The Associate in Arts Degree

Admission

The applicant seeking admission to the Associate in Arts (AA) program must have a high school diploma. If the applicant graduated on or after August 1, 1999, the applicant must have earned 4 credits in English and 3 credits each in mathematics, social studies, and science.

University Parallel

The College offers a two-year program leading to the Associate in Arts degree. Usually referred to as the University Parallel or Transfer Program, it is designed for students who plan to complete their first two years of college work at Florida Community College at Jacksonville and then transfer to a state university to complete the remaining requirements for a bachelor's degree.

The specific programs of study are designed to be individualized between the student and the counseling staff following the student's enrollment at Florida Community College at Jacksonville. Even though a University Parallel study is transferable to senior institutions, these programs are not applicable toward a bachelor's degree.

In planning a program at Florida Community College at Jacksonville, the student should be certain to meet the General Education Requirements for the Associate in Arts degree and complete a program of at least 62 semester hours comprised of courses designated as transferable to the state university system (TP). Courses in this catalog, without the TP symbol, will transfer to the Associate in Arts Degree. Also, the Associate in Arts degree cannot include more than four non-semester hour courses in physical education and four non-semester hour courses in music, speech, and drama activity areas as described under Conditions (1) and (2) on page 7.

Within these 62 semester hours, the student should be certain to fulfill the prerequisites required for the major into which the student intends to transfer to the university the student plans to attend.

Any study transferring to a senior institution from Florida Community College at Jacksonville is accepted to meet the requirements of that university for information concerning special course requirements that should be met while attending Florida Community College at Jacksonville. The requirements can be found in the catalog for the department or program study for a given degree. A senior institution should be contacted individually by the student and, in all cases, a counselor should represent the student during this program at the college. To minimize transferability, the student is advised to choose a major early in the program at the college.

All students transferring with the Associate in Arts degree are guaranteed the non-refundable credit of credit hours toward that degree and junior-level standing by the State Articulation Agreement. A student transferring prior to receipt of the AA degree may accept acceptance at junior-level standing with less than a "C" grade.

The pre-registration office of Student Affairs is a comprehensive counseling and registration system available to all students enrolled in college. This office is also the home of the counseling center, located in the university offices. Using these resources, the counseling center will provide a program of study at Florida Community College at Jacksonville for the student. The student has the responsibility for making contact with a counselor in the office of Student Development to work out the student's program of study at FSCC.

Fields of Study

A University Parallel program of study can be designed in the Associate in Arts degree to prepare for a four-year liberal arts major or a transfer of study. A partial list of fields follows:

- Accounting
- Anthropology
- Agriculture
- Architecture
- Art History
- Business Administration
- Chemistry
- Communication and Information Science
- Criminal Justice
- Dietetics
- Elementary Education
- English
- Environmental Studies
- Foreign Language
- History
- Geology
- Health Education/Recreation
- History
- International Studies
- Journalism
- Mass Communication/Information
- Mathematics/Statistics
- Music
- Music Education
- Natural Science
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Public Administration
- Religion
- Social Science
- Social Studies
- Speech Communication

The College offers courses leading to the Associate in Arts degree for advanced degree programs in the following fields:

- Business
- Education
- Medical
- Natural Science
- Philosophy
- Social Science
- Technology

Graduation Requirements

In order to be awarded the Associate in Arts degree, the student must have met the following requirements:

1. Earned a Florida Community College at Jacksonville cumulative grade point average of 2.00 (C) in courses which comprise the Associate in Arts degree program.
2. Earned an all-college cumulative grade point average of 2.00.
(C) in courses, including transferred credits, which comprise the Associate in Arts degree program.

3. Earned at least a grade of "C" in each course used to satisfy the General Education Requirements Areas III Humanities, IV Mathematics, V Communications, and VI Social Sciences, Section A.

4. Completed in residence at Florida Community College at Jacksonville at least 15 semester hours of the total of 62 semester hours required for the degree.

5. Completed 62 semester hours of college credit work as follows:
   a. Completed the General Education Requirements (36 semester hours) as forth on page 22 through 24 of this catalog. (The assistant dean of instruction may, when appropriate, approve a course not listed under the General Education Requirements of the Associate in Arts degree to count towards that requirement.)
   b. Completed the elective requirements (26 semester hours) as forth on page 24 of this catalog.

6. Completed requirements of the college-level Academic Skills Test (CLASS), a college-level communication and computation skills test required by the state (refer to Testing Services section for details), including satisfactory scores as specified by the State Board of Education and the District Board of Trustees.

7. CompletedREA 105 (College Reading Techniques, 3 credit hours). This applies to students who fall below the designated entry placement cut off score for reading.

Before a student may graduate, the student must have fulfilled all financial obligations to the college.

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

a. A student's graduation date will be the date at the end of the college term in which the student completes the academic requirements for the degree or certificate for which the student is an applicant. (The removal of an incomplete grade does not affect a student's graduation date, since the grade change is effective as of the end of the term in which the incomplete grade was assigned rather than the term in which the incomplete work was made up.)

b. If a student expects to complete the course work under the terms of the catalog in effect during the term at the student's first registration, the student must graduate within four years after the year of first registration in a college credit program. Accordingly, a student who enters under this catalog must graduate by the end of the Summer Term 1993, or the student will be expected to meet the requirements of subsequent years. Changes to requirements as may be mandated by law or by rule of the District Board of Trustees may supersede this provision.

c. Refer to the conditions on page 22 of this catalog concerning acceptable credits to meet degree requirements.

d. Some of the courses listed in the sections for the General Education Requirements are intended for students majoring or specializing in the discipline. Students are advised to review the course descriptions.

e. Many courses in this catalog have prerequisite requirements. Study prerequisite courses listed in the course descriptions.

Students are advised to be guided by these requirements: English, and fall below a designated cutoff score on the English as a Second Language (ESL) entry-placement test, will be required to take ESL courses prior to registering for other college-credit classes. The level of these courses will be determined by the entry-placement scores. Individual exceptions will be determined by the ESL Program Manager. Degree-seeking students identified as non-native speakers must take an ESL placement test prior to taking the College's standard course placement test. Students who place into ESL, as determined by the test, must complete ESL courses before registering for other college-credit classes. Non-degree seeking college credit students who plan to take English as reading courses must also meet these requirements. Exceptions to these requirements can be made by the ESL Program Manager or designee.

General Education Requirements

Purpose and Goals of General Education

General education is a curriculum designed to prepare students with knowledge needed to understand self, society, and their relationship to the rest of the world. The general education curriculum must provide students with the opportunity to develop skills necessary for understanding and communicating such concepts and must prepare students to participate responsibly in the diversity of a complex world.

1. Develop the critical and analytical thinking skills necessary for inquiry and problem solving.

2. Develop the skills required to read, write, speak, and listen effectively and discriminatingly, including the ability to comprehend, interpret, and evaluate written, spoken, and symbolic language.

3. Develop the skills necessary for communication, mathematical problem solving, and data interpretation.

4. Understand what is necessary to fulfilling interpersonal relationships in a pluralistic society.

5. Understand your heritage and the relationship to other peoples and cultures.

6. Appreciate and experience the fine and performing arts.

7. Understand the scientific method and the implications of scientific research.

8. Understand the physical and biological environment and our role in preserving it.

9. Acquire the skills required to make informed and responsible value judgments.

10. Acquire the skills, attitudes, and knowledge of resources necessary for lifelong learning.

Distribution Requirements

The general education core for the Associate in Arts degree consists of a minimum of 30 semester hours of course work. The courses were chosen by the faculty to assure the students accomplishment of the purpose and goals of General Education, and to develop skills, attitudes, and understanding in broad discipline areas.

Communications

Mathematics

Humanities

Natural Sciences

Social Sciences
I. Communications ............... (Minimum of 9 semester hours)

The Communication courses are intended to enable students to achieve the basic competencies as defined by the State of Florida for speaking, listening, reading, and writing in an organized and critical manner at the college level.

The ability to communicate at the level of a college-educated person is a basic requirement for degree-seeking students. These courses are designed to help students improve skills measured by the Florida College Level Academic Skills Test (CLA/ST). Standardized entry assessment tests are used to determine course placement:

- ENC 1101 English Composition I
- ENC 1102 English Composition II
- SPC 2030 Fundamentals of Speech Communication

*RFA 1101 College Reading Techniques

*RFA 1101 is not required for those students who achieve a satisfactory score on the entry assessment test for reading.

II. Mathematics ....................... (Minimum of 6 semester hours)

The Mathematics courses offered are designed to meet the needs of students who are planning to extend their knowledge in mathematics and science as well as those who are planning to seek additional education in the humanities, social sciences, or business. These courses also provide a series of options for students in the basic competencies defined by the State of Florida.

The ability to compute at a high level of a college-educated person is a basic requirement for degree-seeking students. These courses are designed to help students improve skills measured by the Florida College Level Academic Skills Test (CLA/ST). Standardized entry assessment tests are used to determine course placement when a student attends RCC.

A minimum of 6 semester hours from one of the following pairs of courses is required:

- MAT 2033 Intermediate Algebra
- MGF 1202 College Mathematics
- MAC 1105 Precalculus College Algebra OR MAC 1102 College Algebra
- MGF 1202 College Mathematics
- MAC 1105 Precalculus College Algebra OR MAC 1102 College Algebra
- STA 2023 Introduction to Statistics

OR

*Choose one course from the following:

- MAC 2233 CALCULUS WITH ANALYTIC GEOMETRY I
- MAC 2234 CALCULUS WITH ANALYTIC GEOMETRY II
- MAC 2242 CALCULUS WITH ANALYTIC GEOMETRY III
- MAC 2233 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES I
- MAC 2234 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES II
- MAP 2302 DIFFERENTIAL EQUATIONS
- MAS 2103 Elementary Linear Algebra

*This option is intended for the student who has satisfied entry assessment requirements and whose high school transcript shows successful completion of higher mathematics coursework, including algebra, geometry, and trigonometry. Students who choose calculus courses must satisfy General Education Requirements should take MGF 2204 prior to taking the CLAST.

III. Humanities ......................... 6 semester hours

The Humanities courses form a core of interconnected studies designed to help individuals make informed aesthetic and ethical judgments about matters contributing to diverse world cultures, and in essence, readers and writers, competencies essential for an educated person in an increasingly specialized society. The courses are intended to provide a foundation for contact with a breadth of ideas beyond the narrow confines of specialized training.

A. Six semester hours from the following courses will satisfy Humanities requirements. The courses are broad in nature, enabling individuals to explore connections and relationships among various humanistic disciplines and to provide a general overview for other humanities courses listed in Category B.

- HUM 2231 Humanities: The Foundations
- HUM 2231 Humanities: Mainstream of Cultures, 15th to 20th Century or HUM 2230 Humanities Forum
- HUM 2251 Humanities: 20th Century Cultural Perspectives
- HUM 2210 Humanities of Asia
- HUM 2210 Humanities of the Americas

OR

B. Three semester hours from the following courses in Category A and 3 semester hours from any of the following courses in this category which provide individual contact with more specific topics of study in the humanities. However, all courses in Category A are broad rather than narrow in scope:

- ART 2000 Art Appreciation
- ART 2040 Art History I
- ART 2050 Art History II
- FIL 1000 The Movie as Art
- HUM 2227 Intercultural Explorations
- HUM 2228 Overseas Humanities
- LIT 2101 Great Ideas in World Literature
- MUS 2210 Survey of Music History
- MUL 1110 Music Appreciation
- PHI 2010 Introduction to Philosophy
- PHI 2060 Moral and Political Philosophy
- REL 2030 World Religions
- THE 2100 Theatre Appreciation

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

The Natural Sciences courses are designed to provide a broad sampling of biological and physical sciences, allowing students to explore the sciences closely related to those high school courses, and to develop an appreciation of the foundations of scientific inquiry. The courses provide a fundamental basis for the developing relationship between the natural sciences and other academic disciplines, stressing the universal understanding and awareness.

A. Choose one of the following pairs of courses:

- APP 2190C Human Anatomy and Physiology I
- APP 2191C Human Anatomy and Physiology II

OR

- BSC 201X Principles of Biology I
- BSC 201C Principles of Biology II

OR

- MGF 1106 Botany
- ZOO 100C General Zoology

OR

- CHM 1020C Introductory Chemistry I
- CHM 1021C Introductory Chemistry II

OR

- CHM 1040C General Chemistry and Qualitative Analysis I
- CHM 1041C General Chemistry and Qualitative Analysis II

OR

- PHY 2080C Physics I with Calculus
- PHY 2081C Physics II with Calculus
B. Choose one course from the Biological Sciences and one course from the Physical Sciences, but the courses must be at the same level: a laboratory course, which is designated with a "L" or "T" following the course number.

**Biological Sciences:**
- APH 1118 LIFE IN ITS BIOLOGICAL ENVIRONMENT
- APH 1118L BIOLOGY LABORATORY (to be taken with APH 1118)
- APH 1125C HUMAN ANATOMY AND PHYSIOLOGY
- APH 1125C HUMAN ANATOMY AND PHYSIOLOGY II
- BIO 1016C PRINCIPLES OF BIOLOGY
- BIO 1016C PRINCIPLES OF BIOLOGY II
- BSC 2010C PRINCIPLES OF BIOLOGY
- BSC 2010C PRINCIPLES OF BIOLOGY II
- BSC 1021F FUNDAMENTALS OF NATURAL SCIENCE
- MCH 2020C MICROBIOLOGY
- PCB 2001C GENERAL ANATOMY
- PCB 2001C GENERAL ZOOLOGY

**Physical Sciences:**
- AST 1062 INTRODUCTION TO ASTRONOMY
- AST 2062, ASTRONOMY LABORATORY (to be taken with or following AST 2062)
- CHM 1020 CHEMISTRY FOR LIBERAL ARTS
- CHM 1025C INTRODUCTION TO GENERAL CHEMISTRY
- CHM 1025C PRINCIPLES OF GENERAL CHEMISTRY
- CHM 1025C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS
- CHM 1025C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II
- GED 1001 EARTH AND SPACE SCIENCE
- GED 1001 PHYSICAL GEOLOGY
- GED 1001 PHYSICAL GEOLOGY
- IEC 1021 FUNDAMENTALS OF NATURAL SCIENCE
- IEC 1021 METEOROLOGY
- IEC 1025C PHYSICS FOR LIBERAL ARTS
- IEC 1025C PHYSICS I WITH CALCULUS
- IEC 2025C PHYSICS II WITH CALCULUS
- IEC 2025C GENERAL PHYSICS I
- IEC 2025C GENERAL PHYSICS II
- IEC 101C PHYSICAL SCIENCE

*May build requirement in either area but not both

**VI. Social Sciences ....................................** 6 semester hours

The Social Sciences are built upon understanding and appreciation of our cultural heritage, whether ancient or modern. Courses in Social Sciences, although oriented toward an understanding of the society in which we live, also contain elements of historical and cultural significance. These courses may be selected from the following:

A. Three semester hours from any of the following:
- AMH 2090 UNITED STATES HISTORY TO 1865
- ECH 1001 WESTERN CIVILIZATION FROM 1715 TO THE PRESENT
- POS 1041 AMERICAN FEDERAL GOVERNMENT
- POS 1041 ORIGINS OF AMERICAN SOCIETY (ECONOMIC, POLITICAL, AND INTERNATIONAL INSTITUTIONS)

B. Three semester hours from any of the following:
- AMH 2090 UNITED STATES HISTORY FROM 1865 TO PRESENT
- AMH 1020 HISTORY OF FLORIDA
- AMH 2092 AFRO-AMERICAN HISTORY AND CULTURE
- AMH 2092 AFRO-AMERICAN HISTORY AND CULTURE (FROM AFRICAN ORIGINS THROUGH RECONSTRUCTION)
- AMH 2093 AFRO-AMERICAN HISTORY AND CULTURE (FROM AFRICAN ORIGINS THROUGH RECONSTRUCTION)
- AMT 2310 LITERATURE ANTHROPOLOGY
- AMT 2311 PHYSICAL ANTHROPOLOGY
- ASH 3006 HISTORY OF THE FAR EAST
- CPO 2002 INTRODUCTION TO COMPARATIVE GOVERNMENT
- DEP 2004 HUMAN GROWTH AND DEVELOPMENT
- DEP 2102 CHILD PSYCHOLOGY
- DEP 2102 ADOLESCENT PSYCHOLOGY
- DEP 2102 ADOLESCENT PSYCHOLOGY
- ECO 3004 PRINCIPLES OF ECONOMICS I
- ECO 3004 PRINCIPLES OF ECONOMICS II
- EDE 2002 EDUCATIONAL PSYCHOLOGY
- ECH 1020 WESTERN CIVILIZATION THROUGH 1500
- GEO 1000 WORLD GEOGRAPHY
- GEO 2100 CONSERVATION OF RESOURCES
- HSC 1000 PERSONAL AND COMMUNITY HEALTH
- HIS 1000 BRIEF HISTORY OF HISTORY
- HIS 2002 INTERNATIONAL RELATIONS
- LAI 1001 HISTORY OF THE AMERICANS
- POL 1002 POLITICAL SCIENCE AND LOCAL GOVERNMENT
- PSY 1002 GENERAL PSYCHOLOGY
- PSY 2002 HUMAN RELATIONS
- PSY 2002 DYNAMICS OF BEHAVIOR
- SYG 2000 INTRODUCTORY SOCIOPHILIC
- SYG 2000 SOCIAL PROBLEMS
- SYG 3000 MARRIAGE AND FAMILY

VI. Additional Hours .................... 0-3 semester hours

To obtain educational programs requires additional credits from Area I-V, to be chosen from these areas. At least 0-3 semester hours must be included in Area I-V. Additional courses may include courses from the following areas: upper level courses in the study of the natural sciences, upper level courses in history, or courses in the social sciences. The number of courses selected must be determined by the student in consultation with a major or minor as required by the program.

**Total Hours required from Areas I-VI ..................................** 36 semester hours

**ELECTIVES**

The additional elective semester hours required for the Associate in Arts (AA) degree may be selected from a catalog of courses listed in the College Catalog with a "T" symbol. These courses may be general electives or may be part of a program designed for a major transfer to an upper-level college/university. Students are advised to consult a counselor for guidance in the selection of these courses.

College credit courses in the catalog with the "T" symbol count in the Associate in Arts degree and are transferable to the State University System.

College credit courses in the catalog without the "T" symbol will not count in the Associate in Arts degree. The incompleteness of these courses is subject to the receiving transfer institution.

In addition to addressing the field of study of intended major at the upper-level university, the student is encouraged to include in these Elect-
Education Requirements ............... ........... 6
(A minimum of 5 semester hours from section A)

SOCIAL SCIENCES:
Select from Area V, AA degree General
Education Requirements ............... ........... 6
(A minimum of 3 semester hours from section A)

BIOLOGICAL SCIENCES:
BSC 2010C Principles of Biology I ............... ........... 4

CHEMISTRY:
CHM 1015C General Chemistry and Qualitative Analysis ............... ........... 4

MATHEMATICS:
*MAC 2311 Calculus with Analytic Geometry I ............... ........... 4
**MAC 2312 Calculus with Analytic Geometry II ............... ........... 4
MAC 2313 Calculus with Analytic Geometry III ............... ........... 4
MAP 2302 Differential Equations ............... ........... 4

PHYSICS:
PHY 2048C Physical I with Calculus ............... ........... 5

COMPUTER PROGRAMMING:
COP 2200 FORTRAN Programming ............... ........... 3

PROGRAM TOTAL ............... ........... 40

The UF/UCF joint Electrical Engineering Program offers a unique opportunity for students who demonstrate high academic promise and excel in a very competitive field. Because of the limitations of space, students and number of students, the UF/UCF joint Electrical Engineering Program is a selective admission program. For further information, contact the admissions office.

Articulation Agreement between
Florida Community College at Jacksonville
and
Jacksonville University

Jacksonville University and the Florida Community College at Jacksonville are parties to an Articulation Agreement which guidelines the courses under which students receiving the Associate of Arts degree at FCFJ may progress to the junior year or upper division status at JU. The agreement is intended to provide FCFJ students the opportunity for
planned and logical progress from their lower division studies toward a baccalaureate degree in their chosen fields.

The articulation agreement stipulates that the published Associate in Arts general education core curriculum of FCCJ shall be recognized by EWC as the basis for acceptance of transfer credit. Upon receipt of an official FCCJ transcript indicating satisfactory completion of the general education core curriculum and a fully awarded Associate in Arts degree, EWC shall accept the FCCJ credits up to 64 credits toward the baccalaureate degree. In accepting the FCCJ credits, EWC shall determine the application of these credits to EWC's general distribution requirements, designated courses or elective hours. It is understood that the AA degree will be based upon achieving a grade point average of at least 2.0 in all courses and that grades of "D" shall not be accepted for transfer credit.

Certain of the degree programs at Jacksonville's University are limited access programs and have admission standards in addition to those for the typical degree seeking student. Students interested in the following programs offered at FCCJ should consult the JC Catalog for the relevant application procedures:
1. Engineering
2. Nursing
3. Performance across in Music
4. Aviation programs involving flight requirements
5. Naval Reserve Officer Training

Further information concerning the details and requirements of the FCCJ/EWC transfer process may be obtained from the Admissions Office at Jacksonville University or at any FCCJ Student Affairs Office.

Articulation Agreement between
Florida Community College at Jacksonville and
Edward Waters College

Edward Waters College and the Florida Community College at Jacksonville agree to an Articulation Agreement which establishes the conditions under which students receiving the Associate of Arts degree at FCCJ may progress to the junior year at Edward Waters College at EWC. The agreement is intended to provide FCCJ students the opportunity for planned and logical progression from their lower division studies to attaining a baccalaureate degree in their chosen fields. The articulation agreement stipulates that the published Associate in Arts general education core curriculum of FCCJ shall be recognized by EWC as the basis for acceptance of transfer credits. Upon receipt of an official FCCJ transcript indicating satisfactory completion of the general education core curriculum and a fully awarded Associate in Arts degree, EWC shall accept the FCCJ credits up to 64 credits toward the baccalaureate degree. In accepting the FCCJ credits, EWC shall determine the application of these credits to EWC's general distribution requirements, designated courses or elective hours. It is understood that the AA degree will be based upon achieving a grade point average of at least 2.0 in all courses and that grades of "D" shall not be accepted for transfer credit.
Preparation for a Career

Florida Community College at Jacksonville offers a comprehensive program of business, health, engineering, and technical education, with associate degrees, certificate programs, and other programs designed to fulfill the career education needs of the community's citizens, teachers, and employers.

The career and technical education programs are designed to prepare the student, who in compliance with a program of study listed in the catalog, is planning on a career in a specific field of study, for the productive role he or she will play in the job market.

The student must understand that the Associate in Science degree is related to a field of study based on completion of additional requirements set forth in the catalog. Student Transfer Requirements (page 29) and an Institutional Program Development agreement with state universities.

Advisory committees help Florida Community College at Jacksonville create programs and courses to prepare today's youth and adults for the workforce. The advisory committees are made up of real-minded representatives of business, industry, government, health agencies, public service, and labor.

Individuals who seek to pursue a career at the technical or professional level may enroll in a two-year college credit program leading to the Associate in Science (AS) degree. For those persons desiring to start college credit, Technical Certificate programs are available in several areas.

The program manager for department chairperson, with the approval of the assistant dean of instruction, may prescribe deficiencies courses which are necessary for successful completion of the Associate in Science degree. If the student is a veteran, a copy of the recommendation must be on file and the course must be certified as deficient by the Veterans Administration.

The program manager for department chairperson, with the approval of the assistant dean of instruction, may approve another elective or professional course not listed as an approved elective in the Associate in Science degree program which will apply toward Associate in Science degree graduation. If the student is a veteran, it is necessary that such course substitution be authorized by the state approving agency prior to the student's enrollment in the course being substituted. A copy of the approval will be maintained in the veteran's file.

Program Location

Not all of the career and technical education AS degree programs are available at each of the college's four campuses. However, the General Education courses and many of the elective and the Professional and other required courses are available in all campuses as well as at selected off-campus centers and sites.

Graduation Requirements

In order to award the Associate in Science degree, the student must have met the following requirements:
1. Earned an A-Florida Community College at Jacksonville cumulative grade point average of 2.00 (C) on all courses attempted.
2. Earned an all-college cumulative grade point average of 2.00 (C) on all courses attempted, including transferred credits.
3. Completed in residence at Florida Community College at Jacksonville at least 15 semester hours of the required program.

4. Completed the General Education Requirements and required courses as set forth in the college catalog or as approved by the assistant dean of instruction. The General Education programs of study may require a "C" grade or better in professional courses.
5. A minimum of 60 semester hours is required for this degree, of which at least 15 semester hours must be in General Education.

The associate degree may be awarded upon the student having fulfilled all financial obligations to the college. An associate degree may be awarded to a student who has completed the required number of credits as specified in the catalog, and who has achieved a "C" grade or better in all courses that are required for the degree.

An associate degree does not confer a student to any particular institution, college, or university. The real estate degree is conferred upon the individual who has completed the required number of credits as specified in the catalog, and who has achieved a "C" grade or better in all courses that are required for the degree.

General Education Requirements

1. A minimum of 15 semester hours at General Education is required for all Associate in Science degree programs of study.
2. The following subjects must be included in each program in the manner specified.

PROGRAMS OF STUDY

The Associate in Science Degree

Preparation for a Career

Florida Community College at Jacksonville offers a comprehensive program of business, health, engineering, and technical education, with associate degrees, certificate programs, and other programs designed to fulfill the career education needs of the community's citizens, teachers, and employers.

The career and technical education programs are designed to prepare the student, who in compliance with a program of study listed in the catalog, is planning on a career in a specific field of study, for the productive role he or she will play in the job market. The program manager for department chairperson, with the approval of the assistant dean of instruction, may prescribe deficiencies courses which are necessary for successful completion of the Associate in Science degree. If the student is a veteran, a copy of the recommendation must be on file and the course must be certified as deficient by the Veterans Administration.

The program manager for department chairperson, with the approval of the assistant dean of instruction, may approve another elective or professional course not listed as an approved elective in the Associate in Science degree program which will apply toward Associate in Science degree graduation. If the student is a veteran, it is necessary that such course substitution be authorized by the state approving agency prior to the student's enrollment in the course being substituted. A copy of the approval will be maintained in the veteran's file.

Program Location

Not all of the career and technical education AS degree programs are available at each of the college's four campuses. However, the General Education courses and many of the elective and the Professional and other required courses are available in all campuses as well as at selected off-campus centers and sites.

Graduation Requirements

In order to award the Associate in Science degree, the student must have met the following requirements:
1. Earned an A-Florida Community College at Jacksonville cumulative grade point average of 2.00 (C) on all courses attempted.
2. Earned an all-college cumulative grade point average of 2.00 (C) on all courses attempted, including transferred credits.
3. Completed in residence at Florida Community College at Jacksonville at least 15 semester hours of the required program.
4. Completed the General Education Requirements and required courses as set forth in the college catalog or as approved by the assistant dean of instruction. The General Education programs of study may require a "C" grade or better in professional courses.
5. A minimum of 60 semester hours is required for this degree, of which at least 15 semester hours must be in General Education.

The associate degree may be awarded upon the student having fulfilled all financial obligations to the college. An associate degree does not confer a student to any particular institution, college, or university. The real estate degree is conferred upon the individual who has completed the required number of credits as specified in the catalog, and who has achieved a "C" grade or better in all courses that are required for the degree.

An associate degree does not confer a student to any particular institution, college, or university. The real estate degree is conferred upon the individual who has completed the required number of credits as specified in the catalog, and who has achieved a "C" grade or better in all courses that are required for the degree.

General Education Requirements

1. A minimum of 15 semester hours at General Education is required for all Associate in Science degree programs of study.
2. The following subjects must be included in each program in the manner specified.

PROGRAMS OF STUDY
I. SOCIAL SCIENCE .......................... 3 semester hours
Any one of the following 15 semester hour courses:
ANE 2011 UNITED STATES HISTORICAL TO 1815
EHS 2031 WESTERN CIVILIZATION, FROM 1750 TO THE PRESENT
PSC 2011 AMERICAN FEDERAL GOVERNMENT
ISS 1010 ORIGINS OF AMERICAN SOCIETY (ECONOMIC, POLITICAL AND INTERNATIONAL INSTITUTIONS)

II. HUMANITIES .................................. 3 semester hours
One of the following courses:
ARCH 2210 ART APPRECIATION
ARCH 2550 ART HISTORY I
ARCH 2610 ART HISTORY II
ENGL 1301 THE MOVIES AS ART
HUM 2110 HUMANITIES: THE FOUNDATIONS
HUM 2210 HUMANITIES: MAINSTREAMS OF CULTURE, 1800 TO 20TH CENTURY
HUM 2610 HUMANITIES FORUM
HUM 3110 HUMANITIES: 20TH CENTURY CULTURAL PERSPECTIVES
HUM 2110 HUMANITIES OF ASIA
HUM 2550 HUMANITIES IN THE AMERICAS
HUM 3250 INTERCULTURAL EXPLORATIONS
HUMA 1010 OVERSEAS HUMANITIES
LIT 1101 GREAT IDEAS IN WORLD LITERATURE
MUS 2150 A SURVEY OF MUSIC HISTORICAL MUSICAL APPRECIATION
MUS 2110 INTRODUCTION TO MUSIC
PHI 3110 INTRODUCTION TO PHILOSOPHY
PHI 2010 MORAL AND POLITICAL PHILOSOPHY
REL 2010 WORLD RELIGIONS
THE 1251 THEATRE APPRECIATION

III. MATHEMATICS NATURAL SCIENCE .......... 3 semester hours
One of the following courses:
MAT 2206 INTERMEDIATE ALGEBRA
MTH 1202 COLLEGE MATHEMATICS
MAC 1106 COLLEGE ALGEBRA
MAC 1140 PRECALCULUS COLLEGE ALGEBRA
MAC 1147 CALCULUS WITH ANALYTIC GEOMETRY
AP/B 3111 LIFE IN ITS BIOLOGICAL ENVIRONMENT
AP/B 1111 BIOLOGICAL LABORATORY (to be taken with AP/B 1151)
AP/B 1151 BIOLOGICAL LABORATORY
AP/B 1101 HUMAN ANATOMY AND PHYSIOLOGY
AP/B 1101 HUMAN ANATOMY AND PHYSIOLOGY
AP/B 1011 INTRODUCTION TO ASTRONOMY
AP/B 1011 INTRODUCTION TO ASTRONOMY
AP/B 1011 INTRODUCTION TO ASTRONOMY

IV. COMMUNICATIONS .......................... 3 semester hours
The following three semester hour course is required of all Associate in Science degree students:
ENG 1021 ENGLISH COMPOSITION I

V. THE REMAINING GENERAL EDUCATION REQUIREMENTS
These remaining General Education Requirements are subject to the individual Associate in Science degree program requirements. All remaining General Education Requirements must be completed in individual Associate in Science degree programs. The total credit hours listed for each individual program are minimum hours required for program completion.

Selective Access Programs
Dental Assisting, Dental Hygiene, Medical Laboratory Technology, Nursing, and Respiratory Therapy programs are selective access programs in which students must apply and are selected based on academic standards and criteria established by the Florida Community College at Jacksonville. A student who meets the admission criteria for entry will be accepted into class if space is available.

University Transfer Requirements
A student who wishes to transfer to a four-year university to pursue an Associate of Arts degree may apply to the Associate in Arts degree program. The Associate in Arts degree is designed to provide students with the general education requirements necessary for entry into the baccalaureate degree programs at the state universities. The associate degree must be completed with a grade point average of 2.0 on a 4.0 scale. In addition, the student must meet the General Education Requirements for the four-year college or university that the student has selected as the focus of his or her studies. In addition, the student must meet the General Education Requirements in Communication, Humanities, and Social Science courses with the degree institution.
general education discipline will not be accepted by the transfer university for General Education, including those set by the State Board of Education (SBE).

AS degree students who intend to transfer are required to take the respective Florida Community College courses whereas the 112 college-level academic skills are taught. Students are to take the appropriate Florida Community College communications and mathematics courses prior to taking the CLAST.

Transferring students will also be obligated to complete the 112 college-level requirements of the FSCJ AS (60-30) including ENC 1101 (English Composition I), ENC 1102 (English Composition II), SPC 2001 (Fundamentals of Speech Communication), and Humanities courses from the General Education Requirements, Associate in Arts degree and the Social Science courses from the General Education Requirements, Associate in Arts degree. Such students will be required by the same rule to complete two Mathematics courses from General Education Requirements, Associate in Arts degree.

Specifically the following courses are needed for the Associate in Science, degree student in order to transfer in good standing and to maintain junior status. Such courses will enable the student to be prepared for instruction of the 112 college-level academic skills which are measured by the College Level Academic Skills Test (CLAST). In addition, the coursework will fulfill requirements of State Board of Education rules for additional writing courses.

NOTE: All of these courses are not required for the Associate in Science degree, but are necessary for the Associate in Science degree student who intends to transfer.

ENC 1101 English Composition I (3 cr.)
ENC 1102 English Composition II (3 cr.)
SPC 2001 Fundamentals of Speech Communication (3 cr.)
** Humanities (6 cr.)
*** Mathematics (6 cr.)
**** Natural Science (4 credits)
***** Social Science (5 cr.)
— Credits Earned (25 cr.)

NOTES:
* Any two courses from Area III (Humanities) of the AA degree General Education Requirements
** Refer to Area II (Mathematics) of the AA degree General Education Requirements
*** Refer to Area III (Mathematics-Natural Science) of the AA degree General Education Requirements
**** Refer to Area I (Social Science) of the AA degree General Education Requirements

Associate in Science Degree Transfer Option Programs

The University of North Florida and Florida Community College at Jacksonville have a cooperative articulated Associate in Science Degree Transfer Option for specific programs. Florida Community College students who complete their transfer options will be admitted to the University of North Florida with full junior status in the area of pursuit. Currently, the following University of North Florida Transfer Option Programs are available:

**Associate Science Computer and Information Systems Engineering**

College Credit Technical Certificate

Preparation for Specialized Employment

Florida Community College at Jacksonville provides a number of educational programs of less than two years duration for which Technical Certificates are awarded upon satisfactory program completion.

In some cases, the Technical Certificate can be an intermediate step toward the associate degree in the particular area of study. The student can then build upon their Technical Certificate to accomplish an Associate in Science degree.

Graduation Requirements

In order to be awarded a college credit Technical Certificate, the student must have met the following requirements:
1. Earned a Florida Community College at Jacksonville grade point average of 2.00 in all courses attempted.
2. Completed the required courses as set forth in the college catalog as approved by the appropriate dean of the area.
3. Completed at least one-half of the total hours required for a certificate on residence at Florida Community College at Jacksonville.

Before a student may graduate, the student must have fulfilled all financial obligations to the college.

NOTE: Students are encouraged to pay particular attention to the following:

A student's graduation date will be the date at the end of the college term in which the student completes the academic requirements for the degree or certificate for which the student is an applicant. The removal of an incomplete grade does not affect a student's graduation date, since the grade change is effective as of the end of the term in which the incomplete grade was assigned. The term in which the incomplete was made up.

B. The student expects to complete the course work under the terms of the catalog in effect during the term of the student's last registration in such a course program. Accordingly, if a student withdraws under this catalog must graduate by the end of the Summer Term 1991, or the student will be expected to meet the requirements of subsequent years. Changes to requirements may be mandated by the administrative board of the District Board of Trustees may supersede this provision.

Associate in Science Degree Transfer Option Programs

The University of North Florida and Florida Community College at Jacksonville have a cooperative articulated Associate in Science Degree Transfer Option for specific programs. Florida Community College students who complete their transfer options will be admitted to the University of North Florida with full junior status in the area of pursuit. Currently, the following University of North Florida Transfer Option Programs are available:

**Associate Science Computer and Information Systems Engineering**
Program Areas

Each Associate in Science degree, and Technical Certificate program listed in the following pages has a group of initial (pre-program) courses listed for it. These are foundation courses for the program, and they are the ones that should be taken first. When a student has successfully completed these courses, the student should contact the advisor/counselor to complete the process to be admitted officially to the intended program of study.

The Associate in Science Degree and Technical Certificate

The objective of the Associate in Science (A.S.) degree is to provide a two-year study in a specialized field leading directly to skilled employment without further college work. Students who later decide to go on to a four-year degree may do so by satisfying certain requirements.

The student who chooses this occupational study but later decides to consider university transfer for a four-year degree, will have to make up the requirements in General Education as noted on page of this catalog, and before being admitted to upper division study as per State Board of Education rules.

The objective of the Technical Certificate is to provide basic professional courses to meet the minimum requirements of a particular occupation. Students who later decide to pursue the Associate in Science degree may do so by satisfying certain course requirements in general education and the occupational area.
Programs of Study

NOTE: The type of program is designated as follows:
AS—Associate in Science Degrees
ASDO—Associate in Science Degree Option
ASTO—Associate in Science Transfer Option
TC—Technical Certificate

Consumer and Human Services

Child Care Services (AS, TC)
Fashion Merchandising (AS)
Food Service Technology (AS)
Graphic Design Technology (AS)
Hairstyling Management (AS)
Interior Design Technology (AS)
Receptionist (TC)

General Business and Information Services

Accounting (AS)
Computer and Information Systems (AS, ASTO)
Computer and Information Science (ASTO)
Computer Applications (TC)
Computer Programming (TC)
Microcomputer Business Applications (TC)
General Business (AS)
Office Systems Technology (AS, TC)

Health Services

Dental Assistance (AS, TC)
Dental Hygiene (AS)
Emergency Medical Technology (AS, TC)
Medical Laboratory Technology (AS)
Nursing (AS, ASTO)
Rehabilitation Science (AS, ASTO)
Respiratory Therapy (AS)

Public and Financial Services

Banking (AS)
Career and Technical Skills for the Military (AS)
Criminology and Criminal Justice (AS)
Criminal Justice Administration (AS)
Fire Science and Prevention (AS)
Insurance (AS)
Real Estate (AS)
Sales Marketing (AS)
Transportation (AS)
Traffic Management (AS)
Aviation Science (ASTO)

Technical and Industrial Services

Architectural Engineering Technology (AS)
Building Construction Technology (AS)
Civil Engineering Technology (AS)
Design and Drafting Technology (AS)
Drafting (TC)
Electronics Engineering Technology (AS, TC)
Mechanical Engineering Technology (AS)
Printing/Graphic Arts (AS)
Broadcast Copywriting (TC)
News Writing (TC)

Radio and TV Advertising (TC)
Radio and TV Production (TC)
TV Graphic (TC)

CONSUMER AND HUMAN SERVICES

Associate in Science

Child Care Services (203)

The CHILD CARE INSTRUCTIONAL SERVICES ASSOCIATE IN SCIENCE DEGREE Program is designed to prepare students for careers working with young children in Child Care Centers, Family Child Care Homes, and Elementary and Secondary Schools. An individual interested in a career in child care should be a patient person with good physical and mental health, and should have the ability to work well with children. Some of the job titles encountered in this field include: Child Care Center Director, Lead Teacher, Teacher, Assistant Teacher, Teacher's Aide, etc. Professionals in the child care field possess a sense of fairness, show initiative, follow instructions, have a group of basic social and hand-on skills, and have the ability to effectively communicate with young children.

To prepare for the CHILD CARE INSTRUCTIONAL SERVICES ASSOCIATE IN SCIENCE DEGREE program of study, it is recommended that the prospective student have a solid general education background with an emphasis in interpersonal skills and behavioral sciences. Also courses in Human Development and Child Development are offered. Students are encouraged to attend in five (5) credit hours during the academic year.

Initial Advising Courses

During your time at the College, you should complete the following:

AS—Child Care Services

ENG 101—English Composition
CHD 1200—Child Growth and Development
DEF 2004—Human Growth and Development
ENG 102—Introduction to Early Childhood Education
PSY 1012—General Psychology

Course Number and Title Credits

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<tr>
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<td>DEF 2004 Human Growth and Development</td>
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<td>DEF 2102 Child Psychology</td>
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<td>ENG 102, English Composition</td>
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<td>ENG 1012 English Composition II</td>
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<tr>
<td>GIL 1011 Health and Physical Science</td>
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<tr>
<td>MTH 1001 Music Appreciation</td>
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<tr>
<td>PSY 1012 General Psychology</td>
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<tr>
<td>SPC 2000 Fundamentals of Speech</td>
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<tr>
<td>Communications</td>
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credit hours 15

Professional and Other Required Courses

CHD 1200 Child Growth and Development | 3 |
CHD 1210 Child Growth and Development II | 1 |
EDG 2900 Observation and Recording Child Behavior | 6 |
FTW 2914 Supervised Student Participation | 6 |
FTF 1001 Introduction to Early Childhood Education | 3 |
Technical Certificate

Child Care Services (118)

The CHILD CARE INSTRUCTIONAL SERVICES TECHNICAL CERTIFICATE Program is designed to prepare students for careers working with young children in Child Care Centers, Family Child Care Homes and Elementary School. An individual interested in a career in child care services should be a patient person who has a good physical and mental balance and should have an ability to work well with children. Some of the job titles encountered in this field include: Child Care Center Director, Lead Teacher, Teacher, Assistant Teacher or Teacher's Aide. Successful professionals in the child care field possess a sense of humor, show initiative, follow instructions, have a good sense of basic space and handwriting skills, and have the ability to effectively communicate with young children.

To prepare for the CHILD CARE INSTRUCTIONAL SERVICES TECHNICAL CERTIFICATE Program of study, it is recommended that the prospective student hold a solid general education background with emphasis in computational skills and behavioral sciences. Also courses in Home Economics, Child Development and Child Care Program offered at Florida State University are recommended. These courses may be taken in high school or while attending FSCJ.

Course Number and Title credits

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<tr>
<td>CHD 2012 Child Growth and Development II</td>
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<tr>
<td>FMC 2551 Observing and Recording Child Behavior</td>
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<tr>
<td>HUC 2342 Supervision Student Participation</td>
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<tr>
<td>HUC 3141 Introduction to Early Childhood Education</td>
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<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102 English Composition II</td>
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</tbody>
</table>

Associate in Science

Fashion Merchandising (229)

This program is designed to prepare students for entering the fashion merchandising industry. Employment may be secured in large department stores, departmental managers, display artists, store specialist, assistant buyers, and management positions in various supporting areas.

The program will include instruction in purchase, inventory control, merchandising and sales training, and general merchandising principles, and the development of brief study of the apparel industry.
Associate in Science

Food Service Technology (21.2)

This two-year Associate AS program is designed to prepare students to seek employment in the food service industry at the entry management level in restaurants, hotels, catering services, schools, hospitals, and other food service operations. Competency needed may be acquired through a combination of theory, laboratory, and community experience. Students may acquire credits by demonstrating specific competencies acquired through previous education and work experience.

The program chairperson, with the approval of the student, may require additional courses or make substitutions required under the rules of students. NOTE: This Associate in Science degree program is intended primarily for students who have to complete courses and degrees and be competent at skills that pursue the food service industry degree. For students who wish to pursue university transfer study in the nutrition or food and nutrition requirements, refer to University Transfer Requirements on page 7 of this catalog.

Initial Advising Courses

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

AS—Food Service Technology

FRC 101 English Composition I
FOS 1201 Sanitation and Safety
ESS 104 Orientation to Food Service Technology
ESS 1100 Menu Design and Group Dining
ESS 120 Food and Beverage Purchasing
ESS 2031 Basic Food Preparation
ESS 2221 Quick Service Food Production
ESS 3010 Food Service Equipment and Planning
ESS 20125 Supervision and Personnel Management
ESS 20130 Food and Beverage Control
FOS 3065 Food Service Internship
HUN 1201 Principles of Nutrition

*Approved Electives

Credit Hours 60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Education requirements

Credit Hours 33

Professional and Other Required Courses

FOS 1201 Sanitation and Safety
ESS 104 Orientation to Food Service Technology
ESS 1100 Menu Design and Group Dining
ESS 120 Food and Beverage Purchasing
ESS 2031 Basic Food Preparation
ESS 2221 Quick Service Food Production
ESS 3010 Food Service Equipment and Planning
ESS 20125 Supervision and Personnel Management
ESS 20130 Food and Beverage Control
FOS 3065 Food Service Internship
HUN 1201 Principles of Nutrition

*Approved Electives

Credit Hours 60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Education requirements

Credit Hours 33

AS Degree Option

Dietetic Technician (28.0)

The Dietetic Technician AS degree option prepares students to function at the management level of dietetic staff under the supervision of the registered dietitian or under general supervision and in consultation with the registered dietitian. Typical duties include supervision of employees, menu planning, patient interviews, diet prescription for therapy modification, employee training, food purchasing, and supervision of food production. The dietetic technician can also fulfill the requirements of the Registered Dietitian (R.D.) degree in a cooperative program offering both personal and academic training.

Upon completion of the Dietetic Technician option, the student may apply for membership in the American Dietetic Association. Graduates of an ADA-approved program meet American Legion requirements under Public Law 97-225. Successful completion of the program makes the graduate eligible to take the national registration examination of the American Dietetic Association. Passing of this examination qualifies the candidate as a Dietetic Technician, Registered (D.T.R.).

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

Initial Advising Courses

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

AS—Option—Dietetic Technician

FRC 101 English Composition I
FOS 1201 Sanitation and Safety
ESS 104 Orientation to Food Service Technology
ESS 2031 Basic Food Preparation
ESS 2221 Quick Service Food Production
ESS 3010 Food Service Equipment and Planning
ESS 20125 Supervision and Personnel Management
ESS 20130 Food and Beverage Control
HUN 1201 Principles of Nutrition

*Approved Electives

Credit Hours 60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Education requirements

Credit Hours 33

Professional and Other Required Courses

DIE 1108 Dietetic Seminar
DIE 1201 Therapeutic Nutrition
FOS 1201 Sanitation and Safety
ESS 104 Orientation to Food Service Technology
ESS 2031 Basic Food Preparation
ESS 2221 Quick Service Food Production
ESS 3010 Food Service Equipment and Planning
ESS 20125 Supervision and Personnel Management
ESS 2441 Food Service Delivery Systems
ESS 2902 Management Clinical Practice I
ESS 3905 Management Clinical Practice II
ESS 3910 Food Service Equipment and Planning
ESS 2501 Food and Beverage Control
HUN 1201 Principles of Nutrition

*Refer to AS degree General Education Requirements

**Refer to AS degree General Education requirements

Credit Hours 33

Total Credit Hours 60
Technical Certificate

Floral Design and Management (35)

The purpose of this program is to prepare students for initial employment in the professional floral industry and provide supplemental training for previously or currently employed floral employees.

Program content includes but is not limited to the development of communication, computer, and sales skills.

Instruction includes a combination of theory, laboratory, and field experiences, coordinated to promote optimal learning for a variety of careers in the commercial floral industry.

Course Number and Title

Professional and Other Required Courses
MICA 1011, Floristry Design 5
OHC 1001, Introductory Floral Design 3
OHC 1001C, Intermediate Floral Design 3
OHC 1001A, Advanced Floral Design 3
OHC 1101, Identification, Care and Handling of Cutting and Potted Plants 3
OHC 1101B, Business Management 3
OHC 1221, Advanced Floral Management 3
OHC 1221A, Floral Design Internship 1
OHC 1221B, Floral Design Internship II 1
OST 1221, Business and Mathematics Using Calculators 3
OST 2225, Business Communications 3

Credit Hours: 35

Associate In Science

Hotel/Motel Management (21)

This AS program is designed to prepare students for careers-oriented workers in such areas as reserving and booking reservations in the full-service facility; and secretarial and hotel management; and hospitality and hotel management. The program is designed to provide students with the knowledge and skills necessary for a dynamic and fast-moving business in Florida. AS degree students with an educational background in finance, accounting, and business administration are in demand.

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

With the approval of the student, additional courses or substitutions may be required to meet the needs of students.

NOTE: This Associate In Science degree program is intended primarily for students who desire to complete an Associate degree and become employed immediately after the associate degree program. The student who wishes to pursue a bachelor's degree must meet certain course and credit requirements. The student should refer to the University Transfer Requirements on page 28 of the catalog.

Initial Advising Courses
During your advising sessions at the college, you should complete the following:

AS—Hotel/Motel Management
ECS 1111, English Composition I
FIN 2205, General Finance Survey
HFT 1116, Introduction to Hospitality Management
Math 1001, General Science Survey

Course Number and Title Credits
General Education
ECS 1111 English Composition I 3
FIN 2205 General Finance Survey 3
HFT 1116 Introduction to Hospitality Management 3
Math 1001 General Science Survey 3

Professional and Other Required Courses
AFA 2211, Hotel and Resort Accounting 3
BLL 2401, The Legal Environment of Business 3
FIN 2101, Personal Finance 1
FIN 2102, Principles of Finance 3
HFT 1116, Internship 1
HFT 1117, Internship 2
HFT 1222, Consumer Credit and Sales 3
HFT 2201, Tourism 3
HFT 2202, Internship 3
HFT 2203, Internship 3
HFT 2101, From Office Management to Hotel Management 3
MGA 1021, Internship 1
OST 1221 Business Mathematics Using Calculators 3

Total credit hours: 35

Associate In Science

Interior Design Technology (28)

The AS program includes a combination of theory and laboratory and community experiences for the development of competencies in all phases of interior design technology. Concepts of the program include characteristics and performance of textiles, selection, arrangement, and maintenance of furniture and accessories, art principles, deisgn techniques, basic planning, materials and resources, graphic representation and architectural design, history of interiors, and business practices.

The Associate in Science degree program includes the following courses: accounting, management, computer communications, marketing, and human relations skills and practical experience related to other fields of study.

Graduates secure entry-level positions with architectural firms, interior design studios, or with related businesses specializing in interior furnishings. Types of employment include interior designer, design assistant, sales representative, interior decorator, and salesperson.
NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who decides to pursue university transfer studies must meet certain course and test requirements. For details refer to University Transfer Requirements on page 28 of the catalog.

Initial Advising Course:
During your first semester at the University, you should complete the following:

AN 1101 - Anatomy and Physiology I
FNC 1101 - English Composition I
HHD 1321 - Principles of Interior Design
HHD 124C - Functions and Psychology of Space
HHD 1441 - History of Furniture I
HHD 1438 - Materials and Techniques of Interior Design

Course Numbers and Title                          Credits
General Education
AN 1101 - Anatomy and Physiology I                5
FNC 1101 - English Composition I                 3
HHD 1321 - Principles of Interior Design         3
HHD 124C - Functions and Psychology of Space     3
HHD 1441 - History of Furniture I                3
HHD 1438 - Materials and Techniques of Interior Design  3

Professional and Other Required Courses
ARC 1120 - Architectural Drafting                3
CTY 110C - Basic Electronics                      3
HHD 1321 - Principles of Interior Design         3
HHD 124C - Functions and Psychology of Space     3
HHD 224C - Residential and Commercial Design     3
HHD 225M - Perspective Rendering - Housing      3
HHD 234K - Majoring Techniques for Interior Design 3
HHD 234K - Computer Presentation Techniques      3
HHD 331 - History of Interior Design             3
HHD 332 - History of Furniture                   3
HHD 342 - Materials and Sources                  3
HHD 345 - Basic Design and Interior Design       3
**Approved Professional Elective**              3

Total credit hours: 63

**Refer to AS Degree General Education Requirements.

**Approved Professional Electives**             credit hours
CGS 1010 - Introductory Computer Concepts         1
CGS 1010 - Videocomputer Applications Software  2
CGS 2010 - Computer Aided Drafting and Design    2
COG 1070 - Programming I - BASIC                  3
COG 2230 - FORTRAN Programming                   1
CVD 1100 - Engineering Drawing                   3
HHD 144C - Conservation of Wood, Textiles and Fabrics  3
HHD 1454 - House, Apartment, and Studio          3
HHD 1452 - Principles of Interior Design and Practice 3
HHD 1510 - Interior Design - Residential        3
HHD 151F - Interior Design - Commercial Design   3
HHD 151G - Advanced Interior Design             3
HHD 2250 - Spacing and Arrangement               3
HHD 226C - Architectural Styles, Finishes, and Finishes 3
HHD 152F - Home Merchandising I                   3
ORH 110C - Interior Design                                       3
OST 151F - Business Mathematics of Other Careers       3
SOP 1010 - Human Relations                         3

Technical Certificate

Revitalization of Homes and Businesses (34)

The Technical Certificate program addresses trends and issues in housing, factors affecting sales and financial responsibilities in establishing a home, relocation of residence, energy conservation, housing alternatives, home automation, interior design and preservation, finishes, lighting and equipment, and exterior design.

This program provides the individual with the opportunity to develop skills in:
1. Identifying the feasibility of structural renovation of existing homes or businesses;
2. Using application of skills and knowledge necessary to maintain and repair of home or business buildings.

Certificate content deals with housing alternatives, architectural styles, finishes and materials of space, energy factors in household design and the integration process of construction, conservation, and techniques of home repair and renovation.

Course Numbers and Title                          Credits
Professional and Other Required Courses
HHD 1122 - Housing Alternatives                   3
HHD 1110 - Functions and Psychology of Space       3
HHD 1452 - Principles of Interior Design and Practice 3
HHD 1510 - Interior Design - Residential         3
HHD 151F - Advanced Interior Design              3
HHD 224C - Architectural Styles, Finishes, and Finishes 3
HHD 2250 - Spacing and Arrangement               3
**Approved Electives**                            credit hours 16

Total credit hours: 34

GENERAL BUSINESS AND INFORMATION SERVICES

Associate in Science

Accounting (201)

The Accounting program is primarily designed for students who intend to seek immediate employment in some area of accounting. The program is also intended for those who are already employed and are desiring to advance. The program structure is designed for the student to pursue an Associate in Arts degree for the business administration program at the University.

The Accounting program is based upon the development of thorough knowledge of accounting principles and theory, and then to develop the student's ability to apply that knowledge in problem situations. An intensive study of accounting and related business subjects is required with general education courses to provide a well-balanced program.
The program director, with the approval of the department chair, may require additional courses or make substitutions required to meet the needs of students.

NOTES: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than transfer to another baccalaureate degree. The student who decides to pursue graduate school must meet certain course and test requirements. For details refer to University Transfer Requirements on page 28 of the catalog.

Initial Advising Courses
During your beginning semester at the College you should complete the following:

AS—Accredited
ACG 2001 — Principles of Accounting I
BHE 2000—The Legal Environment of Business
ENG 1101—English Composition I
CBE 1011 — Introduction to Business
MTH 171 —Business Mathematics Using Calculators

Course Number and Title Credits
General Education

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<td>Mathematics</td>
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<td>Social Science</td>
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<td>ENG 1101 — English Composition I</td>
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Professional and Other Required Courses

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<td>ACG 2011 — Principles of Accounting II</td>
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<td>ACG 2051 — Intermediate Accounting</td>
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<td>ACG 2101 — Cost Accounting</td>
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<td>ACG 2201 — Advanced Accounting</td>
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<td>MTH 1720 — Business Calculations</td>
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<td>ORU 2021 — Business Technology</td>
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<td>ORU 2031 — Business Internship</td>
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Total credit hours: 22

Approved Electives

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<td>ACG 2011 — Principles of Accounting II</td>
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<tr>
<td>ACG 2051 — Intermediate Accounting</td>
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<tr>
<td>ACG 2101 — Cost Accounting</td>
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<tr>
<td>MTH 1720 — Business Calculations</td>
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<tr>
<td>ORU 2011 — Business Communication</td>
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<td>ORU 2021 — Business Technology</td>
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<tr>
<td>ORU 2031 — Business Internship</td>
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</table>

Total credit hours: 22

Associate in Science

Computer and Information Systems (2019)

The Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a baccalaureate degree. The Associate in Science degree is a two-year course of study to prepare students for a variety of positions in computer and information systems. The following are some of the job titles: systems programmer analyst, programmer analyst, computer systems analyst, and computer programmer.

This is a SOCONAV Network Program. Refer to SOCONAV description on page 15.

Students may enter the program at any time. However, spring and summer course offerings are not as plentiful as fall and winter. Part-time students may take twice as long to finish the required course work for graduation, depending on the course and credits earned. Many of the courses are also offered in the evening for convenience of students who work during the day.

Special Notes
Based on placement test results, students may be required to take additional courses in the areas of reading, writing, and mathematics.

Initial Advising Courses
During your beginning semester at the College you should complete the following:

CIS 1001 — Introduciton to Computer Concepts
CIS 1002 — Introduction to Programming and Algorithm Design
ENG 1101 — English Composition I
LIB 1011 — Introduction to Business
OST 1001 — Beginning Typing

Course Number and Title Credits
General Education

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<th>Course Title</th>
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Professional and Other Required Courses

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Total credit hours: 88
*Refer to AA Degree General Education Requirements.
**Students may substitute AGS 1005 and AGS 1006.
***Students may substitute CJS 1121.
****Students with technology skills may substitute Computer and Information Systems electives or a General Business elective.
*****Students may substitute CGS 1102 and CGS 1112 in CGS 2442.

**Computer and Information Systems Electives:**
- CGS 1000: Introduction to the Information Age
- CGS 1301: Introduction to Programming Concepts
- CGS 1302: Introduction to Operating Systems
- CGS 1303: Introduction to Computer Hardware

**Initial Advising Courses:**
- During your beginning semesters at the college, you should complete the following:

**AS—UNF Transfer Option in Computer and Information Systems:**
- ENC 1101: English Composition I
- CGS 1000: Introduction to Programming Concepts
- COP 1010: Introduction to Programming and Algorithm Design

**Course Number and Title**

- Courses with an asterisk are included in the General Education area.

**AS—Degree Option UNF Transfer:**

**Computer and Information Sciences (285)**

The following sequence of courses is designed for PCCJ students planning to transfer to the University of North Florida with an Associate in Science degree in Computer and Information Systems. These students are eligible to pursue a B.S. in Computer and Information Sciences with a track in Information Sciences. Completion of this program will qualify the PCCJ Computer and Information Systems student for the Associate in Science degree in Computer and Information Systems. Upon transfer to UNF, the Computer and Information Systems graduate will begin the junior year of UNF's Computer and Information Systems program. Any variation in this program of study may result in additional required course work.

**Initial Advising Courses:**
- During your beginning semesters at the College, you should complete the following:

**AS—UNF Transfer Option in Information Sciences:**
- ENC 1101: English Composition I
- SPE 2000: Fundamentals of Speech Communication
- CGS 1000: Introduction to Programming Concepts
- COP 1010: Introduction to Programming and Algorithm Design.
### Course Number and Title | Credits
---|---
**General Education** | 
ENG 1101 English Composition 1 | 3
ENG 1102 English Composition 1 | 3
SOC 2003 Fundamentals of Speech Communication | 3
MAC 1016 Precalculus  | 3
STA 2121 Introduction to Statistics | 3
**Social Science Area A** | 3
**Humanities** | 3
**Natural Sciences** | 3
**General Education Elective** | 3
**Total credit hours 36**

### Professional and Other Required Courses
- CJS 1000 Introductory Criminal Justice: 3
- CJS 2547 Social Problems: 3
- CJS 2542 Data Base Management: Concepts and Practices: 3
- CJS 2541 Introduction to Criminal Justice: 3
- CJS 1101 Data Processing: 3
- CJS 1100 Introduction to Programming and Algorithm Design: 3
- COP 2120 COBOL Programming: 3
- COP 2547 Data Management and Job Control Language: 3
- COP 2610 Advanced Programming and Programming Systems: 3
- MAC 2233 Calculus for Business and Social Science: 3
**Total credit hours 36**

**NOTES:** Based on placement test results, students may be required to take additional courses in the areas of reading, writing, and mathematics.

### Technical Certificate
#### Computer Programming (316)

**Technical Certificate in Computer Programming** is a one-year program recommended for those students who are interested in a career in computer programming and/or business management. This program is designed for full-time study and provides the student with the skills necessary to enter the job market upon completion. It is recommended that students who have not completed high school continuation or have taken the equivalent of high school continuation mathematics courses take this program.

Full-time students should plan to complete the above program in one year. The program is structured to meet the requirements of the Florida Department of Education and the Florida Department of Labor and Employment Security.

**Course Number and Title | Credits**
---|---
**Professional and Other Required Courses** | 
**AGG 3001 Principles of Management** | 3
**CJS 1100 Introduction to Criminal Justice** | 3
**CJS 2547 Social Problems** | 3
**CJS 2542 Data Base Management: Concepts and Practices** | 3
**CJS 2541 Introduction to Criminal Justice** | 3
**CJS 1101 Data Processing** | 3
**CJS 1100 Introduction to Programming and Algorithm Design** | 3
**COP 2120 COBOL Programming** | 3
**COP 2547 Data Management and Job Control Language** | 3
**COP 2610 Advanced Programming and Programming Systems** | 3
**MAC 2233 Calculus for Business and Social Science** | 3
**Total credit hours 36**

**NOTES:** Based on placement test results, students may be required to take additional courses in the areas of reading, writing, and mathematics.
Microcomputer Business Application (315)

The Technical Certificate in Microcomputer Business Application is a one-year program which prepares students for positions involving direct use of microcomputers for business administration, decision support, and financial applications. Students who complete this sequence of course work will be qualified for career opportunities in the field of microcomputer systems and software. This is a growing field that should see thousands of new job opportunities created every year.

In a career, persons who operate microcomputers for the processing of business transactions and financial reporting applications are essential to traditional bookkeeping. Microcomputers and word processing packages are allowing and introducing new techniques used in bookkeeping. Workers in this field are being trained to identify and implement applications packages for business and management functions.

Substantial "hands-on" work with microcomputers is essential to many of the courses within this sequence.

Students may enter the program any term. However, Spring and Summer course offerings are not as plentiful as Fall and Winter. Prospective students may take as many as six courses in a single semester. Most of the courses are also offered in the evenings for convenience of students who work during the day.

Special Notes
Based on placement test results, students may be required to take additional courses in the area of reading, writing, and mathematics.

Associate in Science

General Business (214)

The two-year General Business program is designed to prepare students for the advancement in a business profession. The emphasis of the course selections is on business courses, with general education courses required. It is important to note that the program is not intended to be a substitute for the four-year Business Administration program.

The program requires a five-semester commitment, with the approval of the academic dean, to take additional courses or make substitutions required to meet the needs of students.

NOTE: The Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than transfer to a four-year institution.

Initial Advising Courses

During your beginning semester at the College, you should complete the following:

- General Business
- ADV 305—Advertising
- ENG 301—English Composition
- GED 2101—Introduction to Business
- GED 3101—Beginning Typing
- GED 3103—Business Mathematics: Using Calculators
Course Number and Title | Credits
---|---
General Education

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<td>Mathematics-Natural Science</td>
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<td>Social Science</td>
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<tr>
<td>ECO 2013 Principles of Economics I</td>
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<td>ENC 1101 English Composition I</td>
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Professional and Other Required Courses

ACG 2083. 1004 General Accounting I and II | 6 |

**Total: 21 credits**

*Refer to AS degree General Education Requirements.

**Approved Electives**

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<th>Course</th>
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<td>MGT 2902 Business Systems II</td>
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<td><strong>Total: 12-16 credits</strong></td>
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**Total: 33-37 credits**

Associate In Science

Office Systems Technology (296 or 297)

The Associate in Science program in Office Systems Technology integrates modern office procedures with technological advances in information processing. Courses emphasize a systems approach to analyzing people, procedures, and equipment, preparing students to enter an evolving job market. Dynamic opportunities for career advancement in office support, administrative support, and word processing are provided through specialty options.

Initial Advising Courses

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<thead>
<tr>
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<th>Notes</th>
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AS—Office Systems Technology

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<td>EFT 2712 Business Law</td>
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<td>MGT 2902 Business Systems II</td>
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<td><strong>Total: 9 credits</strong></td>
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<table>
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<th>Course</th>
<th>Notes</th>
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<td>ACG 1011 Principles of Accounting I</td>
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<td>ENC 1101 Technical English I</td>
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Professional Core Courses

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Specialty Courses

**INFORMATION PROCESSING SPECIALTY (296)**

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**INFORMATION PROCESSING/SHORTHAND SPECIALTY (297)**

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<td>ENC 1101 Technical English I</td>
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*Refer to AS degree General Education Requirements.*
HEALTH SERVICES

Associate in Science

Dental Assisting (AS)

The objective of this AS program is to prepare the student for a career in the field of dental assisting. The program will enable the student to develop the skills and theoretical knowledge of dental assisting and related health sciences to prepare the student for entry-level employment in the dental field.

Application:

Applicants must show evidence of good health and have completed high school diploma or GED certificate.

Dental Assisting is a technologically oriented program. The program consists of courses in basic medical and dental assisting, office procedures, and laboratory techniques.

Course Number and Title

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education</td>
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<td>Professional Core Courses</td>
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<td>CTS 1250 Medical Terminology</td>
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<td>CTS 1211 Keyboarding</td>
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<td>CTS 1212 Word Processing II</td>
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<td>CTS 1215 Business Math</td>
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<td>CTS 1216 Office Systems I</td>
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<tr>
<td>CTS 1217 Word Processing I</td>
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*Approved Professional Electives

ACC 1034 General Accounting I | 3
ACC 1034 General Accounting II | 3
ACC 201 Principles of Accounting | 3
GDS 1210 Interdisciplinary Competency | 3
GER 101 Introduction to Business | 3
OST 1211 Shortening I | 3
OST 1212 Shortening II | 3
OST 2223 Advanced Typing | 3
OST 2224 Business Math | 3
OST 2225 Business Systems | 3
OST 2421 Office Systems I | 3
OST 2422 Office Systems II | 3
OST 2423 Machine Transcription | 3
OST 2427 Word Processing II | 3

Total credits 27
ENCI 101 English Composition I .......................... 3
SPC 2001 Fundamentals of Speech Communication .... 3
HSC 1470 Personal and Community Health ............ 3
PSY 1002 General Psychology .......................... 3
APH 1130 Life in the Biological Environment .......... 3
HSC 1150 Origin of a American Society .......................... 3
Economic - Political - Historical Institutions ................ 3

Professional and Other Required Courses
APB 1400 Dental Assistant Anatomy and Physiology ... 4
DEA 1101 Theory and Practice of Dentistry ......... 3
DEA 1120 Science for Dental Assistants .............. 3
DEA 1121 Dental Assistant Expanded Duties ....... 3
DEA 2250 Office Management .......................... 3
DEA 2600 Clinical Practice I ......................... 3
DEA 2610 Clinical Practice II .......................... 3
DEA 2620 Clinical Practice III .......................... 3
DEA 2640 Clinical Practice IV .......................... 3
DEA 3600 Dental Assisting and Dental Hygiene .... 5
HSN 1101 Dental Materials and Laboratory ......... 3
HSC 1300 Dental Radiology (Dental Assisting-Dental Hygiene) .......................... 3
HYO 1101 Principles of Nutrition ....................... 3

*Refer to Associate General Education Requirements.

Technical Certificate

Dental Assisting (306)

The objective of this technical certificate program is to prepare the student for a career in the field of dental assisting. The one-year (12 month) certificate program will enable the student to develop the skills in dental assisting and the expanded duties of the dental assisting profession, such as X-ray technique, dental materials, manipulation and sterilization, and the use and sterilization of dental instruments. Coursework includes theory and use of medications and medical assistance in the care of dental patients. Individuals interested in this program will qualify the candidate to take the national examination to become a Certified Dental Assistant.

Applications:
Applicants must show evidence of good health and have an earned high school diploma or GED Certificate.

Dental Assisting is a selective access program. The program admits students once a year in the Fall Term.

Application for admission to the program must include the following:
1. Application to Florida Community College at Jacksonville.
2. Application to the Dental Assisting program.
3. High school transcript or copy of General Education Development (GED) test.
4. College transcript (if any college work has been attempted).
5. Crawford Smith Preparatory Chemistry Test score.
6. Official copy of program admission test score.

Students admitted to the program must present a report of complete physical examination made no more than 30 days prior to the enrollment for the first dental assisting course.

Course Number and Title

General Education

ENCI 101 English Composition I .......................... 3
SPC 2001 Fundamentals of Speech Communication .... 3
HSC 1470 Personal and Community Health ............ 3
PSY 1002 General Psychology .......................... 3
SPC 2001 Fundamentals of Speech Communication .... 3

Professional and Other Required Courses
APB 1400 Dental Assistant Anatomy and Physiology ... 4
HSC 1230 Dental Materials and Laboratory ......... 3
HSC 1230 Dental Radiology (Dental Assisting-Dental Hygiene) .......................... 3
DEA 1120 Science for Dental Assistants .............. 3
DEA 1121 Dental Assistant Expanded Duties ....... 3
DEA 2250 Office Management .......................... 3
DEA 2600 Clinical Practice I ......................... 3
DEA 2610 Clinical Practice II .......................... 3
DEA 2620 Clinical Practice III .......................... 3
DEA 2640 Clinical Practice IV .......................... 3
DEA 3600 Dental Assisting and Dental Hygiene .... 5
HSN 1101 Dental Materials and Laboratory ......... 3
HSC 1300 Dental Radiology (Dental Assisting-Dental Hygiene) .......................... 3
HYO 1101 Principles of Nutrition ....................... 3

Associate in Science

Dental Hygiene (233)

The A.S. program in Dental Hygiene offers the student an opportunity to acquire the theoretical and clinical skills of dental hygiene. The curriculum includes General Education, technical, and clinical courses. Upon completion of the program, the student is prepared to take the Dental Hygiene Licensure Examination. Upon successful completion of these examinations, the graduate will be licensed to practice in the field of dental hygiene.

Application:

Due to the entry requirements and accreditation standards, admission to the program is limited. Applicants must complete an application, submit evidence of good health and have an earned high school diploma or GED Certificate. College preparatory biology and chemistry are recommend, but admission varies on a case-by-case basis. The program includes the following courses, which may be subject to change. The academic year is dependent upon meeting a 2.0 grade average in the first year. A grade of C or above must be maintained in all Dental Hygiene courses. The program of studies is subject to change.

Dental Hygiene is a selective access program. The class is admitted annually to this two-year A.S.-degree program. An application for admission to the program must include the following:
1. Application to Florida Community College at Jacksonville.
2. Application to the Dental Hygiene program
3. High school transcript or copy of General Education Development (GED) test scores.
4. College transcript (if any college work has been attempted).
5. Official copy of program admission test score.

Students admitted to the program must present a report of a complete physical examination made no more than 30 days prior to the enrollment for the first dental hygiene course.

NOTE: The Associate in Science degree program is intended primarily for students who wish to complete an associate degree and become employed rather than pursue a baccalaureate degree. The student who uses this degree program usually attends full-time and meets the course and test requirements. For details refer to the Current Transfer Requirements on page 28 of the catalog. The program in dental hygiene is ac-
created by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Initial Advising Courses
During your beginning semester at the College, you should complete the following:

**AS—Dental Hygiene**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>APD 2100 Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>APD 2170 Oral Anatomy and Physiology II</td>
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<td>CTHM 1025 Principles of General Chemistry</td>
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<tr>
<td>BIS 1350 Origins of American Society</td>
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<tr>
<td>Courses in Business and International Relations</td>
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**BS—Dental Hygiene**

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**Associate in Science**

Emergency Medical Technology (251)

The program in Emergency Medical Technology offers the student an opportunity to learn the technical and clinical skills of emergency medical technical and clinical courses.

Emergency Medical Technology courses must be taken in sequence with the designated prerequisite and corequisite courses. A grade point average of 2.00 must be earned in each professional course, human anatomy and physiology, microbiology and chemistry.

Application:

All applicants for admission to the program must be at least eighteen years of age, have a current high school diploma or G.E.D. certificate, and have completed at least one of the following:

A. A first responder's training course.

B. A letter of verification from an employer documenting at least six months of work experience as a registered nurse, licensed practical nurse, radiologic technologist, medical lab technician, respiratory therapist, or hospital experimenter.

Additionally, programs applicants must meet all the following to be admitted to the Emergency Medical Technology Program Office, North Campus, at least one month prior to the beginning date of the term in which they wish to be admitted to the program:

1. Application to Florida Community College or Jacksonville (if not a current or previous VCC student).

2. Application to the Emergency Medical Technology program.

3. Proof of current Basic Life Support (Cordopulmonary resuscitation) certification issued within six months prior to the date of proposed entry into the program.

NOTE: It is recommended that students have a course with the EMT counselor prior to applying to the Emergency Medical Technology program.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed in the health care field.

Entry Advising Courses
During your beginning semester at the College, you should complete the following:

**AS—Emergency Medical Technology**

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<thead>
<tr>
<th>Course Number and Title</th>
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**BS—Emergency Medical Technology**

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**Associate in Science**

Emergency Medical Technology (251)

The program in Emergency Medical Technology offers the student an opportunity to learn the technical and clinical skills of emergency medical technical and clinical courses.

Emergency Medical Technology courses must be taken in sequence with the designated prerequisite and corequisite courses. A grade point average of 2.00 must be earned in each professional course, human anatomy and physiology, microbiology and chemistry.

Application:

All applicants for admission to the program must be at least eighteen years of age, have a current high school diploma or G.E.D. certificate, and have completed at least one of the following:

A. A first responder's training course.

B. A letter of verification from an employer documenting at least six months of work experience as a registered nurse, licensed practical nurse, radiologic technologist, medical lab technician, respiratory therapist, or hospital experimenter.

Additionally, programs applicants must meet all the following to be admitted to the Emergency Medical Technology Program Office, North Campus, at least one month prior to the beginning date of the term in which they wish to be admitted to the program:

1. Application to Florida Community College or Jacksonville (if not a current or previous VCC student).

2. Application to the Emergency Medical Technology program.

3. Proof of current Basic Life Support (Cordopulmonary resuscitation) certification issued within six months prior to the date of proposed entry into the program.

NOTE: It is recommended that students have a course with the EMT counselor prior to applying to the Emergency Medical Technology program.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed in the health care field.

Entry Advising Courses
During your beginning semester at the College, you should complete the following:

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<td>Courses in Business and International Relations</td>
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</tbody>
</table>
Technical Courses

Emergency Medical Technology (344)

The Emergency Medical Technology Certificate program is designed to prepare the student for employment in an advanced life support ambulance, in hospital emergency departments and in intensive care units. Graduates of the one-year Technical Certificate program may elect to continue for the Associate in Science degree in Emergency Medical Technology.

Emergency Medical Technology courses must be taken in sequence with the designated prerequisite and corequisite courses. A grade point average of 2.00 must be earned in each professional course and human anatomy and physiology.

Application:

All applicants for admission to this program must be at least eighteen years of age, have an attained high school diploma or G.E.D. certificate, and submit evidence of completion of at least one of the following:

A. A first responder training course.
B. A letter of verification from an employer documenting at least six months of work experience as a registered nurse, licensed practical nurse, radiologic technologist, medical lab technician, respiratory therapist, or hospital attendant.

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

1. Application to Florida Community College at Jacksonville (if not a current or previous FCCJ student)
2. Application to the Emergency Medical Technology program
3. Proof of current Basic Life Support (cardiopulmonary resuscitation) certificate issued within six months prior to the date of proposed entry into the program.

NOTE: It is recommended that students have a course with the EMT certificate prior to applying to the Emergency Medical Technology program.

Course Number and Title | Credits
--- | ---

Associate in Science

Medical Laboratory Technology (229)

The Medical Laboratory Technology program offers the student opportunities to learn the technical skills of medical laboratory science. The curriculum includes general education, technical, and clinical education.

Application:

Medical Laboratory Technology is a selective access program and admission to the program is limited. Applicants must show evidence of good health and have an attained high school diploma or G.E.D. certificate. Program admission procedures may be obtained from the Department Chairperson of Medical Laboratory Technology, North Campus. Prior to registration for each term, the program director reviews applications.

Students must earn a grade of C or better in all medical laboratory courses and complete all course-related experiences with a grade point average of 2.00 or better before entering the clinical phase of their education. The program conforms to the requirements of the National Association for Accrediting Clinical Laboratory Science, A. M. A. Council on Medical Education.

In order to be employed in a medical laboratory in Florida, program graduates must pass the Florida State sterilization examination.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an Associate degree and become employed either after graduation or the baccalaureate degree. The student who does not desire to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 28 of the catalog.

AS - Medical Laboratory Technology

Summary of program applications and supporting examination by designated state boards or licensing boards in the section above selects Access Program.
Associate in Science

Nursing (227)

The AS program of study is a combination of General Education and nursing education. Nursing courses are based on the concept of the wellnessness continuum. It is the concept that the faculty accepts as the framework for utilizing all experiences within the program. Graduates of the program are prepared to function as beginning nursing practitioners in giving direct care to patients. Upon completion of the program, graduates are awarded an Associate in Science degree in Nursing and are eligible to apply to enter the National Council Licensure Examination to qualify for licensure to practice as registered nurses.

Application:

Nursing is a selective access program, and admission to the program is limited. Applicants are admitted into the program two times a year, Fall Term and Winter Term. A brochure outlining costs, admission requirements, general details, and procedures is available from the nursing coordinator, North Campus, and from the student affairs offices at North, South, Kent, or the Downtown Campus. Approximately three weeks prior to the beginning of each term, letters are sent to each applicant indicating admission status. Both single and married men and women may be admitted to the program. There is no age limit.

Applicants to the Nursing program must:

1. Have an earned high school diploma or GED certificate.
2. Be accepted for admission to Florida Community College at Jacksonville, be currently enrolled at FSCJ, or be a former student of FSCJ.
3. Have completed at the time of application for program admission a course in chemistry with a minimum grade of C in high school or college.
4. Have completed at the time of application for program admission APB 2191C, Human Anatomy and Physiology I, earning a minimum grade of C APB 2191C, Human Anatomy and Physiology II, must be completed prior to the beginning of the program.
6. Submit official copy of program admission test scores.

NOTE: It is recommended that students have a conversation with the nursing counselor prior to applying to the Nursing program.

NOTE: The Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. Therefore, students who decide to pursue a university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 26 of this catalog.

Initial Advising Courses

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

- General Education
- Anatomy and Physiology I
- Anatomy and Physiology II
- Introduction to Microbiology

A.S. Degree Option UNF Transfer

Nursing (283)

An optional transfer program is available to students under a special articulation agreement. Students electing this option are accepted as full-time students at UNF upon program completion. Students electing this option are accepted as full-time students at UNF upon program completion. Students electing this option are accepted as full-time students at UNF upon program completion.
transfer nursing program to the University of North Florida must complete the transfer program and graduation requirements.

Initial Advising Courses:
During your beginner sessions at the College, you should complete the following:
- **AS-UF Transfer Option Nursing**
  - One year of high school chemistry or CHM 1052C
  - Minimum grade of C
- **APB 2100C Human Anatomy and Physiology I**
- **APB 2101C Human Anatomy and Physiology II**
- **CHM 1052C Principles of General Chemistry**
- **DEP 2004 Human Growth and Development**
- **ENG 1101 English Composition I**
- **ENG 1102 English Composition II**
- **HUM 1310 Principles of Nutrition**
- **MAC 1104 Precalculus College Algebra**
- **MCE 2013C Microbiology**
- **PSY 1013 General Psychology**
- **SPC 2090 Fundamentals of Speech Communication**
- **STA 2124 Introduction to Statistics**
- **SYG 2000 Introductory Sociology***

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education</td>
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<tr>
<td>*Humanities</td>
<td>6</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
</tr>
<tr>
<td>APB 2100C Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>APB 2101C Human Anatomy and Physiology II</td>
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<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td>51</td>
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</table>

Professional and Other Required Courses:
- **NUR 1023C Nursing Process I—Fundamentals of Nursing** | 10 |
- **NUR 2112C Nursing Process II—Nursing Care of the Childbearing Family** | 6 |
- **NUR 2113C Nursing Process III—Nursing Care of Children** | 6 |
- **NUR 2114A Nursing Process IV—Medical-Surgical Nursing** | 9 |
- **NUR 2521C Nursing Process IVB—Psychiatric Nursing** | 2 |
- **Total Credit Hours** | 55 |

*(Refer to Associate Degree General Education Requirements)*
**Humanities**
**Social Science**

**Associate in Science**

Bridge Option for Licensed Practical Nurses (291)

The Bridge Option of the Associate in Science Nursing Program is designed for and limited to persons who are currently licensed practical nurses. Through the use of this option, licensed practical nurses may take specified nursing courses from a modified program of study designed to meet the needs of the LPN enrolled in the Associate Degree Nursing program.

The program of study is a combination of General Education and nursing education. Nursing courses are based on the concept of the wellness continuum. Graduates are prepared to function as beginning nurse practitioners in giving direct care to patients. Upon completion of the program, graduates are awarded an Associate in Science degree in Nursing and are eligible to write the National Council Licensure Examination to qualify for licensure to practice as Registered Nurses.

**Application:**

The Associate in Science Degree Nursing Program Bridge Option is a selective access program, and admission is limited. The Summer Term (May) is designated as the entry point for licensed practical nurses who wish to enter the Associate in Science degree Nursing program through the Bridge Option. A brochure outlining rules, admission requirements, cut-off dates, and procedures is available from the Nursing Counselor, North Campus, and from the Student Development Office at North, South, and the Downtown Campuses. Approximately three weeks prior to the beginning of Summer Term (May), letters are sent to each applicant indicating admission status. Both single and married men and women may be admitted to the program. There is no age limit.

**Deadline for application:** Completed applications for LPNs electing to use the Bridge Option of the Associate degree Nursing program must be received by February 28th for admission during Summer Term (May).

**Application Prerequisites:**

Applicants who elect to use the Bridge Option must:
2. Submit documentation of a minimum of 6 months of work experience as a licensed practical nurse within the last two years.
3. Have completed a course in chemistry with a minimum grade of C in high school or college.
4. Have completed the following ECC1 courses with a cumulative grade point average of at least 2.0:
   - **APB 2100C Human Anatomy and Physiology I**
   - **MCE 2013C Microbiology**
   - **PSY 1013 General Psychology**
   - **ENG 1101 English Composition I**
   - **ENG 1102 English Composition II**
   - **HUM 1310 Principles of Nutrition**

**Interventional Sociology**
5. Submit evidence of current Basic Life Support (BLS) certification.
6. Official copy of Program admission test score.

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

Initial Advising Courses:
During your beginner sessions at the College, you should complete the following:
- **AS—Bridge Option for Licensed Practical Nurses**
  - **APB 2100C Human Anatomy and Physiology I**
  - **DEP 2004 Human Growth and Development**
  - **ENC 1101 English Composition I**
MCB 211C—Microbiology
PSY 2112—General Psychology

Course Number and Title
Credits

**Humanities**
- **Social Science**

**APB 2100C Human Anatomy and Physiology I**
**APB 2110C Human Anatomy and Physiology II**
**DHP 2005 Human Growth and Development**
**ENC 1101 English Composition I**
**ENC 1102 English Composition II**
**MCB 2110C Microbiology**
**PSY 1012 General Psychology**
**SVG 2000 Introductory Sociology**

Professional and Other Required Courses

- **NUR 1000C Transcultural Nursing Process**
- **NUR 1010C Transcultural Nursing Process II**
- **NUR 2510C Nursing Process IV—Adult Health**
- **NUR 2510C Nursing Process IV—Psychiatric Nursing**

*Tuition grade of "C" required in science courses
**Refer to AS degree General Education Requirements.

Associate in Science

Respiratory Therapy (244)

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

The curriculum includes technical courses, clinical practice, and General Education. Graduation from the program is dependent upon receiving a grade of "C" or above in all technical science, mathematics, and respiratory therapy courses.

Application:

Respiratory Therapy is an occupational course program, and admission to this two-year AS degree program is limited. Applicants must have an earned high school diploma or GED Certificate. A background in science and mathematics is strongly recommended. The program admits a full-time per Fall term.

NOTES: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer studies must meet specific course and test requirements. For details refer to University Transfer Requirements on page 28 of the catalog.

Initial Advising Courses

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

**AS—Respiratory Therapy**
- **APB 2100C Human Anatomy and Physiology I**
- **CHM 1012C—Principles of General Chemistry**
PUBLIC AND FINANCIAL SERVICES

Associate in Science

Banking (228)

This two-year program is structured to provide students with both the general and specialized skills and competencies needed to embark upon a profitable and rewarding banking career. Jacksonville is a hub of financial activity, and financial institutions such as banks are looking for qualified and motivated degree students to enter their executive training programs. Opportunities in banking are especially good because of the variety of departments, such as business development, public relations, installment credit, international trade development, commercial services, loans, and securities.

The program is designed to serve both the younger student who recently completed high school and experienced bank employees. Besides providing college credit, the completed banking courses may count toward the American Institute of Banking certificate programs. Such an arrangement must be approved by the local AIB chapter.

Those desiring credit union education should select two specialized credit union courses, which may replace bank-oriented courses.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a baccalaureate degree. The student who desires to pursue a baccalaureate degree in Banking at another state university should refer to University Transfer Requirements on page 28 of the Catalog.

Initial Advising Courses

During your beginning semester at the College you should complete at least the following.

AS—Banking

GEB 101—Introduction to Business
ENC 110I—English Composition I
BAN 110—Principles of Bank Operations
GEB 2125—Business Mathematics Using Calculators
FIN 2108—Personal Finance

Course Number and Title  Credits

General Education

• Mathematics—Natural Science  3
• Social Science  3

• Social Science of Humanities  3

• Principles of Economics I  3

ENC 110I English Composition I  3
HUM 2121 Humanities: The Foundations  3
PSY 1012 General Psychology  3

SPE 2001 Fundamentals of Speech Communication  3

credit hours 15

Professional and Other Required Courses

AEC 101I General Accounting I  3
BAN 1110 Principles of Bank Operations  3
BAN 1125 Banking Support Enterprise  3
BAN 2111 Savings and Time Deposits  3
BAN 2131 Money and Banking  3
BLT 2150 The Legal Environment of Business  3

FIN 2109 Principles of Finance  3

**GEB 101I Introduction to Business  3
MAN 2121 Principles of Management  3
OSY 1124 Business Mathematics Using Calculators  3

credit hours 26

Total credit hours 63

**Refer to AA degree General Education Requirements.
**For AS degree students wishing to enter in Credit Union, approved Credit Union electives may be substituted for BAN 1110 and 1125.
**Another course may be selected upon approval of the associate dean.

credit hours 3

BCC 2301 Foundation and Structure of Credit Unions  3

credit hours 5

MAN 2802 Small Business Management  3

credit hours 5

*Other Approved Electives:

CIS 1080 Introductory Computer Concepts  3
CIS 1530 Microcomputer Applications Software  3
COP 2170 INTERTRAN Programming  3
COP 2170 Programming in BASIC  3

credit hours 3

Associate in Science

Career and Technical Skills for the Military (241)

This degree program is designed to enable active duty personnel and others with military service to take advantage of military training and experience to obtain an Associate in Science degree.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an Associate degree and pursue a military related degree rather than pursue the baccalaureate degree. The student who desires to pursue a baccalaureate degree in Military Science at another state university should refer to University Transfer Requirements on page 28 of the Catalog.

Course Number and Title  Credits

General Education

ENC 1101 English Composition I  3

• Mathematics  5
• Humanities  3
• Social Science  3
• Natural Science  3

credit hours 15

Professional and Other Required Courses

Credit in Residence

Transfer credits from other colleges

Military training courses appropriate to the curriculum, as recommended in the ACT guide.

credit hours 15

Total credit hours 63

Students interested in this degree program should contact the ECCJ office at one of the busy bases in the Military Institute Office at the ECCJ Downtown Campus.
Associate in Science

Criminal Justice Education — Corrections (237)

This A.S. program is under the guidance of an advisory committee composed of community leaders and administrators from local criminal justice agencies. This assures that the student will receive modern, up-to-date instruction that is relevant to current practices in the field.

Corrections and General Education courses are offered on a day and evening interchangeable basis.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does desire to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 20 of this catalog.

Initial Advising Courses

During your initial sessions at the College it is suggested that you complete the following courses:

A.S. — Criminal Justice Education — Corrections

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 111 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CJJ 101S Introduction to Criminal Justice</td>
<td></td>
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<tr>
<td>POS 240 American Federal Government</td>
<td>3</td>
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<tr>
<td>PSY 102 General Psychology</td>
<td>3</td>
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<tr>
<td>HUM 240 Human Relations</td>
<td>3</td>
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<tr>
<td>SYG 2000 Introduction Sociology</td>
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<td>SYG 2010 Social Psychology</td>
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<td>ditorials: hours 77</td>
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Professional and Other Required Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tr>
<td>CJJ 101 Introduction to Criminal Justice</td>
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<tr>
<td>CJJ 102S Introduction to Criminal Justice</td>
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<tr>
<td>CJJ 201S Human Control and Safety</td>
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<td>CJJ 220 Criminal Law, Evidence and Procedure</td>
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<td>CJJ 230S Introduction to Corrections</td>
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<td>CJJ 240S Constitution Law</td>
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<td>CJJ 250S Probation, Parole and Paraphe</td>
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<td>CJJ 260S Treatment Techniques and Practices</td>
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<td>CJJ 275S Advanced and Contemporary Issues of Corrections</td>
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<td>CJJ 290S Juvenile Delinquency</td>
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<td>CJJ 295S Special Topics—Criminal Justice</td>
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<td>CJJ 299S Mock Parole</td>
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| CJJ 299S Pre-Supervis
Associate in Science

Fire Science and Protection (211)

The Fire Science and Prevention AS program is designed to provide training for persons who desire to enter the fire service, who seek employment in industrial fire protection, who wish to work as insurance companies or with fire protection equipment companies, or to upgrade the professional status and technical competence of members already employed in the fire service.

The program is under the guidance of an advisory committee composed of community leaders and administrators from local fire departments. This ensures that the student will receive modern, up-to-date instruction that is relevant to current practices in the field.

Fire Science and General Education courses are offered on a primary night and alternate night or day basis.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a baccalaureate degree. The student who does decide to pursue a university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 28 of the catalog.

Initial Advising Courses

During your first semester at the college it is suggested that you complete the following:

AS — Fire Science and Protection

ENK 101 — English Composition I

FOS 110 — Fire Science Orientation

POS 2411 — American Federal Government

PSY 1012 — General Psychology

Course Number and Title

General Education

FAC 1011 — English Composition I

FOM 2800 — Humanities in the Americas

POS 2411 — American Federal Government

PSY 1012 — General Psychology

SCS 2301 — General Psychology

SCS 2800 — Fundamentals of Science Communication

Professional and Other Required Courses

FPP 1004 — Fire Service Orientation

FPP 1180 — Fire Service Organization

FPP 1180 — Fire Service Supervision and Management

FPP 1230 — Fundamentals of Fire Protection

FPP 1250 — Fire Investigation

FPP 1260 — Fire Protection Tools and Techniques

FPP 2000 — Hazarding Control

FPP 2000 — Fire Contractor/Engineers Practice

ASSOCIATE IN SCIENCE in Fire Science and Protection

Total Credits: 60

**Mathematics Electives

MAT 1033 Intermediate Algebra

MGF 1106 College Mathematics

MAC 1140 College Algebra

STA 2011 Introduction to Statistics

Associate in Science

Insurance (216)

This AS program's objective is to provide students with the necessary course work that can lead to a rewarding career in the insurance industry — life, property, and casualty, and health. Emphasis is placed on job skills needed for affiliation with insurance agencies and insurance administrative assistants. Jacksonville, being the "Insurance Capital of the South," offers great opportunity to qualified insurance AS graduates.

Coursé are made available to those persons already employed for career advancement opportunities. These include Eoons, Life Underwriters (CEI), Life Office Management (LOMA), and Insurance Institute of America (IIA). Course leading to licensing requirements for property and casualty general agents, adjusters, and appraisers are also available.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a baccalaureate degree. The student who desires to pursue a baccalaureate degree in the field at a state university should refer to University Transfer Requirements on page 28 of the catalog.

Initial Advising Courses

During your first semester at the college it is suggested that you complete the following:

AS — Insurance

ENK 1011 — English Composition I

FIN 2000 — Principles of Finance

GBR 1011 — Introduction to Business

GSC 2305 — Business Mathematics Using Calculators

HEM 1121 — Principles of Insurance

Course Number and Title

General Education

• Entrepreneurship

• Mathematics — Natural Science

• Social Science

ENK 1011 — English Composition I

PSY 1012 — General Psychology

Professional and Other Required Courses

ACG 1003 — General Accounting I

BLL 2100 — Legal Environment of Business

FIN 2000 — Principles of Finance
Associate in Science

Real Estate (230)

This A.S. program is designed to provide students with a meaningful background in real estate. The learning requirements established by the Florida Real Estate Commission for licensed salespersons and brokers are incorporated into the program. Through a variety of course offerings, students are provided an opportunity to specialize in other areas of real estate, including management.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a bachelor's degree. The student who desires to pursue a bachelor's degree in Real Estate at another state university should refer to University Transfer Requirements on page 28 of the Catalog.

Initial Advising Courses

During your beginning semesters at the College, you will complete the following.

AS - Real Estate

ECO 2013 - Principles of Economics
ENG 1031 - English Composition 1
GEB 101 - Introduction to Business
GEP 101 - Discover the Florida Economy
GEC 1011 - Real Estate Principles and Practices

Course Number and Title

Credits

General Education

Humanities

Mathematics

Science

English Composition

Communication

Professional and Other Required Courses

ACG 1004 - General Accounting 1
BUS 2030 - Introduction to Marketing
BUS 2060 - Principles of Finance
BUS 3090 - Principles of Management
GEV 101H - Introduction to Business
MAN 2011 - Principles of Management
MAN 2030 - Principles of Finance
MAF 2011 - Principles of Marketing
MAF 2030 - Principles of Finance
MAF 2060 - Principles of Management
RMI 1011 - Principles of Property Insurance Adjusters
RMI 1021 - Principles of Property Insurance Adjusters

Associate in Science

Sales-Marketing-Retailing (250)

The Sales-Marketing-Retailing A.S. program provides the student with a background that will assist in preparation for a career in areas such as sales, management, sales promotion, advertising, wholesaling, retailing, and market research. Career opportunities in these fields exist in private industry, government, and the professions.

The curriculum includes the study of activities necessary to purchase goods and services in the hands of household consumers and industrial users. The classroom experience provides a broad understanding of the marketing process, as well as specialized knowledge in the major areas of marketing.

The program is designed with the approval of the associate dean, may require additional coursework or make substitutions required to meet the needs of students.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a bachelor's degree. The student who desires to pursue a bachelor's degree at another state university should refer to University Transfer Requirements on page 28 of the Catalog.

Initial Advising Courses

During your beginning semesters at the College, you will complete the following.

AS - Sales-Marketing-Retailing

ADV 2001 - Introductory Accounting
ENG 1011 - English Composition 1
GEB 101 - Introduction to Business
MAR 101 - Principles of Marketing
### OST 1124 - Business Mathematics I

**Course Number and Title** | **Credits**
--- | ---
General Education |  
**Humanities** | 5
**Mathematics - Natural Science** | 5
**Social Science** | 5

** Required Courses** | 3
BCG 201 Principles of Economics I |  3
FNC 1101 English Composition I |  3

Credit hours: 15

**Course Number and Title** | **Credits**
--- | ---
Professional and Other Required Courses |  
ACG 1101, 1105 General Accounting I, II | 6
ACG 2001 Principles of Accounting I | 3
MKT 2222 Business Law | 3
CSS 1060 Introduction to Computers | 3
CSS 1570 Microcomputer Applications I | 3
COP 1000 Computer Education Seminar | 3
**Total credit hours: 36**

**Approved Electives**

<table>
<thead>
<tr>
<th><strong>Course Number and Title</strong></th>
<th><strong>Credits</strong></th>
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**ACG 2001 Principles of Accounting II** | 3 |
**BUL 2130 The Legal Environment of Business** | 3 |
**FIN 3000 Principles of Finance** | 3 |
**GEB 1011 Introduction to Business** | 3 |
**MAN 2101 Principles of Management** | 3 |
**MKT 2201 Retail Management** | 3 |
**MAN 2102 Small Business Management** | 3 |
**MAN 2103 Personal Financial Management** | 3 |
**MAR 1101 Principles of Wholesale Distribution** | 3 |
**MAR 2100 Principles of International Trade** | 3 |
**MKT 2201 Principles of Marketing** | 3 |
**MKT 2202 Principles of Marketing** | 3 |
**COP 2200 FORTRAN Programming** | 3 |
**COP 2110 Programming in Pascal** | 3 |
**FIN 3000 Principles of Finance** | 3 |
**GEB 1011 Introduction to Business** | 3 |
**MAN 2101 Principles of Management** | 3 |
**COP 2200 FORTRAN Programming** | 3 |
**COP 2110 Programming in Pascal** | 3 |

**Total credit hours: 73**

### Associate in Science

#### Transportation (213)

The purpose of the Transportation AS program is to enable students to obtain a meaningful career, either in industrial traffic management or in the commercial airline industry.

The Transportation Advisory Committee continually keeps the faculty aware of industrial needs, job opportunities, changes in transportation technology, and placement services.

Transportation curricula are continually updated, and new courses developed to meet community requirements. The courses provide students with a specialized training and skill base in the highly technical field of transportation and distribution.

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

**NOTES:** This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a baccalaureate degree. The student who desires to pursue a baccalaureate degree in Transportation in another state university should refer to University Transfer Requirements on page 28 of this catalog.

### Initial Advising Courses

During your initial meeting at the college, you should complete the following:

**AS - Transportation**

<table>
<thead>
<tr>
<th><strong>Course Number and Title</strong></th>
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</table>
**ACG 1101 General Accounting I** | 3 |
**BUL 2130 The Legal Environment of Business** | 3 |
**FIN 3000 Principles of Finance** | 3 |
**GEB 1011 Introduction to Business** | 3 |
**MAN 2101 Principles of Management** | 3 |
**COP 2200 FORTRAN Programming** | 3 |
**COP 2110 Programming in Pascal** | 3 |
**FNC 1101 English Composition I** | 3 |
**GEB 1011 Introduction to Business** | 3 |
**MAN 2101 Principles of Management** | 3 |
**TRA 1010 Principles of Transportation** | 3 |
**TRA 1020 Transportation and Traffic Management** | 3 |
**TRA 1101 Principles of Management** | 3 |
**TRA 1200 Principles of Management** | 3 |
**TRA 1300 Principles of Management** | 3 |
**TRA 1400 Principles of Management** | 3 |
**TRA 1500 Principles of Management** | 3 |
**TRA 1600 Principles of Management** | 3 |
**TRA 1700 Principles of Management** | 3 |
**TRA 1800 Principles of Management** | 3 |
**TRA 1900 Principles of Management** | 3 |
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**TRA 2300 Principles of Management** | 3 |
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**TRA 2500 Principles of Management** | 3 |
**TRA 2600 Principles of Management** | 3 |
**TRA 2700 Principles of Management** | 3 |
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**TRA 3000 Principles of Management** | 3 |
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**TRA 3900 Principles of Management** | 3 |
**TRA 4000 Principles of Management** | 3 |
**TRA 4100 Principles of Management** | 3 |
**TRA 4200 Principles of Management** | 3 |
**TRA 4300 Principles of Management** | 3 |
**TRA 4400 Principles of Management** | 3 |
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**TRA 4600 Principles of Management** | 3 |
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**TRA 4900 Principles of Management** | 3 |
**TRA 5000 Principles of Management** | 3 |
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**TRA 7000 Principles of Management** | 3 |
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**TRA 7700 Principles of Management** | 3 |
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**TRA 8000 Principles of Management** | 3 |
**TRA 8100 Principles of Management** | 3 |
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**TRA 8600 Principles of Management** | 3 |
**TRA 8700 Principles of Management** | 3 |
**TRA 8800 Principles of Management** | 3 |
**TRA 8900 Principles of Management** | 3 |
**TRA 9000 Principles of Management** | 3 |
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**TRA 9500 Principles of Management** | 3 |
**TRA 9600 Principles of Management** | 3 |
**TRA 9700 Principles of Management** | 3 |
**TRA 9800 Principles of Management** | 3 |
**TRA 9900 Principles of Management** | 3 |
**Total credit hours: 66**

*Refer to A.S. degree General Education Requirements.*
Associate in Science

Air Traffic Management (233)

The Air Traffic Management AS program provides the student with the background to assist in preparing for aviation-related operations. This AS degree program is intended primarily for students who desire to complete an associate degree and pursue a career in aviation rather than continue toward a baccalaureate degree.

The student who elects to pursue a university transfer study must meet additional course and test requirements. See college credit programs of study—The Associate in Arts (Degree University Parallel; sections of this catalog.)

Initial Advising Course:

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

AS — Air Traffic Management

ATT 1001 Environmental of the Air Traffic Controller
ENC 1101 English Composition I
SPC 2600 Fundamentals of Speech Communication

General Education Elective

Course Number and Title

Credits

General Education

ENC 1101 English Composition I

ENC 1102 English Composition II

HUM 1111 Humanities: The Foundations

IDS 1102 Diversity in American Society: Economic, Political, and International Institutions

MCB 2501 College Mathematics

SPC 2600 Fundamentals of Speech Communication

General Education Elective

Total credit hours 41

Professional and Other Required Courses

ASC 1010 History of Air Transportation/Evolution

Airframe System

ASC 1010 Aviation Weather

ASC 1200 Federal Air Regulations/Regulation

ATT 1011 Environment of the Air Traffic Controller

ATT 2001 The Air Traffic Control Tower

ATT 2002 Air Traffic Control Career

ATT 2851 Air Traffic Control Career

ATT 2851 Air Traffic Control Career

AVM 2811 Aircraft Instrument Flight Safety

**Approved Elective

**Approved Elective

Total credit hours 61

*Refer to AS degree General Education Requirements

**Approved Electives

ATT 1010 Basic Flight

AS Degree Option UNF Transfer

Airways Science (287)

The Airways Science AS degree UNF Transfer Option of the Transportation program provides the student with the foundation for a career in the FAA in air traffic control or air traffic facility.

The curriculum includes the study necessary to prepare for a position in the FAA Air Traffic Control System.

Upon completion of this program the student will be awarded an Associate in Science degree. The student will then be able to complete the bachelor's degree program and transfer to any accredited university.

Initial Advising Course:

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

AS — UNF Transfer Option Airways Science

ECG 2014 Principles of Economic I

ENC 1101 English Composition I

MAC 1140 Precalculus College Algebra

ASC 1101 Federal Air Regulations/Regulation

ATT 1010 Environment of the Air Traffic Controller

Course Number and Title

Credits

General Education

ENC 1101 English Composition I

ENGL 1102 English Composition II

HUM 2211 Humanities: The Foundations

IDS 1102 Diversity in American Society: Economic, Political, and International Institutions

MCB 2501 College Mathematics

SPC 2600 Fundamentals of Speech Communication

**Elective

**Elective

**Elective

**Elective

**Elective

Total credit hours 61

Professional and Other Required Courses

ASC 1010 History of Air Transportation/Evolution

Airframe System

ASC 1010 Aviation Weather

ASC 1200 Federal Air Regulations/Regulation

ATT 1011 Environment of the Air Traffic Controller

ATT 2001 The Air Traffic Control Tower

ATT 2002 Air Traffic Control Career

ATT 2851 Air Traffic Control Career

ATT 2851 Air Traffic Control Career

AVM 2811 Aircraft Instrument Flight Safety

**Approved Elective

**Approved Elective

Total credit hours 61

*Refer to AS degree General Education Requirements

**Approved Elective

ATT 1010 Basic Flight
ASSOCIATE IN SCIENCE
ARCHITECTURAL ENGINEERING TECHNOLOGY (2 YEAR)

Architectural Engineering Technology is a program designed to prepare the student for a career as an assistant to architects, engineers, or employers whose computers are integrated with systems to meet the architectural and building construction field.

A student will be considered for admission to this program when the student has an AS Technical Certificate Graduate Student Status. The Program Director will sign the student's program at the conclusion of the program. Students with an inadequate background in science, math, English, or any of the sciences may require additional courses to complete a full-time schedule. This program is offered at the College of Duval County.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an Associate's degree and be employed as such. Students who desire to pursue university transfer study must meet the course requirements for the Associate of Science degree.

**Technical and Industrial Services**

**Associate in Science**

**Architectural Engineering Technology (2 Year)**

Architectural Engineering Technology is a program designed to prepare the student for a career as an assistant to architects, engineers, or employers whose computers are integrated with systems to meet the architectural and building construction field.

A student will be considered for admission to this program when the student has an AS Technical Certificate Graduate Student Status. The Program Director will sign the student's program at the conclusion of the program. Students with an inadequate background in science, math, English, or any of the sciences may require additional courses to complete a full-time schedule. This program is offered at the College of Duval County.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an Associate's degree and be employed as such. Students who desire to pursue university transfer study must meet the course requirements for the Associate of Science degree.
**Associate in Science**

**Building Construction Technology (244)**

The objective of this A.S. program is to prepare the student for a career in the fields related to construction technology. The two-year program in construction technology is designed to provide the student with a broad-based overview of building construction with a focus on construction science, and woodwork techniques practiced in the industry. This includes the theory, basic skills, safety and legal training necessary to enter the field of Construction.

An A.S. degree will be awarded upon completion of the General Education Requirements and all of the technical courses listed.

### Initial Advising Courses

During your first year at the College, you should complete the following:

**AS — Building Construction Technology**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1011 — English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1152 — Blueprint Reading I</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1202 — Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1022 — College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 — English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Course**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 1011 — English Composition I</td>
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<td>ENC 1101 — English Composition I</td>
<td>3</td>
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</tbody>
</table>

**Professional and Other Required Courses**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSE 1201 — Introduction to Air Conditioning and Refrigeration</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1206 — Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1211 — Blueprint Reading I</td>
<td>2</td>
</tr>
<tr>
<td>UCT 1222 — Construction I</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1214 — Construction II</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1215 — Electrical Installation I</td>
<td>2</td>
</tr>
<tr>
<td>UCT 1216 — Plumbing I</td>
<td>2</td>
</tr>
<tr>
<td>UCT 1217 — Heating and Ventilation I</td>
<td>2</td>
</tr>
<tr>
<td>UCT 1218 — Electrical Safety and Protection I</td>
<td>2</td>
</tr>
</tbody>
</table>

**Cognate Courses**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>3</td>
</tr>
<tr>
<td>UCT 1202 — Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 — English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Science**

**Civil Engineering Technology (204)**

The objective of this program is to prepare the student for a career in fields related to civil engineering such as drafting, construction, surveying, highways, structures, water resources, hydrology, soils, and foundations.

A student will be considered selected for this program when the student has an A.S. Technical Certificate Graduation Status Sheet. The Maintenance Form signed by the student and program director on file.

Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student’s score on the entry test given during the orientation process will be used to determine readiness for program entry.

Graduates of the Civil Engineering Technology degree program may elect to continue studies for the Bachelor of Science in Civil Engineering at an upper level institution.

**Initial Advising Courses**

During your first year at the College, you should complete the following:

**AS — Civil Engineering Technology**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1011 — English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1022 — Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>ETO 1010 — Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETO 1202 — Engineering Materials and Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Course**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 — English Composition I</td>
<td>3</td>
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<tr>
<td>MGF 1022 — College Mathematics</td>
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<tr>
<td>ETO 1010 — Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETO 1202 — Engineering Materials and Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

**Professional and Other Required Courses**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSE 1201 — Introduction to Air Conditioning and Refrigeration</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1206 — Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1211 — Blueprint Reading I</td>
<td>2</td>
</tr>
<tr>
<td>UCT 1222 — Construction I</td>
<td>3</td>
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<tr>
<td>UCT 1214 — Construction II</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1215 — Electrical Installation I</td>
<td>2</td>
</tr>
<tr>
<td>UCT 1216 — Plumbing I</td>
<td>2</td>
</tr>
<tr>
<td>UCT 1217 — Heating and Ventilation I</td>
<td>2</td>
</tr>
<tr>
<td>UCT 1218 — Electrical Safety and Protection I</td>
<td>2</td>
</tr>
</tbody>
</table>

**Cognate Courses**

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<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<tr>
<td>MGF 1022 — College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>UCT 1202 — Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 — English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program of Study**
### Associate in Science

**Drafting and Design Technology (206)**

The objective of this AS program is to prepare students for careers as assistants to engineers or architects. The graduate will be prepared to translate ideas, sketches, calculations, and specifications into complete and accurate working drawings.

A student will be considered as selected for this program when the student has an AS/Technical Certificate Graduation Status Sheet File Maintenance Form, signed by the student and the program director, on file.

Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/ or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

**NOTE:** This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who decides to pursue university transfer usually must meet certain course and test requirements. For details refer to University Transfer Requirements on page 26 of the catalog.

Initial Advising Courses

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

**A.** Drafting and Design Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LNC 1101</td>
<td>English Composition I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1421C</td>
<td>Precollegiate College Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1421</td>
<td>Engineering Materials and Processes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFD 1501</td>
<td>Engineering Drawing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGN 1901</td>
<td>Building Construction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Course Sequence**

**B.** Drafting and Design Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1191</td>
<td>English Composition I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1104</td>
<td>Precollegiate College Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSO 203C</td>
<td>General Physics I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSO 203C</td>
<td>General Physics II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Professional and Other Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 2100</td>
<td>Architectural Drafting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGN 1901</td>
<td>Building Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGN 2614C</td>
<td>Computer Aided Design and Drafting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGN 2614C</td>
<td>Computer Aided Design and Drafting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGN 2614C</td>
<td>Computer Aided Drafting and Design</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Technical Certificate**

**Drafting (303)**

A Technical Certificate program is offered in Drafting and is designed to prepare the student for employment as a drafter.

A student will be considered as selected for this program when the student has an AS/Technical Certificate Graduation Status Sheet File Maintenance Form, signed by the student and the program manager, on file.

Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/ or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

The graduate of the Certificate program may elect to continue studies for the Associate in Science degree in Drafting and Design Technology.

**Recommended Course Sequence**

**C.** Drafting and Design Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1191</td>
<td>English Composition I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1104</td>
<td>Precollegiate College Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSO 203C</td>
<td>General Physics I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSO 203C</td>
<td>General Physics II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Professional and Other Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 2100</td>
<td>Architectural Drafting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGN 1901</td>
<td>Building Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGN 2614C</td>
<td>Computer Aided Design and Drafting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGN 2614C</td>
<td>Computer Aided Design and Drafting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGN 2614C</td>
<td>Computer Aided Drafting and Design</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EIT 1816 | Mechanical and Electrical Drafting |   |         |
| BGN 2614C | Computer Aided Design and Drafting |   |         |
| LSO 203C | General Physics I |   |         |
| LSO 203C | General Physics II |   |         |

**EIT 1816 | Mechanical and Electrical Drafting |   |         |
| BGN 2614C | Computer Aided Design and Drafting |   |         |

Total: 25

### Associate in Science

**Electronics Engineering Technology (271-275)**

Electronics Engineering Technology is a two-year AS degree program offering optional tracks in Digital Electronics, Communications...
Electronics, X-Ray Engineering Technology, Biomedical Instrumentation Technology, and Robotics Technology

The program is designed to provide the student with the skills needed to enter a career in the field of electronics as a technician, engineering assistant, or as an assistant to scientific personnel working with systems or processes which depend principally upon electronic equipment.

A student will be considered as selected for this program when the student has an AS/AAT Certificate and has had an interview with the program director, on file.

Students with an adequate background will be required to enroll in the level of mathematics and English necessary to acquire program entry skills. The student will be given during the orientation process will be used to determine readiness for program entry.

NOTICE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does desire to pursue a baccalaureate degree must meet certain course and test requirements. For details refer to University Transfer Requirements on page 32 of the catalog. Specialty Track is follow:
Communications Specialty

**2
5
20
20
5

Course Number and Title
CGS 2220 Computer Concepts
EET 1100 Engineering Drawing
EET 2424C Communications Electronics I
EET 3424C Communications Electronics II
EET 1110 Industrial Safety

Credits

Total credit hours: 37

Electronics Engineering Technology

Digital Specialty (27-1)

Completion of the Digital Electronics specialization may lead to employment in industries where computerized electronic equipment is installed, calibrated, serviced, repaired, and maintained.

Initial Advising Courses

1. AS — Electronics Engineering Technology
2. ENC 1001 English I
3. MAC 1105 Precalculus College Algebra
4. EET 1001 DC Theory and Circuits
5. CGS 2220 Computer Concepts
6. EET 1100 Engineering Drawing

Recommended Course

Course Number and Title
CGS 2220 Computer Concepts
EET 1100 Engineering Drawing

Credits

Total credit hours: 27

Digital Specialty:

**2
5
20
20
5

Course Number and Title
CGS 2220 Computer Concepts
EET 1100 Engineering Drawing
EET 2424C Communications Electronics I
EET 3424C Communications Electronics II
EET 1110 Industrial Safety

Credits

Total credit hours: 37

Associate in Science

Electronics Engineering Technology

Robotics Specialty (27-1)

Completion of the Robotics Technology specialization may lead to employment in industrial settings where automated equipment is used, such as production line manufacturing, robotics industries fabrication, assembly, chassis, or other tasks.

Initial Advising Courses

1. AS — Electronics Engineering Technology
2. ENC 1001 English
3. ENC 1101 English
4. MAC 1140 Precalculus College Algebra
5. MAC 1141 Pre-Calculus College Algebra
6. PHY 2048C General Physics I
7. PHY 2049C General Physics II

Recommended Course

Course Number and Title
MAC 1140 Precalculus College Algebra
MAC 1141 Pre-Calculus College Algebra
PHY 2048C General Physics I
PHY 2049C General Physics II

Credits

Total credit hours: 25

Core Courses

1. ENC 2210 Technical Report Writing
2. EET 1100 DC Theory and Circuits
3. EET 1110 AC Theory and Circuits
4. EET 2424C Communications Electronics I
5. EET 3424C Communications Electronics II
6. EET 2424C Communications Electronics III
7. EET 2424C Communications Electronics IV
8. EET 2424C Communications Electronics V
9. EET 2424C Communications Electronics VI
10. EET 2424C Communications Electronics VII
11. MAC 2311 Calculus with Analytic Geometry I
12. MAC 2312 Calculus with Analytic Geometry II

Credits: 35

Associate in Science

Electronics Engineering Technology

Robotics Specialty (27-1)

Completion of the Robotics Technology specialization may lead to employment in industrial settings where automated equipment is used, such as production line manufacturing, robotics industries fabrication, assembly, chassis, or other tasks.

Initial Advising Courses

1. AS — Electronics Engineering Technology
2. ENC 1001 English
3. ENC 1101 English
4. MAC 1140 Precalculus College Algebra
5. MAC 1141 Pre-Calculus College Algebra
6. PHY 2048C General Physics I
7. PHY 2049C General Physics II

Recommended Course

Course Number and Title
MAC 1140 Precalculus College Algebra
MAC 1141 Pre-Calculus College Algebra
PHY 2048C General Physics I
PHY 2049C General Physics II

Credits

Total credit hours: 25

Core Courses

1. ENC 2210 Technical Report Writing
2. EET 1100 DC Theory and Circuits
3. EET 1110 AC Theory and Circuits
4. EET 2424C Communications Electronics I
5. EET 3424C Communications Electronics II
6. EET 2424C Communications Electronics III
7. EET 2424C Communications Electronics IV
8. EET 2424C Communications Electronics V
9. EET 2424C Communications Electronics VI
10. EET 2424C Communications Electronics VII
11. MAC 2311 Calculus with Analytic Geometry I
12. MAC 2312 Calculus with Analytic Geometry II

Credits: 35

Associate in Science

Electronics Engineering Technology

Robotics Specialty (27-1)

Completion of the Robotics Technology specialization may lead to employment in industrial settings where automated equipment is used, such as production line manufacturing, robotics industries fabrication, assembly, chassis, or other tasks.

Initial Advising Courses

1. AS — Electronics Engineering Technology
2. ENC 1001 English
3. ENC 1101 English
4. MAC 1140 Precalculus College Algebra
5. MAC 1141 Pre-Calculus College Algebra
6. PHY 2048C General Physics I
7. PHY 2049C General Physics II

Recommended Course

Course Number and Title
MAC 1140 Precalculus College Algebra
MAC 1141 Pre-Calculus College Algebra
PHY 2048C General Physics I
PHY 2049C General Physics II

Credits

Total credit hours: 25

Core Courses

1. ENC 2210 Technical Report Writing
2. EET 1100 DC Theory and Circuits
3. EET 1110 AC Theory and Circuits
4. EET 2424C Communications Electronics I
5. EET 3424C Communications Electronics II
6. EET 2424C Communications Electronics III
7. EET 2424C Communications Electronics IV
8. EET 2424C Communications Electronics V
9. EET 2424C Communications Electronics VI
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11. MAC 2311 Calculus with Analytic Geometry I
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Credits: 35

Associate in Science

Electronics Engineering Technology

Robotics Specialty (27-1)

Completion of the Robotics Technology specialization may lead to employment in industrial settings where automated equipment is used, such as production line manufacturing, robotics industries fabrication, assembly, chassis, or other tasks.

Initial Advising Courses

1. AS — Electronics Engineering Technology
2. ENC 1001 English
3. ENC 1101 English
4. MAC 1140 Precalculus College Algebra
5. MAC 1141 Pre-Calculus College Algebra
6. PHY 2048C General Physics I
7. PHY 2049C General Physics II

Recommended Course

Course Number and Title
MAC 1140 Precalculus College Algebra
MAC 1141 Pre-Calculus College Algebra
PHY 2048C General Physics I
PHY 2049C General Physics II

Credits

Total credit hours: 25

Core Courses

1. ENC 2210 Technical Report Writing
2. EET 1100 DC Theory and Circuits
3. EET 1110 AC Theory and Circuits
4. EET 2424C Communications Electronics I
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Credits: 35

Associate in Science

Electronics Engineering Technology

Robotics Specialty (27-1)

Completion of the Robotics Technology specialization may lead to employment in industrial settings where automated equipment is used, such as production line manufacturing, robotics industries fabrication, assembly, chassis, or other tasks.

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PHY 2049C General Physics II

Credits

Total credit hours: 25

Core Courses

1. ENC 2210 Technical Report Writing
2. EET 1100 DC Theory and Circuits
3. EET 1110 AC Theory and Circuits
4. EET 2424C Communications Electronics I
5. EET 3424C Communications Electronics II
6. EET 2424C Communications Electronics III
7. EET 2424C Communications Electronics IV
8. EET 2424C Communications Electronics V
9. EET 2424C Communications Electronics VI
10. EET 2424C Communications Electronics VII
11. MAC 2311 Calculus with Analytic Geometry I
12. MAC 2312 Calculus with Analytic Geometry II

Credits: 35

Associate in Science
Electronics Engineering Technology (27-5)

The Associate in Science Degree in Electronics Engineering Technology (27-5) is a one-year program, designed to prepare students with the skills needed to enter a career in the field of electronics as a technician, engineering assistant, or in an associate's level job. This program is ideal for students who have completed the required pre-requisites or have equivalent experience.

The program consists of a combination of technical and general education courses. The technical courses provide students with the necessary skills to work in the electronics industry, while the general education courses provide a broad foundation in mathematics, science, and humanities.

### Required Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition</td>
<td>5</td>
</tr>
<tr>
<td>MAC 1114 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2053C General Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 2054C General Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 24

### Recommended Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1113 College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2054C General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 1144 Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233 Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2054C General Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 16

### Technical Certificate

**Electronics Engineering Technology (120)**

The Electronics Engineering Technology Certificate program is a one-year program designed to provide students with the skills needed to enter a career in the field of electronics as a technician, engineering assistant, or in an associate's level job. The program is ideal for students who have completed the required pre-requisites or have equivalent experience.

The program consists of a combination of technical and general education courses. The technical courses provide students with the necessary skills to work in the electronics industry, while the general education courses provide a broad foundation in mathematics, science, and humanities.

### General Education Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition</td>
<td>5</td>
</tr>
<tr>
<td>MAC 1114 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAC 1144 Pre-Calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 13

### Professional and Other Required Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT 2213C Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>EFT 1000C Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>EFT 1013C Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>EFT 1023C Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 7

### Associate in Science

**Mechanical Engineering Technology (218 or 249)**

The Mechanical Engineering Technology program is a two-year associate degree program designed to provide students with the skills needed to enter a career in the field of mechanical engineering as a technician, engineering assistant, or in an associate's level job. The program is ideal for students who have completed the required pre-requisites or have equivalent experience.

The program consists of a combination of technical and general education courses. The technical courses provide students with the necessary skills to work in the mechanical engineering field, while the general education courses provide a broad foundation in mathematics, science, and humanities.

### Required Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT 2064C X-Ray Physics</td>
<td>3</td>
</tr>
<tr>
<td>EFT 2210C X-Ray Imaging</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 6

*Note: Students must complete a minimum of 15 credit hours in Technical Courses.*

### Required Technical Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT 2190C Engineering Drawing</td>
<td>4</td>
</tr>
<tr>
<td>EFT 2020C Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>EFT 2210C Engineering Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>EFT 2230C Electrical Engineering</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 12

*Note: Students must complete a minimum of 15 credit hours in Technical Courses.*

**Total Credit Hours**: 21
A student will be considered as enrolled for this program when the student has an A.A.T. (Technical Certificate of Graduation) and has met the Maintenance Forecast, signed by the student and program director, on file.

Students with an adequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

Completion of the Mechanical Engineering Technology program may lead to employment as a technician working with manufacturers or vendors of mechanical equipment, as well as heating, ventilating, and air conditioning systems, systems that require the application of principles, methods, and techniques appropriate to the particular branch of mechanical engineering in which the student is employed.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student should discuss with an academic advisor before transfer to another institution for details regarding transfer requirements. For details, refer to University Transfer Requirements on page 28 of the catalog.

Mechanical Engineering Specialty (218)

Completion of the general program of study in Mechanical Engineering Technology may lead to employment with manufacturers, engineers, architects, or vendors of mechanical equipment, machinery, or systems.

Initial Advising Courses

During your advising sessions at the College, you should complete the following:

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1106</td>
<td>Precalculus Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1010</td>
<td>Engineering Drawing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIT 121C</td>
<td>Engineering Materials and Processes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1030</td>
<td>Principles of Engineering Mechanics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommended Course Sequence and Title

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENGL 1010</td>
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<tr>
<td>ETM 1010</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1030</td>
<td>Principles of Engineering Mechanics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Associate in Science

Mechanical Engineering Technology

Air Conditioning and Refrigeration Systems Design Specialty (245)

Completion of the Air Conditioning and Refrigeration Systems Design Specialty will lead to employment with engineering firms, mechanical contractors, or suppliers dealing with heating, ventilating, and air conditioning (HVAC) systems.

Initial Advising Courses

During your advising sessions at the College, you should complete the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1106</td>
<td>Precalculus Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1010</td>
<td>Engineering Drawing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1030</td>
<td>Air Conditioning Fundamentals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommended Course Sequence and Title

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1106</td>
<td>Precalculus Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1010</td>
<td>Engineering Drawing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1030</td>
<td>Air Conditioning Fundamentals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETM 1030</td>
<td>Air Conditioning Fundamentals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Air Conditioning and Refrigeration Design Specialty

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAC 1106</td>
<td>Precalculus Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1010</td>
<td>Engineering Drawing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1030</td>
<td>Air Conditioning Fundamentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1032</td>
<td>Refrigeration and Air Conditioning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1035</td>
<td>Air Conditioning Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1036</td>
<td>Air Conditioning Systems Design I</td>
<td></td>
<td></td>
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<tr>
<td>ETM 1037</td>
<td>Air Conditioning Systems Design II</td>
<td></td>
<td></td>
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</table>

Recommended Course Sequence and Title

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETM 1030</td>
<td>Air Conditioning Fundamentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETM 1035</td>
<td>Air Conditioning Fundamentals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Refer to Writing General Education Requirements

*Refer to All Degree General Education Requirements

Credits: 3
Associate in Science

Printed/Graphic Arts (240)

The two-year AAS program in Printed/Graphic Arts is designed to provide the student with a working knowledge of each of six major areas of the printing industry and, in turn, to develop in the student occupational skills in the area most practical with which student demonstrates aptitude and interest.

Lectures and hands-on laboratory experience will be provided for gaining in Hand and Machine Composition and Form Making, Letter Press Operation and Form Lockup, Cold Type Setting and Pageup, Contact Operation and Film Processing, Negative Striping and Offset Platemaking and, Offset Press Operation and Related Auxiliary Functions.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed either as the basic associate degree. The student who does decide to pursue university transfer should meet certain course and test requirements. For details refer to University Transfer Requirements on page 28 of the catalog.

Initial Advising Courses

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

AS — Printed/Graphic Arts
ENC 101 — English Composition I
Any four GRA Courses

Course Number and Title Credits

General Education

*Social Science .............................................. 3
*Humanities ..................................................... 3
*Mathematics — Natural Science .................................. 3
ENC 101 — English Composition I .................................. 3
*General Education Electives .................................. 3

Credit hours total 15

Professional and Other Required Courses

GRA 1501 Theory of Printing Processes ....................... 3
GRA 2001 Print Production — Laboratory ....................... 3
GRA 2101 Layout and Design ..................................... 3
GRA 2501 Theory of Lithographic Processes .................. 3
GRA 2601 Lithographic Process Lab ............................ 3
GRA 2701 Graphic Arts Electives ............................... 3
**GRA 2351L Cold Type Setting and Pageup .................. 3
**GRA 2358L Advanced Cold Type Typesetting and Pageup .... 3
**GRA 2359L Advanced Cold Type Typesetting and Pageup .... 3
**GRA 2352L Advanced Hand and Machine Composition and Form Making 3
**GRA 2353L Advanced Composition and Makeup 3
**GRA 2701L Camera Operation and Film Processing .......... 1
**GRA 3797L Advanced Camera Operation and Film Processing 1
**GRA 2801L Negative Striping and Offset Platemaking .... 1
**GRA 2601L Advanced Negative Striping and Offset Platemaking .... 1
**GRA 2602L Other Press Operation .......................... 1
**GRA 2603L Advanced Other Press Operation ............... 1
**GRA 2609L Letterpress Press Operation and Lockup ........ 1
**GRA 2652L Advanced Letterpress Press Operation and Lockup 1
GRA 2995 Practicum ........................................... 6

CST 1221 Business Mathematics Using Calculators .... 3
Business Elective (1 hour of typing preferred) ............. 1

*Refer to AAS degree General Education Requirements
**Students are required to select two of these courses for three credits.
***Students are required to select one of these courses for five credits.
*****Any course from AA Degree General Education listing

Approved Business Electives

ACC 2001 Principles of Accounting I .......................... 3
ACC 2011 Principles of Accounting II .......................... 3
ADM 2001 Advertising ........................................... 3
BUS 2001 The Legal Environment of Business ................ 3
BUS 2121 Business Law ......................................... 3
CGS 1570 Microcomputer Application Software .............. 3
CGS 1600 Introductory Computer Concepts .................... 3
COP 2100 FORTRAN Programming ........................... 3
COP 2170 Programming in BASIC ............................. 3
FIN 2001 Principles of Finance ................................ 3
FIN 1701 Personal Finance ..................................... 3
GTR 1011 Introduction to Business ................................ 3
MAF 2012 Principles of Management ........................... 3
MAF 2101 Personnel Management ............................... 3
MAN 2002 Small Business Management ......................... 3
MKT 1001 Principles of Marketing .............................. 3
MGT 1001 Management ......................................... 3
MAR 1001 Sales Promotion ..................................... 3
MAR 2401 Sales Management ................................. 3
CST 1100 Beginning Typewriting .............................. 3
CST 1150 Intermediate Typewriting ............................ 3
CST 7330 Business Communications ......................... 3

Technical Certificate

Broadcast: Copywriting (345)

Creative copywriters are much in demand throughout the broadcast and cable TV industries. The object is to write good, clear, informative copy quickly and within the time constraints of the schedule. The training and experience can lead to advancement in programming, promotion, and producing.

Copywriting is an excellent entry position where the student can develop in association with creative professionals and work toward a specialized position in the creation of programs.

Course Number and Title Credits

General Education
ENC 101 — English Composition I .......................... 3
ENC 102 — English Composition II .......................... 3
SPC 2600 Fundamentals of Speech Communication ........ 3

Credit hours total 9

Professional and Other Required Courses

ADY 2001 Advertising ........................................... 3
MMC 1001 Introduction to Mass Communications .......... 3
MMC 2100 Writing for Mass Communications .............. 3
GST 1111 Word Processing I .................................. 3
STV 1001H Co-Operative Work Experience ................... 3
STV 2001C Introduction to Television Production .......... 3
STV 2106C broadcast Direction ................................ 3

Credit hours total 28

Total credit hours 35
Technical Certificate

News Assisting (346 or 356)

All newsrooms for newspapers, magazines, radio, television, and cable TV require desk assistance, news assistance, news production assistance, writers, and editors who support the news operations. Endless processing of the pieces of paper, photographs, video and audiotapes, telephone, television, wire service, and retrieval that constitute the news package the audience and readers receive. These positions require that the student have clear thinking and writing skills, a high degree of responsibility and dependability, and enjoy the fast-paced atmosphere of the typical newsmenu.

The successful news assistant can progress to higher positions in many areas, depending on the individual's interest and talents.

Course Number and Title Credits

General Education
ENG 1101 English Composition I 3
ENG 1102 English Composition II 3
PC 2011 American Government I 3

Core Courses
PC 210C Photography I 3
MMC 1001 Introduction to Mass Communications 3
MMC 2000 Writing for Mass Communication 3
OTW 1111 Word Processing 3
RTV 1945 Cooperative Work Experience 3

Specialty Courses

Broadcasting Specialty (346)
RTV 2001C Introduction to Broadcasting 3
RTV 2002C Introduction to Television Production 3
RTV 2003C Television Direction 3

Print Media Specialty (356)
AML 2012 American Literature: Colonial Times to 1900 3
ECO 2014 Principles of Economics I 3
PC 2112 State and Local Government 3

Technical Certificate

Radio and TV Advertising (347)

Radio, television, and cable TV research, write, and produce thousands of local commercials every year in all size markets.

Basic skills and experience are required for entering this profession. Talent and hard work are well-rewarded. Advancement is based on success and client satisfaction. This one-year program is designed to provide the student with the basic skills, a new market experience, and the opportunity to prove that the necessary qualities the employer is looking for are there.

Course Number and Title Credits

Technical Certificate

Radio and TV Production (348)

This program is designed to prepare the student for a career in the production of radio and television programs for broadcast and non-broadcast applications.

The growth of the media production industry in recent years has increased the demand for experienced professionals in the industry, public service, education, health services and cable TV, as well as in continuing education courses and attendance and production companies.

The profession has experience in many production facilities and with all the equipment normally associated with program production. The professional can move from one field to another, using more skills and creativity as held in high regard by the employers in this field.

Course Number and Title Credits

Professional and Other Required Courses
ADV 1000 Advertising 3
CSB 1000 Introductory Computer Concepts 3
EED 1004 Fundamentals of General Education 3
MMC 1003 Introduction to Mass Communication 3
MUM 1601 Recording Techniques I 3
MUM 1608 Recording Techniques II 3
OCT 3335 Business Communications 3
RTV 1948 Cooperative Work Experience 3
RTV 2001C Introduction to Broadcasting 3
RTV 2002C An Introduction to Television Production 3
RTV 2003C Television Direction 3

Total credit hours: 38

Technical Certificate

TV Graphics (349)

The increasing complexity of computer-based graphics for television has created new opportunities for and demands on individuals interested in pursuing a career in this specialized technical field.

This one-year program combines an introduction to computer graphics and television production into the new specialty of TV Graphics. The stu-
dence will be prepared to enter the field at television stations, cable TV companies, independent commercial production companies, advertising agencies, and in the audiovisual departments of industry, education, and government.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEH 1000 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

**Professional and Other Required Courses**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1201C Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1202C Design II</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2470 Computer Aided Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Microcomputer Application Software</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>GST 1711 Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>GST 2535 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>RTV 1949 Co-operative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2001C Introduction to Broadcasting</td>
<td>3</td>
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<tr>
<td>RTV 2200C An Introduction to Television Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>39 credit hours</td>
</tr>
<tr>
<td></td>
<td>Total credit hours 39</td>
</tr>
</tbody>
</table>
Admissions

All persons registering at Florida Community College at Jacksonville must have a Social Security number and will be required to present the Social Security card at each registration. Persons not having a Social Security number should contact the local Social Security Office for an application to obtain a number.

An individual desiring to enroll in continuing education non-college credit programs should contact the main office of the center on the campus offering the desired subject or call the FCCJ Information Center at 638-8500. A student may be admitted if the following eligibility requirements are met:

1. Be an adult - by Florida State Board Rule 6A-6.11, at least 18 years of age
2. Present Social Security card
3. Pass required of age, if asked
4. Complete the admission and registration forms required
5. Meet special admission criteria, if any

Certain continuing education occupational programs, such as Practical Nursing, have selective admission criteria. Students must contact the specific department of interest before enrolling in programs with special admission requirements.

Non-resident students may enroll in continuing education classes; however, Florida Community College at Jacksonville will not issue immigration papers based on this enrollment.

Enrollment Verification

Students wishing enrollment verification, for educational benefits must be admitted to and be attending full-time at the diploma-seeking high school program (20 clock hours per week minimum) or vocational program (22-30 clock hours per week). Minimum will vary by program.

Registration Periods

Registration dates will vary by program, category and campus and may be continuous throughout any term. The terms will be Fall, Winter, and Spring.

Schedule Changes

Schedule changes, commonly known as withdrawals, will be allowed in accordance with the schedule established by the registrar each term.

Transcript Requests

Upon request of the student, the college will provide to the student, or to a person or institution designated by the student, an official transcript of the student's academic record. Transcript requests may be made in person or in writing to the Campus Records and Registration Office. Transcript request will be taken by telephone if the recipient of the transcript is another educational institution.

NO TRANSCRIPT REQUEST WILL BE PROCESSED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE CLEAR. Students are advised to make requests approximately two weeks before the transcript is needed.

Awards for Program/Course Completion

Three types of certificates are awarded to students in recognition of completion of program and/or course competency requirements:

Certificate of Applied Science

The Certificate of Applied Science is awarded to students who have enrolled in and satisfactorily completed the requirements for a one-year vocational competency-based program or study in preparation for employment. The area or areas of competencies completed by the student are indicated on the certificate. Before a student may receive this certificate, the student must have fulfilled all financial obligations to the college.

Certificate of Training

The Certificate of Training is awarded to students who have enrolled in and satisfactorily completed competencies in a vocational program of study of one term (minimum) or less in preparation for employment. The program completed by the student is indicated on the certificate. Before a student may receive this certificate, the student must have fulfilled all financial obligations to the college.

Certificate of Attendance

This is a general purpose type of certificate used to verify the attendance of an individual in a course, seminar, or workshop-type activity. Attendance of an individual in these instructional activities may be indicated on the certificate as prescribed by the requirements of the activity.

Continuing Education Units (CEU)

Many courses award Continuing Education Units. The CEU system provides for one unit to be awarded for every 10 clock hours of instruction. A record of courses taken and CEU's earned will be maintained by the college. A student may obtain a copy of the record or have a copy mailed to a person of the student's choice by requesting such a service in writing to the Campus Records and Registration Office.
Program Areas

Occupational Education

Continuing Education programs and courses offer a wide variety of preparatory and supplementary vocational training throughout the junior college district wherever the necessities and adequate facilities are located. Courses are taught in public school facilities during evening hours, in industrial plants, in commercial office buildings, on campus, and in centers of Florida Community 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.

The primary purposes of these programs and courses are (1) to provide individuals with necessary skills to make them employable; (2) to provide individuals with training needed to upgrade or broaden their present skills and enhance their occupational opportunities, and (3) to provide the business and industrial community with trained personnel.

In the area of Career and Technical 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.

A high school diploma or equivalent is not required for enrollment in most Occupational Education courses, but it is highly recommended.

Persons can be admitted to Preparatory Occupational Education programs only for the purpose of attaining skills leading directly to securing employment.

Persons can be admitted to Supplemental Occupational Education courses provided they are currently or have been previously employed in an occupation related to the courses.

Occupational Education Testing and Basic Skills Training

Students desiring to enroll in a non-college credit occupational program of more than 450 hours will be tested for basic communications and mathematical skills. Students scoring below the 9th grade level in mathematics and reading will be required to take appropriate basic skills training prior to receiving a certificate of completion for the occupational program.

Occupational Preparatory Education and evaluated CEUs Courses Grading System

The grading system is designed to evaluate the performance of the student and reflect it fairly and accurately as possible.

Letter grades will be assigned for courses as follows:

- I INCOMPLETE
- S SATISFACTORY
- U UNSATISFACTORY
- W WITHDRAWAL
- SI SATISFACTORY/INCOMPLETE

Once a grade of S or U has been reported to the Registrar, it may only be changed as follows:

1. Upon recommendation of the instructor who assigned the grade, with approval of the program director or assistant dean.
2. Upon recommendation by the department chairperson or program manager, and approved by the assistant dean, when

the instructor who assigned the grade is no longer a member of the faculty of Florida Community College at Jacksonville.

The 1st S or U grade may be changed by the instructor within the time limit indicated in the College Calendar.

Occupational Education courses, other than occupational preparatory education and evaluated CEUs courses explained above, and all Adult and Continuing Education courses, except high school credit, receive grade (NG).

Developmental Education Downtown Campus

The Developmental Education Department at the Downtown Campus offers various programs to non-college credit students. The goal of the department is to assist students who need additional help in the academic area to reach their educational goals. Program strategies include:

1. Reading courses that may be taken for high school credit or self-enrichment.
2. Individualized instruction in reading.
3. Tutoring.
4. Diagnostic and prescriptive teaching in the Individualized Mathematics Training System (IMTS) in the areas of Math, English, and Reading.

Other services include:

1. Assistance in wise career decision-making and goal-setting through the Downtown Campus Career Center.
2. Occupational Assessment Information System (OASIS).
3. In-depth student evaluation through the Evaluation Resource Center (ERC).

Adult General Education

In the area of Adult General Education, Florida Community College at Jacksonville cooperates with the public schools, community schools, health and welfare groups, civic and community clubs, business and industry, and other adult agencies to provide 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 Education Programs are offered where there is community need and interest. Florida Community College at Jacksonville is offering courses in more than 225 different locations throughout Duval County.

Many programs, courses, and services are offered on a continuous 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 — Academy for Adult Literacy

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

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

1. Pre-vocational or employability skills, development.
2. Improvements in home and family life.
3. Use of financial resources and consumer education.
4. Social and civic responsibilities.
5. Use of community resources.
7. Human and interpersonal relations.
8. Communication skills in the English language.
9. Self-satisfaction and development as a continuing lifelong learner.

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

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

The Adult Basic Education Program will award the following certificates to deserving ABE students:

Certificate of Attendance:
The Certificate of Attendance will be issued by the Director of Adult Basic Education to those students with excellent classroom attendance. This certificate will be based on the recommendation of the instructor.

Certificate of Achievement:
A Certificate of Achievement will be issued to students successfully completing Level I, II, or III of the Test of Adult Basic Education.

Certificate of Completion:
An Adult Basic Education Certificate of Completion will be awarded to students who pass the 8th grade level on Level IV of the Test of Adult Basic Education.

Enrollment in Adult Basic Education classes is available to all adults who are 16 years of age or older and function at or below the eighth grade level on literacy skills.

Adult Basic Education classes are offered in adult centers which are located in schools, churches, and other available community facilities throughout Duval County at no cost to the student.

Adult High School Admission Requirements:

STATUS A—APPLICANTS 18 YEARS AND OLDER WILL BE ADMITTED TO THE FCCJ HIGH SCHOOL COMPLETION PROGRAM TO SEEK AN FCCJ ADULT HIGH SCHOOL DIPLOMA BY COMPLETING THE FOLLOWING:
1. APPLICATION FOR ADMISSION
2. SOCIAL SECURITY NUMBER
3. PROOF OF PREVIOUS EDUCATION: An applicant may transfer credits earned from grades 9-12 and be placed into appropriate courses to meet the credit requirements for graduation. Official transcripts (grades earned) and other documents can be submitted for specific course placement.
4. AGE RESTRICTIONS: Applicants 16 or 17 years old must have been out of public or private school for SIX FULL MONTHS. Proof of the last date of attendance is verified by the following:
   a. Official transcript with date of last attendance indicated. (In a sealed envelope)
   b. Official withdrawal form from the school.
   c. Letter on letterhead stationery with last date of attendance indicated signed by a school official.
   d. If an applicant does not attend the fall term when school convenes (opens), the waiting period begins the last day of the previous school year. One day of attendance in the fall term cancels this rule.

NOTE: Exception to this restriction is approved only as follows:
   a. A school board waiver—issue on letterhead stationery obtained from the school superintendent (or designee) from the county school system where the applicant resides.
   b. A private school waiver — letter on letterhead stationery signed by the principal of the school the student was attending.

STATUS B—STUDENT WILL TRANSFER CREDIT BACK TO PRESENT HIGH SCHOOL:
1. APPLICATION FOR ADMISSION
2. SOCIAL SECURITY NUMBER
3. PERMISSION LETTER — A letter on letterhead stationery from the principal or counselor is required each time an applicant enrolls. This should indicate which subject(s) are approved for transfer credit back to the high school the student is attending.

STATUS C—STUDENT IS ALREADY A HIGH SCHOOL GRADUATE (but needs credit for a specific reason, e.g., student is seeking admission to FCCJ’s Nursing Program but lacks a chemistry credit):
1. APPLICATION FOR ADMISSION
2. SOCIAL SECURITY NUMBER
3. COURSE FEES — Student must pay fees for courses taken.

Adult High School Grading System:

The grading system is designed to evaluate the performance of the student as fairly and equitably as possible.

Letter grades will be assigned as follows:
A EXCELLENT
B GOOD
C AVERAGE
D POOR
F INCOMPLETE
NP NON-PUNITIVE
S SATISFACTORY — (Course not completed—No Credit)
U UNSATISFACTORY
W WITHDRAWAL

Students registered in high school classes but not earning high school credit will receive a grade of NG (no grade).

Once a grade of A, B, C, D, NP, S, or U is awarded, it may only be changed as follows:
1. Upon recommendation of the instructor who assigned the grade, with approval of the department chairperson or program manager.
2. Upon recommendation by the director, and approval by the assistant dean, when the instructor who assigned the grade is no longer a member of the faculty.

An "F" grade may be assigned only when the instructor, using the criteria set forth in the course syllabus, finds that the student has not met the course requirements. The "F" grade may be changed by the instructor at any time before the end of the term. A "F" grade must be changed within the time limit indicated in the College Calendar.
Adult High School Diploma Requirements

The Florida State Department of Education has established that an adult can progress at the adult learner's pace and achieve credit by subject examination whenever the student judges that he or she is prepared. Thus, an adult may complete credit requirements as rapidly as the adult is able to prove his or her knowledge and skills.

A minimum of 24 ungraded credits, grades nine through twelve, is required for an Adult High School Diploma. The credit requirements are as follows:

1. English 4 credits
   - English 3 credits
   - Writing/Comprehension 1 credit
2. Science 4 credits
   - Laboratory Courses 2 credits
   - Non-laboratory Courses 2 credit
3. Mathematics 3 credits
4. Social Studies 5 credits
   - American History 1 credit
   - World History 1 credit
   - American Government 1 credit
   - Government 1 credit
   - Economics 1 credit
5. Reading 1 credit
6. Life Management: Skills 5 credits
   - Practical Arts Voc. Ed/Art/Voc. Ed 5 credits
7. Performing Fine Arts 3 credits
8. Electives 8.5 credits

Graduation Requirements

Students must:
1. Complete 24 credits: 15.5 credits at general course requirements and 8.5 credits at approved electives.
2. Complete a minimum of 7 credits at ECCI.
3. Receive a passing score on the state Student Assessment Tests, Parts I and II.
4. Acquire a minimum cumulative GPA of 2.5.
5. Be classified as Admission Status A.
6. Apply for graduation with a high school advisor.

Credit By Examination

Students may earn credit by examination. Check with the advisor for specific courses.

College Preparatory Program

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

State Student Performance Standards

1. All students must pass the State Student Assessment Test, Part I (SSAT I) at their previous high school, or be certified in Basic Skills through testing or remediation to meet requirements of SSAT I.
2. All students must pass the State Student Assessment Test, Part II (SSAT II) prior to graduation.

No student shall be granted credit toward a high school diploma for enrollment in the following courses or programs:

- More than nine elective credits in remedial programs as provided for in 5A* 246.0844.
- Remedial Programs as provided for in 5A* 246.0864.
- More than one-half credit in Exploratory Vocational courses as defined in 5A* 228.0411(22b).3.
- More than three credits in Practical Arts, Home Economics as defined in 5A* 228.0411(22b).

Students enrolled in the Adult High School program in pursuit of the high school diploma after the beginning of the 1978-79 school year and before the 1984-85 school year are required to meet only those requirements for graduation that were in effect at the time of their enrollment when such enrollment has been continuous except for summer months.

It is the high school student's responsibility to make application for graduation before the student has completed requirements. Before a student may graduate, the student must have fulfilled all financial obligations to the College.

Florida Statutes

Military Service Credits

A person who has been admitted to the Adult High School Completion Program may request an evaluation of military educational experience and service by submitting documentary evidence to the Campus Registration Office.

High School Equivalency Diploma

The GED (High School Equivalency Examination) is a battery of five tests administered monthly by Florida Community College to any person who is at least 18 years of age, out of school, and has a Florida address. Information on test registration may be obtained from any campus Student Records and Admissions Office. The registration fees are established by the Department of Education. Persons who pass the exams receive a diploma from the Department of Education.

HIGH SCHOOL REVIEW classes for GED test preparation are available through each campus. The classes provide intensive review in areas covered on the GED exam.

In addition, the GED TESTING SKILLS SEMINAR provides critical testing information for persons who wish to take the GED exam without enrolling in High School Review classes.

High School Testing Program

BASIC SKILLS CERTIFICATION is required for graduation for students who have not passed the State Student Assessment Test, Part I (SSAT I). Information may be obtained in the High School Counseling office on any campus.

STATE STUDENT ASSESSMENT TEST, PART II (SSAT II) is required for high school graduation. Information and applications are available in the high school counseling office on any campus.

HIGHSCHOOL CREDIT BY EXAMINATION (HSCE) is available in a variety of high school academic subjects. Students may register for HSCE at the high school counseling office or any campus.

Service Adult Institute for Lifelong Learning

The Service Adult Institute is a resource center for the educational needs of senior adults. It provides a variety of educational experiences for older adults. Approximately 150 continuing education courses are offered.
locations throughout the community, with particular emphasis on interests and concerns of senior adults. Seminar and workshops addressing specific needs are offered periodically to provide further training. For information or counseling, call the Senior Adult Institute Office at the Downtown Campus, Room 3106, 101 West State Street, 633-8390.

**Independent Living for Adult Blind (ILAB)**

ILAB is an instructional program for blind adults. The Home Management/Personal Safety course is modularized, allowing students to elect various components according to need. In Home Management, the student is taught skills necessary to maintain a home effectively. In the Communications component, the student may learn braille, typing, use of handwriting aids and appropriate electronic equipment. Personal safety is emphasized in Orientation and Mobility training which allows an individual to move about safely and maneuver skills necessary for independent travel. Counseling is also available for students and their families.

**Women’s Center for Continuing Education**

The Women’s Center is located at the Downtown Campus, 101 West State Street, Room 3116. Educational, career, and personal counseling services are available at Florida Community College at Jacksonville. Counseling is available at the Downtown Campus, Room 3106, 101 West State Street, 633-8390.

**Community Outreach**

Through the community center, the community outreach offers programs of study, institutes, short courses, seminars, workshops, classes and lectures to meet the educational needs of the adult group in the community.

Requests for such courses are encouraged. Consideration for such courses is based upon the level of instruction, the number of persons interested, and the availability of resources, qualified instructor, and 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 or call Community Education and Lifelong Learning at 633-8390.

**Continuing Education Studies**

**NOTE:** The program award is designated as follows.

CAS — Certificate of Applied Science
CT — Certificate of Training

**Programs of Study**

**Consumer and Human Services**

Counseling (CAS)
Supervised Food Service Worker (CT)

**General Business and Information Services**

Basic Typing (CT)
Computer Programmer Training for the Disabled (CAS)
Office Occupations (CAS)
Real Estate (CT)

**Health Services**

Medical Assisting (CAS)
Nurse Assistant (CT)
Practical Nursing (CAS)
 Surgical Technician (CAS)

**Public and Financial Services**

Bank Teller Training (CT)
Basic Police Recruit Course (CT)
Basic Security Officer Course (CT)
Basic Training for Correctional Officers (CT)
Cashier-Safety/Cashier (CT)
First Aid (CT)

**Technical and Industrial Services**

Air Conditioning, Refrigeration and Heating (CAS)
Automotive Body Repair (CAS)
Automotive and Light Truck Mechanics (CAS)
Automotive Machine Shop (CAS)
Boatbuilding (CAS)
Carpentry (CAS)
Conveyor Electrician (CAS)
Diesel Engine Propulsion (CAS)
Drafting (CT)
Gasoline Engine Mechanic (CAS)
Industrial Electronics (CAS)
Industrial Machine Shop (CAS)
Marine Electronics (CAS)
Marine Pipelining (CAS)
Plumbing (CAS)
Printing (CT)
Water/Sewage Plant Communications (CT)
Welding (CAS)

Adult Developmental Studies
Adult Basic Education
High School Review (GED)

Adult High School Diploma Studies
Art
Biological Science
English/Language/Writing
Foreign Language
History/Geography
Humanities
Mathematics
Music
Physical Science
Political Science
Psychology
Speech/Film/Theater
Sociology

OCCUPATIONAL EDUCATION
PROGRAMS OF STUDY

AWARDS/RELATED COURSE(S)
Consumer and Human Services

Certificate of Applied Science:

Cosmetology

COY 0349 Cosmetology I
COY 0350 Cosmetology II
COY 0351 Cosmetology III

Certificate of Training:

Supervised Food Service Worker
FRM 0314 Supervised Food Service Worker

General Business and Information Services

Certificate of Applied Science:

Computer Programming Training for the Disabled
EDP 0590 Computer Programming Training for the Disabled

Office Occupations

IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III
STS 0309 Office Occupations I
STS 0310 Office Occupations II
STS 0311 Office Occupations III

Certificate of Training:

Microcomputer Entry Training

Microcomputer Entry Training Skills
TYG 0310 Basic Typewriting
*Individuals with the typing speed at 30 words per minute may be exempt from completing the Basic Typewriting Class.

Health Services

Certificate of Applied Science:

Medical Assisting
MEA 0340 Medical Assisting

Practical Nursing
PRN 0340 Practical Nursing

Surgical Technician
STO 0310 Surgical Technician

Certificate of Training:

Nurse Assisting
NUA 0340 Nurse Assistant

Public and Financial Services

Certificate of Training:

Bank Teller Training
FCR 0415 Bank Teller Training

Basic Police Recruit Course
LAE 0310 Basic Recruit Training for Police Officers

Basic Security Officer Course
SEO 0210 Basic Security Officers Training Course

Basic Training for Correctional Officers
COR 0418 Basic Training for Correctional Officers

Cashier/Sales/Checker
GMR 0310 Cashier/Sales/Checker

Fire Fighters Minimum Standard Course
FMR 0422 Fire Fighter Minimum Standards Course

Real Estate Principles and Practices
RESP 0211 Real Estate Principles and Practices

Technical and Industrial Services

Certificate of Applied Science

Air Conditioning, Refrigeration, and Heating (564)
This program is designed for job entry training in the air conditioning, refrigeration, and heating fields. Instruction includes the scientific operations and principles of the common types of equipment and the technical skills that are needed to maintain and repair mechanical and electrical systems. The proper use of shop manuals, manufacturers' manuals and re-
Automotive and Light Truck Mechanics (609)

The purpose of this program is to prepare the student for entry-level employment as a automotive light truck mechanic at auto dealerships, independent garages, or other automotive repair facilities. The program also can provide supplemental training for persons previously or currently employed in these occupations.

Instruction in the diagnosis and repair of engines, fuel, electrical, cooling and brake systems, drive train and suspension systems, and radiators and transmissions is included. The course includes instruction in safe and efficient work practices, trouble-shooting skills, service and maintenance of automobiles including both domestic and imports. Both classroom instruction and shop experience are provided.

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

Students in the Automotive and Light Truck Mechanics Program should be advised by a counselor or the program manager before enrolling in courses.

Automotive Body Repair (608)

This program is designed to prepare the student for entry into the automotive body and paint trade. Work in this trade area includes basic training for positions as a helper in automotive paint and body shops, dealerships, and garages.

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

Students in the Automotive Body Repair Program should be advised by a counselor or the program manager before enrolling in courses.

Automotive Machine Shop (608)

This program is designed to provide students with job entry training in the Automotive Machine Shop. Instruction is included, but is limited to the use of precision and non-precision tools, cleaning, measuring, testing, machining, and assembling of engines. Safety and good work habits are stressed throughout this program. Employment opportunities may be found in automotive machine shops, dealerships, and garages.

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

Students in the Automotive Machine Shop Program should be advised by a counselor or the program manager before enrolling in courses.

Boatbuilding (638)

The Boatbuilding Program prepares the student for entry-level employ-
ment in the building industry. Upon completion of this 1060 hour sequence, the student will be able to identify parts of basic plans, the off-
set table, and terminologies. Training is also provided in tools and
their application and the repair end of the industry. Employment opportu-
nities in the field include, but are not limited to: new construction and
repair in the marine industry.

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

Students in the Boating Program should be advised by a counselor or the program director before enrolling in courses.

Course Number and Title | Hours
--- | ---
MTE 0360 Adhesives | 40
MTE 0361 Woodworking Materials | 40
MTE 0362 Paints and Coatings | 90
MTE 0363 Woodworking Tools and Terminology | 90
MTE 0372 Woodworking | 90
MTE 0373 Fiberglass Mat | 90
MTE 0374 Fiberglass Building | 90
MTE 0375 Fiberglass Boats | 120
MTE 0384 Marine Building | 120
MTE 0385 Marine Boats Repair | 90
MTE 0386 Marine Joinery | 90
MTE 0387 Marine Fitting | 80
SLS 0341 Employability Skills | 20
Total program hours (1060)

Carpentry (618)

This program is designed to prepare the student for entry into the
carpentry trade. Instruction in this trade area includes, but is not limited to: hand and power tools, safety, site preparation, foundation work,
frame and wall framing, roof framing, and exterior trim. Job opportunities are available in new construction, repair, and remodeling industries.

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

Students in the Carpentry Program should be advised by a counselor or the program manager before enrolling in courses.

Course Number and Title | Hours
--- | ---
IEA 0341 Pre-construction Skills | 60
IEA 0342 Wall and Floor Framing | 60
IEA 0343 Roof Framing | 120
IEA 0344 Roof Framing I | 120
IEA 0345 Site Preparation and Layout | 80
IEA 0346 Excavation | 80
IEA 0347 Construction Layout | 80
IEA 0348 Electrical Work | 80
IEA 0349 Plumbing Work | 80
IEA 0350 Lumber and Wood Finishes | 80
IEA 0351 Community Lumber | 80
IEA 0352 Foundation Sheet | 80
IEA 0353 Building Materials | 80
IEA 0354 Power Tools | 80
IEA 0355 Interior Finish | 120
IEA 0356 Hand Tools | 120
SLS 0341 Employability Skills | 20
Total program hours 1070

Construction Electricity (621)

This program is designed to prepare the student for entry into the electric-
ian trade. Work in this trade area includes, but is not limited to: new

atrical building wiring, electrical wiring associated with remodeling or
additions to existing buildings, customer service calls, installation of upgrated electrical services.

Successful completion of the pre-program courses will prepare the stu-
dent for placement in an electrical helper or assistant.

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

Students in the Construction Electricity Program should be advised by a counsel or the program manager before enrolling in courses.

Course Number and Title | Hours
--- | ---
Semi-Professional Courses
EXV 0331 Electrical Concepts and Safety | 45
EXV 0332 Electrical Hand and Power Tools | 45
EXV 0333 Special Purpose Electrical Systems | 45
EXV 0334 Electrical Materials | 45
EXV 0335 Low Voltage Electrical Systems | 45
EXV 0336 Conduit Installations | 60
EXV 0337 Switching Circuits | 45
EXV 0338 Outlet and Lighting Circuits | 45
EXV 0339 Basic Electrical Theory | 45
EXV 0340 Single Phase Distribution Systems | 60
EXV 0341 Polyphase Transformers | 45
EXV 0342 Single Phase Transformers | 45
EXV 0343 Polyphase Distribution Systems | 60
EXV 0344 Electric Motors | 45
EXV 0345 Electric Motors II | 40
EXV 0346 Electrical Services | 45
EXV 0347 National Electrical Code | 40
EXV 0348 Motor Control | 40
EXV 0349 Motor Control II | 40
EXV 0350 Electrical Reading | 40
EXV 0351 Electrical Theory | 40
EXV 0352 Electrical Theory II | 40
SLS 0341 Employability Skills | 20
Total program hours 1900

Diesel Engine Propulsion (653)

This program provides the student with a practical understanding of all
phases of marine propulsion, emphasizing mechanical, repair tune-up, and
troubleshooting procedures. Operational diesel and gasoline engines will be
used to gain hands-on experience.

In-class demonstrations by the instructor and students will aid in the
development of the manual skills necessary to produce high quality job
entry marine propulsion mechanics. Employment opportunities are
available in the shipbuilding and repair industry, marina, trucking indus-
try, and heavy equipment repair.

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

Students in the Diesel Engine Propulsion Program should be advised by a counsel or the program manager before enrolling in courses.

Course Number and Title | Hours
--- | ---
Semi-Professional Courses
AER 0301 Introduction to Diesel Engines | 80
AER 0302 Maintenance and Troubleshooting of Diesel Engines | 80
AER 0303 Maintenance and Troubleshooting of Diesel Engines II | 120
AER 0304 Caterpillar Diesel Engine Overhaul and Repair I | 80
AER 0305 Caterpillar Diesel Engine Overhaul and Repair II | 80
AER 0306 Cummins Diesel Engine Overhaul and Repair I | 80
AER 0307 Cummins Diesel Engine Overhaul and Repair II | 80
Total program hours 1070
Gasoline Engine Mechanics (633)

This program is designed to prepare the student for entry into the small engine trade. Work in this area includes, but is not limited to: tune-up, minor repair and troubleshooting for edgers, lawn mowers, rider mowers, chainsaws and trimmers. The student will be trained to use various manufacturers' manuals, identify part numbers and pricing procedures, and deal with customer complaints.

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

Students in the Gasoline Engine Mechanics Program should be advised by a counselor or the program manager before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AER 1003 Introduction to Motorcycle Mechanics</td>
<td>20</td>
</tr>
<tr>
<td>AER 1060 Motorcycle Engine Systems</td>
<td>120</td>
</tr>
<tr>
<td>AER 1061 Machine of Choice</td>
<td>120</td>
</tr>
<tr>
<td>AER 1063 Electrical and Cooling/Startin Systems</td>
<td>120</td>
</tr>
<tr>
<td>STF 1001 Fabrication With Small Engines</td>
<td>120</td>
</tr>
<tr>
<td>SBR 1001 Produce Shredding</td>
<td>120</td>
</tr>
<tr>
<td>SBR 3005 Rider Mower Engine Repair</td>
<td>120</td>
</tr>
<tr>
<td>SBR 3006 Drive systems</td>
<td>120</td>
</tr>
<tr>
<td>SBR 0410 Controls of Small Gasoline Engines</td>
<td>120</td>
</tr>
<tr>
<td>SBR 3006 Troubleshooting</td>
<td>90</td>
</tr>
<tr>
<td>SBR 3008 Ignition Systems</td>
<td>90</td>
</tr>
<tr>
<td>SBR 0415 Fuel Systems - Small Engines</td>
<td>120</td>
</tr>
<tr>
<td>SLS 0411 Employability Skills</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total program hours:</strong> 1410</td>
<td></td>
</tr>
</tbody>
</table>

Industrial Electronics (636)

This program is designed to prepare the student for a career in electronics. Graduates find employment in a wide range of electronics careers including the office-equipment technical services, computer systems maintenance, industrial process control, cable TV, electrical energy and aerospace industries.

The courses are structured to provide the student with general entry-level skills in many specialized areas of electronics technology through classroom and laboratory experience.

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

Students in the Industrial Electronics Program should be advised by a counselor or the program director before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESY 0511 Mathematics for DC Electricity</td>
<td>40</td>
</tr>
<tr>
<td>ESY 0512DC Electricity</td>
<td>80</td>
</tr>
<tr>
<td>ESY 0513 Mathematics for AC Electricity</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total program hours:</strong> 480</td>
<td></td>
</tr>
</tbody>
</table>

Industrial Machine Shop (639)

This program is designed to prepare the student for entry level employment into the Machinist trade. Work in this trade area includes, but is not limited to: lathe setup and operation, shaper setup, drill press setup and operations, shape work, and use of precision and non-precision measuring tools, setup and operation of vertical milling and grinding.

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

Students in the Industrial Machine Shop Program should be advised by a counselor or the program manager before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MCR 1611 Drafting</td>
<td>120</td>
</tr>
<tr>
<td>MCR 0122 Shaper Series</td>
<td>120</td>
</tr>
<tr>
<td>MCR 0163 Lathe Series</td>
<td>120</td>
</tr>
<tr>
<td>MCR 0424 Industrial Blueprint Reading</td>
<td>120</td>
</tr>
<tr>
<td>MCR 0431 Basic Numerical Control</td>
<td>120</td>
</tr>
<tr>
<td>MCR 0432 Measuring Tools</td>
<td>120</td>
</tr>
<tr>
<td>MCR 0425 Vertical Milling</td>
<td>120</td>
</tr>
<tr>
<td>MCR 0426 Surface Grinders</td>
<td>120</td>
</tr>
<tr>
<td>SLS 0411 Employability Skills</td>
<td>120</td>
</tr>
<tr>
<td><strong>Total program hours:</strong> 594</td>
<td></td>
</tr>
</tbody>
</table>

Marine Electronics (634)

The Marine Electronics Program prepares the student to qualify for employment on the marine electronics trade as well as other electronic occupations. Upon completion of the 1170 hour sequence, the student will be able to read and interpret schematic diagrams, apply troubleshooting procedures, operate electronic test equipment, and evaluate electronic components and circuits. Training is also provided to assist the student in passing the Federal Communications Operator and Technical License examinations.

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

Students in the Marine Electronics Program should be advised by a counselor or the program director before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESY 0511 Mathematics for DC Electricity</td>
<td>40</td>
</tr>
<tr>
<td>ESY 0512 DC Electricity</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total program hours:</strong> 480</td>
<td></td>
</tr>
</tbody>
</table>
Marine Pipefitting (637)

This program provides the student with a working knowledge of hand tools, power tools, and shop equipment used in the pipefitting trade. Students will be involved in all aspects of the program, including measurements and pipe layout procedures, as well as the installation of ship systems. Safety and proper care of tools are stressed throughout the program. This program includes the installation of shop systems, pipe building, sprinkler system installation and repair, and repair of marine equipment.

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

Students in the Marine Pipefitting Program should be advised by a counselor before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTE 0690 Welding and Layout Techniques</td>
<td>36</td>
</tr>
<tr>
<td>MTE 0692 Piping Materials - Sizing and Valves</td>
<td>30</td>
</tr>
<tr>
<td>MTE 0694 Piping Materials - Power Tools and Shop Equipment</td>
<td>130</td>
</tr>
<tr>
<td>MTE 0695 Measuring Pipe and Layout Methods I</td>
<td>120</td>
</tr>
<tr>
<td>MTE 0696 Pipe Layout and Layout and Layout and Layout and Layout and Layout and Layout</td>
<td>120</td>
</tr>
<tr>
<td>MTE 0697 Blueprint Reading and Pipe Installation for Pipefitters</td>
<td>120</td>
</tr>
<tr>
<td>MTE 0698 : SI8 Brazing and Test Welding for Pipefitters</td>
<td>120</td>
</tr>
<tr>
<td>MTE 0699 Pipe Fabrication</td>
<td>120</td>
</tr>
<tr>
<td>MTE 0696 Measuring Pipe and Layout Methods II</td>
<td>120</td>
</tr>
<tr>
<td>SLS 041 Utilization Skills</td>
<td>12</td>
</tr>
<tr>
<td>Total program hours: 1060</td>
<td></td>
</tr>
</tbody>
</table>

Welding (654)

This program is designed to prepare the student for entry into the welding trade. The student will be involved in all aspects of the program, including measurements, pipe layout procedures, and the installation of ship systems. Safety and proper care of tools are stressed throughout the program.

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

Students in the Welding Program should be advised by a counselor before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 0694 Arc Welding and Roots Welding</td>
<td>130</td>
</tr>
<tr>
<td>MTH 0695 Shielded Arc Welding and MIG Welding</td>
<td>120</td>
</tr>
<tr>
<td>MTH 0696 Gas Metal Arc Welding Pipe</td>
<td>120</td>
</tr>
<tr>
<td>MTH 0697 Gas Metal Arc Welding Pipe</td>
<td>120</td>
</tr>
<tr>
<td>MTH 0698 Gas Tungsten Arc Welding (TGA) Pipe and Tubing</td>
<td>120</td>
</tr>
<tr>
<td>SLS 044:1 Utilization Skills</td>
<td>120</td>
</tr>
<tr>
<td>Total program hours: 550</td>
<td></td>
</tr>
</tbody>
</table>

Certificate of Training:

**Drafting**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETO 0590 Drafting I — General Drafting</td>
<td>120</td>
</tr>
<tr>
<td>ETO 0590 Drafting II — Architectural Drafting</td>
<td>120</td>
</tr>
<tr>
<td>ETO 0590 Drafting III — Civil Drafting</td>
<td>120</td>
</tr>
</tbody>
</table>

**Electronics**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXV 0513 Electronics for Audio/Video</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0514 AC Power Systems</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0515 Digital Electronics</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0516 Electric Power Systems</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0517 Electronics for Digital Electronics</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0518 Digital Electronics</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0519 Basic Electronic Circuits</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0520 Advanced Electronic Circuits</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0521 Advanced Troubleshooting Procedures for Mariner Electronics</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0522 Two-Way Communication Systems</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0523 Basic FCC General Radiodetection License Preparation</td>
<td>120</td>
</tr>
<tr>
<td>EXV 0524 Advanced FCC General Radiodetection License Preparation</td>
<td>120</td>
</tr>
<tr>
<td>SLS 0441 Utilization Skills</td>
<td>120</td>
</tr>
<tr>
<td>Total program hours: 1060</td>
<td></td>
</tr>
</tbody>
</table>
ETD IV Drafting IV — Mechanical and Electrical Drafting
ETD IV Drafting V — Computer Aided Drafting

Printing

GRA 03 Printing

Water/Sewage Plant Communications

APC 0221 Water and Sewage Plant Related Communications
The department of Student Affairs is dedicated to the provision of high-quality services designed to promote the successful achievement of student goals. Student Affairs is committed to a close and cooperative working relationship with all other departments within the College to achieve the common goals of student development.

The explicit purposes of Student Affairs are:
- To provide direct services, counseling, training, and educational programs necessary to support students in the pursuit of their educational goals and
to prepare, in concert with other College professionals, the student for
career direction and a clear purpose.

Student Development Outcomes

The Department of Student Affairs is committed to facilitation of the key student development outcomes. Self-Detachment relates to responsibility as it relates to values, achieving one's own thinking and
development, and career objectives based upon a clear understanding of one's
goals, values, wants, resources, and responsibilities. The services offered by Student Affairs are intentionally designed to promote these two outcomes. The department also makes an effort to promote these outcomes throughout the College and within the curriculum.

Admissions

Admissions services are provided by the Office of Admissions and Student Aid. These services include new students, FICCI programs, providing pre-enrollment information, recruitment of students, and assisting students in applying to the College.

Admissions criteria include the entry of current and prior students to the College and help ensure that the application process is smooth.

Students are encouraged to visit campus Admission and Student Aid Office for personalized services in making the transition to College.

Academic Planning

Counselors and advisers are available to assist students with the planning of their academic goals. Academic advising is available to help students identify career, academic, and workforce goals and assist with academic problems. Students are encouraged to seek advice on a regular basis to ensure their educational objectives. Appointments may be scheduled through the Student Affairs Office on each campus.

Counseling

Career, academic, and personal counseling services are provided by the Student Affairs Office. Counselors are available on each campus and students are encouraged to consult with them about issues relating to interpersonal relations, study skills, or any life-coping concerns.

Career Planning Services

As a part of the College's role in helping individuals reach their full potential, career planning services are offered through the Student Affairs Office on each campus.

Students who are interested in their future career paths are encouraged to make an appointment with a counselor on the campus of their choice to begin the career-planning process.

A variety of services are available in the Career Planning Center.

- Career Counseling
- Career Research (with up-to-date information on occupations, job requirements, and career opportunities)
- CHOICES (a easy-to-use computer program that will help students with career decisions)
- Career counseling, workshops, and seminars

Additionally, the Counseling Center offers outreach services to interested individuals who are interested in career planning or a career change.

Business and Industry may contract for career planning services. The contracts may include provision of the above listed services and other customized services tailored to meet the needs of the business.

Job Placement Services

Job Placement Services assume the responsibility of helping students make a smooth transition from college to meaningful employment. In addition to helping students and graduates locate jobs, Job Placement Services helps students develop the skills necessary for successful job hunting and job selection.

Special Services for Disabled Students

A variety of specialized support services are available for disabled students of the College. These services include:
- Career Counseling
- Tutoring Services
- Disability Services (for visually impaired students)
- Placement Services (for hearing impaired students)
- Reorientation Services
- Special Parking Permits (for mobility impaired students)
- Special Early Registration Approval
- Job Placement Services
- Availability of substitute courses for graduation
- Lease Program for Telecommunication Facilities, etc.

For additional information, students should contact the Technical Assistant on campus who plans to attend school. Disabled Student Services at 666-6766 voice for TTY.

Campus Records and Registration Office

The Campus Records and Registration Office provides information regarding registration, academic records, and graduation. The Office also accepts applications for admission, transfer requests, enrollment verification requests, and student record changes such as address, name, and grade changes.

Assessment Services

Credit-By-Examination

A student may earn up to 15 semester hours credit toward an associate degree through credit-by-examination. This may be in combination of advanced placement, College Level Examination Program (CLEP), standardized tests, and/or transfer credit. Credit is awarded within 90 credit-hour limit may be obtained by participants in the proficiency examination.
Program. For more information regarding the following tests, contact the Campus Records and Registration Office or Assessment Services.

ADVANCED PLACEMENT TEST (AP) is a nationally developed program for acquiring college credit while enrolled in high school. Credit is granted for scores of 3, 4, or 5 on approved tests. Fees are set by the College Entrance Examination Board.

INTERNATIONAL BACCALAUREATE PROGRAM (IBP) is an internationally developed program for acquiring college credit while enrolled in high school. Credit is granted for designated scores on individual tests for the IBP diploma.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) is a nation-wide developed program for credit-by-examination. Credit may be granted for scores of or above the established credit score on approved tests. Fees are set by the College Entrance Examination Board.

PROFICIENCY EXAMINATION PROGRAM (PES) is a Florida Community College at Jacksonville program for awarding college credit by examination. Fees are set by the College Board of Trustees. Test fee: $35.

SUBJECT STANDARDIZED TESTS (SAT) is a program developed for military personnel by the Department of Defense for awarding credit-examination under the auspices of Defense Activity for Non-Traditional Educational Support (DANTES). Credit on approved tests will be awarded for scores of or above levels approved by the State Board of Education. Information, applications, and a list of approved tests may be obtained from the College for Achievement (CFA) office on local Navy bases or Education offices in other branches of the military service. Fees are set by DANTES. Students may submit credit earned through DANTES for Florida Community College credit evaluation through Assessment Services. Approved tests are listed in the 'Earn College Credit by Exams' brochure and credit will be awarded for scores of or above levels approved by the State Board of Education.

Achievement/Entrance Exams

Assessment Services administers the American College Test (ACT) on nationally scheduled test dates. Information on this test may be obtained from Assessment Services or the Campus Records and Registration Office.

In certain FCJ programs (Allied Health), an academic skills test may be required. The California Achievement Test (CAT) is one such test. The program advisor for each program has information on these test requirements.

COLLEGE PLACEMENT TESTING is required of all degree-seeking college credit students in order to assist them with course selection. Non-degree seeking students planning to enter degree seeking programs must also test.

FCJ utilizes the Florida MAPS as an entrance placement test. The MAPS includes subjects of writing, reading, and math skills.

FCJ also accepts scores of the ACT, SAT, and ASSET. These scores may exempt students from further testing. Students should have an official copy of these scores sent to the address listed below at least three weeks prior to registration for classes.

FCJ Assessment Services
Kent Campus A106
3039 Roosevelt Blvd.
Jacksonville, FL 32210-3898
Information is available from Assessment Services, the Campus Testing Coordinator on any campus or from the Campus Records and Registration Office.

HIGH SCHOOL TESTING is required of high school completion students. Refer to the high school completion section of this catalog for further details.

Other Testing Services

COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLASS T) is a statewide test of college-level communication and composition skills developed by the State of Florida, and required of all sophomores before they may receive an Associate in Arts degree.

The CLAST is designed to test the communication and composition skills that are judged by state university and community college faculty to be the generally representative of the eleventh grade level of achievement. The test is required by Florida statutes and rules of the State Board of Education.

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

1) plan to complete the Associate in Arts degree; or
2) plan to complete the Associate in Science degree and transfer to upper level programs.

Students who do not take the test and achieve satisfactory scores will not be awarded the Associate in Arts degree. Students who have passed three of the four CLAST subjects may enroll in a state university for up to 36 semester credits in upper division before being required to pass the fourth subject. The CLAST requires that each student must submit an application to each college transferring to from private colleges in Florida and from out-of-state colleges.

Students are not encouraged to register for the CLAST prior to completion of the general education requirements in English, math, and reading.

Additional information on CLAST is available in the Campus Records and Registration Office and Assessment Services.

CAREER TESTING is available on each campus. Aptitude, interest, and personality tests are available which can provide information useful to career decision-making. Contact the Campus Career Development Counselor for further details.

COMMUNITY SERVICE TESTING is provided for the following examinations:

ACT/PREP is a national program to provide credit by examination. Credit for this exam is accepted by FCJ on approval tests. Information for the ACT/PREP may be obtained in Assessment Services.

DENTAL CERTIFICATION EXAMINATION is administered through the Dental Assistant National Board, Inc. for certification of Dental Assistants. For application and information concerning fees, contact the Dental Program at the North Campus.

INSTITUTIONAL TESTING is provided to those persons who need specific testing conditions, such as testing for a correspondence course. Arrangements for testing services must be made through Assessment Services in advance of the testing date.

MULTIPLE INSURANCE LICENSING is prohibited to those persons wishing to enter the insurance profession. The test is developed, administered, and scored through Educational Testing Service. Applicants must apply to the State Insurance Commission for authorization to test.

NURSING ASSISTANT CERTIFICATION EXAM is given to those persons seeking State Certification in the nursing assistant profession. Fee is $10.00 for the written examination and $40.00 for oral exams. Registration for the test is through the Campus Records and Registration Office.

Student Aid

Florida Community College at Jacksonville has a wide variety of aid available for students who apply and qualify for financial assistance. There
is an Admissions and Student Aid Office on each campus whose primary purposes are to assist students in mainstreaming and the student aid application and award process. Proper registration is a prerequisite for the receipt of all student aid.

FINANCIAL AID

Types of Aid:
Provided by the Federal Government

Pell Grant:
Awards are based on need and are up to 50 percent of the cost of education for Fall and Winter Terms.

Supplemental Educational Opportunity Grant:
Awards are available to those who have exceptional need. Awards range from $200 to $1,650 for the academic year.

College Work-Study:
Part-time employment up to 20 hours per week is available to those with financial need. Jobs are on campus. The hourly wage is $5.00.

Perkins Loan:
Low interest loans for those who qualify on the basis of family income. Loans are repayable in installments nine months after the borrower is no longer enrolled in college at least half-time. Maximum is $2,250 per academic year.

Provided by State of Florida:

Florida Student Assistance Grants:
Up to $1616 total for Fall and Winter Terms to Florida residents who demonstrate the greatest financial need and the most promise for academic success.

College Career Work Experience Program:
Pays selected students with financial need to work in their declared major area of study with qualified private and public employers.

Guaranteed Student Loans:
Qualified students may borrow up to $2,625 per academic year not to exceed educational costs.

Scholarships and Talent Grants
Provided by State of Florida:

Florida Academic Scholars' Fund:
Awarded to entering freshmen who are Florida residents, graduated at upper 2 percent of their high school class, scored a 20 on the SAT or 29 on the ACT, and have a 4.5 GPA. Award for selected students is approximately $300 per term.

Provided by Florida Community College:

Academic Achievement Scholarship:
A $1,100 scholarship for the academic year to selected entering college students with a minimum 3.5 high school grade point average.

Scholars Award:
College students who have earned at least 12 semester hours with a minimum 3.5 cumulative grade point average may be considered for these $850 scholarships.

FCCJ/UNF Scholarships:
Pays tuition costs at FCCJ and UNF for one outstanding graduate from each public high school in Duval and Nassau Counties and designated accredited private high schools in Duval County. Student is recommended by the principal.

FCCJ/JU Scholarships:
Pays tuition costs at FCCJ and JU for five outstanding students with a minimum 3.5 g.p.a. and 1,000 SAT or equivalent. Student must rank in the top 15% of the high school graduating class.

FCCJ/FAMU Scholarships:
Pays $600 per academic year at FCCJ and $1,000 per academic year at FAMU. Student must have a minimum 3.5 g.p.a. and rank in the top 15% of their high school graduating class.

General Academic Scholarships:
A $500 scholarship for the academic year to selected entering college students with a minimum 3.00 high school grade point average.

FCCJ Foundation Scholarships:
Each year, the FCCJ Foundation, Inc., provides funds for scholarships to selected students with defined academic abilities, talents or designated programs of study.

Need-Based Scholarships:
A portion of funds collected from tuition payments is designated as awards to needy students. The criteria and awards to students approximate those for the Supplemental Educational Opportunity Grant.

President's Award:
Provides grants for students in special categories who discover and develop themselves academically and demonstrate exceptional potential for success in college. Some categories are: Basic Bowl, Vocational Student Organization, First Coast Mathematics Competition and the Science Fair Award.

Black Incentive Grants:
Provides up to $1000 a year for selected black students who meet the academic criteria.

Disabled Student Grant:
Provides up to $500 a year for properly certified students.

Talent Grants:
Pays tuition and fees at FCCJ for those selected with outstanding talent in the following areas:

- Athletics
- Music
- Drama
- Art
- Forensics
- Student Government Association/Leadership
- Minority Incentive
- Miss FCCJ
- Beauti brawl
- Math Olympics
- Student Newsletter
Short-term Loans
Available to students with documented need and ability to repay who have no other source of funds with which to meet temporary costs of education.

FCCJ Student Work Program

Student Assistants:
The purpose of the Student Assistant Program is to supplement the college's regular work force with student employees. Students that work on campus in positions requiring technical skills are paid $5.00 per hour for a maximum of 20 hours per week.

Application Process and Eligibility

The College Scholarship Service Financial Aid Form is used to determine eligibility for federal financial aid. These forms are available at each campus Admissions and Student Aid Office. Students should apply early, preferably by March 15. It takes approximately six weeks to process an application and make an award.

When requesting aid from federal sources, students need to provide documentation such as:
- IRS Form 1040 or 1040A, or 1060EZ with all W-2 forms.
- For non-taxable income written statements from agency providing funds (Social Security, AFDC, unemployment compensation, veteran disability or death benefits)
- For proxy or child support: copy of divorce decree or separation order

Once aid has been established, a "package" of financial aid is offered. This package will usually include some combination of loans (which must be repaid), grants (which need not be repaid) and part-time employment assistance provided without regard to race, sex, physical handicap, or age.

In order to be eligible for federal financial assistance, a student must be enrolled at least half-time in a college credit program or in an eligible vocational program. A listing of eligible vocational programs is maintained in campus Admissions and Student Aid Office.

The campus Admissions and Student Aid Office should be contacted for enrollment criteria pertaining to state and college awards.

Students admitted under the following classifications are NOT eligible for federal financial aid:
- Special student
- Non-degree seeking
- Accelerated college
-Audit
- Early Admission

Dual Enrollment

In order to be eligible for financial assistance, students must submit applications each year and maintain satisfactory progress.

Financial aid transcripts from other colleges attended are also required.

Academic Progress

Financial aid standards of progress are contained in the Student Aid Administrative Procedure Manual. These standards are given to the student at the time they apply for aid. Additional copies are available at each campus Admissions and Student Aid Office.

Student Aid Appeals

Any administrative action taken as a result of the application of the academic program policy may be appealed by the student. Financial aid that has been denied by the Student Aid Advisory Committee is available at campus Admissions and Student Aid Office. Determinations of financial aid that has been denied by the student may result in refusal to remain as a student at the college.

Veterans Affairs

A veteran representative is located in the Admissions and Student Aid Office on each campus to provide information and assistance pertaining to educational assistance for veterans.

Types of Programs, Eligibility and Benefits
Veterans benefits are a form of student aid awarded to eligible persons based on their military service. There are currently six programs provided under Title 38 of the United States Code which authorize payment of educational benefits to eligible persons.

Chapter 30—New GI Bill
Provides benefits to members of the armed forces who entered into active duty for the first time after June 30, 1985.

Chapter 31—Disabled Veterans
This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. In order to be eligible, a veteran must have a service-connected disability which entitles the veteran to disability compensation.

Chapter 32—Veterans Educational Assistance Program
This program provides benefits to persons who initially entered service after December 31, 1976. Service persons were "vive contributés" to the education fund with their own contributions matched by the VA at the rate of two dollars for every dollar contributed by the service person.

Chapter 33—Vietnam Era Veterans
The Vietnam Era GI Bill provides benefit payments to veterans whose period of active service began on January 3, 1971 and prior to January 1, 1977. Veterans may be eligible if they had at least 180 days of continuous active service and were discharged under conditions other than dishonorable. The veteran must be 65 years from the date of discharge and separated from active duty to use the entitlement. The final filing date for all Chapter 33 benefits is December 31, 1989.

VA Educational Benefits*

<table>
<thead>
<tr>
<th>Type of Education</th>
<th>Ent. Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>$10,000</td>
</tr>
<tr>
<td>Full-time</td>
<td>$6,000</td>
</tr>
<tr>
<td>Three-quarter</td>
<td>$2,800</td>
</tr>
<tr>
<td>Part-time</td>
<td>$1,800</td>
</tr>
</tbody>
</table>

* For Chapter 33 recipients, contact the campus Admissions and Student Aid Office for payment under other programs.

Chapter 35—Survivor and Dependents

 Sons, daughters, spouses, and surviving spouses of veterans who died in service who died as a result of a service-connected disability, or who became permanently and totally disabled as a result of a service-connected
disability, may be eligible for VA educational benefits. Benefits are paid at the single rate.

Chapter 106—Selected Reserve Program

Members of the selected reserve who are certified by their unit commandant and the VA may receive $140 per month for full-time enrollment and $70 per month for half-time enrollment.

Application Process

—Students should go to the Admissions and Student Aid Office on campus and complete the necessary applications.
—Provide copy of DD214 for veteran or Certificate of Eligibility from VA for survivor or dependents.
—Provide copy of marriage license and baby certificate, if applicable.
—NOTE: One dependent of veteran charges per year is available for those who qualify.

Enrollment Restrictions

For an eligible student to receive VA benefits, the student’s enrollment must be certified by the College. There are restrictions as to the programs and courses for which a student may be certified.

1. A student may only be certified for programs, courses, and terms that have been approved by the state approving agency.
2. A student may only be certified for courses which are required for graduation in an approved program. Veteran student enrollments are audited against program requirements.
3. A student may not be certified for any program or course after unsatisfactory progress until the cause of the unsatisfactory progress has been resolved through counseling.
4. A student may not be certified for an audited course, a course for which the student has previously received credit, or within one year, the repeat of an I grade.
5. Veterans must follow the program or study outlined in their Graduation Status sheet.
6. An individual who enrolls exclusively in independent study courses, including correspondence courses, will be ineligible for benefits.

Students are required to notify the Office of Admissions and Student Aid each time they make a change in enrollment.

Standards of Progress

College Credit

In order to continue to be eligible for certification to receive benefits under Chapters 30, 31, 33, 34, 35 or 36, Title 38, U.S.C. 600, veterans and other eligible persons must achieve satisfactory progress toward educational goals by meeting the following standards:

1. Students who have attempted 20 or less than 45 semester hours must have an FCCJ cumulative grade point average of 1.50 as measured by the college credit grading system.
2. Students who have attempted 50 or less than 75 semester hours must have an FCCJ cumulative grade point average of 1.75 as measured by the college credit grading system.
3. Students who have attempted 45 or more semester hours must maintain an FCCJ cumulative grade point average of 2.00 as measured by the college credit grading system.
4. Students who fail to attain, or drop below, the required FCCJ cumulative grade point average, will be placed on probation for one term.
5. Students who fail to attain the required FCCJ cumulative grade point average after being on probation for one term will be reported to the Veterans Administration as making unsatisfactory progress.
6. Non passing grades (NP or W) will be reported to the Veterans Administration.

Veterans required for failure to attend class for two consecutive weeks will be contacted by the Director of Admissions and Student Aid. In the absence of satisfactory explanation and immediate reestablishment of attendance, the veteran will be reported to the VA as having interrupted attendance in that course as of the beginning date of the two-week period of absence.

Continuing Education

In order to continue to be certified to receive VA educational benefits, a veteran must achieve satisfactory academic progress toward the declared and approved educational goal by meeting the following standard:

The veteran must be evaluated by the professor as satisfactorily at the end of each term. Grades "S" or "F" are considered satisfactory progress.

Veterans are allowed three days of unexcused absences per calendar month. Excused absences are those occurring for the reasons cited herein, and officially accepted by the Director of Admissions and Student Aid.

Personal Illness

Must be supported by a physician’s signed statement on letterhead stationary. The correct date the student was incapable of attending classes.

Death in Family

Certified to death of parent, spouse, children, brothers, or sisters only.

Must be supported by valid evidence indicating date of death and relationship of deceased person to the veteran.

Jury Duty

Must be supported by a document from the court showing dates of jury service.

Documentation of excused absences must be submitted not later than the tenth calendar day of the month following the month in which the absence occurred.

All absences (excused or unexcused) are reported to the Veterans Administration. Partial days of absence are converted to full days. Persons registered for excessive absence will be eligible for re-certification at the beginning of the following term provided other enrollment criteria are met.

Continuing Education Tardiness Policy

Up to 30 minutes late, the student is marked “ tardy.”
After 30 minutes, the student is marked “ absent.”
Three tardiness in one week will be counted as one day of absence.

Standards of Conduct

Conduct standards for financial aid and veteran students are the same as those for all students, and are set forth in this catalog.
Deferment and Short-Term Loan Due Dates

The VA deferment and short-term loan due dates are determined as follows:
1. If the term is at least 60 calendar days in length, the obligation must be cleared not later than 60 calendar days from the beginning date of the term.
2. If the term is for less than 60 calendar days, the obligation must be cleared not later than 10 calendar days from the end of the term.

NOTE: If the date falls on a Saturday, Sunday, or holiday, it may be paid the next working day.

Community and Co-curricular Activities

The Community and Co-curricular Activities Program is designed to offer opportunities for the social and cultural development of students, as well as to enrich student life and the community. Information about the program is published in the Student Activity Calendar and the Student Activity Newsletter.

Some of the programs offered include:
- Art Series - a wide range of professional events in the area of musical theater, pop, drama, and dance;
- Film Series - includes many classics and a variety of contemporary and popular film selections;
- Art Exhibits - include student art exhibits in the Fine Arts area of the South Campus as well as numerous guest exhibits;
- Special Events - include events such as the Talent Variety Show, the Christmas Dance, the Spring Dance, and the Miss FCCJ Pageant.

In addition, numerous on-campus events are held each term, such as yard sales, aces, magicians, chess and bridge exhibitions.

Student: Activity Card

All college credit students receive activity cards (registration receipts) for each term at the time of registration. This card is required to pick up tickets for the Art Series events and for special discount passes available from the Student Activities office. Continuing education students must show their registration receipt to pick up tickets. Students must pick up their own tickets.

Performing Organizations

These organizations offer college credit or have emerged from college credit courses. A wide variety of quality educational offerings provide diverse activities that enrich individual students and the college at large, and contribute to the community. Included among these organizations are the FCCJ Chorale, The Jazz Show Choir, FCCJ Players (drama), the Jacksonville Concert Chorale, the Jazz-Rock Ensemble, and the Symphonic Band.

Student Government Association

Each campus has a Student Government Association (SGA) which is recognized as the official student organization representing students at the college. The SGA of each campus is charged with the responsibility of participating in the college governing process through the student, faculty, and administrative Campus Councils. Each campus SGA also participates in the SGA Executive Board, thus coordinating the college-wide needs of students. Each campus SGA is a member of the state-wide Florida Community College Student Government Association.

Campus Organizations

Numerous campus student organizations are available at FCCJ. Some of the organizations include Phi Theta Kappa, an organization which recognizes academic achievement; Forensic Team; literary and art magazine; Brain Bowl Team; and the International Student Association. The student activities office provides assistance and encouragement to those interested in starting new organizations, and supports for existing organizations.

NOTE: The organization advisor, president, and treasurer should contact the campus Student Activities Office for complete information before any financial transactions are initiated or any membership dues are collected.

Intramural-Recreational Activities

Both group and individualized intramural-recreational activities are provided by the college. Activities include flag football, volleyball, badminton, basketball, archery, soccer, softball, tennis, bowling, table tennis, horseshoes, billiards, and golf. Special discounts passes to a variety of community recreational facilities, including bowling, golf, driving range, pier-pont golf, and movies are also available at substantial savings from each campus Student Activities office.

Intercollegiate Athletics

A diverse program of intercollegiate athletics is available at the college. Basketball, and golf are sports activities based at the South Campus. North Campus is the location for baseball, softball, cross-country, and track.

Students may participate in the college-wide intercollegiate athletic program irrespective of the campus where they attend classes. Anyone interested in participation should contact the coach on the campus at the Director of Athletics.

The college is a member of the Mid-Florida Conference of the Florida Community College Activities Association, and the National Junior College Athletic Association.
Due Process Procedures

These procedures contain regulations for dealing with alleged student violations of College standards of conduct in a manner consistent with the requirements of due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

Attendance at the College is a privilege, and in order to maintain the College ideals of scholarship, character, and commitment to excellence, the right is reserved by the College to establish rules and regulations to further those ideals which require student compliance for the welfare of the College community. These rules and regulations are found in Board Rule 61.57.11.1 It is the intent of the College that students understand that individual rights involve associated responsibilities, and that individual rights must be viewed in relationship to the health, safety, and welfare of the College community.

Students enrolled in any degree, diploma, or certificate program are subject to federal and state laws, respective county and city ordinances, and all rules and regulations of the College.

Student Discipline Procedures

Violations of published laws, ordinances or rules and regulations may subject the violator to appropriate disciplinary action by the College authorities.

Prior to any disciplinary actions taken, the student is entitled to procedural due process. This means that the student shall be provided:

1. Reasonable notice of the charges
2. A general time frame for resolution
3. An opportunity to present his/her side of the controversy

Disciplinary action, unless otherwise provided by law, may include fines; the withholding of diplomas, certificates or transcripts (pending compliance with rules or payment of fines), restriction, warning; and/or the imposition of probation, suspension or permanent dismissal.

The President, a Vice President/Provost, or an appropriate designated College officer may, without a hearing, temporarily order the removal from College property of an individual charged with a serious offense that is deemed to present a clear and present danger to the welfare of the College. The student ordered removed will be required to remain off College property until a hearing is provided regarding the matter. The removal can last up to five College days. In the event of the temporary removal, a written notice of the hearing will be mailed (certified) prior to the expiration of the five days.

The following violations of the code of conduct are outlined in the Board of Trustees Rules:

Any act or behavior on the part of the student which tends to interfere with or otherwise disrupt the orderly conduct, processes, functions and/or interests of the College is expressly prohibited.

Such acts or behavior may include, but are not limited to the following: consumption of alcoholic beverages on campus or at a College function, illegal use or possession of drugs or narcotics, cheating in any form, sexual harassment, use of obscene or abusive language, gambling, loitering as defined in Chapter 240.526, Florida Statutes, vandalism or destruction of property, falsification of records or documents to the College, unauthorized use of the college name, badge or uniform, conduct, violence against any member or guest of the college community, theft or willful destruction of college property or the property of members of the college, interference with the freedom of movement of any member or guest of the college, obstruction of the normal processes and activities of the college community, deliberate interference with the rights of others, violation of a federal, state, or local law, a county or city ordinance, repeated offenses of a less serious nature, or any other offense reasonably deemed to be contrary to the best interest of the college.

All alleged student violations of the Board Rules of the College are referred to the office of the campus Student Affairs Dean. Any administrator, faculty member, guest of the College, law enforcement official or student may allege a violation against any student.

The Student Advocacy Officer will represent the Vice President of Student Affairs in matters of student rights and responsibilities to ensure fair treatment of students, adherence to principles of due process, and the timely resolution of all matters.

Guidelines for procedural due process are available in the campus Student Advocate Office. Students who have questions or are in need of assurance should contact the Student Affairs Dean on their respective campus or the Student Advocate Officer.

Student Appeals

Every reasonable effort should be made to resolve informally any dispute between a student and the college at the level at which the dispute arises. Recognizing that such matters cannot always be resolved informally, FCSU provides an informal process through which students can appeal the application of certain college rules and regulations and the assignment of the final grade. In all cases, it is the intent of the college to assure the fair and equitable treatment of students.

Students wishing to initiate a formal appeal should contact the Office of Student Affairs on their campus. This office will provide the information and guidance necessary to initiate a student appeal.

Suspension, Termination or Cancellation of Enrollment

The college reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for disciplinary reasons.

Student Records and Privacy

Pursuant to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, students and their parents are advised of certain practices and procedures at Florida Community College at Jacksonville which relate to student records.

Once a student reaches the age of 18, OR is enrolled in a post-secondary program, parents no longer have any rights to student information under this law unless the student gives written consent to release the information to the student's parents. OR, the parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

Under this act, a student or parent of eligible, will be accorded access to the student's record within a reasonable time after the submission of a written request to the custodian of the record. Suitable arrangements will be made by the college to permit the record to be reviewed in the presence of a representative of the custodian of the record. Either the student or parent of eligible has the right to challenge the contents of any record he or she believes to be inaccurate, misleading, in violation of the student's rights or otherwise inappropriate, and to insert into the record any written explanation of any matter therein. The record challenged shall be considered challenging on the matter of which the student or parent of eligible has presented to the custodian of the record. The custodian of the record shall make a decision as to the conclusion of the hearing. This decision may be appealed by the student or
parent (if eligible) through established procedures on the Student Appeals Review Committee. Action by the college president on an appeal is final.

A student or parent (if eligible) must consent to the release of any student information other than directory information to any person or agency. This consent must be in writing, signed, dated, and must specify the information to be released, the reason for release, and the name of person to whom the information is to be released.

The following records are maintained in the student file: application for admission, transcripts from other colleges, academic history records, and general correspondence.

The following information about an individual student is classified as "directory information" and will be released upon request to any person. The individual student or parent (if eligible) has a right to request in writing the restriction of the student's record that all or any part of the directory information NOT be released. The request to withhold directory information must be submitted annually.

1. Name
2. Address
3. Major field of study
4. Dates of attendance
5. Degrees or awards received

General Information

Health Services

As a community-based institution, ECCJ relies on health services provided within the community for students. Various health agencies are brought on to campus periodically to make these services available to students. Arrangements and coordination are handled by the Student Affairs offices, and Health Services office. Drug and substance abuse and AIDS information centers are located on each campus library.

Emergencies and First Aid

The campus security officers should be contacted in situations requiring the rendering of first aid. In the case of emergencies involving students who have a physician on record, whose physician cannot be contacted, or whose family does not reside in this area, the student will be transported to the emergency room of a nearby hospital by private means of transportation of the student's choice, or by the City Rescue Squad. Expenses involved are the responsibility of the student.

Accident Reporting

Any accident should be reported immediately to a security officer. Any driver of a vehicle involved in an accident resulting in injury or death in another, or property damage in any amount, must immediately notify a security officer who will contact the sheriff's office for investigation and accident report.

Health and Accident Insurance

The college has made available a Student Health and Accident Policy which can be purchased on an optional basis. Information can be obtained at the campus Office of Student Affairs.

Housing

The college does not maintain housing facilities for students, nor does it maintain a list of approved housing.

Parking

Faculty, students, and staff may park in the student residence area. The individual must have a parking permit, which is issued by the Public Safety Department. Facilities are available at each campus office.

Bookstore

The college's bookstores are operated by a commercial bookstore operator. Textbooks, supplementary materials, supplies and other items are available through each campus bookstore. Requirements for the course for which the individual is enrolled should be obtained prior to the purchase of books and supplies. Financial arrangements are made between the individual and the bookstore.

Food Services

A food service area and vending machines are located at each campus.

Smoking

Smoking is not permitted in classrooms, laboratories, libraries, auditoriums, gymnasiums, equipped areas, or other designated areas. This applies to both the day and the evening classes.

Substance Abuse

Florida Community College at Jacksonville has long prided itself as a public institution whose mission is to foster human potential by providing an educational environment in which individuals can understand and more clearly their relationships and responsibilities to family, community, and society.

As part of the shared values, the College recognizes its responsibility to build and maintain a living environment which encourages all individuals to utilize their potential and to provide the diverse learning support and growth opportunities each person needs to be successful.

The administration, Student Services Office and Security Department are committed to enhancing a positive campus environment through college-wide educational programs for all students. Faculty and staff that relate to alcohol and drug abuse are involved in the College's alcohol/drug information centers. The College also seeks to ensure compliance with federal, state, local, and city ordinances.

Library and Audiovisual Services

Learning Resources Centers housing library and media services are located on each campus.

The center contain collections of books, periodicals, microfilm, and parthefile material designed to support college instructional programs. Group instruction and individual assistance with library usage is provided by an experienced professional staff. Each center provides audiovisual materials, equipment, and media production assistance for the students, faculty and administration in its geographical area.
Distribution of Leaflets and Posters

Students who want to distribute any kind of printed matter, such as posters, leaflets, or flyers, among the student body on campus must secure approval in advance. The Student Activities office will provide to students lists of certain rules governing the distribution of printed matter. The purpose of these rules is to keep the campus attractive and free of litter.

All posters, banners, showcards, etc., must be approved by the Student Activities office. All materials will be placed in those areas specified.

Student Travel

Trip approval and travel requests may be obtained through the Student Activities office.

Trips that interfere with any individual student's classroom responsibilities will be discouraged.

The faculty advisor will accompany the group or organization on all approved trips.

Occupational Education Safety

Students enrolling in Associate in Science, Associate in Applied Science, or Continuing Education industrial education programs are required to supply their own personal protective safety equipment, hard hats and work boots or shoes by the third week of class. Personal protective safety equipment should comply with applicable medical standards and hard hats should be of an industrial grade.

At the beginning of each term, faculty will provide students with shop safety rules and a list of required personal protective safety equipment and hand tool requirements and their approximate costs. Obtaining required equipment and observing prescribed safety rules are mandatory for continued enrollment in industrial education programs.

Regulation Changes

The college reserves the right to change rules, regulations, policies, and procedures at any time.
Learning Resources Centers

A Learning Resources Center (LRC), offering a full range of assistance to students, faculty and staff in the learning process, is located on each of RCCJ's four campuses. The wide variety of materials found in the LRCs consists of carefully selected books, periodicals, pamphlets, microforms, films, filmstrips, slides, records, audio and visual tapes. These materials support the instructional programs found on the respective campuses as well as the research, enrichment, and recreational needs of the students and faculty.

LRC Services

The LRCs provide competent library services through knowledgeable, courteous librarians and staff who assist users with the materials and equipment. The open stack design of each LRC allows library users the opportunity to browse through the print collection and locate needed materials on their own.

Available services in the LRCs include circulation, reference, reserve, stacks, periodicals, and interlibrary loans. Several LRCs have group study rooms and individual study carrels available for student and faculty use. Listening and viewing equipment and facilities are available as well as facilities for handicapped users. Assistance and facilities for faculty are available for the design and production of a wide variety of instructional materials including black and white photographs, color slides, overhead transparencies, audio and video tapes.

LRC Features

Various LRCs also are equipped with typing rooms, conference rooms, copying machines and outside book return drops. A Union Catalog provides access to the materials located in all four of the LRCs. In addition, the college is a member of the Southeastern Library Network (SOUNET), and most of the centralized technical processing of library materials done at the college utilize the features of that automated system.

Students are urged to familiarize themselves with the rules which have been established to the interest of all who use the LRCs. These procedures, along with other information designed to aid the student, will be found in the library handbooks and other printed materials distributed through the respective LRCs.

Hours of operation are posted at each LRC and generally correspond with the campus hours of operation.

Learning Laboratories For Individualized Instruction

Each campus has a fully staffed learning laboratory for individualized instruction open for student use on a drop-in basis. In these labs, students may pursue self-paced instruction through a variety of learning aids and may receive assistance from tutors in a number of subjects. Students may stop in during day or evening hours (hours are posted at the learning lab) and consult a tutor, use the various learning aids, and review for one or more of their courses.

In addition, practice tests and learning materials are available to assist students in assessing their readiness to take the College Level Academic Skills Test and preparing to increase their performance on this standardized test.
Financial Information

College Credit Registration Fees*

The registration fee for college credit courses shall be:

<table>
<thead>
<tr>
<th>Per Semester Hours</th>
<th>Florida Residents</th>
<th>Non-Florida Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$24.00</td>
<td>$67.75</td>
</tr>
</tbody>
</table>

Additional Fees

Late Registration Fee

Any student who registers for the first time in a term after all scheduled registration has ended will be assessed a $25.00 late registration fee.

Science Laboratory Fee


Fine Arts Fee

<table>
<thead>
<tr>
<th>Per Course</th>
<th>All applied music courses, one credit hour</th>
<th>ART 1101C, ART 1133C</th>
<th>ART 2110C, ART 2111C, ART 2112C, ART 2113C</th>
<th>ART 2153C</th>
<th>ART 2400C, ART 2401C</th>
</tr>
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<tbody>
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</tr>
<tr>
<td>$60.00</td>
<td>$7.50</td>
<td>$10.00</td>
<td>$25.00</td>
<td>$10.00</td>
<td>$12.00</td>
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</table>

Materials Fee

<table>
<thead>
<tr>
<th>Per Course</th>
<th>ART 2510C, ART 2520C, ART 2700C</th>
<th>ART 2700C</th>
<th>HHD 1500C, 1300C</th>
<th>HHD 1550C</th>
<th>MUI 1500C, 1510C</th>
<th>PCC 1101C, PCC 1102C</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Graduation Fees and Fees for Ceremonies Conducted for Special Programs

Graduation Fee

<table>
<thead>
<tr>
<th>Associate Degree</th>
<th>$10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each additional Associate Degree</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Late Fee

$5.00

Fees for Ceremonies Conducted for Special Programs

The President or official designee shall determine the items to be purchased by the College which will permit the conducting of ceremonies in accordance with established traditions for special programs, primarily in the health-related education areas. The charge to the student shall not exceed the cost of the items purchased for each student.

Replacement Diploma

$5.00

Duplicate Registration Receipts

$5.00

Returned Check Fee

$5.00

This fee will not be assessed if bank certifies that the check was returned due to bank error. Unless the returned check and $5.00 service charge are paid in full or on or before the posted return date, the student will be disenrolled from all classes affected by this returned check. For one full calendar year, the College will not accept a check from the student.

Professional Malpractice and Liability Insurance Risk Coverage Fees

<table>
<thead>
<tr>
<th>Per Course</th>
<th>Dental Assisting</th>
<th>Dental Hygiene</th>
<th>DEH 1880C, DEH 1880L, DEH 2804L, DEH 2805L</th>
<th>Emergency Medical Technology</th>
<th>Food Service Systems</th>
<th>Medical Lab Technology</th>
<th>Medical Rep. Technology</th>
<th>Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DEA 2840C, DEA 2840L</td>
<td>DEH 1880C, DEH 1880L</td>
<td>$7.00</td>
<td>EMS 1191L, 2231L, 2232L, 2233L</td>
<td>FSS 1600, FSS 1601, FSS 2602</td>
<td>$7.00</td>
<td>MTC 1301C, MTC 1302C, MTC 1303C</td>
<td>MUI 2160C, MUI 2532C, MUI 2540C</td>
</tr>
<tr>
<td></td>
<td>Dental Hygiene</td>
<td>Dental Hygiene</td>
<td>DEH 1880C, DEH 1880L, DEH 2804L, DEH 2805L</td>
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<td>$7.00</td>
<td>MTC 1301C, MTC 1302C, MTC 1303C</td>
<td>MUI 2160C, MUI 2532C, MUI 2540C</td>
</tr>
</tbody>
</table>

Test and Examination Fees

Proficiency Examination Program

(PED) ................................................................ $35.00

*NOTE: Fees listed herein are subject to legislative budget constraints or as otherwise deemed appropriate by the College. Current fees shall be posted at the time of any given registration.
Employee Reimbursement

PCCJ full-time employees and their dependents may be reimbursed for courses taken at PCCJ. The employee and/or dependent must prepay for their own fees at registration. However, upon proof of satisfactory completion of course work, employees and their dependents will be reimbursed 100 percent of registration fees. For purposes of this reimbursement, dependents are defined as a spouse or dependent child who is under the age of 22 and living at home.

Fee Refunds

College Credit Courses

Requirements

Refunds for cancelled classes will be processed automatically on a timely basis by the Business Department.

Students who wish to drop a class to receive a refund or clear their financial aid must report to the Campus Registration Office no later than the Final Drop Day.

Final Drop Day

Final Drop Day is the last day upon which a student may drop a course and be eligible for a full refund of fees paid for that course. Courses officially dropped will be removed from the student’s record. The Final Drop Day will be scheduled so that every student will have an opportunity to drop a course on or after the first scheduled class meeting. Refer to the college calendar for this deadline date for dropping courses each term.

If the college cancels a class at any time prior to its completion, the student’s registration in that class will be cancelled and the student will be refunded 100 percent of fees paid for that class, less any indebtedness to the college. The college will notify the student and the college will initiate the refund process.

Amounts and Conditions of Refunds or Credit Memorandums

No refund will be made for a fee of less than $5.00, unless the college cancels the class.

If a student’s determination is authorized and the college cancels the class, the determination will be reduced by the amount of the cancelled classes for that student.

No determination fees by the determination staff established by the college, the student will be placed on the college’s Delinquent Listing and will not be allowed to register or receive transcripts.

Amount due the college will be deducted before any check or credit memorandum to the credit card account is issued.

Payment Dates

Refund checks or credit memorandums to credit card accounts will be mailed in accordance with the schedule established by the college, generally two weeks following the last official drop date.

Schedule for Payment of Fees

In order for registration to be complete, fees must be paid by the payment deadline.

Fees may be paid by cash, check (subject to being honored by the bank on which drawn), credit card account (Visa, Master Card, or American Express), or financial aid authorization. Only deferments of fees authorized by the District Board of Trustees under Board Rule No. 106. Payment terms will be honored.

Credit Card Accounts

The college is authorized to charge credit card accounts (Visa, Master Card) under the following conditions:

The signature of the holder of the card is required to process the credit card in charging the amount of the invoice to the applicable credit card account.

The card holder may authorize another person to use the holder’s credit card by submitting written authorization which identifies the person by name and contains the signature of the person who can charge.

The total amount to be paid at one time must be charged to the credit card account.

Payments made by mail through use of the credit card must contain the credit card account number, expiration date, amount charged, and the signature of the holder as well as the student’s name, social security number, and identification of the college invoice.

Any refund due the holder, after deducting obligations due the college, will be made by credit memorandum to the card holder’s credit card account.

Payments of Student Accounts Due the College

The Board of Trustees prohibits the registration of any student whose account is delinquent.

Payments should be brought in to the Business Affairs Office at one of the campuses, or mailed to: Finance Office, College Administration, Florida Community College at Jacksonville, 401 W. State Street, Jacksonville, Florida 32202. The student is responsible for ensuring payment is made.

Agency Sponsored Payments

It is understood in which a sponsoring agency or organization has agreed to wire transfer PCCJ for the registration fees and/or books for a particular student and does not make payment to the college in the prescribed manner (i.e. sponsored students), will be liable for any charges incurred on his or her behalf and will be billed by the college. The student will be required to make payment within ten days of the billing date.

Continuing Education Registration Fees*

Fees charged for non-college credit Adult Education, Occupational Education, courses range from approximately thirty-seven cents ($0.37) to fifty-eight cents ($0.58) per credit hour. In most instances, fees for non-Florida residents are double those of Florida residents. Fees for non-Accredited and Recreational courses are $1.75 per contact hour. Fees charged for non-college credit Life Long Learning courses are approximately seven cents ($0.07) per credit hour. For additional course fees, please check the current term’s Continuing Education Class Schedule.

*Note: Fees listed herein are subject to amendment due to legislative budget constraints or otherwise deemed appropriate by the college. Current fees shall be posted at the time of any given registration.
Professional Malpractice and Liability
Insurance Risk Coverage Fees

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentistry C0Y 0300, 0310, 0321</td>
<td>$5.00</td>
</tr>
<tr>
<td>Medical Assisting MFA 0316</td>
<td>$7.00</td>
</tr>
<tr>
<td>Nurse Assistant NUA 0310, 0320</td>
<td>$4.90</td>
</tr>
<tr>
<td>Practical Nurse PRN 0310</td>
<td>$14.00</td>
</tr>
<tr>
<td>Surgical Technician STQ 0310</td>
<td>$7.00</td>
</tr>
<tr>
<td>Emergency Medical Care EMT 0119</td>
<td>$7.00</td>
</tr>
<tr>
<td>Accident Insurance Risk Coverage Fee</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

The Risk Coverage Fee is non-refundable, if the student withdraws after the official close of the drop/add period for the term.

Duplicate Registration Receipts

HIGH SCHOOL COMPLETION, VOCATIONAL, NON-COLLEGE CREDIT OCCUPATIONAL EDUCATION AND ADULT CONTINUING EDUCATION

Each duplicate of Registration Receipt ......................................... $5.00

Test and Examination Fees

General Education Development Test (GED)

<table>
<thead>
<tr>
<th>Test</th>
<th>Fee per Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>$6.00</td>
</tr>
<tr>
<td>Test 2 through 5</td>
<td>$5.00</td>
</tr>
<tr>
<td>Total Battery</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

(Tests established by the State Department of Education)

Validation of GED scores from out-of-state United States Armed Forces Institute (USAFI) or DANTES

( Includes diploma or certification ........................................ $5.00

Test fees waived for students enrolled in a high school course for credit, if student wishes to take the test for that particular course.

Test fees are to be paid at time of making application for the test.

Fees for Ceremonies Conducted for Special Programs

The president or official designee shall determine the items to be purchased by the college which will permit the conducting of ceremonies in accordance with established traditions for special programs, primarily in the Health Related Education area. The charge to the student shall not exceed the cost of the items purchased for each student.

Waiver of Tuition and Fees

No fees are assessed for the following programs:

Adult Basic Education (ABE)

FCCJ Diplomas Seeking Students in High School Credit Completion

Return Check Fee

Checks returned by the bank ................................................... $5.00

This fee will be assessed if bank notifies that the check was returned due to bank error. Unless the returned check and $5.00 service charge are paid in full on or before the prescribed deadline, the student will be dismissed from all classes affected by this returned check. For the fall calendar year, the college will not accept a check from the student.

Employee Reimbursement

FCCJ full-time employees and their dependents may be reimbursed for courses taken at FCCJ. The employee or dependent must pay his or her own fees at registration. However, upon proof of satisfactory completion of course work, employees and their dependents will be reimbursed 100 per cent of tuition and fees. Fee payments of this reimbursement dependents are defined as a spouse or dependent child who is under the age of 22 and at home.

Schedule for Payment of Fees

Continuing Education Classes

In order for registration to be complete, fees must be paid at the time of registration.

Fee Refunds, Continuing Education Courses

Seminars and Workshops

As published in announcements, workshops or seminars which require special arrangements may provide no refund of fees if participant cancels after the date specified in announcement.

General Requirements

Students who wish to drop a class to receive a refund or clear their financial aid must report to the Campus Student Records Office and complete a drop card no later than five business days after the beginning date of class or date shown on the registration receipt, whichever is later. No refund of fees will be made on classes for which the fee is less than $5.00, unless the College cancels the class.

If a student withdraws and the College cancels the class(es) or the registration of a student is cancelled, the amount will be reduced by the amount of the cancelled class(es) for a student.

Amounts due the College will be deducted before any check or credit memorandum to the credit card account is issued.

Cancellation of Classes

If the College cancels a class at any time prior to its completion, the student’s enrollment in that class will be cancelled and the student will be entitled to a 100 percent refund of fees paid for that class.

Refund Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the College.

Suspension, Termination or Cancellation of Enrollment

The College reserves the right to suspend, terminate, or expel any student for any of the following reasons:

1. Disciplinary reasons
2. Non-payment of fees when due, including non-payment resulting from dishonored checks
Agency Sponsored Payments

In instances in which a sponsoring agency or organization has agreed in writing to reimburse FCCJ for registration fees and/or books for a particular student and does not render payment to the College in the prescribed manner, the sponsored student(s) will be liable for any charges incurred on his/her behalf and will be billed by the College. The student will be required to remit payment within 10-days of the billing date.