communications .....	3
HUM 215 American Understanding .....	3
MAT 101 College Mathematics .....	3
POS 204, 205 American Federal Government .....	6
PSY 111 General Psychology .....	3
SOC 201 Introductory Sociology .....	3
SOP 111 Human Relations .....	3
SPE 110 Fundamentals of Speech .....	<u>3</u>
	27

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

FIF 160, 161, 162, 163, 260, 261, 264, 265, 266, 267 Firefighting .....	30
**Approved Elective .....	<u>3</u>
	<u>33</u>
Total:	60

\*Refer to General Education Requirements

\*\*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>
*Communications .....	3
*Humanities .....	3
*Mathematics - Natural Science .....	3
PSY 111 General Psychology .....	3
*Social Science .....	<u>3</u>
	15



**Professional and Other Required Courses**

AAC 160 General Accounting I .....	3
FSM 160, 162, 164, 168, 169, 172, 270, 271, 284, 286, 287, 291 Food Services and Management .....	33
HOL 264 Food and Beverage Control .....	3
SAM 250, 251 Supervisory and Administrative Management .....	<u>6</u>
	<u>45</u>
Total:	60

\*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 Science .....	3
*Social Science .....	<u>6</u>
	15

**Professional and Other Required Courses**

AAC 160, 161 Accounting .....	6
APC 291 Business Communications .....	3
APM 141 Business Mathematics .....	3
BUW 260, 261 Business Law .....	6
ECO 210 Principles of Economics .....	3
FCR 240, 260 Finance and Credit .....	6
FMC 173 Calculating Machines .....	2
GME 161 Salesmanship .....	3
INS 161 Principles of Insurance .....	3

SAM 160, 250 Supervisory and Administrative Management .....	6
**TYG 162, 174, 175, 285 Typewriting .....	3
***Electives (Business Area) .....	<u>3</u>
	<u>47</u>
Total:	62

\*Refer to General Education Requirements

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

\*\*\*Approved Electives:

AAC 261 Principles of Accounting II .....	3
AAC 280 Cost Accounting .....	3
ADS 261 Advertising .....	3
ECO 211 Principles of Economics .....	3
MAG 162 Principles of Marketing .....	3

## 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-grading 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.

The lodging and food service industry, expanding and improving its service in the immediate, intermediate, and long-range periods ahead, will continue to generate an unprecedented need for supervisory, mid-management, and management personnel. The industry is now looking for the person with the educational requirements, as well as the experience. Through our internship program, a student is afforded the opportunity to gain the credits toward his degree. Course offerings include a professional knowledge of hotel-motel operations, technical operations, as well as training exposure to communications, human relations, teaching others and leading people.

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

## Professional and Other Required Courses

AAC 160, 161 Accounting .....	6
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
HOL 161, 162, 164, 165, 264 Hotel & Lodging .....	15
**HOL 271, 272 Internship .....	6
SAM 160, 250, 251 Supervisory and Administrative Management .....	9
***Electives (Business or Hospitality Area) .....	<u>3</u>
	<u>45</u>
Total:	60

\*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 272. Internship will consist of fifteen (15) 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:	<b>Credits</b>
ADS 261 Advertising .....	3
APC 291 Business Communications .....	3
ECO 210 Principles of Economics .....	3
FMC 173 Calculating Machines .....	2

## INSURANCE

This program has as its objective to provide AS degree graduates with gainful and rewarding employment in the major insurance fields of life insurance, property and casualty insurance, and home office life operations. Jacksonville, being the "Insurance Center of the South," offers great opportunity to qualified insurance AS graduates.

Courses are also available leading to LOMA certification (Life Office Management) and IIA certification (Insurance Institute of America). Students can enter into internship programs where valuable employment experience can be obtained.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
*Humanities .....	3
*Mathematics - Natural Science (Physical or Biological) .....	3
PSY 111 General Psychology .....	3
*Social Science .....	<u>6</u>
	18

## Professional and Other Required Courses

AAC 160, 161 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
SAM 160, 250 Supervisory and Administrative Management .....	6
**Approved Electives .....	<u>9</u>
	<u>42</u>
Total:	60

\*Refer to General Education Requirements

\*\*Approved Electives:

APC 291 Business Communications .....	3
ADS 261 Advertising .....	3
ECO 210 Principles of Economics .....	3
FMC 173 Calculating Machines .....	2

## 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

**Credit:**

ECO 220 Foundations of the American Economy .....	3
ENG 101 English Composition .....	3
*Humanities .....	6
*Mathematics - Natural Science, Except MAT Courses .....	3
*Social Science .....	<u>6</u>
	21

## Professional and Other Required Courses

AAC 160, 161 Accounting .....	6
ADS 261 Advertising .....	3
APC 291 Business Communications .....	3
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
GME 161, 281 General Merchandise .....	6
MAG 162 Principles of Marketing .....	3
SAM 160, 250 Supervisory and Administrative Management .....	6
**Approved Electives .....	<u>3-4</u>
	<u>36-37</u>
Total:	57-58

\*Refer to General Education Requirements

\*\*Approved Electives:

GME 175, 176 General Merchandise .....	8
GME 262 Wholesaling .....	3
MAM 282 Sales Management .....	3

Additional elective credits may be selected from the following:

BUW 261 Business Law .....	3
FCR 260 Principles of Finance .....	3
FMC 173 Calculating Machines .....	2
INS 161 Principles of Insurance .....	3
TYG 162, 174, 175 Typewriting .....	3

## 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.

### General Education

### Credits

ENG 101 English Composition .....	3
*Humanities .....	3
PHY 100 Physics for Liberal Arts .....	3
*Social Science .....	<u>6</u>

15

## Professional and Other Required Courses

APM 160, 161 Applied Mathematics .....	6
DTG 160, 170, 171, 282 Drafting .....	12
ELS 270 Computer Concepts .....	3
FMD 281 Industrial Supervision .....	3
IEL 160 Fundamentals of Electricity .....	3
ISA 170 Industrial Safety .....	3
MEY 160 Engineering Materials & Processes .....	4
MTY 280, 281, 285 Mechanical Technology .....	10
STT 282 Testing & Strength of Materials .....	4
TER 281 Technical Report Writing .....	3
	<u>51</u>
Total:	66

\*Refer to General Education Requirements

Refer to course descriptions for prerequisites

## MEDICAL LABORATORY TECHNOLOGY

The Program in Medical Laboratory Technology offers the student an opportunity to learn the technical skills of medical laboratory science. The curriculum includes academic, technical, and clinical courses.

Admission to the Program for Medical Laboratory Technicians is based upon evidence to substantiate the applicant's ability to do college level courses and evidence of good health according to standard medical practices.

Acceptable evidence of an applicant's ability is:

- (1) a score at the national norm or above for Medical Laboratory Technology on the General Aptitude Test Battery,
- (2) a comparable test score on another college level aptitude test,
- (3) high school and/or college transcript with a Grade Point Average of 2.50 or better,
- (4) or advanced standing on the basis of equivalency examinations,
- (5) an ability to read at 10.5 grade level as measured by a standard reading test.

A personal interview is required in order to advise the applicant and to explain the clinical exigencies of the medical laboratory.

Students are required to earn a grade of C or better in the medical laboratory technology courses and to complete all campus based courses with a Grade Point Average of 2.00 or better before entering the clinical phase of their education.

During the student's clinical phase he will observe a special calendar, which is not identical with the college's published calendar, but which conforms with the clinical facilities schedule and the requirements of the National Association for Accrediting Clinical Laboratory Science.

Program admission procedures may be obtained from the Director of Medical Laboratory Technology. The Director of Medical Laboratory Technology may recommend MLT 179 Introduction to Health Technology for students who have not had high school chemistry.

<b>General Education</b>	<b>Credits</b>
BIO 241 Microbiology .....	4
**CHE 101 Introductory Chemistry .....	4
**CHE 102 Introductory Chemistry .....	4
*Communications .....	3
*Humanities .....	3
Mathematics, MAT 120, or 121 .....	3
*Social Science .....	<u>3</u>
	24

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

MLT 172, 173, 174, 293, 294, 295, 296, 297 Medical Laboratory Technology .....	<u>52</u>
<b>Total:</b>	<b>76</b>

\*Refer to General Education Requirements

\*\*Students who qualify may substitute CHE 110 and CHE 111

## **PRINTING/GRAPHIC ARTS**

A two-year program in Printing/Graphic Arts designed to provide the student with a working knowledge of each of six (6) major areas of the Printing Industry, and then to develop in the student occupational skill in the one area or process in which he demonstrates aptitude and interest.

Lecture courses and hands-on laboratory experience will be provided for training in Hand and Machine Composition and Form Make-up; Letterpress Press Operation and Form Lockup; Cold Typesetting

and Pasteup; Camera Operation and Film Processing; Negative Stripping and Offset Platemaking; Offset Press Operation and Related Bindery Functions.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
*Social Science .....	3
*Humanities .....	3
*Mathematics - Natural Science .....	3
*Electives .....	<u>6</u>
	18

**Professional and Other Required Courses**

GRA 121, 122, 123, 124, 131, 132, 237 Graphic Arts .....	29
GRA 231, 232, 233, 234, 235, 236 Graphic Arts .....	3
(Select One)	
GRA 251, 252, 253, 254, 255, 256 Graphic Arts .....	6
(Select One)	
HEN 215 First Aid & Personal Safety .....	2
TYG 174 Beginning Typewriting II .....	<u>3</u>
	<u>43</u>
Total:	61

\*Refer to General Education Requirements

**REAL ESTATE**

This two-year program is designed to prepare the student interested in a real estate career with the basic fundamentals necessary to the successful real estate salesman. Although stress is placed on the selling part of real estate, the student completing this program will gain valuable knowledge of Real Estate Finance, Appraising, and Law, in order for him to specialize in any phase he may desire.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
ECO 210 Principles of Economics .....	3
*Humanities .....	6
*Mathematics - Natural Science, Except MAT 119 .....	3



*Social Science .....	3
SPE 110 Fundamentals of Speech .....	<u>3</u>
	21

**Professional and Other Required Courses**

AAC 160 General Accounting I .....	3
APM 141 Business Mathematics .....	3
BUW 260 Business Law .....	3
FCR 260 Principles of Finance .....	3
MAG 162 Principles of Marketing	
OR	
RES 164 Real Estate Sales .....	3
RES 161, 162, 163, 281, 283 Real Estate .....	15
**SAM 160 Introduction to Business .....	3
SAM 250, 251 Supervisory and Administrative	
Management .....	<u>6</u>
	<u>39</u>
Total:	60

\*Refer to General Education Requirements

\*\*Another course may be selected upon approval of Program Director

**RESPIRATORY THERAPY**

This program is designed to help the student to learn the skills of a respiratory therapist. Graduates of this program are eligible to take the national examination, given by the American Association of Respiratory Therapists, to become Registered Therapists.

Admission to this two-year AS degree program is limited. Applicants must be graduates of an accredited high school or its equivalent. A background in science and mathematics is strongly recommended. Admission procedures may be obtained from the Coordinator of the Respiratory Therapy Program.

The curriculum includes technical courses, clinical practicum, and academic courses. Graduation from the program is dependent upon receiving a grade of "C" or above in all required science, mathematics, and Respiratory Therapy courses.

<b>General Education</b>	<b>Credits</b>
ANA 215 and 216-Anatomy and Physiology .....	6
BIO 241 Microbiology .....	4
CHE 101 Introductory Chemistry .....	4
*Communications .....	3
*Humanities .....	3
MAT 119 - Beginning Algebra	
OR	
MAT 120 - Intermediate Algebra .....	3
PHY 100 Introduction to Physics .....	3
*Psychology .....	3
*Social Science .....	<u>3</u>
	32

**Professional and Other Required Courses**

EME 160 Basic Emergency Medical Technology .....	6
INT 120 Fundamentals of Inhalation Therapy .....	3
INT 121 Introduction to Respiratory Care .....	4
INT 125 Cardiopulmonary Anatomy and Physiology .....	3
INT 126 Arterial Blood Gases and Pulmonary Function Studies .....	4
INT 127 Respiratory Therapy Advanced Equipment .....	3
INT 209 Selected Studies in Respiratory Technology .....	6
INT 220 Pulmonary Pathology .....	3
INT 221 Pediatric Respiratory Therapy .....	4
INT 225 Respiratory Therapy Department Management .....	2
INT 226 Pharmacology for the Respiratory Therapist .....	2
INT 291 Respiratory Therapy Clinical Applications .....	2
INT 292 Intensive Care Practicum for Respiratory Therapy .....	<u>4</u>
	<b>46</b>
Total:	<b>78</b>

\*Refer to General Education Requirements

**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 - Natural Science, Except MAT Courses .....	3
*Social Science .....	<u>6</u>
	<b>15</b>

**Professional and Other Required Courses**

AAC 160 General Accounting I .....	3
ADS 261 Advertising .....	3
APM 141 Business Mathematics .....	3

BUW 260 Business Law .....	3
**FMC 173 Calculating Machines .....	2
GME 161, 173, 175, 176, 274, 281, 283	
General Merchandise .....	26
MAG 162 Principles of Marketing .....	3
SAM 160, 250 Supervisory and Administrative	
Management .....	<u>6</u>
	<u>49</u>
Total:	64

\*Refer to General Education Requirements

\*\*Prerequisite—APM 141 or equivalent

## 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 the 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.

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

### Professional and Other Required Courses

AAC 160, 161 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, 290, 291 Shorthand .....	12

STS 292 Secretarial Practices .....	3
***TYG 162, 174, 175, 285 Typewriting .....	<u>12</u>
	<u>49</u>
Total:	64

\*Refer to General Education Requirements

\*\*Prerequisite—APM 141 or equivalent

\*\*\*Students will be placed in the proper level

NOTE: Other hours needed for completion of program may be selected from other General Business courses as:

ADS 261 Advertising .....	3
BDP 170 Introductory Computer Concepts .....	3
BUW 261 Business Law .....	3
FCR 260 Principles of Finance .....	3
INS 161 Principles of Insurance .....	3
STS 295 Legal Shorthand .....	3

## TECHNICAL NURSING

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

Applicants to the program are required to have completed a course in High School Chemistry or CHE 100 at Florida Junior College at Jacksonville. Students must have applied to enter Florida Junior College at Jacksonville before applying for admission to the Technical Nursing Program. Both single and married men and women may be admitted to the program. There is no age limit.

Three classes are admitted annually. Information may be obtained at the North Campus, Building A-224 or by calling 757-6281.

### APPLICATION DATES

Fall Term (I) .....	April 15 - June 15
Winter Term (II) .....	August 15 - October 15
Spring/Summer Term (III/IV) .....	January 1 - February 28

Nursing courses must be taken in sequence with the designated prerequisite and corequisite courses. A grade of C must be earned in each nursing course, in Anatomy and Physiology, and in Microbiology.

A cumulative GPA of 2.00 must be achieved prior to scheduling NUR 293, and must be maintained throughout the entire Nursing curriculum. One credit hour represents one hour of class or three hours of instruction in giving nursing care to patients in community clinical facilities.

Graduates of the program are awarded the Associate in Science degree in Technical Nursing. They are prepared to function as beginning technical nurse practitioners in giving direct care to patients. 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 RN.

<b>General Education</b>	<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
*Social Science .....	<u>3</u>
	31
 <b>Professional and Other Required Courses</b>	
NUR 175, 176, 293, 294 .....	<u>34</u>
Total:	65

\*Refer to General Education Requirements

## **TRANSPORTATION**

The purpose of the Transportation Program is to enable AS degree graduates to obtain a meaningful career, either in industrial traffic management or in the commercial carrier industry. The Transportation Program is additionally designed as a preparatory course of instruction for bar examinations as a practitioner before the Interstate Commerce Commission and the Florida Public Service Commission.

Admission requirements for the AS degree program are either a high school diploma or GED equivalency examination. Sixty (60) semester hours of college credit courses are required prior to taking the ICC practitioners examination. Students who complete the AS degree program may plan on additional semi-professional courses at FJC or desire further matriculation at a four-year university.

Employment opportunities in transportation and traffic management appear excellent in the foreseeable future. Transportation is second only to agriculture regarding the total number of persons employed and contribution of gross national product. The Transportation Advisory Committee continually keeps the faculty abreast of industrial

needs, job opportunities, changes in transportation technology, and placement services. Transportation curricula are continually updated, and new courses devised to meet community requirements. The courses provide students with ample specialized backgrounds and sufficient skills to enter employment in the highly technical fields of transportation and traffic management.

<b>General Education</b>	<b>Credits</b>
*Communications .....	6
ECO 210 Principles of Economics .....	3
*Humanities .....	6
*Mathematics - Natural Science, Except MAT 119 .....	3
*Social Science .....	3
SPE 110 Fundamentals of Speech .....	<u>3</u>
	<b>24</b>

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

AAC 160 General Accounting I .....	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 160, 161, 165, 168, 266 Transportation .....	15
TRA Elective .....	<u>3</u>
	<b>36</b>
Total:	<b>60</b>

\*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.

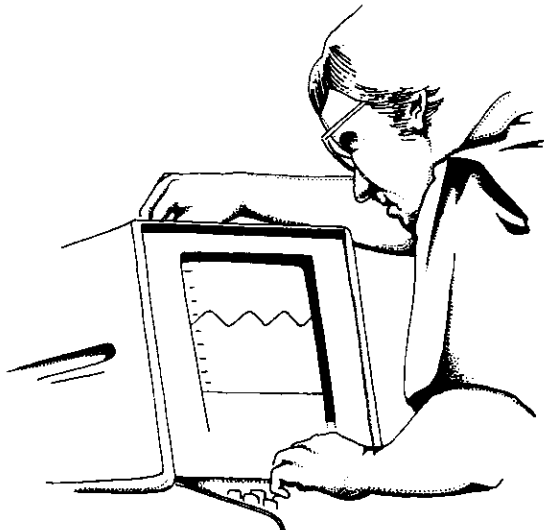
<b>General Education</b>	<b>Credits</b>
ENG 101 English Composition .....	3
*Humanities .....	3
PHY 100 Physics for Liberal Arts .....	3
*Social Science .....	3
*General Education Elective .....	<u>3</u>
	15

**Professional and Other Required Courses**

APM 160, 161 Applied Mathematics .....	6
DTG 170 Engineering Drawing .....	3
ELS 270 Computer Concepts .....	3
IAE 101, 202, 203, 204, 205 X-Ray Technology .....	15
IEL 164, 165, 283, 285, 286, 287 Electronics .....	18
ISA 170 Industrial Safety .....	3
TER 281 Technical Report Writing .....	<u>3</u>
	<u>51</u>
Total:	66

\*Refer to General Education Requirements

Refer to course descriptions for prerequisites



# COLLEGE CREDIT CERTIFICATE

## TO A JOB IN ONE YEAR

Florida Junior College at Jacksonville provides a number of educational programs of less than two (2) years duration for which certificates are awarded upon satisfactory completion.

<p align="center"><b>COLLEGE CREDIT CERTIFICATE PROGRAMS</b></p> <p align="center"><b>Special Areas of Study In:</b></p>	<i>Fred H. Kent Center</i>	<i>North Campus</i>	<i>South Campus</i>	<i>Downtown Campus</i>
Clerical	X	X	X	
Computer Operations		X		
Computer Programming		X		
Criminal Justice Education				
<u>Law Enforcement</u>			X	
Dental Assisting		X		
Drafting		X	X	
Fire Science and Prevention			X	
Food Service Technology	X			
Medical Laboratory Technology		X		
Stenography	X	X	X	

(An "X" in any of the right hand columns of the above chart indicates the campus on which a program is located.)



# COLLEGE CREDIT CERTIFICATE PROGRAMS

## CLERICAL

This one-year Clerical Program is designed to prepare the student for immediate employment as general office employee and typist. The student receives instruction which will provide him/her with the basic clerical skills necessary for satisfactory performance on the job and to develop an understanding of desirable work habits and social attitudes.

<b>General Education</b>	<b>Credits</b>
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 General Accounting I .....	3
AAC 161 General Accounting II .....	3
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
SAM 250 Principles of Management .....	3
TYG 175 Intermediate Typewriting .....	3
TYG 285 Advanced Typewriting .....	<u>3</u>
	<u>31</u>
Total:	40

\*Prerequisite of APM 141 or equivalent

## COMPUTER OPERATIONS

The Certificate in Computer Operations is awarded upon completion of a one-year program designed to prepare students for gainful employment as equipment operators in a computer center or data processing department. Increased specialization has resulted in job

titles such as computer system operator, console operator, peripheral device operator, and tab operator. Many data processing shops are in operation twenty-four (24) hours a day, and operators may be required to work in shifts.

Students entering this program during the Fall Term (I) can expect to earn the Certificate in ten (10) months of full-time continuous enrollment.

The curriculum consists of concept and skill courses. BDP 174 Data Processing Workshop is intended for students to gain practical experience in the Florida Junior College at Jacksonville Data Center. The College currently has an IBM System/370 Model 135 Computer System running under DOS/VS. Those students who are employed or become employed as computer operators in the course of study may request formal verification of relevant experience for the purpose of exempting from BDP 174 since BDP 174 is generally offered in the day time. In the case of exemption from BDP 174, the student may elect any course in Business or Business Data Processing to fulfill the total-hour requirements for the Certificate.

Limited number of lab assistantships are available for students to gain valuable experience in the operation of the IBM 3780 Data Communications Terminal and the Prime 300 Computer System on the North Campus.

<b>General Education</b>	<b>Credits</b>
*Communications .....	3
*Social Science .....	<u>3</u>
	6

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

AAC 260 Principles of Accounting I .....	3
APC 291 Business Communications .....	3
BDP 170 Introductory Computer Concepts .....	3
BDP 171 Data Processing Mathematics .....	3
BDP 173 Data Processing Applications .....	3
BDP 174 Computer Operations .....	3
BDP 272 Data Management and Utility Programs .....	3
SAM 160 Introduction to Business .....	3
*TYG 162 Beginning Typewriting I .....	<u>3</u>
	<u>27</u>
<b>Total:</b>	<b>33</b>

\*Refer to General Education Requirements

\*\*Students with typing skills may elect to substitute a BDP or General Business Elective course for TYG 162

## COMPUTER PROGRAMMING

This program is designed primarily for the student with a related college background and/or actual business experience. The full-time student can complete this program in one calendar year by beginning in the Summer Term (IV). This program will enable the student to qualify for immediate employment in the business data processing community as a computer programmer or programmer-trainee. It should also build a solid base from which the student may, with experience, develop into a computer systems analyst.

<b>Professional and Other Required Courses</b>	<b>Credits</b>
AAC 260 Principles of Accounting I .....	3
APC 291 Business Communications .....	3
BDP 170 Introductory Computer Concepts .....	3
BDP 171 Data Processing Mathematics .....	3
BDP 173 Data Processing Applications .....	3
BDP 272 Data Management and Utility Programs .....	3
BDP 291 Systems Development and Design .....	3
BDP 297 Basic COBOL Programming .....	3
BDP 298 Advanced COBOL Programming .....	3
Programming Elective .....	3
SAM 160 Introduction to Business .....	3
*TYG 162 Beginning Typewriting I .....	<u>3</u>
	36

\*Students with typing skills may elect to substitute BDP or General Business Elective course for TYG 162.

## CRIMINAL JUSTICE EDUCATION—LAW ENFORCEMENT

The Certificate in Criminal Justice Education—Law Enforcement may be awarded to a candidate after the completion of twelve (12) 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 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 Criminal Justice Education.

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

<b>Professional and Other Required Courses</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—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
<b>Total:</b>	<b>36</b>



## 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 DA program can be obtained from the Director of the Dental Programs or Office of Student Development.

<b>General Education</b>	<b>Credits</b>
ANA 215 Human Anatomy and Physiology .....	3
BIO 241 Microbiology .....	4
*Communications .....	3
PSY 111 General Psychology .....	3
SPE 110 Fundamentals of Speech .....	<u>3</u>
	16

### Professional and Other Required Courses

APC 291 Business Communications .....	3
DEA 170 Preclinical Orientation .....	2
DEA 171 Introduction to Practice .....	1
DEA 174 Dental Materials and Laboratory .....	2
DEA 176 Science for Dental Assistants .....	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 Human Nutrition (Nutrition I) .....	3
HEN 107 Personal and Community Health .....	<u>3</u>
	<b>29</b>
<b>Total:</b>	<b>45</b>

\*Refer to General Education Requirements

# 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>
*Communications .....	3
*Humanities .....	<u>3</u>
	6
<b>Professional and Other Required Courses</b>	
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 .....	<u>3</u>
	<u>26</u>
Total:	32

\*Refer to General Education Requirements

# FIRE SCIENCE AND PREVENTION

The Certificate in Fire Science and Prevention may be awarded to a candidate after the completion of eleven (11) 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>Professional and Other Required Courses</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 .....	<u>3</u>
<b>Total:</b>	<b>33</b>

## **FOOD SERVICE TECHNOLOGY**

A Certificate in Food Service Technology may be awarded to a candidate after completion of twelve (12) 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>Professional and Other Required Courses</b>	<b>Credits</b>
FSM 160 Orientation to Food Service .....	2
FSM 162 Human Nutrition (Nutrition I) .....	3
FSM 164 Food Service Equipment .....	3
FSM 168 Menu Planning .....	2
FSM 169 Food and Beverage Purchasing .....	3
FSM 172 Sanitation and Safety .....	2
FSM 270 Basic Food Preparation .....	4
FSM 271 Food Service Practicum I .....	3
FSM 284 Food Merchandising .....	3
FSM 286 Food Service Seminar I .....	1
FSM 291 Quantity Food Production .....	3
HOL 264 Food and Beverage Control .....	3
Approved Electives .....	<u>6</u>
<b>Total:</b>	<b>38</b>

## MEDICAL LABORATORY TECHNOLOGY

The Certificate Program for Medical Laboratory Technology is available only through the Florida Junior College at Jacksonville's Department of Medical Laboratory Technology in conjunction with St. Luke's Hospital. The curriculum is designed to provide entry level skills in Medical Laboratory Technology; program graduates are required 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.

Admission procedure: Students are admitted to this program only after acceptance into the two-year training program for medical technicians at St. Luke's Hospital. Contact St. Luke's Hospital, the clinical laboratory.

<b>Professional and Other Required Courses</b>	<b>Credits</b>
MLT 172 Immunology .....	3
MLT 173 Hematology .....	6
MLT 174 Medical Microbiology .....	6
MLT 293 Clinical Chemistry .....	6
MLT 295 Clinical Practicum I .....	<u>9</u>
Total:	30

## STENOGRAPHY

The one-year Stenography Program is designed to train the student to perform the necessary tasks for immediate employment. The student receives instruction which will prepare him/her to take and transcribe dictation, to type with speed and accuracy, and to cope with the ever-changing demands of office employment.

<b>General Education</b>	<b>Credits</b>
ECO 220 Foundations of the American Economy .....	3**
ENG 101 English Composition .....	3**
SOP 110 Human Relations .....	<u>3**</u>
	6

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

AAC 160 General Accounting I .....	3
AAC 161 General Accounting II .....	3



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 Intermediate Shorthand .....	3
STS 290 Advanced Shorthand .....	3
STS 291 Dictation and Transcription .....	3***
STS 292 Secretarial Practices .....	3
TYG 175 Intermediate Typewriting .....	3
TYG 285 Advanced Typewriting .....	3
	<u>37-38</u>
Total:	43-44

\*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

## NON-COLLEGE CREDIT CAREER EDUCATION PROGRAMS

Non-College credit programs and courses are offered throughout the junior college district wherever the need exists and adequate facilities are located. Courses are taught in public school facilities during evening hours, in industrial plants, in commercial office buildings, on campuses and centers of Florida Junior College at Jacksonville, and other suitable locations. The length and frequency of meetings for courses differ and are determined by the type and objectives of the course.

These courses and programs offer individuals an opportunity to learn new skills leading directly to employment or to upgrade and broaden present skills to enhance occupational proficiency and opportunity for advancement.

In the area of Career Education, the College maintains close liaison with and is assisted by program advisory committees, professional, civic, and church organizations, governmental agencies, business and industry, and other groups in determining needs and providing occupational education for the community.

## NON-COLLEGE CREDIT PROGRAMS

Special Areas of Study In:

	Fred H. Kent Center	North Campus	South Campus	Downtown Campus
<b>Business Education</b>				
Certified Professional Secretary			X	
Keypunch				X
Machine Shorthand	X			
Medical Transcription	X			
Office Occupations (includes: Typing, Shorthand, Business English, and Office Machines)	X	X		
<b>Distributive Education</b>				
Apartment Management	X			
Banking	X			
Cashier/Sales/Checker	X			
Executive Housekeeping	X			
Export-Import Programs	X			
Hospitality Management	X			
Hotel-Motel Front Office Procedure	X			
Hotel-Motel Training	X			
Income Tax	X			
Insurance	X			
Real Estate	X			
Savings and Loan Courses	X			
Supervisory Training	X			
Transportation	X			
Warehouse Clerk				X
<b>Health Related Education</b>				
Medical Assisting		X		
Nurse Assistant		X		
Practical Nursing		X		
Surgical Technician		X		
Unit Clerk		X		
<b>Home Economics Education</b>				
Alterations	X			X
Cake Decoration	X			
Catering	X			
Custom Dressmaker	X			
Drapery Construction	X			
Equipment Use and Care	X			
Floral Design	X			
Food Service Supervisor	X			
Furniture Reupholstery	X			
Quantity Cookery	X			
Supervised Food Service Worker	X			X
Tailoring	X			X

NON-COLLEGE CREDIT PROGRAMS (Continued)	Fred H. Kent Center	North Campus	South Campus	Downtown Campus
	<b>Industrial Education</b>			
Air Conditioning, Refrigeration, and Heating		X		X
Auto Body Repair		X		X
Auto Mechanics		X		X
Auto Trim & Upholstery				X
Blueprint Reading		X		X
Brick and Blocklaying				X
Building Maintenance Mechanic				X
Cabinetmaking & Millwork		X		X
Carpentry				X
Commercial Art		X		
Commercial Pilot, Ground School	X	X		
Construction Electricity				X
Cosmetology	X			
Criminal Justice—Corrections			X	
Criminal Justice—Law Enforcement			X	
Diesel Mechanics		X		
Drafting		X		X
Electronics, Radio & T.V.		X		
Fire Science & Prevention			X	
Garment Making—Commercial		X		
Gasoline Engine Mechanics				X
Industrial Electronics				X
Machine Shop		X		X
Major Appliance Repair				X
Marine Electricity				X
Meat Cutting		X		
Operating Engineers				X
Painting and Decorating				X
Photography and Photo-Finishing		X		
Plumbing and Pipefitting	X			X
Printing/Graphic Arts		X		
Private Pilot, Ground School/Instrument Rating	X			
Roofing				X
Sheet Metal Worker				X
Steel Fabrication				X
Tailoring		X		
Truck Mechanic				X
Upholstery				X
Water-Sewage Plant Operator				X
Welding		X		X

(An "X" in any of the right hand columns of the above chart indicates the campus on which a program is located.)

# ADULT AND CONTINUING EDUCATION PROGRAMS

In the area of Adult and Continuing Education, the College cooperates with the public schools, community schools, health and welfare groups, civic and community clubs, business and industry, and other adult agencies to provide educational services.

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

Adult and Continuing Education Programs are offered where there is community need and interest. Florida Junior College at Jacksonville is offering Adult Education Programs and courses in more than 100 different locations throughout Duval County. Many programs, courses, and services are offered on a continuing basis. Short courses, in-service training programs, and courses of specific interest may be initiated by request from individuals and groups in the community, *based upon resources available at time of request.*

## ADULT BASIC EDUCATION

The Adult Basic Education Program of Florida Junior College at Jacksonville is designed to provide basic instruction in the fundamental academic areas of reading, writing, computational skills, and consumer education for all adults of this community.

General instruction in the above academic areas will develop basic learning skills for the adult which will enable him to continue his education at the secondary level if he desires to do so.

The over-all curriculum of the Adult Basic Education Program includes arithmetic, reading, spelling, social studies, science, health, functional citizenship education, and life skills.

The Adult Basic Education Program provides supportive services for its students in the areas of guidance and counseling, testing, and specialized reading needs. Enrollment in Adult Basic Education classes is available to all adults who are sixteen (16) years of age or older.

Adult Basic Education classes are offered in Adult Centers which are located in schools, churches, and other available community facilities throughout Duval County.

## ADULT HIGH SCHOOL COMPLETION

Adults, eighteen (18) years of age or older, may choose to earn an Adult High School Diploma by taking appropriate course work. Persons aged sixteen (16) and seventeen (17) will not be permitted to enroll in Adult High School Completion courses until a period of six (6) calendar months has elapsed since the date of official withdrawal from public or private high school. Exceptions may be made when recommended in writing by the Superintendent of Schools or his designee, or by the principal of a private high school.

There is no set required amount of time necessary to earn an Adult High School Diploma. The Florida State Department of Education has established that an adult can progress at his own rate of speed and achieve credit by subject examination whenever he judges he is prepared. Thus, an adult can complete credit requirements as rapidly as he is able to prove his knowledge and skills.

A minimum of sixteen (16) units of credits, grades 9 through 12, excluding credit in physical education, shall be required for an Adult High School Diploma. Two (2) of these credits must be earned at Florida Junior College at Jacksonville. Two (2) credits of these sixteen (16) credits must be earned in each of the following areas:

1. English (2)
2. Mathematics (2)
3. Natural Science (2)
4. Social Studies (2) (must include a course in Americanism vs. Communism)

An additional eight (8) credits may be accumulated from electives, service experience, and work experience. Individual evaluation of a student's academic background and experience is required.

It is the high school student's responsibility to make application for graduation after he/she has completed requirements for a high school diploma.

Adult High School Diploma Credit Programs may emphasize any of the following:

### **Vocational Business**

Bookkeeping  
Business Machines  
General Business Education  
Secretarial Science  
Key Punch

## **Vocational-Technical**

Air Conditioning, Refrigeration, and Heating  
Auto Body Repair  
Auto Mechanics  
Auto Trim and Upholstery  
Building Maintenance Mechanic  
Brick and Blocklaying  
Cabinetmaking & Millwork  
Carpentry  
Construction Electricity  
Drafting  
Gasoline Engine Mechanics  
Home Economics  
Machine Shop  
Industrial Electronics  
Major Appliance Repair  
Marine Electricity  
Painting and Decorating  
Plumbing and Pipe Fitting  
Radio and Television Repair  
Sheet Metal  
Upholstery  
Welding

## **General Education**

### **HIGH SCHOOL EQUIVALENCY DIPLOMA**

This program is an intensive course of review including the five (5) major areas covered in the General Education Development (GED) Examination and American History and Civics requirements. Consult current term course schedule for the most convenient time and location of course offerings.

Florida Junior College at Jacksonville is the designated official testing agent for the State of Florida GED Examination. Contact North Campus Adult Education Office, South Campus Adult Education Office or Kent Center Registrar's Office for testing information.

The GED Examination consists of a battery of five (5) tests:

Test 1—Correctness and Effectiveness of Expression  
Test 2—Interpretation of Reading Materials in Social Studies  
Test 3—Interpretation of Reading Materials in Natural Sciences

Test 4—Interpretation of Literary Materials  
Test 5—General Mathematical Ability

Requirements:

1. A candidate shall be at least eighteen (18) years of age and not enrolled in a regular day school for youth at the time of application to be eligible for a high school equivalency diploma. In justifiable cases, as determined by the Director of Secondary Education, Duval County Board of Public Instruction, persons who are at least sixteen (16) years of age and not enrolled in a regular day school for youth may be permitted to take tests and, upon attaining satisfactory standings, shall be awarded an equivalency diploma.
2. A candidate must be a resident of the State of Florida. For the purposes of taking the GED, he is considered a resident of the State when he meets one of the following conditions:
  - (a) Has maintained a continuous residence in the State of Florida for a period of at least six (6) months.
  - (b) Owns a home or business in Florida at the time of application for the GED Tests.
  - (c) Has filed a manifestation of domicile with the Clerk of Circuit Court of his Florida county of residence.
  - (d) Has registered to vote in local or state elections.
  - (e) Is a military service person stationed in Florida, or dependent of such military service person.
3. Credit is required in both American History and American Government or Civics. This requirement may be met by high school transcript showing courses completed in both subjects or by examination.
4. A candidate must attain minimum test scores of forty (40) or above on each of five (5) GED Tests and an average standard score of forty-five (45) or above on all five (5) of the tests.

Testing Fees and Other Charges:

1. A fee of \$7.50 is payable upon application for the GED Examination.
2. A fee of \$2.00 each is payable upon application for the American History Test and Civics Test for candidates lacking high school credit in these two (2) subjects.

Application for the GED Examination, American History Examination, and Civics Examination shall be made at the North Campus Adult Education Office, South Campus Adult Education Office, or Kent Center Registrar's Office.

The examinations for the prerequisites, Civics and American History, for the high school equivalency diploma are offered on various campuses on a regular schedule. For information regarding the dates and times of these examinations, contact the Campus Registrar's Office of your choice.

## ADULT CONTINUING EDUCATION

The variety of general interest courses offered at each campus and part-time centers is designed to fulfill the continuing education desires and needs of the adult community.

### PROGRAM FOR THE AGING

The College provides a wide variety of educational experiences for the older American as a part of its Continuing Education Program. The Program for the Aging offers classes in over forty (40) retirement homes, nursing homes and community centers where an interest and need is shown. Each class is tailored specifically for those participating. The District Board of Trustees of Florida Junior College at Jacksonville has authorized waiving the registration fees for these participants who are sixty (60) years of age or older.

### CENTER FOR THE CONTINUING EDUCATION OF WOMEN

The College maintains a Center for the Continuing Education of Women at its Downtown Campus, 940 North Main Street. The Center provides counseling for women seeking additional educational experience, women desiring to upgrade marketable skills, women hoping to increase effectiveness as a volunteer, and women looking for independent alternatives. The staff counsels and assists women in clarifying and evaluating educational goals, interests, career possibilities, and family and personal concerns. The Center provides special programming of short courses, workshops, and seminars for special groups, based upon resources available, who are attempting to assume the variety of roles expected of the American woman.

### COMMUNITY SERVICES

Through its program of community services, the College offers programs of study, institutes, short courses, seminars, workshops, clinics, and lectures to meet the educational needs of adult groups in the community.

Requests for such courses are encouraged by the College. Consideration for such courses is based upon the level of instruction, the number of persons interested, and the availability of resources at the time of request.

Adults desiring to enter adult classes or programs should apply in person at the adult center or campus offering the subjects of their choice.

Any adult, sixteen (16) years of age or older, is eligible to apply for enrollment. Specific course requirements or limitations will be explained at the center of the individual's choice.



ADULT AND CONTINUING EDUCATION PROGRAMS  Special Areas of Study In:	Fred H. Kent Center	North Campus	South Campus	Downtown Campus
	Adult Basic Education		X	
Adult High School Completion	X	X	X	X
High School Equivalency Diploma	X	X	X	X
Adult Continuing Education	X	X	X	X
Program for the Aging	X	X	X	X
Continuing Education of Women				X
Community Services	X	X	X	X

(An "X" in any of the right hand columns of the above chart indicates the campus on which a program is located.)

The above programs are available in many off-campus locations throughout Duval County.

