The Associate in Arts Degree

Admission

The applicant seeking admission to the Associate in Arts (A.A.) program must be a high school graduate. If the applicant graduated on or after August 1, 1987, the applicant must have earned four credits in English and three credits each in mathematics, social studies and science.

University Parallel

The College offers a two-year program leading to the Associate in Arts (A.A.) degree. Usually referred to as the University Parallel, or Transfer Program, it is designed for students who plan to complete their first two years of college work at Florida Community College at Jacksonville and then transfer as juniors to senior institutions of their choice.

The specific programs of study of a given major should be worked out individually between the student and the counselor soon after the student enrolls at Florida Community College at Jacksonville. Earned credits in a University Parallel study are transferable to senior institutions and 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 counting toward the Associate in Arts degree as designated by a (Y) symbol in the course descriptions. Courses in this catalog without the (Y) symbol will not count in the Associate in Arts degree. Also, the Associate in Arts degree cannot include more than four hours in physical education activity courses and four one-semester hour courses from music, speech and drama activity courses as described under conditions (1) and (2) on page 30.

Within these 62 semester hours, the student should be certain to fulfill the pre-major course requirements for the major which the student intends to take at the university the student plans to attend.

Any student transferring to a senior institution from Florida Community College at Jacksonville is advised to write the registrar of that university for information concerning special course requirements that should be met while attending Florida Community College at Jacksonville. These requirements vary from university to university; thus, specific programs of study for a given major at a given university should be worked out individually by the student and an advisor or counselor soon after the student enrolls at the College. To maximize transferability, the student is advised to choose a major as early as possible while at Florida Community College at Jacksonville.

Any student transferring with the Associate in Arts degree is guaranteed the transferability of credits earned toward that degree and junior-level standing by the State Articulation Agreement. A student transferring prior to receipt of the A.A. degree is not assured of junior-level standing, and the transferability of credits earned will be determined by the receiving institution. Also, a student transferring prior to receipt of the A.A. degree may not receive acceptance of credits earned in courses with less than a "C" grade.

The counselors in the office of student affairs on each campus have counseling manuals provided by each state university in Florida which list courses to be taken at the community college for each undergraduate major the university offers. Using these manuals, as well as catalogs from the universities, the counselor or advisor will work out a program of study at Florida Community College at Jacksonville for the student. The student has the responsibility for making contact with a counselor or advisor in the office of student development to work out the student's program of study at FCCJ.

Fields of Study

A University Parallel program of study can be designed in the Associate in Arts degree to prepare for an upper-division university major in a variety of fields. A partial list is as follows:

- Accounting
- Advertising
- Agriculture
- Anthropology
- Architecture
- Art/Art Education
- Business Administration
- Chemistry
- Computer and Information Science
- Criminal Justice
- Drafting
- Drama/Theatre Arts
- Economics
- Education
- Engineering
- English/Literature
- Foreign Languages
- Forestry
- Geography
- Health Education/Recreation
- History
- International Studies
- Marine Science
- Mass Communications/Journalism
- Mathematics/Statistics
- Music/Music Education
- Natural Sciences
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Public Administration
Religion  
Social Sciences  
Sociology  
Speech Communication  
Theatre.

Foundation courses are available in the Associate in Arts degree for advanced degree programs in the following fields:

- Dentistry  
- Law  
- Medicine  
- Optometry  
- Pharmacy  
- Veterinary Medicine.

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 I Communication, II Mathematics, III Humanities, and V 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) set forth on pages 27 through 29 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) set forth on page 30 of this catalog.
6. Completed requirements of the Gordon Rule (State Board of Education 6A-10.30) as outlined in the Gordon Rule section in this catalog.
7. Completed requirements of the College-Level Academic Skills Test (CLAST), a college-level communication and computation skills test required by the state (refer to Testing Services section for details), including satisfactory scores as specified by the State Board of Education and the District Board of Trustees.

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 of 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 1996, 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 30 of this catalog concerning acceptable credits to meet degree requirements.

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

e. Many courses in this catalog have prerequisite requirements and/or prerequisite courses listed in the course descriptions. Students are advised to be guided by these requirements.

f. Degree-seeking students whose native language is not English and who fall below a designated cutoff score on the English as a Second Language (ESL) entry-placement test, will be required to take ESL courses prior to registering for other college-credit classes. The level of these courses will be determined by the entry-placement scores. Individual exceptions will be determined by the ESL Program Manager. Degree-seeking students identified as non-native speakers must take an ESL placement test prior to taking the College's standard course placement test. Students who place into ESL, as determined by the test, must complete ESL/ENS courses before registering for other college-credit classes. Non-degree seeking college credit students who plan to take English or reading courses must also meet these requirements. Exceptions to these requirements can be made by the ESL Program Manager or designee.

General Education Requirements

Purpose and Goals of General Education

General Education is a curriculum designed to present students with concepts needed to understand self, culture, and their relationship to the rest of the world. The general education curriculum provides students with the opportunity to develop skills necessary for understanding and communicating such concepts and prepares students to participate responsibly in the activities of a complex world.

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 discriminately, including the ability
to comprehend, interpret and evaluate written, spoken and symbolic language.

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

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

5. Understand our heritage and its 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 judgements.

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 36 semester hours of course work. The courses were chosen by the faculty to assist the students’ accomplishment of the purpose and goals of general education and to develop skills, attitudes, and understanding in broad discipline areas:

Communication
Mathematics
Humanities
Natural Sciences
Social Sciences.

I. Communication........(Minimum of 9 semester hours, not including REA 1105)

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

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

ENC 1101 English Composition I
ENC 1102 English Composition II
SPC 2600 Fundamentals of Speech Communication
*REA 1105 College Reading Techniques

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 advanced education in the humanities, social sciences or business.

The ability to compute at the level of a college educated person is a basic requirement for degree seeking students. These courses are intended to enable students to achieve the skills measured by the Florida College Level Academic Skills Test (CLAST). Standardized entry assessment tests are used to determine course placement when a student enrolls at FCCJ.

A minimum of six semester hours from one of the following options is required:

1) INTERMEDIATE ALGEBRA AND COLLEGE MATHEMATICS
   (MAT 1033 AND MGF 1202)

OR

2) COLLEGE ALGEBRA AND COLLEGE MATHEMATICS
   (MAC 1102 AND MGF 1202)

OR

3) COLLEGE ALGEBRA AND INTRODUCTION TO STATISTICS
   (MAC 1102 AND STA 1204)

OR

4) PRECALCULUS COLLEGE ALGEBRA AND COLLEGE MATHEMATICS
   (MAC 1104 AND MGF 1202)

OR

5) PRECALCULUS COLLEGE ALGEBRA AND INTRODUCTION TO STATISTICS
   (MAC 1104 AND STA 1204)

OR

6) *Choose two courses from the following:

MAC 1114 COLLEGE TRIGONOMETRY
MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I
MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II
MAC 2313 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
STA 2014 INTRODUCTION TO STATISTICS

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

THE OPTION THE STUDENT SELECTS WILL DEPEND UPON WHETHER OR NOT THE STUDENT PLANS TO STUDY BEYOND AN A.A. DEGREE AND WHAT MAJOR THE STUDENT HAS SELECTED FOR THE UPPER LEVEL UNIVERSITY.

MOST STUDENTS WILL BENEFIT FROM MGF 2204 IMMEDIATELY BEFORE SITTING FOR THE CLAST. THIS COURSE REVIEWS MANY CLAST SKILLS.

III. Humanities...........................................6 semester hours
(All six semester hours may be taken from category A or three semester hours from category A and three semester hours from category B.)

The humanities courses form a core of interrelated studies designed to help individuals make informed aesthetic and ethical judgments about creative contributions of diverse world cultures and to assure reading and writing competencies essential for an educated person in an increasingly specialized society. The courses are intended to provide individuals a contact with a breadth of ideas beyond the narrow confines of specialized training.

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

*HUM 2021 HUMANITIES FORUM
HUM 2211 HUMANITIES: THE FOUNDATIONS
*HUM 2236 HUMANITIES: MAINSTREAMS OF CULTURES, 15TH TO 20TH CENTURY
HUM 2251 HUMANITIES: 20TH CENTURY CULTURAL PERSPECTIVES
HUM 2410 HUMANITIES OF ASIA
HUM 2450 HUMANITIES IN THE AMERICAS

*NOTE: Credit toward meeting the humanities requirement cannot be received for both HUM 2021 and HUM 2236.

OR

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

ARH 1000 ART APPRECIATION
ARH 2050 ART HISTORY I
ARH 2051 ART HISTORY II

OR

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

The natural science courses are intended to provide a basic knowledge of biological and physical sciences by offering a student the opportunity to become acquainted with the basic concepts, language and problem-solving skills necessary to scientific inquiry. The courses provide a fundamental basis for the developing relationship between the natural sciences and the other academic disciplines necessary for universal understanding and survival.

A. Choose one of the following pairs of courses:

APB 2811C HUMAN ANATOMY AND PHYSIOLOGY I and
APB 2812C HUMAN ANATOMY AND PHYSIOLOGY II;
OR
BSC 2010C PRINCIPLES OF BIOLOGY I and
BSC 2011C PRINCIPLES OF BIOLOGY II;
OR
BOT 1010C BOTANY and
ZOO 1010C GENERAL ZOOLOGY;
OR
CHM 1045C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I and
CHM 1046C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II;
OR
PHY 2048C PHYSICS I WITH CALCULUS and
PHY 2049C PHYSICS II WITH CALCULUS;
OR
PHY 2053C GENERAL PHYSICS I and
PHY 2054C GENERAL PHYSICS II
OR

B. Choose one course from the biological sciences and one course from the physical sciences (one of the courses must be a laboratory course, which is designated with a "C" or an "L" following the course number).

Biological Sciences:

APB 1150 LIFE IN ITS BIOLOGICAL ENVIRONMENT
APB 1150L BIOLOGY LABORATORY (To be taken with APB 1150)
APB 2811C HUMAN ANATOMY AND PHYSIOLOGY I
APB 2812C HUMAN ANATOMY AND PHYSIOLOGY II
BOT 1010C BOTANY
BSC 2010C PRINCIPLES OF BIOLOGY I
BSC 2011C PRINCIPLES OF BIOLOGY II
*ISC 1021 FUNDAMENTALS OF NATURAL SCIENCE
MCB 2013C MICROBIOLOGY
PCB 2033 GENERAL ECOLOGY
ZOO 1010C GENERAL ZOOLOGY

Physical Sciences:
AST 1002 INTRODUCTION TO ASTRONOMY
AST 1022L ASTRONOMY LABORATORY (To be taken with or following AST 1002)
CHM 1020 CHEMISTRY FOR LIBERAL ARTS
CHM 1025C INTRODUCTION TO GENERAL CHEMISTRY
CHM 1032C PRINCIPLES OF GENERAL CHEMISTRY
CHM 1045C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I
CHM 1046C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II
GLY 1001 EARTH AND SPACE SCIENCE
GLY 1001L EARTH AND SPACE SCIENCE LABORATORY (To be taken with or following GLY 1001)
GLY 1010 PHYSICAL GEOLOGY
GLY 1010L PHYSICAL GEOLOGY LABORATORY (To be taken with or following GLY 1010)
*ISC 1021 FUNDAMENTALS OF NATURAL SCIENCE
MET 1010 METEOROLOGY
PHY 1020 PHYSICS FOR LIBERAL ARTS
PHY 2048C PHYSICS I WITH CALCULUS
PHY 2049C PHYSICS II WITH CALCULUS
PHY 2053C GENERAL PHYSICS I
PHY 2054C GENERAL PHYSICS II
PSC 1341 PHYSICAL SCIENCE

*May fulfill requirement in either area but not both.

V. Social Sciences..........................6 semester hours

The social sciences courses lead to an understanding and appreciation of our cultural heritage, whether ancient or modern, eastern or western, humanistic or technological. These courses of study seek to appreciate the values of civilization in its many parts. The courses in social sciences enable students to develop their creative and analytical powers and encourage flexible thinking necessary to live in a world of continuing change.

A. Three semester hours from any of the following:

AMH 2010 UNITED STATES HISTORY TO 1865
EUH 1001 WESTERN CIVILIZATION FROM 1715 TO THE PRESENT
POS 2041 AMERICAN FEDERAL GOVERNMENT
ISS 1120 ORIGINS OF AMERICAN SOCIETY (ECONOMIC, POLITICAL, AND INTERNATIONAL INSTITUTIONS)

B. Three semester hours from any of the following:

AMH 2020 UNITED STATES HISTORY FROM 1865 TO PRESENT
AMH 2070 HISTORY OF FLORIDA
AMH 2092 AFRO-AMERICAN HISTORY AND CULTURE (FROM AFRICAN ORIGINS THROUGH RECONSTRUCTION)
AMH 2093 AFRO-AMERICAN HISTORY AND CULTURE (FROM WORLD WAR I TO THE PRESENT)
ANT 2410 CULTURAL ANTHROPOLOGY
ANT 2511 PHYSICAL ANTHROPOLOGY
ASH 2005 HISTORY OF THE FAR EAST
CPO 2002 INTRODUCTION TO COMPARATIVE GOVERNMENT
DEP 2004 HUMAN GROWTH AND DEVELOPMENT
DEP 2102 CHILD PSYCHOLOGY
DEP 2302 ADOLESCENT PSYCHOLOGY
DEP 2401 ADULT PSYCHOLOGY
ECO 2013 PRINCIPLES OF ECONOMICS I
ECO 2023 PRINCIPLES OF ECONOMICS II
EDP 2002 EDUCATIONAL PSYCHOLOGY
EUH 1000 WESTERN CIVILIZATION THROUGH 1715
GEA 1000 WORLD GEOGRAPHY
GEO 2370 CONSERVATION OF RESOURCES
HSC 1100 PERSONAL AND COMMUNITY HEALTH
HIS 1907 HONORS SURVEY OF HISTORY
INR 2002 INTERNATIONAL RELATIONS
LAH 2000 HISTORY OF THE AMERICAS
POS 2112 STATE AND LOCAL GOVERNMENT
PSY 1012 GENERAL PSYCHOLOGY
SOP 1002 HUMAN RELATIONS
SOP 1502 DYNAMICS OF BEHAVIOR
SYG 2000 INTRODUCTORY SOCIOLOGY
SYG 2010 SOCIAL PROBLEMS
SYG 2430 MARRIAGE AND FAMILY

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

If certain educational programs require additional credit(s) from areas I-V, excess hours from these areas can fulfill area VI. Additional hours may include excess hours from the above five areas and/or up to three hours of physical education activity courses (DAA, PEL, PEM).

The college recognizes individual needs and desires to maintain physical and mental health and therefore encourages the student to consider activity/leisure courses to fulfill area VI.

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

29
ELECTIVES

The additional elective semester hours (maximum of 26) required (beyond the General Education Requirements for the Associate in Arts (A.A.) degree) may be selected from courses listed in the College catalog with a "Y" designator. These courses may be general electives or may be part of a program designed for a major to transfer to an upper-level college/university. Students are advised to see a counselor for guidance in the selection of these electives.

In addition to addressing the field of study of intended major at the upper-level university, the student is encouraged to include in these electives courses from the general areas noted below:

Foreign Language

A student who plans to transfer to a Florida public university should complete a minimum of eight semester hours in a foreign language at FCCJ or have completed two high school credits. Courses are offered in French (FRE 1120 and FRE 1121), Spanish (SPN 1120 and SPN 1121), German (GER 1120 and GER 1121), and Russian (RUS 1120 and RUS 1121) that fulfill this eight semester hours requirement.

Wellness

The knowledge required to promote one's own mental health and physical health, as well as that of others, is part of general education. Courses are available which will assist the student in acquiring the knowledge and skills necessary in this area. In addition, participation in intramural sports is encouraged.

Computer Skills

The computer has become a part of everyone's life. Understanding the principles of the computer's operation and obtaining the skills to operate it are essential. Courses are available which will give the student an understanding of the computer.

Total for Electives ..............................................26 semester hours

Total for the
Associate in Arts degree ................................62 semester hours

Conditions:

(1) Not more than four of the 26 semester hours for electives may consist of physical education activity courses less any used in area VI.

(2) Not more than four of the 26 semester hours may consist of music, speech, and drama activity courses. These courses are: MUO 1001, MUN 1130, MUN 1280, MUN 1340, MUN 1380, MUN 1410, MUN 1450, MUN 1710, MUNA 1310, MUNB 1310, SPC 2594, THE 2945.

(3) Not more than 48 semester hours of credit earned in courses offered via television may be applied towards the Associate in Arts degree.

(4) Not more than nine semester hours of credit earned in English as a Second Language courses may be applied towards the Associate in Arts degree. These nine hours can come from Level 2 or Level 3.

GORDON RULE

Writing and mathematics requirements (State Board of Education Rule 6A-10.30 - Gordon Rule)

The state of Florida requires that all students pursuing an Associate in Arts degree complete coursework that includes a specified amount of writing (24,000 words) and mathematics.

Writing: Florida Community College at Jacksonville has distributed the writing requirement throughout its general education core as follows: 12,000 words shall be completed in the two English composition courses, ENC 1101 English Composition I and ENC 1102 English Composition II; 3,000 words in SPC 2600 Fundamentals of Speech; 7,000 words in two humanities courses (either two courses from section A or one course from section A and one course from section B); and 2,000 words in social sciences (any one course from section A). In all writing courses, a grade of "C" or better is required to meet the A.A. degree requirements.

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

COLLEGE LEVEL ACADEMIC SKILLS TEST

COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST) is a statewide test of college-level communication and mathematics skills developed by the State of Florida.

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

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

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

Students who do not take the CLAST and achieve satisfactory scores will not be awarded the Associate in Arts degree. Students who have passed three of the four CLAST subtests may enroll in a state university for up to 36 semester credits in upper division before being required to pass the fourth subtest. The CLAST requirement also applies to students transferring to community colleges from private colleges in Florida and from out-of-state colleges.
Effective August 1991, passing scores for students taking the CLAST are reading-295; English language skills-295; mathematics-295; essay-5.

Students seeking to participate in intercollegiate athletics at senior institutions may be required to have graduated to be eligible to participate. Questions regarding athletic eligibility may be directed to the director of athletics.

Students must have completed 16 credit hours before taking the CLAST. To improve chances for success on the CLAST, students who did not complete a college preparatory curriculum in high school are encouraged to take the following general education courses in English, reading and mathematics prior to registering for the CLAST:

**ENGLISH:**
- ENC 1101 English Composition I
- ENC 1102 English Composition II

**READING:**
- REA 1105 College Reading Techniques (if required)

(Students who have completed the general education English and reading requirement but want additional preparation for the CLAST should take the ENC 2080 Essential Skills in Communications, a one credit course.)

**MATHEMATICS:**
- MAC 1102 College Algebra
- MGF 1202 College Mathematics
- or
- MAC 1102 College Algebra
- STA 2014 Introduction to Statistics
- or
- MAC 1104 Precalculus College Algebra
- STA 2014 Introduction to Statistics

(Students who have completed the general education mathematics requirement but want additional preparation for the CLAST should take MGF 2204 Topics in Finite Mathematics, a one credit, one contact hour course.)

Additional information on CLAST is available in the CLAST coordinator’s office, the campus registration office, and the assessment services office.

The following skills are measured by CLAST:

**ESSAY SKILLS**
- Select a subject which lends itself to development
- Determine the purpose and audience for writing
- Limit a subject to requirements of time, purpose, and audience
- Formulate a thesis or main idea statement
- Provide adequate supporting details
- Arrange ideas and details in an organizational pattern appropriate to the purpose and focus
- Provide relevant supporting material
- Write coherent prose with effective transition between parts
- Avoid slang, jargon, cliches, and pretentious expressions
- Use a variety of sentence patterns
- Avoid unnecessary use of passive construction

Maintain consistent point of view
Revise, edit, and proofread for clarity, consistency, and conformity.

All of the skills tested on the English language skills subtest are also tested on the essay subtest.

**ENGLISH LANGUAGE SKILLS**

**Word Choice Skills**
- Use words which convey the meaning required by context
- Avoid wordiness

**Sentence Structure Skills**
- Place modifiers correctly
- Coordinate and subordinate sentence elements
- Use parallel expressions for parallel ideas
- Avoid fragments, comma splices and fused sentences

**Grammar, Spelling, Capitalization and Punctuation Skills**
- Use standard verb forms
- Maintain agreement between subject and verb, pronoun and antecedent
- Use proper case forms
- Use adjectives and adverbs correctly
- Use standard spelling, punctuation and capitalization

**READING SKILLS**

**Literal Comprehension**
- Recognize main ideas
- Identify supporting ideas
- Determine meaning of words

**Critical Comprehension**
- Recognize author’s purpose
- Identify author’s overall organizational pattern
- Distinguish between fact and opinion
- Detect bias
- Recognize author’s tone
- Recognize relationships within sentences
- Recognize relationships between sentences
- Recognize valid arguments
- Draw inferences and conclusions

**MATHEMATICS SKILLS**

**Arithmetic Skills**
- Add, subtract, multiply and divide rational numbers in fractional form
- Add, subtract, multiply and divide rational numbers in decimal form
- Calculate percent increase and percent decrease
- Recognize the meaning of exponents
- Recognize the role of the base number in numeration systems
- Identify equivalent forms of decimals, percents and fractions
- Determine the order relation between magnitudes
- Identify a reasonable estimate of a sum, average or product
- Infer relations between numbers in general by examining number pairs
- Select applicable properties for performing
arithmetic calculations
Solve real-word problems which do not involve the use of percent
Solve real-word problems which involve the use of percent
Solve problems that involve the structure and logic of arithmetic

Geometry and Measurement Skills
Round measurements
Calculate distance, area and volume
Identify relationships between angle measures
Classify simple plane figures by recognizing their properties
Recognize similar triangles and their properties
Identify types of measurement (linear, square, cubic) for geometric objects
Infer formulas for measuring geometric figures
Select applicable formulas for computing measures of geometric figures
Solve real-word problems involving perimeters, areas and volumes of geometric figures
Solve real-word problems involving the Pythagorean property

Algebra Skills
Add, subtract, multiply and divide real numbers
Apply the order-of-operation agreement
Use scientific notation
Solve linear equations and inequalities
Use formulas to compute results
Find particular values of a function
Factor a quadratic expression
Find the roots of a quadratic equation
Recognize and use properties of addition and multiplication
Determine whether a number is among the solutions of a given equation or inequality
Recognize statements and conditions of proportionality and variation
Identify regions of the coordinate plane which correspond to specific conditions
Infer relations among variables
Select applicable problems for solving equations and inequalities
Solve real-word problems involving the use of variables
Solve problems that involve the structures and logic of algebra

Statistics Skills, Including Probability
Identify information contained in graphs
Determine the mean, median and mode
Count subsets of a given set
Recognize properties and interrelationships among the mean, median and mode
Choose the most appropriate procedures for selecting an unbiased sample
Identify the probability of a specified outcome
Infer relations and make accurate predictions from studying particular cases
Solve real word-problems involving the normal curve
Solve real word-problems involving probabilities

Logical Reasoning Skills
Deduce facts of set inclusion or set non-inclusion from a diagram
Identify the negations of simple and compound statements
Determine equivalence and nonequivalence of statements
Draw logical conclusions from data
Recognize invalid arguments with true conclusions
Infer valid reasoning patterns and express them with variables
Select applicable rules for transforming statements without affecting their meaning
Draw logical conclusions when facts warrant them

The State of Florida Statute 6A-10.024
STATE ARTICULATION AGREEMENT

Florida’s state articulation agreement provides each community college student specific guarantees for Associate in Arts graduates. In essence it provides a 2 + 2 agreement between the 28 Florida Community Colleges and the nine State Universities. The 2 + 2 Articulation Agreement states that any Associate in Arts (A.A.) degree graduate of a state-approved Florida community college must be admitted as a junior to a state university as long as the university has space, money and the curriculum to meet the student needs. This is your “right”. However, the articulation agreement does not guarantee entrance into a specific major, should that major be “limited access”. Most universities are divided into different colleges (e.g. College of Education, College of Business, College of Engineering), each of which establishes its own admission requirements. So whether you spend your first two years at a community college or the university, you still must meet specific admission requirements for your major usually beginning with the junior year.

The State of Florida has given you certain rights and responsibilities. The following is a brief outline of the articulation agreement.

1. General Education Core
   Each state university and community college must require at least 36 semester hours in the liberal arts and sciences; these hours are collectively termed the “general education core curriculum”. Once you have been certified by the community college on an official transcript as having satisfactorily completed the prescribed core curriculum, with or without the completed Associate in Arts (A.A.) degree, no other state institution to which you may transfer can require further general education core curriculum. If you do not complete the general education core curriculum before transferring, the general education requirement must be satisfied according to the requirements of the new institution.

2. Associate in Arts Degree
   The Associate in Arts (A.A.) degree is awarded according to the following conditions:
   A. Completion of at least 60 semester hours. These hours include the 36 semester hours of general education core curriculum, prerequisites and electives that have prior approval by the state university system.
   B. A minimum 2.0 GPA in all attempted courses that
comprise the A.A. degree and all such courses taken at the community college awarding the degree. Only the final grade received is used to compute this average. A grade of "D" will transfer and count toward the baccalaureate degree provided the institution to which you transfer does the same for native students. Individual departments determine whether courses with "D" grades will be accepted toward your major.

3. Accelerated Programs
   One of the goals of articulation is to allow you to advance easily, equitably and rapidly through the educational system. There are six acceleration methods, beginning at the high school level and proceeding upward through the system: Dual Enrollment, Advanced Placement, International Baccalaureate Program, Early Admission, College-Level Examination Program (CLEP) and the Proficiency Examination Program (PEP).

4. College Level Examination Program (CLEP)
   Credits awarded on the basis of scores achieved on examinations in the College Level Examination Program (CLEP) are transferable. Credits earned by general examinations and subject examinations must be accepted by the upper division institution. However, no more than six semester credits can be transferred from each of five areas: English, humanities, mathematics, natural sciences and social sciences history. A total of 45 CLEP credits is the maximum that may be accepted in transfer.

5. Advanced Placement (AP) Credits
   Credits awarded on the basis of the College Board Advanced Placement (AP) are transferable. The credits are awarded based on College Board AP scores of three, four or five on any of the examinations in the program. College Board AP credit that duplicates CLEP credit shall not be awarded or accepted in transfer.

6. The Defense Activity for Non-Traditional Education Support (DANTES)
   Credits awarded through correspondence courses sponsored by the DANTES are transferable. No credit is to be awarded on work sponsored by CLEP, College Board AP or courses taken in the institution or received in transfer.

7. Proficiency Examination Program (PEP) Credits
   Credits awarded on the basis of the Proficiency Examination Program (PEP) are transferable.

8. Electives for Major
   The state university that awards the baccalaureate degree may determine which elective courses taken at the community college can apply toward a specific major.

9. Limited Access
   Limited access enrollment criteria must be established and published by the university in catalogs, counseling manuals and other appropriate publications. Community college transfer students shall have the same opportunity to enroll in university limited access programs as native university students. (Limited access programs must be approved by the Board of Regents and registered with the articulation coordinating committee. It is required that the university denying a student admission to a limited access program inform that student of other educational options.)

10. Catalog Year
    The catalog year (e.g., 1991-1992) in which you initially entered the community college is also the catalog that is in effect when you enter the university provided you maintain continuous enrollment as defined in the university catalog. Because course requirements change from year to year, a university catalog should be obtained for the academic year that you first entered the community college in order to determine the upper division prerequisites for the individual majors.

11. Common Course Numbering System
    Credits earned in the state community college system are identical to those at the state university as long as the common course designation has the same prefix and last three digits. Transferred credits are used on the same basis as those of native university students.

12. Articulated Programs
    The articulation coordinating committee, appointed by the Commissioner of Education, oversees the Articulation Agreement. This committee makes sure that your rights are safeguarded. The members of the committee can review individual cases of student transfer and admissions difficulties and then recommend resolutions. Committee members also recommend policies and procedures to improve articulation system-wide.

For more information concerning your rights and the articulation agreement contact a counselor or the articulation officer.

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 establishes the conditions under which students receiving the Associate in Arts degree at FCCJ may progress to the junior year or upper division status at Jacksonville University. The agreement is intended to provide FCCJ students the opportunity for planned and logical progress 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 Jacksonville University 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, Jacksonville University shall accept the FCCJ credits up to 64 credits toward the baccalaureate degree. In accepting the FCCJ
credits, Jacksonville University shall determine the application of these credits to Jacksonville University's general distribution requirements, designated courses or elective hours. It is understood that the A.A. 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.

Several of the degree programs at Jacksonville 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 Jacksonville University should consult the Jacksonville University catalog for the relevant application procedures.

1. Engineering
2. Nursing
3. Performance majors in Music
4. Aviation programs involving flight requirements
5. Naval Reserve Officer Training

Further information concerning the details and requirements of the FCCJ/JU 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 are parties to an articulation agreement which establishes the conditions under which students receiving the Associate in Arts degree at FCCJ may progress to the junior year or upper division status at Edward Waters College. The agreement is intended to provide FCCJ students the opportunity for planned and logical progress 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 Edward Waters College 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, Edward Waters College shall accept the FCCJ credits up to 64 credits toward the baccalaureate degree. In accepting the FCCJ credits, Edward Waters College shall determine the application of these credits to Edward Waters College's general distribution requirements, designated courses or elective hours. It is understood that the A.A. 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.
The Associate in Science Degree

Preparation for a Career

Florida Community College at Jacksonville offers a comprehensive series of business, health, engineering and industrial related, home economics, distributive, public service and other programs designed to fulfill the career education needs of the community's citizens and employers.

The career and technical education programs are designed to prepare the student who, at the completion of a program of study listed in this section of the catalog, is planning to enter a chosen career at the semi-professional level. The program may also transfer to a senior institution offering the baccalaureate degree in a related field of study based on completion of additional requirements as set forth in the section on University Transfer Requirements (page 37) and/or on specific program articulation agreements with state universities.

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

Individuals who seek to pursue a career at the technician or at the para-professional level may enroll in a two-year college credit program leading to the Associate in Science (A.S.) degree. For those persons desiring to spend less than two years in preparation, college credit Technical Certificate programs are available in several areas.

The program manager or department chairperson, with the approval of the assistant dean of instruction, may prescribe deficiency 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 or courses certified as deficiency to the Veterans Administration.

The program manager or 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 curriculum which will apply toward Associate in Science degree graduation. If the student is a veteran, it is necessary that such course substitution be obtained from the state approving agency prior to the student's enrollment in the course being substituted. A record of the approval will be maintained in the veteran's file.

Program Location

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

Graduation Requirements

In order to be awarded the Associate in Science degree, the student must meet the following requirements:

1. Earned 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 health education programs of study may require a "C" grade or better in professional courses.) A minimum of 60 semester hours is required for this degree, of which at least 15 semester hours must be in General Education.

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 of 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 1996, 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. Not more than 24 semester hours of credit earned in courses offered via television may be applied towards the Associate in Science degree.

d. The General Education requirements may be taken on any Florida Community College at Jacksonville campus or center.

e. Many courses in this catalog have prerequisite and/or corequisite courses which are listed in the course descriptions. Students are advised to be guided by these requirements.

f. Degree-seeking students whose native language is not English, who fall below a designated cutoff score on
the English as a Second Language (ESL) entry-placement test, will be required to take ESL courses prior to registering for other college-credit classes. The level of these courses will be determined by the entry-placement scores. Individual exceptions will be determined by the ESL Program Manager.

Degree-seeking students identified as non-native speakers must take an ESL placement test prior to taking the College’s standard course placement test. Students who place into ESL, as determined by the test, must complete ESL courses before registering for other college credit classes. Non-degree seeking college credit students who plan to take English or reading courses must also meet these requirements. Exceptions to these requirements can be made by the ESL Program Manager or designee.

General Education Requirements

1. A minimum of 15 semester hours of General Education is required for all Associate in Science degree programs of study.

2. The following subject areas shall be included in each program in the manner specified:

I. COMMUNICATION..........................3 Semester Hours

   ENC 1101       ENGLISH COMPOSITION I

II. SOCIAL AND BEHAVIORAL SCIENCES ..............3 Semester Hours

   AREA A
   DEP 2004       HUMAN GROWTH AND DEVELOPMENT
   DEP 2401       ADULT PSYCHOLOGY
   PSY 1012       GENERAL PSYCHOLOGY
   SOP 1002       HUMAN RELATIONS
   SOP 1502       DYNAMICS OF BEHAVIOR
   SYG 2000       INTRODUCTORY SOCIOLOGY
   SYG 2010       SOCIAL PROBLEMS

   AREA B
   AMH 2010       UNITED STATES HISTORY TO 1865
   ISS 1120       ORIGINS OF AMERICAN SOCIETY (ECONOMIC, POLITICAL, AND INTERNATIONAL INSTITUTIONS)
   POS 2041       AMERICAN FEDERAL GOVERNMENT

III. MATHEMATICS.............................3 Semester Hours

   MAT 1033       INTERMEDIATE ALGEBRA
   MGF 1202       COLLEGE MATHEMATICS
   MTB 1321       TECHNICAL ALGEBRA
   MAC 1102       COLLEGE ALGEBRA
   MAC 1104       PRECALCULUS COLLEGE ALGEBRA
   MAC 1114       COLLEGE TRIGONOMETRY
   MAC 2233       CALCULUS FOR BUSINESS & SOCIAL SCIENCES I
   MAC 2311       CALCULUS WITH ANALYTIC GEOMETRY I

IV. HUMANITIES..............................3 Semester Hours

   HUM 2021       HUMANITIES FORUM
   HUM 2211       HUMANITIES: THE FOUNDATIONS
   HUM 2236       HUMANITIES: MAINSTREAMS OF CULTURES, 15TH TO 20TH CENTURY
   HUM 2251       HUMANITIES: 20TH CENTURY CULTURAL PERSPECTIVES
   HUM 2410       HUMANITIES OF ASIA
   HUM 2450       HUMANITIES IN THE AMERICAS
   HUM 2472       INTERCULTURAL EXPLORATIONS

V. GENERAL EDUCATION ELECTIVE .................3 Semester Hours

   AREA A
   COMPUTER SCIENCES:
   CGS 1060       INTRODUCTORY COMPUTER CONCEPTS
   CGS 2020       COMPUTER CONCEPTS
   CGS 1570       MICROCOMPUTER APPLICATION SOFTWARE

   AREA B
   COMMUNICATION:
   ENC 1102       ENGLISH COMPOSITION II
   ENC 2210       TECHNICAL REPORT WRITING
   OST 2335       APPLIED BUSINESS COMMUNICATION
   SPC 2600       FUNDAMENTALS OF SPEECH COMMUNICATION
   REA 1105       COLLEGE READING TECHNIQUES
   (not recommended for those students who achieve a satisfactory score on the entry assessment test for reading.)

   AREA C
   BIOLOGICAL SCIENCES:
   APB 1150       LIFE IN ITS BIOLOGICAL ENVIRONMENT
   APB 2811C      HUMAN ANATOMY AND PHYSIOLOGY I
   BOT 1010C      BOTANY
   BSC 2010C      PRINCIPLES OF BIOLOGY I
   PCB 2033       GENERAL ECOLOGY

   AREA D
   PHYSICAL SCIENCES:
   AST 1002       INTRODUCTION TO ASTRONOMY
   CHM 1020       CHEMISTRY FOR LIBERAL ARTS
   CHM 1025C      INTRODUCTION TO GENERAL CHEMISTRY
   CHM 1032C      PRINCIPLES OF GENERAL CHEMISTRY
   CHM 1045C      GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I
   GLY 1001       EARTH AND SPACE SCIENCE
VI. SPECIALIZATION AND RELATED CONTEXTUAL COURSE/COMPETENCIES - (minimum of 45 semester credits) consisting of specialization courses/competencies which may include technical knowledge (theory), technical skills (lab) and/or advanced and professional courses.

A minimum of 60 semester hours is required for the Associate in Science degree. Most programs require more. Lists of additional courses required are set forth in individual Associate in Science degree programs. The total credit hours listed for each individual program are minimum hours required for program completion.

**General Electives for Associate in Science Degree Program**

The following is a list of General Electives which are applicable to a number of programs.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 1003</td>
<td>GENERAL ACCOUNTING I</td>
</tr>
<tr>
<td>ACG 1004</td>
<td>GENERAL ACCOUNTING II</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>PRINCIPLES OF ACCOUNTING II</td>
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<td>ADV 2000</td>
<td>ADVERTISING</td>
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<td>BAN 1700</td>
<td>FINANCIAL BUSINESS ENTERPRISE</td>
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<tr>
<td>BAN 2501</td>
<td>MONEY AND BANKING</td>
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<td>BUL 2100</td>
<td>BUSINESS LAW I—THE LEGAL ENVIRONMENT OF BUSINESS</td>
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<tr>
<td>BUL 2112</td>
<td>BUSINESS LAW II</td>
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<td>CCJ 2250</td>
<td>CONSTITUTIONAL LAW</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>MICROCOMPUTERS IN BUSINESS: A SURVEY</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>INTRODUCTORY COMPUTER CONCEPTS</td>
</tr>
<tr>
<td>CGS 1510</td>
<td>INTRODUCTION TO SPREADSHEET CONCEPTS</td>
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<tr>
<td>CGS 1511</td>
<td>ADVANCED SPREADSHEET CONCEPTS</td>
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<tr>
<td>CGS 1570</td>
<td>MICROCOMPUTER APPLICATION SOFTWARE</td>
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<td>CQA 1100</td>
<td>CONSUMER DECISIONS</td>
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<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS I</td>
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<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS II</td>
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<td>ENC 1102</td>
<td>ENGLISH COMPOSITION II</td>
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<td>ENC 2210</td>
<td>TECHNICAL REPORT WRITING</td>
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<td>FIN 2000</td>
<td>PRINCIPLES OF FINANCE</td>
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<td>FIN 2100</td>
<td>PERSONAL FINANCE</td>
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<td>GEB 1011</td>
<td>INTRODUCTION TO GENERAL BUSINESS</td>
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<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCES I</td>
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<tr>
<td>MAC 2234</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCES II</td>
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<tr>
<td>MAN 2300</td>
<td>HUMAN RESOURCES MANAGEMENT</td>
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<tr>
<td>MAR 1011</td>
<td>PRINCIPLES OF MARKETING</td>
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<tr>
<td>MKA 1021</td>
<td>SALESMANSHIP</td>
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<tr>
<td>MNA 2400</td>
<td>LABOR RELATIONS</td>
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<tr>
<td>OST 1100</td>
<td>KEYBOARDING/INTRODUCTION TO WORD PROCESSING</td>
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<td>OST 1108</td>
<td>KEYBOARD SKILL/SPEED BUILDING</td>
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<td>OST 1324</td>
<td>BUSINESS MATHEMATICS USING CALCULATORS</td>
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<td>WORD PROCESSING I</td>
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<td>APPLIED BUSINESS COMMUNICATIONS</td>
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<td>RMI 1521</td>
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<td>STA 2014</td>
<td>INTRODUCTION TO STATISTICS</td>
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<tr>
<td>TRA 1010</td>
<td>PRINCIPLES OF TRANSPORTATION</td>
</tr>
</tbody>
</table>

**Selective Access Programs**

Dental Hygiene, Histotechnology, Medical Laboratory, Nursing and Respiratory Therapy programs are selective access programs and have special selection and admission criteria and procedures which may be obtained from the program contact office as listed in this catalog.

**University Transfer**

A student who intends to transfer to a state university upper division upon receipt of the Associate in Science degree must satisfy certain additional requirements before being accepted for transfer. These requirements do not affect the award of the Associate in Science (A.S.) degree by Florida Community College at Jacksonville, but do affect the ability of the senior institution to accept the student with the A.S. degree.

Students with A.S. degrees who plan to transfer to a state university should contact a counselor to determine the additional requirements necessary for transferring.

**Associate in Science Degree Transfer Option Programs to UNF**

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

- Criminal Justice Technology
- Dietetic Technician/Health Science
- Information Science
- Information Systems
- Nursing (Associate Degree) R.N.

Students who are interested in one of these options should contact either the program advisor or a counselor.
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 that Technical Certificate to accomplish the 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 (C) on all courses attempted.
2. Completed the required courses as set forth in the College catalog or as approved by the assistant dean of the area.
3. Completed at least one-fourth of the total hours required for a certificate in residence at Florida Community College at Jacksonville.

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 of 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 1996, 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 supercede this provision.
Program Areas

Each Associate in Science degree and Technical Certificate program listed in the following pages has a group of initial (pre-program) courses listed. These are foundation courses for the program, and they are the ones that should be taken first.

<table>
<thead>
<tr>
<th>Program</th>
<th>Award</th>
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<tbody>
<tr>
<td>Accounting Technology</td>
<td>AS</td>
<td></td>
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<td>Air Conditioning, Refrigeration and Heating Systems Technology</td>
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<td>Architectural Design and Construction Technology</td>
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<td>Aviation Administration</td>
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<td>Criminal Justice Technology</td>
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<td>Fire Science Technology</td>
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<tr>
<td>Graphics Arts Technology</td>
<td>AS</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Histologic Technology</td>
<td>AS</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Hospitality Management</td>
<td>AS</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Industrial Management Technology (Military)</td>
<td>AS</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Insurance Management</td>
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<td>X</td>
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<td>X</td>
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<tr>
<td>Interior Design Technology</td>
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<td>Legal Assistant</td>
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<td>X</td>
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<td>Marketing Management</td>
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<td>Medical Laboratory Technology</td>
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<td>Nursing (Associate Degree) R.N.</td>
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<td>Nursing (Associate Degree) R.N. (Bridge Option For Licensed Practical Nurses)</td>
<td>AS</td>
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<td>X</td>
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<td>X</td>
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<td>Professional Pilot Technology</td>
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<td>Radio and Television</td>
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<td>Broadcast Programming</td>
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<td>Radiologic Technology</td>
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<td>Real Estate Management</td>
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<td>Respiratory Therapy</td>
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<td>Restaurant Management</td>
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</table>

Award and Location Designations:
A.S. — Associate in Science degree
TC — Technical Certificate
D — Downtown Campus
K — Kent Campus
N — North Campus
S — South Campus
Accounting Technology (201)
ASSOCIATE IN SCIENCE

The Accounting Technology program is primarily designed for those students who intend to seek immediate employment in some area of accounting. The program is also intended for, and most beneficial to, those individuals who are presently using accounting and/or accounting information in their employment. The aim of the A.S. accounting program is to prepare students for positions in industry; federal, state and local government; and public accounting. The professional certified public accountant candidate should follow the Associate in Arts degree for the business administration program of studies.

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

The department chairperson, with the approval of the assistant 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 the baccalaureate or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
ACG 2001—Principles of Accounting I
*Social and Behavioral Sciences - Area A
ENC 1101—English Composition I
GEB 1011—Introduction to Business
OST 1324—Business Mathematics Using Calculators

<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>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>*General Education Elective - Area A</td>
<td>3</td>
</tr>
<tr>
<td><strong>Professional Core Courses</strong></td>
<td></td>
</tr>
<tr>
<td>***ACG 2001 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2013 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Applied Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1324 Business Math Using Calculators</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2101 Principles of Accounting II</td>
<td>4</td>
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</tbody>
</table>

Credit Hours 15

Professional Electives
(Select from the following)
MAN 2800 Small Business Management
INR 2002 International Relations
CGS 1580 Introduction to Desktop Publishing

*General Electives

Total Credit Hours 62

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
***Students may substitute ACG 1003 and ACG 1004.
Air Conditioning, Refrigeration and Heating Systems Technology (248)
ASSOCIATE IN SCIENCE

The Air Conditioning, Refrigeration and Heating Systems program is designed to prepare the student for a career in the heating, ventilating and air conditioning industry. Completion of the program of study prepares students for a variety of positions in this specialty area with engineering firms, mechanical contractors or suppliers dealing with heating, ventilating and air conditioning systems. Actual job functions within the industry range from design of the system to involvement in the contracting process.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101—English Composition I
ETD 1100—Engineering Drawing
ETM 1700—Air Conditioning Fundamentals
MAC 1104—Precalculus College Algebra

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education</strong></td>
<td></td>
</tr>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104 Precalculus College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2020 Computer Concepts</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**Professional Core Courses**
MAC 1114 College Trigonometry                        | 3       |
ETD 1100 Engineering Drawing                         | 3       |
ETM 1700 Air Conditioning Fundamentals               | 3       |
EET 1035 DC/AC Fundamentals                           | 4       |
ETM 1710 Air Conditioning Load Analysis              | 3       |
ETM 1720 Air Conditioning and Refrigeration Equipment| 3       |
ETM 1725 Ventilation                                 | 3       |
ETM 1730 Air Distribution                             | 3       |
ETM 1740 Air Conditioning Control Systems             | 3       |
PHY 2053C General Physics I                           | 4       |
ETM 2775 Air Conditioning Estimating                 | 3       |
CGS 2470 Computer Aided Drafting and Design          | 3       |
ETM 2750 Air Conditioning Systems Design I           | 3       |
PHY 2054C General Physics II                          | 4       |
ETM 2752 Air Conditioning Systems Design II          | 3       |
ETM 2781 CAD-Mechanical (HVAC)                        | 3       |

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
<td>67</td>
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</tbody>
</table>

*Refer to A.S. degree General Education requirements
Architectural Design and Construction Technology (202)
ASSOCIATE IN SCIENCE

The Architectural Design and Construction Technology program is designed to prepare the student for a career as an architectural drafter or assistant in organizations associated through services or products with the architectural and building construction fields.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
BCN 1001—Building Construction
ENC 1101—English Composition I
ETD 1100—Engineering Drawing
MAC 1104—Precalculus College Algebra

<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>
</tr>
<tr>
<td>&quot;Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104 Precalculus College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>&quot;Humanities</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2020 Computer Concepts</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1100 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1420 Engineering Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114 College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1001 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210 Technical Report Writing</td>
<td>3</td>
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<tr>
<td>TAR 2120 Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2614 Planning and Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2542 Structural Drafting</td>
<td>3</td>
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<tr>
<td>SUR 1101 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2053C General Physics I</td>
<td>4</td>
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<tr>
<td>ETM 1700 Air Conditioning Fundamentals</td>
<td>3</td>
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<tr>
<td>ETG 2502 Engineering Mechanics</td>
<td>4</td>
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<tr>
<td>SUR 2140 Surveying II</td>
<td>3</td>
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<tr>
<td>PHY 2054C General Physics II</td>
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<tr>
<td>ETG 2530 Testing and Strength of Materials</td>
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CGS 2470 Computer Aided Drafting and Design 3
ETC 2450 Concrete 3

Credit Hours 55
Total Credit Hours 71

*Refer to A.S. degree General Education requirements
Automotive Service Management Technology (236)
ASSOCIATE IN SCIENCE

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

Instruction is provided in the diagnosis, repair and service of engines, fuel and emission systems, brakes, drive trains, steering and suspension systems, transmissions, electrical systems, electronic engine controls and automotive computer control systems. The program also includes instruction in safe and efficient work practices, trouble-shooting skills and service and maintenance of automobiles. Both domestic and Toyota-specific instruction will be provided. Students will also be instructed in techniques to develop the "people" skills essential for job success. Classroom instruction and shop experiences will be the primary delivery systems.

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

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you should enroll in college preparatory studies.

AER 1100 Engines
AER 1410 Brake Systems
ENC 1101 English Composition I
*Social and Behavioral Sciences - Area A
Course Number and Title Credits

<table>
<thead>
<tr>
<th>General Education</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033 Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>*Humanities</td>
<td>3</td>
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<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
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</tbody>
</table>

Credit Hours 15

Professional Core Courses

AER 1100 Engines
AER 1310 Automotive Electrical Systems
AER 2520 Fuel and Emission Control Systems
AER 1450 Steering and Suspension
AER 1410 Brake Systems

AER 2260 Clutch and Transmissions
AER 1610 Air Conditioning and Heating
AER 2521 Drivability and Diagnosis
OST 1581 Professional Development in the Work Environment
GEB 1011 Introduction to Business

AND

Advanced Courses
(Domestic and Toyota Specific)
AER 2311 Advanced Electrical
AER 2271 Advanced Automatic Transmissions
AER 2535 Applied Automotive Diagnosis

Credit Hours 47

Professional Electives (T-Ten Students)
AER 1949 Cooperative Education Work Experience I
AER 2949 Cooperative Education Work Experience II

or
(Non T-Ten Students)

**General Electives

Credit Hours 6

<table>
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<tr>
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*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives

NOTE: The automotive "T-Ten" (Toyota Technical Education Network) is a progressive, FCCJ and Toyota-sponsored, industry/education link that is breaking new ground on automotive technology education. Toyota has provided tools, tuition and scholarships for students. Students will be trained on generic and Toyota products. The program is a combination of advanced automotive theory, practical application and hands-on experience in a laboratory and dealership working with a Toyota Master Technician.
The Aviation Administration A.S. degree program provides the student with the entry level knowledge and skills required to prepare for an aviation career in civilian aviation as an aviation business manager, in government aviation as a Federal Aviation Administration (FAA) air traffic controller or manager, or in military aviation as a commissioned officer and pilot (e.g., Navy NAVCAD program). This A.S. program is intended for students who desire to complete an associate degree and begin an aviation career, deferring the baccalaureate degree.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
ASC 1010—History of Air Transportation/National Airspace System
ENC 1101—English Composition I
*Social and Behavioral Sciences - Area A
MAT 1033—Intermediate Algebra
or MAC 1102—College Algebra
ATT 1100—Private Pilot Ground School

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
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<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
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</tr>
<tr>
<td>MAT 1033 Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>or MAC 1102 College Algebra</td>
<td>3</td>
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<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102 English Composition II</td>
<td>3</td>
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</tbody>
</table>

Credit Hours 15

Professional Core Courses
ASC 1010 History of Air Transportation/National Airspace System | 3
ASC 1210 Aviation Weather | 3
ASC 1310 Federal Air Regulations/Legislation | 3
ATT 1100 Private Pilot Ground School | 3
MAN 2300 Human Resources Management | 3
ATT 1810 Environment of the Air Traffic Controller | 3
AVM 2941 Facility Internship/Flight Safety | 4

Credit Hours 22

Professional Electives
(Select from the following)
ATF 1000 Basic Flight I
ATF 1100 Basic Flight II
ATF 2200 Instrument Flight
ATT 2841 The Air Traffic Control Tower
ATT 2842 Approach Control
ATT 2843 Air Route Traffic Control Center
ATT 2845 Radar/Computer Interface
ATT 2851 The Flight Service Station
ATT 1110 Commercial Pilot Ground School
ATT 1120 Instrument Rating Ground School
ENC 2210 Technical Report Writing
TRA 1031 Transportation Management and Theory
SOP 1002 Human Relations
CGS 1060 Introductory Computer Concepts
TRA 1010 Principles of Transportation

Total Credit Hours 61

*Refer to A.S. degree General Education requirements
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 an assistant to scientific personnel. Completion of the Biomedical Equipment Engineering Technology specialization may lead to employment in hospitals and companies supplying equipment and/or service to hospitals and physicians'/dentists' offices related to biomedical instrumentation equipment.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

**Initial Advising Courses**

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

APB 2811C—Human Anatomy and Physiology I
EET 1035—DC/AC Fundamentals
ENC 1101—English Composition I
MAC 1104—Precalculus College Algebra

<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>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104 Precalculus College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2020 Computer Concepts</td>
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**General Education**

<table>
<thead>
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<th>Course Number and Title</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
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<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104 Precalculus College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2020 Computer Concepts</td>
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</table>

**Professional Core Courses**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EET 1035 DC/AC Fundamentals</td>
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</tr>
<tr>
<td>APB 2811C Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114 College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2053C General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>EET 1037 DC/AC Network Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210 Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>EET 1144 Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2054C General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>CET 1114 Digital Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2253 Technical Calculus</td>
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<tr>
<td>EET 2147 Solid-State Analog Circuit Analysis</td>
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<td>EST 2112 Electrical-Electronic Control Systems</td>
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<td>EST 2436 Biomedical Instrumentation I</td>
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<td>EST 1412 Biomedical Technology and Techniques</td>
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<td>CET 2123 Microprocessor Fundamentals</td>
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<td>EST 2438 Biomedical Instrumentation II</td>
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</table>

**Credit Hours**

| EET 2940 Biomedical Practicum | 3 |
| Credit Hours | 56 |
| Total Credit Hours | 72 |

*Refer to A.S. degree General Education requirements*
Building Construction Technology (234)
ASSOCIATE IN SCIENCE

The objective of the program is to prepare the student for a career in the field of building construction. The program is designed to provide the student with a broad-based overview of building construction and contracting as currently practiced in the industry. Included in the course of study is the theory and practice common to building construction technology.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

BCN 1001—Building Construction
BCT 1113—Blueprint Reading I
ENC 1101—English Composition I
MGF 1202—College Mathematics

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td></td>
</tr>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1202 College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020 Physics for Liberal Arts</td>
<td>3</td>
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</tbody>
</table>

| Credit Hours | 15 |

<table>
<thead>
<tr>
<th>Professional Core Courses</th>
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</thead>
<tbody>
<tr>
<td>BCN 1001 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1113 Blueprint Reading I</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1700 Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1132 Construction I</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1805 Construction Scheduling</td>
<td>2</td>
</tr>
<tr>
<td>BCT 1001 Quantitative Methods for Building Trades</td>
<td>2</td>
</tr>
<tr>
<td>BCT 1043 Blueprint Reading II</td>
<td>2</td>
</tr>
<tr>
<td>BCT 1134 Construction II</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1101 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1042 Construction Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>BCT2152 Construction III</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1114 Concrete Form Construction</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1710 Energy Efficient Construction</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2804 Construction Contracting</td>
<td>2</td>
</tr>
<tr>
<td>BCT 2153 Construction IV</td>
<td>3</td>
</tr>
<tr>
<td>ACR 1000 Introduction to Air Conditioning and Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>MTR 1100 Welding for Related Trades</td>
<td>4</td>
</tr>
<tr>
<td>EER 1067 Mechanical Devices for Electricians</td>
<td>3</td>
</tr>
</tbody>
</table>

| BCT 1501 Introduction to Plumbing            | 3     |
| Credit Hours                                | 55    |
| Total Credit Hours                          | 70    |

*Refer to A.S. degree General Education requirements
Business Administration and Management (213 or 263 or 264)  
ASSOCIATE IN SCIENCE

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

The program manager or department chairperson, with the approval of the assistant 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 the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

*General Education Elective - Area A
ENC 1101—English Composition I
FIN 2000—Principles of Finance
GEB 1011—Introduction to Business
OST 1324—Business Mathematics Using Calculators

Course Number and Title          Credits

| General Education               |       |
| ENC 1101 English Composition I | 3     |
| Social and Behavioral Sciences  | 3     |
| Mathematics                     | 3     |
| Humanities                      | 3     |
| General Education Elective - A  | 3     |

Professional Core Courses

***ACG 2001 Principles of Accounting I | 4     |
GEB 1011 Introduction to Business     | 3     |
OST 1324 Business Mathematics Using Calculators | 3     |
ECO 2013 Principles of Economics I   | 3     |
OST 2335 Applied Business Communications | 3     |
BUL 2100 Business Law I—The Legal Environment of Business | 3     |
MAN 2021 Principles of Management   | 3     |
MAR 1011 Principles of Marketing     | 3     |
BUL 2112 Business Law II             | 3     |
FIN 2000 Principles of Finance       | 3     |

Professional Electives

(Select from the following)
MAN 2800 Small Business Management  
INR 2002 International Relations  
CGS 1580 Introduction to Desktop Publishing

**General Electives

Total Credit Hours 61

For students desiring to specialize, one of the following options may be completed in place of the professional electives above.

Financial Services Option (263)

OST 1100 Keyboarding/Introduction to Word Processing  
BRC 1504 Credit and Collections  
OST 1581 Professional Development in the Work Environment  
OST 1949 Cooperative Education Work Experience  
OST 1384 Introduction to Customer Services

Total Credit Hours 61

Transportation Option (264)

TRA 1010 Principles of Transportation  
TRA 1032 Transportation and Traffic Management I  
TRA 2020 Economics of Transportation  
TRA 1052 Transportation and Traffic Management II  
TRA 2053 Transportation and Traffic Management III  
TRA 2054 Transportation and Traffic Management IV

Total Credit Hours 64

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
*** Students may substitute ACG 1003 and ACG 1004.
Business Data Processing (392)
TECHNICAL CERTIFICATE

The Technical Certificate in Business Data Processing is an abbreviated program recommended for those students with previous college-level course work and/or business experience. It is a one-year course of study for those who wish to be gainfully employed as a programmer trainee or programmer analyst trainee.

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

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

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><em>OST 1100 Keyboarding/Introduction to Word Processing</em></td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000 Introduction to Programming and Algorithm Design</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>COP 2120 COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>COT 1100 Data Processing Mathematics</td>
<td>3</td>
</tr>
<tr>
<td><strong>ACG 2001 Principles of Accounting I</strong></td>
<td>4</td>
</tr>
<tr>
<td>CIS 2321 Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>COP 2540 Data Management and Job Control Language</td>
<td>3</td>
</tr>
<tr>
<td>A course with a COP prefix</td>
<td>3</td>
</tr>
<tr>
<td><em><strong>General Elective</strong></em></td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours 37

Total Credit Hours 37

*Students with touch typing skills may substitute a course with a CIS, CGS, or COP prefix.

**Students may substitute ACG 1003 and ACG 1004

***Refer to A.S. degree general electives
The Child Care Center Management Associate in Science degree program is designed to prepare students for careers working with young children in child care centers, family child day care homes and elementary schools. An individual interested in a career in child care center management should be a patient person who is in good physical and mental health, 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 fairness, show initiative, follow instructions, have a grasp of basic speech and handwriting skills and have the ability to effectively communicate with young children.

To prepare for the Child Care Center Management Associate in Science Degree program of study, it is recommended that the prospective student has a solid general education background with emphasis in compositional skills and behavioral sciences. Also courses in home economics, child development and child care program (offered in five Duval County high schools) are recommended. These courses may be taken in high school or while attending FCCJ.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

CHD 1220—Child Growth and Development I
DEP 2004—Human Growth and Development
EEC 1001—Introduction to Early Childhood Education
ENC 1101—English Composition I
PSY 1012—General Psychology

<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>
</tr>
<tr>
<td>PSY 1012 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
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<tr>
<td>*General Education Elective</td>
<td>3</td>
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</tbody>
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Credit Hours 15

<table>
<thead>
<tr>
<th>Professional Core Courses</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHD 1220 Child Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1001 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1710 Child Growth and Development II</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1200 Overview of Early Childhood</td>
<td></td>
</tr>
<tr>
<td>Curriculum I</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1202 Overview of Early Childhood</td>
<td></td>
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<tr>
<td>Curriculum II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CHD 1110 Infant and Toddler Care I (Development)</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2120 Infant and Toddler Care II (Education)</td>
<td>3</td>
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<tr>
<td>EDG 2940 Observing and Recording Child Behavior</td>
<td>6</td>
</tr>
<tr>
<td>EDG 2941 Supervised Student Participation</td>
<td>6</td>
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<tr>
<td>DEP 2004 Human Growth and Development</td>
<td>3</td>
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<tr>
<td>DEP 2102 Child Psychology</td>
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Credit Hours 33

<table>
<thead>
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<th>Professional Electives</th>
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<tbody>
<tr>
<td>MUL 1010 Music Appreciation</td>
<td></td>
</tr>
<tr>
<td>SPC 2600 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>GLY 1001 Earth and Space Science</td>
<td></td>
</tr>
</tbody>
</table>

**General Elective

Total Credit Hours 60

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
Civil Engineering Technology (204)  
ASSOCIATE IN SCIENCE

Civil Engineering Technology is designed to prepare the student for a career as an assistant, engineering aide or drafter with engineering firms or units of government in such diverse areas as land development, construction, surveying, highways, municipal engineering or water resources engineering.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101—English Composition I  
ETD 1100—Engineering Drawing  
ETI 1420—Engineering Materials and Processes  
MAC 1104—Precalculus College Algebra

<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>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104 Precalculus College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2020 Computer Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Core Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1100 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1420 Engineering Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114 College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1001 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>TAR 2120 Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210 Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2053C General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2614 Planning and Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2542 Structural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1101 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2054C General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>ETG 2502 Engineering Mechanics</td>
<td>4</td>
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<tr>
<td>SUR 2140 Surveying II</td>
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<tr>
<td>ETC 2450 Concrete</td>
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<tr>
<td>ETG 2530 Testing and Strength of Materials</td>
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<tr>
<td>ETC 2521 Hydrology and Hydraulics</td>
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<tr>
<td>ETC 2500 Highway Drafting and Route Design</td>
<td>3</td>
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<tr>
<td>ETC 2220 Soils and Foundations</td>
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</tr>
</tbody>
</table>

| Credit Hours                              | 58      |
| Total Credit Hours                        | 74      |

*Refer to A.S. degree General Education requirements.
The program is designed to provide the student with the skills needed to enter a career in the field of electronics as a technician or engineering assistant. Completion of the communications electronics specialization may lead to employment in industries where communications electronics equipment such as communication satellite, broadcasting, television, telephone, mobile radio and paging systems are used, installed, or manufactured.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

CGS 2020—Computer Concepts
EET 1035—DC/AC Fundamentals
ENC 1101—English Composition I
ETD 1100—Engineering Drawing
MAC 1104—Precalculus College Algebra

Course Number and Title Credit Hours

General Education
ENC 1101 English Composition I ..............3
*Social and Behavioral Sciences - Area A ....3
MAC 1104 Precalculus College Algebra .......4
*Humanities ......................................3
CGS 2020 Computer Concepts .................3

Credit Hours 16

Professional Core Courses
ETD 1100 Engineering Drawing ...............3
EET 1035 DC/AC Fundamentals ..............4
MAC 1114 College Trigonometry ............3
PHY 2053C General Physics I ...............4
EET 1037 DC/AC Network Analysis .........3
ENC 2210 Technical Report Writing .........3
ETE 1144 Solid State Devices ...............4
PHY 2054C General Physics II .............4
CET 1114 Digital Fundamentals ............4
ETI 1700 Industrial Safety ...................3
EET 2147 Solid State Analog Circuit Analysis ..........3
EST 2112 Electrical-Electronic Control Systems .................3
EET 2324 Communications Electronics I .................3
CET 2123 Microprocessor Fundamentals .................4
EET 2326 Communications Electronics II .................3
MAC 2253 Technical Calculus ..................3

COP 2170 Programming in BASIC ................3

Credit Hours 57

Total Credit Hours 73

*Refer to A.S. degree General Education requirements
# Computer Engineering Technology (Digital) (273)
## ASSOCIATE IN SCIENCE

The program is designed to provide the student with the skills needed to enter a career in the field of electronics as a technician or engineering assistant. Completion of the computer engineering technology specialization may lead to employment in industries where computerized electronics equipment is installed, calibrated, serviced, repaired and maintained.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

### Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- CGS 2020—Computer Concepts
- EET 1035—DC/AC Fundamentals
- ENC 1101—English Composition I
- ETD 1100—Engineering Drawing
- MAC 1104—Precalculus College Algebra

### Course Number and Title | Credits
---|---
**General Education**
ENC 1101 English Composition I | 3
*Social and Behavioral Sciences - Area A* | 3
MAC 1104 Precalculus College Algebra | 4
*Humanities* | 3
CGS 2020 Computer Concepts | 3

**Professional Core Courses**
ETD 1100 Engineering Drawing | 3
EET 1035 DC/AC Fundamentals | 4
MAC 1114 College Trigonometry | 3
PHY 2053C General Physics I | 4
EET 1037 DC/AC Network Analysis | 3
ENC 2210 Technical Report Writing | 3
EET 1144 Solid State Devices | 4
PHY 2054C General Physics II | 4
CET 1114 Digital Fundamentals | 4
MAC 2253 Technical Calculus | 3
EET 2147 Solid State Analog Circuit Analysis | 3
EST 2112 Electrical-Electronic Control Systems | 3
ETI 1700 Industrial Safety | 3
CET 2123 Microprocessor Fundamentals | 4
CET 2173 Microcomputer System Troubleshooting | 3
COP 2170 Programming in BASIC | 3

**CET 2941 Computer Maintenance Practicum** | 2
**CET 2901 Projects in Computer Systems** | 2

**Credit Hours** | 58
**Total Credit Hours** | 74

*Refer to A.S. degree General Education requirements*
The Integrated Systems Specialist A.S. degree curriculum is designed to be as "people oriented" as it is "machine oriented." Students will be trained to be problem solvers in the areas of microcomputer systems and micro/main-frame integrated systems. Communication and interpersonal skills will be emphasized throughout the curriculum. These skills will be developed through traditional classroom instruction and through less traditional modes such as role playing, internship and seminars.

A student graduating from this program should be qualified to fill an entry-level position in any size company. Common job titles for which this degree prepares a student include: product specialist, microcomputer specialist, network manager, problem desk worker and microcomputer and networking analyst.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101 English Composition I
MAT 1033 Intermediate Algebra
CGS 1060 Introductory Computer Concepts
COP 1000 Introduction to Programming and Algorithm Design
OST 1711 Word Processing I

Course Number and Title | Credits
--- | ---
ENC 1101 English Composition I | 3
SOPX 1502 Dynamics of Behavior | 3
MAT 1033 Intermediate Algebra | 3
"Humanities" | 3
SPC 2600 Fundamentals of Speech Communication | 3

Credit hours 15

Professional Core Courses

CGS 1060 Introductory Computer Concepts | 3
COP 1000 Introduction to Programming and Algorithm Design | 3
CGS 2512 Spreadsheet Concepts and Practices | 3
CGS 2542 Database Management Concepts and Practices | 3
CGS 1580 Introduction to Desktop Publishing | 3

COP 2612 Microcomputer Operating Systems Concepts | 3
CIS 2321 Information Systems | 3
CET 2186 Computer Peripherals and Interfacing | 3
"OST 1711 Word Processing I" | 3
OST 2335 Business Communications | 3
CDA 2500 Introduction to Data Communications | 3
CDA 2502 Computer Networks | 3
CIS 1949 Cooperative Education Work Experience I | 3
CIS 2401 User Support and Software Evaluation | 3

Credit Hours 42

Professional Electives Credit Hours 6

Two courses chosen by the advisor from the student’s area of interest (i.e., Computer Programming, General Business, Accounting, Law, Health-related, or other AS program area)

Total Credit Hours 63

*Refer to A.S. degree General Education requirements
**Student must have touch typing skills (see course prerequisite)
Computer Programming and Analysis (205 or 281)
ASSOCIATE IN SCIENCE

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. 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: (a) programmer trainee, (b) junior programmer, (c) programmer-analyst trainee, (d) control analyst.

This is a SOCNAV Network Program. Refer to SOCNAV description on page 19.

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

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

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

CGS 1060-Introductory Computer Concepts
COP 1000-Introduction to Programming and Algorithm Design
ENC 1101-English Composition I
GEB 1011-Introduction to Business
***OST 1100-Keyboarding/Introduction to Word Processing

Course Number and Title Credits

<table>
<thead>
<tr>
<th>General Education</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
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<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
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<tr>
<td>MAT 1033 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or MAC 1102 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or ****MAC 1104 Prealculus College Algebra (4 cr.)</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or ****ENC 1102 English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours 15

<table>
<thead>
<tr>
<th>Professional Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000 Introduction to Programming and Algorithm Design</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COP 2120 COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2210 FORTRAN Programming or COP 2220 Introduction to C Programming</td>
<td>3</td>
</tr>
<tr>
<td>COT 1100 Data Processing Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>**ACG 2001 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2021 Principles of Management</td>
<td>3</td>
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<tr>
<td>CIS 2321 Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COP 2540 Data Management and Job Control Language</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2300 Command Level CICS Programming</td>
<td>3</td>
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<tr>
<td>CDA 2502 Computer Networks</td>
<td>3</td>
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</tbody>
</table>

Credit Hours 37

(205) NON-TRANSFER OPTION
(Select from the following)

Professional Electives Credit Hours 12
***OST 1100 Keyboarding/Introduction to Word Processing required if student does not have touch typing skills.
A minimum of six hours from CGS, CIS or COP Prefix Courses
***General Electives

FCCJ Total Credit Hours 64

(281) UNF TRANSFER OPTION/Information Systems and Information Sciences Program -
ALL OF THE FOLLOWING:

Professional Electives Credit Hours 16
ACG 2011 Principles of Accounting II | 3 |
MAC 2233 Calculus for Business and Social Sciences I | 3 |
STA 2014 Introduction to Statistics | 3 |
ECO 2013 Principles of Economics I | 3 |
ECO 2023 Principles of Economics II | 3 |

FCCJ Total Hours: (UNF Transfer Option) 69

*Refer to A.S. degree General Education requirements
**Non-transfer Students may substitute ACG 1003 and ACG 1004.
***Students with touch typing skills as demonstrated through testing may substitute a computer programming and analysis elective or a general business elective.
****Refer to A.S. degree general electives
*****Required for Information Systems and Information Sciences UNF Transfer Option

55
Criminal Justice Technology (239 or 279)
ASSOCIATE IN SCIENCE

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 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 the baccalaureate degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>CCJ 1010—Introduction to Criminology</td>
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</tr>
<tr>
<td>CCJ 1020—Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101—English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences</td>
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<tr>
<td>*General Education Elective from Area A, B, C or D</td>
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<table>
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<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>or **AMH 2010 and AMH 2020</td>
<td>3</td>
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<tr>
<td>or **EUAH 1000 and EUA 1001</td>
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<tr>
<td>*Mathematics</td>
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<tr>
<td>or **MAC 1102 College Algebra</td>
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</tr>
<tr>
<td>or **MAC 1104 Pre-Algebra (4 Cr.)</td>
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<tr>
<td>*Humanities</td>
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<tr>
<td>*General Education Elective from Area A, B, C or D</td>
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</table>

Credit Hours 15

(279) UNF TRANSFER OPTION/Criminal Justice Technology

Professional Core Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>CCJ 1010 Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1030 Man, Crime, and Society</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1220 Criminal Law, Evidence, and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1400 Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2100 Fundamentals of Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2230 Criminal Evidence and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2500 Juvenile Delinquency</td>
<td>3</td>
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<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences</td>
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<td>*General Education Elective from Area B, C, or D</td>
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Credit Hours 33

(279) NON-TRANSFER OPTION

(Select from the following)

<table>
<thead>
<tr>
<th>Professional Electives</th>
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<tbody>
<tr>
<td>CCJ 1300 Introduction to Corrections</td>
<td>3</td>
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<tr>
<td>CCJ 2250 Constitutional Law</td>
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<tr>
<td>CCJ 2330 Probation, Pardon and Parole</td>
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<tr>
<td>CCJ 2340 Treatment Techniques and Practices</td>
<td>3</td>
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<tr>
<td>CCJ 2360 Advanced and Contemporary Issues in Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2930 Special Topics/Seminars-Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2933 Special Topics - Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJ 2310 Police Supervision</td>
<td>3</td>
</tr>
<tr>
<td>*A.S. General Education Course(s)</td>
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</tr>
<tr>
<td>**General Electives</td>
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</table>

| FCCJ Total Credit Hours | 60 |

(239) NON-TRANSFER OPTION

Professional Core Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<td>CCJ 2230 Criminal Evidence and Procedure</td>
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</tr>
<tr>
<td>CCJ 2500 Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
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</tbody>
</table>

*Required for Criminal Justice UNF Transfer Option

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

(279) UNF TRANSFER OPTION/Criminal Justice Technology

ALL OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>Professional Electives</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPC 2600 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>STA 2014 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Any Literature Course (LIT)</td>
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</tr>
<tr>
<td>Foreign Language Courses</td>
<td>8</td>
</tr>
</tbody>
</table>

| FCCJ Total Credit Hours (UNF Transfer Option) | 67 |

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

If student has 6 hrs. of non-lab sciences, only one lab course is required. Refer to A.S. degree General Education for list of courses.
Dental Hygiene (233)
ASSOCIATE IN SCIENCE

The A.S. program in Dental Hygiene offers the student an opportunity to learn the technical 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 examinations. Upon successful completion of these examinations, the graduate will be licensed to practice in the field in dental hygiene.

Application:
Due to facility requirements and accreditation standards, admission to the program is limited. Applicants must show evidence of good health and have an earned high school diploma or GED Certificate. A background of science and mathematics and good manual dexterity are strongly recommended. Continuation in the program’s second year is dependent upon maintaining a 2.00 average in the first year. A grade of “C” or above must be maintained in all Dental Hygiene and General Education courses that are part of the Dental Hygiene program. Present programs of studies is subject to change.

Dental Hygiene is a selective access program. One 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 not more than 30 days prior to the enrollment for the first dental hygiene course.
6. Submit evidence of current Basic Life Support (CPR) Certification

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and becomes employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Courses must be taken in proper sequence based on program brochure.

The programs in dental hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
APB 2811C—Human Anatomy and Physiology I
CHM 1032C—Principles of General Chemistry
ENC 1101—English Composition I
PSY 1012—General Psychology
MAT 1033—Intermediate Algebra
or
MGF 1202—College Mathematics

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
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</tr>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012 General Psychology</td>
<td>3</td>
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<tr>
<td>MAT 1033 Intermediate Algebra</td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MGF 1202 College Mathematics</td>
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<tr>
<td>&quot;Humanities&quot;</td>
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</tr>
<tr>
<td>SPC 2600 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours 15

Professional Core Courses
APB 2811C Human Anatomy and Physiology I | 3
APB 2812C Human Anatomy and Physiology II | 3
CHM 1032C Principles of General Chemistry | 4
MCB 2013C Microbiology | 4
CHM 2205C Introductory Organic/Biochemistry | 4
DEH 1003C Principles of Dental Hygiene | 5
DEH 1800C Clinical Dental Hygiene I | 6
DEH 1802L Clinical Dental Hygiene II | 8
DES 2050 Pharmacology | 2
DES 2042 Oral Pathology | 2
DES 2507C Dental Hygienists Expanded Duties | 2
DES 2602 Periodontics | 2
DEH 2701 Community and Preventive Dentistry | 3
DEH 2804L Clinical Dental Hygiene III | 8
DEH 2806L Clinical Dental Hygiene IV | 8
DEH 2930 Dental Hygiene Seminar I | 2
DEH 2931 Dental Hygiene Seminar II | 2
DES 1220C Dental Radiology (Dental Assisting/Dental Hygiene) | 3
HUN 1201 Human Nutrition | 3
DES 1110C Dental Materials and Laboratory | 3
DES 1020C Oral Development | 3

Credit Hours 80

Total Credit Hours 95

*Refer to A.S. degree General Education requirements
Dietetic Technician (260 or 269)  
ASSOCIATE IN SCIENCE

The Dietetic Technician A.S. degree prepares students to function at the general level of dietetic care under the supervision of a registered dietitian or under general supervision in consultation with the dietitian. Typical duties include supervision of employees, menu planning, patient interviewing, diet instruction for routine modification, employee training, food purchasing and supervision of food production. The dietetic technician is an integral part of the health care team in an occupation offering both personal and financial rewards. Upon completion of the Dietetic Technician program, the student may apply for membership in the American Dietetic Association. Graduates of an ADA approved program meet licensure requirements under Public Law 10D-2915. 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 assistant dean, may require additional courses or make substitutions required to meet the needs of students. A transfer option is available to students in Dietetics with the University of North Florida. Students enrolling in the option will be able, upon satisfactory completion of the required courses at FCCJ, to apply for admission to UNF for the Bachelor of Health Science with a major in Health Science and a minor in Nutrition. See FCCJ program advisor or UNF program advisor for further information.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

*Humanities ..................................................3
CGS 1060 Introductory Computer Concepts ..................3

Credit Hours 15

Professional Core Courses
HUN 1201 Human Nutrition ....................................3
FSS 1288 Pantry and Fast Foods ..............................3
FSS 1202 Food Production I ..................................3
FSS 1221 Food Production II ..................................3
FSS 2300 Supervision and Personnel Management ...........3
DIE 1100 Dietetic Seminar .....................................1
DIE 1201 Introduction to Clinical Nutrition ..................3
DIE 2270 Clinical Nutrition I ..................................3
DIE 2271 Clinical Nutrition II ..................................3

Credit Hours 25

(260) NON-TRANSFER OPTION  
(Select from the following):
Professional Electives Credit Hours 25
SLS 1101 Dynamics of Student Success ........................3
CHM 1020 Chemistry for Liberal Arts .........................3
FSS 1100 Menu Design and Food Merchandising ..............3
FSS 1410 Food Service Equipment/Facility Planning ........3
FSS 2501 Food and Beverage Control ........................3
HUN 1003 Weight Management through Nutrition and Fitness 3
HUN 1410 Pediatric Nutrition ..................................3
HUN 1471 Geriatric Nutrition ..................................3
HFT 1000 Introduction to Hospitality Management ............3
FOS 1201 Sanitation and Safety ................................3
FSS 1120 Food and Beverage Purchasing ......................3
SPC 2600 Fundamentals of Speech Communication ...........3

** (269) UNF Transfer Option
Human Nutrition
ALL OF THE FOLLOWING:

Professional Electives Credit Hours 25
**ENC 1102 English Composition II ..........................3
**CHM 1045C General Chemistry & Qualitative Analysis 4
**BSC 2010C Principles of Biology ..........................4
**DEP 2004 Human Growth & Development ..................3
**EDF 1005 Introduction to Education ........................3
**MCB 2030 Microbiology ....................................4
**ACG 2001 Principles of Accounting I ......................4

Total Credit Hours 65

*Refer to A.S. degree General Education requirements
**Students enrolling in the UNF transfer option must take these courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
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</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A or **PSY 1012 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics or **MAC 1102 College Algebra</td>
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</tr>
</tbody>
</table>
Drafting and Design Technology (CADD) (206)
ASSOCIATE IN SCIENCE

The Associate in Science degree program in Drafting and Design Technology develops the knowledge and skills needed to embark on a career as a drafter or engineering technician working in the engineering or architectural fields. Emphasis in this specialty is on the use of computer-aided drafting and design (CADD) technology and its application in the drafting and design process.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

BCN 1001—Building Construction
ENC 1101—English Composition I
ETD 1100—Engineering Drawing
ETI 1420—Engineering Materials and Processes
MAC 1104—Precalculus College Algebra

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
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<tr>
<td>&quot;Social and Behavioral Sciences&quot;</td>
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<tr>
<td>MAC 1104 Precalculus College Algebra</td>
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<tr>
<td>&quot;Humanities&quot;</td>
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<tr>
<td>CGS 2020 Computer Concepts</td>
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</table>

Credit Hours 16

Professional Core Courses
ETD 1100 Engineering Drawing              3
ETI 1420 Engineering Materials and Processes 3
BCN 1001 Building Construction            3
MAC 1114 College Trigonometry             3
TAR 2120 Architectural Drafting           3
COP 2170 Programming in BASIC             3
ENC 2210 Technical Report Writing         3
CGS 2470 Computer Aided Drafting and Design 3
ETG 2502 Engineering Mechanics           4
EGS 1130 Descriptive Geometry             3
PHY 2053C General Physics I               4
EET 1035 DC/AC Fundamentals               4
CHM 1025C Introduction to General Chemistry 4
ETD 2538 CAD-Architectural                3
ETD 2536 CAD-Mechanical Electrical        3

ETD 2548 CAD-Civil                        3
ETD 2350 CAD-Advanced                     3

Credit Hours 55
Total Credit Hours 71

*Refer to A.S. degree General Education requirements.
Drafting and Design Technology (Marine Engineering) (246)
ASSOCIATE IN SCIENCE

The Associate in Science degree program in Drafting and Design Technology develops the knowledge and skills needed to embark on a career as a drafter or engineering technician. Emphasis in this specialty program is on drafting and design as applied to marine engineering and naval architecture.

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 or bachelor degree. The student who decides to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101—English Composition I
ETD 1100—Engineering Drawing
ETI 1420—Engineering Materials and Processes
MAC 1104—Precalculus College Algebra

<table>
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<th>Course Number and Title</th>
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<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
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<td>*Social and Behavioral Sciences</td>
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<tr>
<td>MAC 1104 Precalculus College Algebra</td>
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<td>*Humanities</td>
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<td>CGS 2020 Computer Concepts</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

Professional Core Courses

ETD 1100 Engineering Drawing               | 3
ETI 1420 Engineering Materials and Processes | 3
MAC 1114 College Trigonometry               | 3
ENC 2210 Technical Report Writing          | 3
CGS 2470 Computer Aided Drafting and Design | 3
ETG 2502 Engineering Mechanics             | 4
EGS 1130 Descriptive Geometry              | 3
PHY 2053C General Physics I                | 4
EET 1035 DC/AC Fundamentals                | 4
ETM 2310 Fluid Mechanics                   | 3
ETG 2530 Testing and Strength of Materials | 4
PHY 2054C General Physics II               | 4
EET 1037 DC/AC Network Analysis            | 3
ETD 2453 Piping Systems Design             | 3
ETM 2312 Fluid Power                       | 3

*Refer to A.S. degree General Education requirements

EET 2571 Marine Electrical Systems Design | 3
ETM 2580 Introduction to Naval Architecture | 3

Credit Hours 56

Total Credit Hours 72
Electronics Engineering Technology (Robotics) (274)
ASSOCIATE IN SCIENCE

The program is designed to provide the student with the skills needed to enter a career in the field of electronics as a technician or engineering assistant. Completion of the robotics specialization program may lead to employment in industrial settings where automated equipment is used, such as production line manufacturing, hazardous industries (radiation, welding, chemicals), in domestic uses or in companies manufacturing robots.

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 decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

EET 1035—DC/AC Fundamentals
ENC 1101—English Composition I
ETD 1100—Engineering Drawing
MAC 1104—Pre-calculus College Algebra

Course Number and Title             Credits

| General Education                  |
| ENC 1101 English Composition I     | 3 |
| *Social and Behavioral Sciences - Area A | 3 |
| MAC 1104 Pre-calculus College Algebra | 4 |
| *Humanities                        | 3 |
| CGS 2020 Computer Concepts         | 3 |

Credit Hours 16

| Professional Core Courses          |
| ETD 1100 Engineering Drawing       | 3 |
| EET 1035 DC/AC Fundamentals        | 4 |
| ENC 2210 Technical Report Writing | 3 |
| MAC 1114 College Trigonometry      | 3 |
| EET 1037 DC/AC Network Analysis    | 3 |
| EET 1144 Solid State Devices       | 3 |
| PHY 2053C General Physics I        | 4 |
| PHY 2054C General Physics II       | 4 |
| CET 1114 Digital Fundamentals      | 4 |
| MAC 2253 Technical Calculus        | 3 |
| EET 2147 Solid State Analog Circuit Analysis | 3 |
| EST 2112 Electrical-Electronic Control Systems | 3 |
| ETG 2502 Engineering Mechanics    | 4 |
| CET 2123 Microprocessor Fundamentals | 4 |
| ETI 1700 Industrial Safety         | 3 |

ETM 2312 Fluid Power................3
EST 2603 Robotics....................3

Credit Hours 58

Total Credit Hours 74

*Refer to A.S. degree General Education requirements
The program in Emergency Medical Services (EMS) Technology offers the student an opportunity to learn the technical and clinical skills of emergency medical technology.

Emergency Medical Services (EMS) 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 this program must be at least eighteen years of age, have an earned high school diploma or GED certificate, and be currently certified in Florida in Emergency Medical Technology (EMT) or be board eligible.

Additionally, program applicants must submit all the following to the Emergency Medical Services (EMS) Technology Program Office, North Campus, at least two months 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 Services (EMS) Technology program (Paramedic)
3. Proof of current Basic Life Support (cardiopulmonary resuscitation) certificate issued within six months prior to the date of proposed entry into the program.
4. Have completed APB 2811C, Human Anatomy and Physiology I, earning a minimum grade of "C". APB 2811C, Human Anatomy and Physiology II, must be completed, with a minimum grade of "C"; prior to enrolling in EMS 2272, Paramedic Phase II.
5. Have received a score of 14 or higher on the Elementary Algebra portion of the MAPS test, or have taken MAT 0024 or higher Math course, with a minimum grade of "C".

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 decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

NOTE: Non-degree seeking students may refer to the Paramedic Technical Certificate Program on page 81 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
APB 2811—Human Anatomy and Physiology I
CHM 1032C—Principles of General Chemistry

ENC 1101—English Composition I
PSY 1012—General Psychology
*Humanities

Course Number and Title Credits

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<th>General Education</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
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<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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<td>*Humanities</td>
<td></td>
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<tr>
<td>APB 2811C</td>
<td>Human Anatomy and Physiology I</td>
</tr>
</tbody>
</table>

Credit Hours 15

<table>
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<tr>
<th>Professional Core Courses</th>
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</thead>
<tbody>
<tr>
<td>EMS 1059</td>
<td>First Responders: Emergency Care Training</td>
</tr>
<tr>
<td>APB 2812C</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>CHM 1032C</td>
<td>Principles of General Chemistry</td>
</tr>
<tr>
<td>MCB 2013C</td>
<td>Microbiology</td>
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<tr>
<td>EMS 1119</td>
<td>Fundamentals of Emergency Medical Care</td>
</tr>
<tr>
<td>EMS 1401</td>
<td>Fundamentals of Emergency Medical Care Experience</td>
</tr>
<tr>
<td>EMS 2271</td>
<td>EMT-Paramedic Phase I</td>
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<tr>
<td>EMS 2271L</td>
<td>EMT-Paramedic Phase I—Lab/Clinical</td>
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<td>EMT-Paramedic Phase II</td>
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<td>EMS 2272L</td>
<td>EMT-Paramedic Phase II—Lab/Clinical</td>
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<td>EMS 2273</td>
<td>EMT-Paramedic Phase III</td>
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<tr>
<td>EMS 2273L</td>
<td>EMT-Paramedic Phase III—Lab/Clinical</td>
</tr>
</tbody>
</table>

Credit Hours 53

Total Credit Hours 68

*Refer to A.S. degree General Education requirements.
Emergency Medical Technology – EMT (394)
TECHNICAL CERTIFICATE

The Technical Certificate in Emergency Medical Services (EMT) is designed to prepare students for entry-level positions in pre-hospital and emergency department settings.

Graduates may sit for the Florida Emergency Medical Technician (EMT) credentialing exam.

Students interested in the EMT Program are encouraged to contact the EMS office prior to application to the program.

All applicants for admission to this program must be at least 18 years of age and have an earned high school diploma or GED 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 corpsman.

Additionally, program applicants must submit all the following to the Emergency Medical Services Technology Program Office, North Campus, at least two months 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 (EMT) 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.

Course Number and Title Credits

<table>
<thead>
<tr>
<th>Professional Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1059 First Responders: Emergency Care Training</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1119 Fundamentals of Emergency Care</td>
<td>6</td>
</tr>
<tr>
<td>EMS 1401 Fundamentals of Emergency Care Clinical Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours 12

Total Credit Hours 12
Fashion Marketing Management  
(229 or 242 or 243 or 256)  
ASSOCIATE IN SCIENCE

This A.S. program is designed to prepare students for entering the fashion retailing industry. Employment may be secured in occupations such as salesperson, assistant department manager, display artist, fabric specialist, assistant buyer, department manager and midmanagement positions in sales supporting areas. The program will include instruction in career orientation, merchandising functions and techniques, garment construction, textile performance and general business practices and procedures along with practical on-the-job work experiences and General Education.

The program director, with the approval of the assistant 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 the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- CTE 2852—Visual Merchandising
- CTE 1812—Retail Merchandising
- CTE 2851—Sales Promotion
- ENC 1101—English Composition I
- *Mathematics

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
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</tr>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>*General Education Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

| Credit Hours | 15 |

Professional Core Courses

- **ACG 2001 Principles of Accounting I             | 4       |
- CTE 1812 Retail Merchandising                      | 3       |
- CTE 2851 Sales Promotion                           | 3       |
- CTE 2852 Visual Merchandising                      | 3       |
- CTE 2880 Retail Merchandising Internship           | 3       |
- ECO 2013 Principles of Economics I.                | 3       |

| Credit Hours | 24 |

and one of the following Technical Specialties:

Merchandising (229)
- CTE 1401 Basic Textiles                             | 3       |
- CTE 1821 Merchandising Mathematics                  | 3       |
- CTE 1827 Retail Buying                              | 3       |
- CTE 1840 Merchandising Information                  | 3       |
- CTE 2831 Retail Computer Applications               | 3       |
- CTE 1856 Retail Salesmanship                        | 3       |

Professional Electives

- Select from the following:
  - CGS 1060 Introductory Computer Concepts           | 3       |
  - CTE 1310 Basic Clothing Construction              | 3       |
  - CTE 2200 Wardrobe Planning & Updating             | 3       |
  - CTE 2853 Fashion Show Production                  | 3       |
  - CTE 2862 Store Planning & Design                  | 3       |
  - MAN 2021 Principles of Management                 | 3       |
  - MAN 2800 Small Business Management                | 3       |
  - MAR 1011 Principles of Marketing                  | 3       |
  - PSY 1012 General Psychology                       | 3       |

Total Credit Hours 63

*Refer to A.S. General Education requirements

**Students may substitute ACG 1003 and ACG 1004.
Financial Services (Banking) (228)
ASSOCIATE IN SCIENCE

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.

The program manager, with the approval of the assistant 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 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
BAN 1004—Principles of Bank Operations
ENC 1101—English Composition I
FIN 2000—Principles of Finance
*Mathematics
**General Elective

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences</td>
<td>3</td>
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<tr>
<td>*Mathematics</td>
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<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>*General Education Elective - Area A</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours 15

Professional Core Courses
***ACG 2001 Principles of Accounting I         | 4       |
ECO 2013 Principles of Economics I             | 3       |
BAN 2501 Money and Banking                     | 3       |
BAN 1004 Principles of Bank Operation          | 3       |
BAN 1700 Financing Business Enterprise         | 3       |
FIN 2000 Principles of Finance                 | 3       |

BUL 2100 Business Law I—The Legal Environment of Business ... 3

Credit Hours 22

Professional Electives Credit Hours 24
(Select from the following)
BRC 2301 Foundation and Structure of Credit Unions
**General Electives

Total Credit Hours 61

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
***Students may substitute ACG 1003 and ACG 1004.
Fire Science Technology (211)  
ASSOCIATE IN SCIENCE

The Fire Science Technology A.S. program is designed to provide training for persons who desire to enter the fire service; who seek employment in industrial fire protection, with insurance companies or with fire protection equipment companies; or to upgrade the professional status and intellectual competence of those currently 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 assures 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 director may require additional courses or make substitutions required to meet the needs of students.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1101—English Composition I
- FFP 1000—Introduction to Fire Protection
- FFP 1100—Fire Service Organization
- Social and Behavioral Sciences
- General Education Elective

<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>
</tr>
<tr>
<td>*Social and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics</td>
<td>3</td>
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<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>*A.S. General Education Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours 15

Professional Core Courses

- FFP 1000 Introduction to Fire Protection      | 3       |
- FFP 1100 Fire Service Organization           | 3       |
- FFP 1110 Fire Company Supervision and
  Management                                    | 3       |
- FFP 1200 Fundamentals of Fire Prevention     | 3       |
- FFP 2210 Fire Investigation                   | 3       |
- FFP 2300 Fire Codes and Building Construction| 3       |
- FFP 2400 Fire Fighting Tactics and Strategy  | 3       |
- FFP 2500 Hazardous Materials I                | 3       |
- CGS 1060 Introductory Computer Concepts       | 3       |

*Social and Behavioral Sciences ..................3
*General Education Elective - Area B, C or D ....3

Credit Hours 33

Professional Electives

Credit Hours 12

(Select from the following)
- FFP 2501 Hazardous Materials II
- FFP 2600 Fire Fighting Equipment and Apparatus
- OR
- EMS 2271 EMT-Paramedic Phase I
- EMS 1119 Fundamentals of Emergency Medical Care
- OR
- *A.S. General Education Course(s)
- **A.S. General Electives

Total Credit Hours 60

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

66
Graphics Arts Technology (240)
ASSOCIATE IN SCIENCE

The two-year A.S. program in Graphic Arts Technology is designed to provide the student with a working knowledge of each of six major areas of the printing industry, and then to develop in the student occupational skills in the one area or process in which the student demonstrates aptitude and interest.

Lecture courses and hands-on laboratory experience will be provided for training in hand and machine composition and form make-up, letter press operation and form lockup, cold typesetting and pasteup, camera operation and film processing, negative stripping and offset platemaking and offset press operation and related bindery functions.

The program director, with the approval of the assistant 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 the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
ENC 1101—English Composition I
Any four GRA Courses

Course Number and Title | Credits
--- | ---
General Education
ENC 1101 English Composition I | 3
*Social and Behavioral Sciences - Area A | 3
*Mathematics | 3
*Humanities | 3
*General Education Elective - Area A | 3

Credit Hours | 15

Professional Core Courses
GRA 1500 Theory of Printing Processes | 5
GRA 1502 Printing Processes Lab | 4
GRA 1540 Layout and Design | 3
OST 1324 Business Mathematics Using Calculators | 3
GRA 1503 Theory of Lithographic Processes | 5
GRA 1504 Lithographic Processes Lab | 4
GRA 1706 Graphic Arts Estimating | 3
GRA 2945 Practicum | 6
and
GRA 2537 Cold Type Typesetting and Pasteup | 3
GRA 2538 Advanced Cold Type
   Typesetting and Pasteup | 5
or
GRA 2571 Camera Operation and Film Processing
GRA 2573 Advanced Camera Operation and Film Processing
or
GRA 2601 Negative Stripping and Offset Platemaking
GRA 2602 Advanced Negative Stripping and Offset Platemaking
or
GRA 2635 Offset Press Operation
GRA 2638 Advanced Offset Press Operation

Credit Hours | 41

Professional Electives | Credit Hours | 6
**General Electives
(3 Hours of typing preferred)
Total Credit Hours | 62

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
Histologic Technology (262)
ASSOCIATE IN SCIENCE

The Histologic Technology program offers the student opportunities to learn the technical skills of histotechnology, or the preparation and evaluation of tissue specimens for diagnosis of disease, research or teaching purposes by appropriately qualified scientists and medical professionals. The curriculum includes general, technical and clinical education.

Application:
Histologic Technology is a selective access program and admission to the program is limited. Applicants must have an earned high school diploma or GED certificate. Applicants are admitted into the program each fall and winter terms; however, general education coursework may be started prior to admission into the program if desired by the applicant. College preparatory coursework must be completed prior to admission into the program.

Program admission procedures may be obtained from the department chairperson of the Medical Laboratory Technology program, North Campus. Prior to registration for each term, the program director advises students.

Students must earn a grade of "C" or better in the MLT-prefix courses and complete all campus-based courses with a grade point average of 2.00 or better before entering the clinical phase of their education. Placement in the clinical practicum phase of the program is on a space availability basis; a GPA-ranked waiting list will determine placement should space become limited for reasons beyond the control of the program. The program conforms to the requirements of the AMA Council on Medical Education.

In order to be employed in a licensed clinical laboratory in Florida, program graduates must pass the Florida State Licensure Examination.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
MLT 1022C Introduction to Health Technology.............3
ENC 1101 English Composition I.............................3
HSC 1531 Medical Terminology..............................3
MAT 1033 Intermediate Algebra..............................3
or
MAC 1102 College Algebra.................................3
CHM 1032C Principles of General Chemistry..............4

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>General Education</strong></td>
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<tr>
<td>ENC 1101 English Composition I</td>
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<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033 Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MAC 1102 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
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<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit hours 15</td>
</tr>
<tr>
<td><strong>Professional Core Courses</strong></td>
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<tr>
<td>MLT 1022C Introduction to Health Technology</td>
<td>3</td>
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<tr>
<td>CHM 1032C Principles of General Chemistry</td>
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<td>HSC 1531 Medical Terminology</td>
<td>2</td>
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<tr>
<td>CHM 2205C Introductory Organic/Biochemistry</td>
<td>4</td>
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<tr>
<td>APB 2811C Human Anatomy and Physiology</td>
<td>3</td>
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<tr>
<td>MLT 1300C Hematology</td>
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<tr>
<td>BSC 2010C Principles of Biology I</td>
<td>4</td>
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<td>MLT 1930C Histology Seminar</td>
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<tr>
<td>MCB 2013C Microbiology</td>
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<tr>
<td>APB 2812C Human Anatomy and Physiology II</td>
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<tr>
<td>MLT 2500C Clinical Immunology</td>
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<tr>
<td>MLT 2190C Histology</td>
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<tr>
<td>MLT 2191C Histotechniques I</td>
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<tr>
<td>MLT 2840L Histotechnology Practicum I</td>
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<tr>
<td>MLT 2192C Histotechniques II</td>
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<td>MLT 2841L Histotechnology Practicum II</td>
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<tr>
<td>MLT 2193C Histopathology</td>
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<td></td>
<td>Credit Hours 68</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td>83</td>
</tr>
</tbody>
</table>

*Refer to A.S. degree General Education requirements
Hospitality Management (214)
ASSOCIATE IN SCIENCE

This A.S. program is designed to provide career-oriented students with the basic principles, job entry working skills and the training for supervisory and management positions in the hotel, motel, lodging and food service industry. The program is designed to provide the student with a foundation for building a rewarding position and satisfying career in a dynamic, growing industry.

The hotel, motel, tourism, and food service industry is the largest and fastest growing business in Florida. A.S. degree students with an educational background of this business are in demand.

Training includes communication skills, managerial 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 assistant dean, 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 rather then pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101—English Composition I
*Social and Behavioral Sciences - Area A
*Mathematics
HFT 1250—Hotel/Motel Operations

<table>
<thead>
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<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
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<tr>
<td>*Mathematics</td>
<td>3</td>
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<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>or CGS 1570 Microcomputer Application Software</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Hours</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Core Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1250 Hotel/Motel Operations</td>
<td>3</td>
</tr>
<tr>
<td>APA 2321 Hotel/Motel Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2300 Supervision and Personnel Management</td>
<td>3</td>
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<tr>
<td>HFT 2941 Hospitality Internship I</td>
<td>3</td>
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<tr>
<td>HFT 1265 Restaurant Operations</td>
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<tr>
<td>FSS 1120 Food and Beverage Purchasing</td>
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<tr>
<td>GEB 1011 Introduction to Business</td>
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<tr>
<td>MAN 2021 Principles of Management</td>
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<td>Professional Electives</td>
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<td>Credit Hours</td>
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<td>(Choose nine (9) of the following courses):</td>
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<tr>
<td>ACG 1003 General Accounting</td>
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</tr>
<tr>
<td>HFT 1300 Hotel/Motel Housekeeping</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1320 Hotel/Motel Maintenance and Engineering</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1503 Marketing of Hospitality Services</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1444 Managing Computers in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2501 Food and Beverage Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1600 Hotel/Motel Law</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1410 Front Office Management - Hotel/Motel</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1202 Food Production I</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1250 Food and Beverage Service</td>
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<tr>
<td>HFT 2942 Hospitality Internship II</td>
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</tr>
<tr>
<td>HFT 2223 Training for the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000 Introduction to Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>FOS 1201 Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1201 Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1410 Food Service Equipment/Facility Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 66

*Refer to A.S. degree General Education requirements
Industrial Management Technology (Military) (278)
ASSOCIATE IN SCIENCE

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<td>*Mathematics</td>
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<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
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<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>**General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>**Humanities</td>
<td>3</td>
</tr>
<tr>
<td>**Social and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>**Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours 15

Professional Core Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAN 2021 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300 Human Resources Management</td>
<td>3</td>
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<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2100 Business Law I—The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060 Introductory Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Microcomputer Application Software</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours 21

Professional Electives

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>**General Elective</td>
<td></td>
</tr>
<tr>
<td>**Military Service Credits (ACE GUIDE)</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 60

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
***Credits awarded by evaluation of DD-295 using ACE Guide recommendations
This A.S. program's objective is to provide students with the necessary course work that can lead to profitable and rewarding careers in the insurance industry — life, property and casualty and health. Emphasis is placed on job preparation for affiliation with insurance agencies and home office operations. Jacksonville, being the "Insurance Capital of the South," offers great opportunity to qualified insurance A.S. graduates.

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

The program manager, with the approval of the assistant 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 wish to complete an associate degree and become employed rather than pursue a baccalaureate degree. The student who desires to pursue a baccalaureate degree in insurance at another state university should refer to any university transfer requirements on page 37 of the catalog.

**Initial Advising Courses**

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101—English Composition I
FIN 2000—Principles of Finance
RMI 1521—Principles of Insurance

*Mathematics

***General Elective

**Course Number and Title**

<table>
<thead>
<tr>
<th>General Education</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101  English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences - Area A</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities</td>
<td>3</td>
</tr>
<tr>
<td>*General Education Elective - Area B</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credit Hours**  15

**Professional Core Courses**

| RMI 1521  Principles of Insurance | 3       |
| **RMI 1612 Principles of Casualty  | 3       |
| Insurance and Surety Bonding      | 3       |
| **RMI 1613 Principles of Fire and Allied Lines | 3 |
| **RMI 1615 Principles of Property  | 3       |
| Insurance Adjusting               | 3       |
| **RMI 1631 Principles of Insurance and Liability Claim Adjusting | 3 |
| ACG 2001  Principles of Accounting I | 4       |

**BUL 2100  Business Law I—The Legal Environment of Business | 3
FIN 2000  Principles of Finance | 3
ECO 2013  Principles of Economics I | 3

**Credit Hours**  28

**Professional Electives**

(Select from the following)

***General Electives

RMI 2535  Principles of Insurance Education
RMI 1522  Personal Insurance
RMI 1523  Commercial Insurance
RMI 2536  Multiple-Lines Insurance Production
RMI 2537  Agency Operations and Sales Management

**Total Credit Hours**  61

*Refer to A.S. degree General Education requirements
**The two property courses (RMI 1613 and 1615) or the two casualty courses (RMI 1612 and 1631) must be taken concurrently.
***Refer to A.S. degree general electives
The A.S. 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, decorating and design skills, space planning, materials and sources, graphic presentation and architectural design, history of interiors and business aspects.

The Associate in Science degree program will also include management, safety, free enterprise, consumer and economic education; communication, computation, and human relations skills; and instruction related to rules, regulations and legislation.

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 representatives, 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 does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

NOTE: The following are offered by the Consumer and Human Services Department and may be taken for non-college credit: HOF 0002B Home Accessories Construction, HOFA 0005A Construction of Window Treatments and Draperies, HOF 0001 Home Maintenance and Repair, HOFC 0005A Introduction to Upholstery, HEF 0313F Advanced Upholstery.

Initial Advising Courses

During your first semester at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101—English Composition I
CTE 1401—Basic Textiles
HHD 1321—Principles of Interior Design
HHD 1426—Materials and Sources
HHD 1611—History of Interiors I
HHD 2323—Perspective Renderings-Housing

Course Number and Title  Credits

<table>
<thead>
<tr>
<th>General Education</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>&quot;Social and Behavioral Sciences - Area A&quot;</td>
<td>3</td>
</tr>
<tr>
<td>&quot;Mathematics&quot;</td>
<td>3</td>
</tr>
<tr>
<td>&quot;Humanities&quot;</td>
<td>3</td>
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<tr>
<td>&quot;General Education Elective - Area A or B&quot;</td>
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Credit Hours 15

Professional Core Courses

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHD 1321 Principles of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>CTE 1401 Basic Textiles</td>
<td>3</td>
</tr>
<tr>
<td>HHD 1611 History of Interiors I</td>
<td>3</td>
</tr>
<tr>
<td>HHD 2323 Perspective Renderings - Housing</td>
<td>3</td>
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<tr>
<td>HHD 1232 Functions and Psychology of Space</td>
<td>3</td>
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<tr>
<td>HHD 1618 History of Interiors II</td>
<td>3</td>
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<tr>
<td>HHD 1426 Materials and Sources</td>
<td>3</td>
</tr>
<tr>
<td>HHD 2324 Graphic Presentation Techniques</td>
<td>3</td>
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<tr>
<td>TAR 2120 Architectural Drafting</td>
<td>3</td>
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<tr>
<td>HHD 2234 Residential and Commercial Design</td>
<td>3</td>
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<tr>
<td>HHD 2810 Marketing Techniques for the Interior Designer</td>
<td>3</td>
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<tr>
<td>HHD 2945 Interior Design Internship and Seminar</td>
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Credit Hours 39

Professional Electives

(Select from the following)

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CGS 2470 Computer Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>HHD 1450 Fundamentals of Restoration and Preservation</td>
<td>3</td>
</tr>
<tr>
<td>HHD 2240 Why Preservation?</td>
<td>3</td>
</tr>
<tr>
<td>HHD 2600 Architectural Style: Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1808 Exterior and Interior Landscaping</td>
<td>3</td>
</tr>
<tr>
<td>IND 2433 Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>IND 2462 Computer Aided Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1001 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2350 CAD Advanced</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2538 CAD Architectural</td>
<td>3</td>
</tr>
<tr>
<td>CTE 2862 Store Planning and Design</td>
<td>3</td>
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<tr>
<td>IND 2434 Commercial Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>IND 2410 Specialized Design: Kitchen and Bath Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 63

*Refer to A.S. degree General Education requirements
Florida Community College at Jacksonville offers a two-year Associate in Science degree in legal assisting for students who wish to seek employment in the legal or criminal justice field as a paraprofessional. Students presently employed who wish to assume paraprofessional duties in their field.

FCCJ's program is structured to meet the needs of the legal profession in the state of Florida, as developed in response to a survey of local attorneys which showed a great need for trained paraprofessional specialists to work with them.

Courses are taught by practicing attorneys or other professionals skilled in their field. An advisory committee composed of attorneys and other professionals meets periodically to make suggestions and recommendations for the entire program.

**NOTE:** Students desiring to enter the Legal Assistant Program must have a personal interview with the legal assistant coordinator prior to enrollment.

**NOTE:** The program culminates in a professional internship (PLA 1949 Cooperative Education Work Experience I). All other professional core courses must be completed prior to enrollment in the internship. In this course, the student will work not less than one hundred twenty hours (120) in a law or law-related office. In addition, students will meet weekly to share work experiences and receive final preparation for paraprofessional practice.

**NOTE:** This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

**Initial Advising Courses**

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

- ENC 1190—English Composition I
- PLA 1003—Introduction to Legal Assisting
- PLA 1104—Legal Research and Writing I
- BUL 2100—Business Law I—The Legal Environment of Business

**Course Number and Title**

**Credits**

**General Education**

ENC 1101 English Composition I ........................................... 3
*Social and Behavioral Sciences - Area A ................................ 3
MAT 1033 Intermediate Algebra
OR
MAC 1102 College Algebra
OR
MGF 1202 College Mathematics ........................................... 3

*Humanities 3
SPC 2600 Fundamentals of Speech Communication ............. 3

**Credit Hours** 15

**Professional Core Courses**

- General Education Elective from Social and Behavioral Sciences ........................................... 3
- BUL 2100 Business Law I—The Legal Environment of Business ........................................... 3
- CGS 1570 Microcomputer Application Software ......................... 3
- CSE 2335 Business Communications ................................. 3
- PLA 1003 Introduction to Legal Assisting .......................... 3
- PLA 1104 Legal Research and Writing I ......................... 3
- PLA 2114 Legal Research and Writing II ......................... 3
- PLA 2783 Law Office Procedures .................................. 3
- PLA 2203 Litigation ................................................... 3
- PLA 1080 Legal Interviewing and Communicating .................. 3
- **PLA 1949 Cooperative Education Work Experience I** ........ 3

**Credit Hours** 33

**Professional Electives**

(Select from the following)

- ACG 2001 Principles of Accounting I
- CCJ 1220 Criminal Law, Evidence, and Procedure
- CCJ 2250 Constitutional Law
- PLA 2433 Business Organizations
- OR
- BUL 2112 Business Law II
- PLA 2465 Debtor/Creditor Law
- PLA 2484 Administrative Law
- PLA 2603 Wills, Trusts, and Estates
- PLA 2803 Family Law
- PLA 2273 Torts and Insurance Law
- REE 2430 Real Estate Law

**Credit Hours** 12

**Total Credit Hours** 60

*Refer to A.S. degree General Education requirements
**An approved elective may be substituted for this course if student has verifiable, related work experience of not less than 12 consecutive months.
The Marketing Management A.S. program provides the student with a background that will assist in preparation for a career in the areas of sales management, sales promotion, advertising and market research. Career opportunities in these fields exist in private industry, government and the professions.

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

The program director, with the approval of the assistant 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 the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ADV 2000—Advertising
ENC 1101—English Composition I
GEB 1011—Introduction to Business
MAR 1011—Principles of Marketing
OST 1324—Business Mathematics Using Calculators

Course Number and Title Credits
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<table>
<thead>
<tr>
<th>General Education</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Social and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics</td>
<td>3</td>
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<tr>
<td>*Humanities</td>
<td>3</td>
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<tr>
<td>*General Education Elective - Area B</td>
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Credit Hours 15

<table>
<thead>
<tr>
<th>Professional Core Courses</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ECO 2013 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>MAR 1011 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>***ACG 2001 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OST 1324 Business Mathematics Using Calculators</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ADV 2000 Advertising</td>
<td>3</td>
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<tr>
<td>MKA 1021 Salesmanship</td>
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</tbody>
</table>

Credit Hours 25

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

Total Credit Hours 61

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
***Students may substitute ACG 1003 and ACG 1004.
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 earned high school diploma or GED 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 advises students.

Students must earn a grade of "C" or better in the medical laboratory courses and complete all campus-based courses with a grade point average of 2.0 or better before entering the clinical phase of their education. The program conforms to the requirements of the National Association for Accrediting Clinical Laboratory Science, AMA Council on Medical Education.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

**Initial Advising Courses**
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

**MLT 1022C—Introduction to Health Technology**
**ENC 1101—English Composition I**
**MAT 1033—Intermediate Algebra**
or
**MAC 1102—College Algebra**
**APB 2811C—Human Anatomy and Physiology I**
**CHM 1032C—Principles of General Chemistry**

**Course Number and Title** | **Credits**
---|---
**General Education**
**ENC 1101—English Composition I** | **3**
*Social and Behavioral Sciences - Area A | **3**
**MAT 1033—Intermediate Algebra**
or
**MAC 1102—College Algebra** | **3**
*Humanities | **3**
**CGS 1060—Introductory Computer Concepts** | **3**

**Credit Hours** | **15**

**Professional Core Courses**
**MLT 1022C—Introduction to Health Technology** | **3**
**APB 2811C—Human Anatomy and Physiology I** | **3**
**CHM 1032C—Principles of General Chemistry** | **4**
**MCB 2013C—Microbiology** | **4**
**MLT 1300C—Hematology** | **4**
**APB 2812C—Human Anatomy and Physiology II** | **3**
**MLT 1330C—Hemostasis** | **2**
**MLT 1405C—Medical Microbiology** | **4**
**MLT 1440C—Parasitology/Mycology** | **2**
**CHM 2205C—Introductory Organic/Biochemistry** | **4**
**MLT 2610C—Clinical Chemistry** | **4**
**MLT 2230C—Clinical Microscopy** | **2**
**MLT 2500C—Clinical Immunology** | **4**
**MLT 2525C—Immunohematology** | **3**
**MLT 2150C—Clinical Correlations** | **3**
**MLT 2760C—Principles of Clinical Instrumentation** | **3**
**MLT 2800L—Clinical Practicum I** | **10**
**MLT 2801L—Clinical Practicum II** | **10**

**Credit Hours** | **72**

**Total Credit Hours** | **87**

*Refer to A.S. degree General Education requirements

**Students who qualify may substitute CHM 1045C and CHM 1046C.**
Nursing (Associate Degree) R.N. (227)
ASSOCIATE IN SCIENCE

The A.S. program of study in nursing is a combination of general education and nursing education courses. Nursing courses are based on the concept of the wellness-illness continuum. It is this concept that the faculty accepts as the framework for unifying all experiences within the program. Graduates of the program are prepared to function as beginning 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 write 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, deadlines and procedures is available from the Nursing Department, North Campus, and from the student affairs offices at North, South, Kent or the Downtown Campuses. 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.

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 FCCJ, or a former student of FCCJ.
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 2811C, Human Anatomy and Physiology I, earning a minimum grade of "C". APB 2812C, Human Anatomy and Physiology II, must be completed prior to beginning NUR 1021C, Nursing Process I.
5. Submit evidence of current Basic Life Support (CPR) Certification.
6. Submit official copy of program admission test score.
7. Be at least seventeen years of age.
8. Have an ALL COLLEGE cumulative grade point average of 2.0 or better.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

One year of high school chemistry or CHM 1032C
APB 2811C—Human Anatomy and Physiology I
ENC 1101—English Composition I
SYG 2000—Introductory Sociology

Course Number and Title Credits

<table>
<thead>
<tr>
<th>General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
</tr>
<tr>
<td>PSY 1012 General Psychology</td>
</tr>
<tr>
<td>MAT 1033 Intermediate Algebra</td>
</tr>
<tr>
<td>or MAC 1102 College Algebra</td>
</tr>
<tr>
<td>&quot;Humanities&quot;</td>
</tr>
<tr>
<td>ENC 1102 English Composition II</td>
</tr>
</tbody>
</table>

Credit Hours 15

<table>
<thead>
<tr>
<th>Professional Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APB 2811C Human Anatomy and Physiology I</strong></td>
</tr>
<tr>
<td><strong>APB 2812C Human Anatomy and Physiology II</strong></td>
</tr>
<tr>
<td>NUR 1021C Nursing Process I - Fundamentals of Nursing</td>
</tr>
<tr>
<td>SYG 2000 Introductory Sociology</td>
</tr>
<tr>
<td>DEP 2004 Human Growth and Development</td>
</tr>
<tr>
<td>NUR 1212C Nursing Process II - Medical Surgical Nursing</td>
</tr>
<tr>
<td><strong>MCB 2013C Microbiology</strong></td>
</tr>
<tr>
<td>NUR 2420C Nursing Process IIIA - Nursing Care of the Child Bearing Family</td>
</tr>
<tr>
<td>NUR 2313C Nursing Process IIIIB - Nursing Care of Children</td>
</tr>
<tr>
<td>NUR 2731C Nursing Process IV - Medical-Surgical Nursing Care of the Adult Patient</td>
</tr>
<tr>
<td>NUR 2521C Nursing Process IVB - Psychiatric Nursing</td>
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</table>

Credit Hours 60

Total Credit Hours 75

*Refer to A.S. degree General Education requirements
**Minimum grade of "C" required in science courses
Nursing (Associate Degree) R.N.  
(Bridge Option For Licensed Practical Nurses) (261)  
ASSOCIATE IN SCIENCE

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

The program of study is a combination of general education and nursing education courses. Nursing courses are based on the concept of the wellness-illness continuum. Graduates are prepared to function as beginning 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 costs, admission requirements, deadlines and procedures is available from the Nursing Department, North Campus, and from the student development office at North, South, Kent or 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.

Deadline date for application: Completed applications for LPN's electing to use the Bridge Option of the Associate degree Nursing program must be received by March 1 for admission during summer term (May).

Application Prerequisites:
Applicants who elect to use the bridge option must:
2. Submit documentation of a minimum of six 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 FCCJ courses with a cumulative grade point average of at least 2.0:
   *APB 2811C-Human Anatomy and Physiology I
   *APB 2812C-Human Anatomy and Physiology II
   *MCB 2013C-Microbiology
   DEP 2004-Human Growth and Development
   MAT 1033-Intermediate Algebra 
   or MAC 1102-College Algebra
   ENC 1101-English Composition I
   ENC 1102-English Composition II
   PSY 1012-General Psychology
   Any one of the following courses:
   Humanities: AS degree General Education course
   SYG 2000-Introductory Sociology
   5. Submit evidence of current Basic Life Support (CPR) certification
   6. Official copy of program admission test score.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>General Education</td>
<td></td>
</tr>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033 Intermediate Algebra or MAC 1102 College Algebra</td>
<td>3</td>
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<tr>
<td>&quot;Humanities&quot;</td>
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</tr>
<tr>
<td>ENC 1102 English Composition II</td>
<td>3</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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</tr>
<tr>
<td>Professional Core Courses</td>
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</tr>
<tr>
<td>Advanced Placement Credit</td>
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<tr>
<td>**APB 2811C Human Anatomy and Physiology I</td>
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<tr>
<td>**APB 2812C Human Anatomy and Physiology II</td>
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<tr>
<td>DEP 2004 Human Growth and Development</td>
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<tr>
<td>**MCB 2013C Microbiology</td>
<td>4</td>
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<tr>
<td>NUR 1000C Transitional Nursing Process I</td>
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<tr>
<td>NUR 1703C Transitional Nursing Process II</td>
<td>9</td>
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<tr>
<td>SYG 2000 Introductory Sociology</td>
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<tr>
<td>NUR 2731C Nursing Process IVA - Medical-Surgical Nursing</td>
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<tr>
<td>Care of the Adult Patient</td>
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<tr>
<td>NUR 2521C Nursing Process IVB - Psychiatric Nursing</td>
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*Refer to A.S. degree General Education requirements  
**Minimum grade of "C" required in science courses
Office Management Technology (265)  
(Executive Support)  
ASSOCIATE IN SCIENCE

A goal of this degree program is to allow maximum flexibility for the student in designing a program that will fulfill his or her career objectives. The general education and professional core requirements provide a solid foundation of courses fundamental to any direction that the student might choose. Possible career paths might include a proficiency in high technology areas such as information processing, desktop publishing or networking in the automated office in positions such as executive assistant, office coordinator or office manager.

To achieve the 60 credit hour requirement for the Associate in Science Office Management Technology degree, a student must complete 15 credit hours in the specified general education courses and 33 credit hours in the professional core courses. The remaining credit hours will be chosen from the list of professional electives. All credits earned in the Technical Certificate program may be applied to the Office Management Technology degree program. It is advisable that all students in this program complete at least one of the technical certificate specialties before enrolling in additional professional elective courses.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101 English Composition I ..........................3
OST 1100 Keyboarding/Introduction to Word Processing
OST 1601 Fundamentals of Business Communications
OST 1324 Business Mathematics Using Calculators
CGS 1570 Microcomputer Application Software

Course Number and Title Credits

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<tr>
<th>General Education</th>
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<td>ENC 1101 English Composition I</td>
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<tr>
<td>SOP 1002 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOP 1502 Dynamics of Behavior</td>
<td>3</td>
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<tr>
<td>***OST 1324 Business Mathematics Using Calculators</td>
<td>3</td>
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<tr>
<td>*Humanities</td>
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<tr>
<td>CGS 1570 Microcomputer Application Software</td>
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<tr>
<td>or CGS 1060 Introductory Computer Concepts</td>
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</table>

Credit Hours 15

Professional Core Courses

***OST 1711 Word Processing I ........................................3
***OST 1108 Keyboard Skill/Speed Building ..................3
OST 1384 Introduction to Customer Service ................3
***OST 1601 Fundamentals of Business Communications ....3
OST 1581 Professional Development in the Work Environment 3
***OST 1100 Keyboarding/Introduction to Word Processing ....3
OST 2335 Applied Business Communication ....................3
OST 1401 Fundamental Support Systems and Procedures ......3
OST 2404 Office Systems Management ............................3
***ACG 1003 General Accounting I .......................3
CGS 2512 Spreadsheet Concepts and Practices ...............3

Credit Hours 33

Professional Electives

Credit Hours 12

(Select from the following)

OST 2712 Word Processing II
OST 1145 Data Entry Applications
OST 1611 Medical Transcription
OST 1211 Shorthand I
OST 1212 Shorthand II
OST 2602 Machine Transcription
OST 1624 Legal Transcription
OST 1949 Cooperative Education Work Experience I
CGS 1580 Introduction to Desktop Publishing
CGS 2542 Data Base Management Concepts and Practices
BRC 1504 Credit and Collections
CDA 2500 Introduction to Data Communications
CDA 2502 Computer Networks
CET 2173 Microcomputer Systems Troubleshooting
CIS 2401 User Support and Software Evaluation
CIS 2321 Information Systems
COP 1000 Introduction to Programming and Algorithm Design
COP 2612 Microcomputer Operating Systems Concepts
HSC 1531 Medical Terminology
PLA 2763 Law Office Procedures

Total Credit Hours 60

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
***A student with previous academic, career, or life experiences may receive credit for this course by passing a proficiency test. Contact 387-8191 for detailed information.
****ACG 2001 Principles of Accounting I may be substituted.
The Technical Certificate program in Office Systems Specialist is designed to prepare students to enter the job market with professional training in areas such as word processing, computer applications, office procedures, customer relations and human relations.

A student may choose from a comprehensive list of specialties which includes clerical, financial services, data entry, insurance, desktop publishing, word processing, information processing, medical and legal. The professional core is the foundation for all specialty certificates.

The professional core courses prepare the student for an entry level job in a wide variety of work settings. The specialties are designed to build upon the core and apply to more specific work environments.

NOTE: Successful completion of a specialty qualifies a student for a technical certificate in that specialty. Students may receive multiple specialties as they qualify. After the student completes a technical certificate, all credits may be applied to the associate degree in office management technology (executive support).

**Professional Core Courses**

*OST 1601 Fundamentals of Business Communications........................................3
OST 1581 Professional Development in the Work Environment..................................3
*OST 1324 Business Mathematics Using Calculators........................................3
*OST 1100 Keyboarding/Introduction to Word Processing................................3

Credit Hours 12

and one of the following technical specialties:

**Clerical Specialty (374)**
(The student completing these core courses would be qualified for positions such as receptionist, filing/telephone/mail clerk, proofreader, clerk typist.)

OST 1401 Fundamental Support Systems and Procedures........................................3

Total Credit Hours 15

**OR**

**Data Entry Specialty (375)**
(The student completing this specialty would be qualified for positions such as CRT operator or data entry keyer.)

OST 1145 Data Entry Applications.................................................................3
OST 1108 Keyboard Skill/Speed Building.......................................................3

Total Credit Hours 18

**OR**

**Desktop Publishing Specialty (376)**
(The student completing this specialty would be qualified for positions such as administrative assistant, word processing specialist or publications specialist.)

OST 2335 Applied Business Communications................................................3
**OST 1711 Word Processing I**

or

OST 2712 Word Processing II.................................................................3
CGS 1580 Introduction to Desktop Publishing..............................................3
CGS 1570 Microcomputer Application Software..............................................3
OST 1401 Fundamental Support Systems and Procedures................................3

Total Credit Hours 27

**OR**

**Financial Services Specialty (377)**
(The student completing this specialty would be qualified for positions such as customer service representative or financial services associate.)

OST 1384 Introduction to Customer Services................................................3
BRC 1504 Credit and Collections........................................................................3
***OST 1949 Cooperative Education Work Experience I....................................3
GEB 1011 Introduction to Business......................................................................3

Note: Students in this certificate program should enroll in OST 2335 instead of OST 1601.

Total Credit Hours 24

**OR**

**Health Unit Coordinator Specialty (378)**
(The student completing this specialty would be qualified for the position of health unit coordinator.)

WCL 1200 Health Unit Coordinator I..................................................................3
WCL 1203 Health Unit Coordinator II...............................................................4

Total Credit Hours 19

**OR**

**Insurance Specialty (379)**
(The student completing this specialty would be qualified for a position such as insurance clerk or receptionist.)

OST 2335 Applied Business Communications................................................3
CGS 1570 Microcomputer Application Software..............................................3
OST 1384 Introduction to Customer Service....................................................3
RMI 1521 Principles of Insurance.......................................................................3
OST 1401 Fundamental Support Systems and Procedures................................3

Total Credit Hours 27

**OR**
Information Processing Specialty (380)
(The student completing this specialty would be qualified for positions such as office systems trainee or electronic office technician.)
OST 2335 Applied Business Communications ..... 3
CGS 1570 Microcomputer Application Software ..... 3
CGS 2512 Spreadsheet Concepts and Practices ..... 3
CGS 1580 Introduction to Desktop Publishing ..... 3
CGS 2542 Data Base Management Concepts and Practices ..... 3
OST 1401 Fundamental Support Systems and Procedures ..... 3

Total Credit Hours 30

OR

Legal Specialty (386)
(The student completing this specialty would be qualified for positions such as legal receptionist or administrative assistant.)
OST 2335 Applied Business Communications ..... 3
OST 1624 Legal Transcription ..... 3
OST 1401 Fundamental Support Systems and Procedures ..... 3
CGS 1570 Microcomputer Application Software ..... 3
**OST 1711 Word Processing I ..... 3
OST 2712 Word Processing II ..... 3
PLA 2763 Law Office Procedures ..... 3

Total Credit Hours 33

OR

Medical Office Support Specialty (387)
(The student completing this specialty would be qualified for positions such as medical receptionist, medical transcriptionist or medical secretary.)
OST 2335 Applied Business Communications ..... 3
OST 1401 Fundamental Support Systems and Procedures ..... 3
**OST 1711 Word Processing I ..... 3
OST 2712 Word Processing II ..... 3
OST 1611 Medical Transcription ..... 3
HSC 1531 Medical Terminology ..... 2

Total Credit Hours 29

OR

Medical Clerk Specialty (388)
(The student completing this specialty would be qualified for a position such as medical clerk or receptionist.)
OST 1401 Fundamental Support Systems and Procedures ..... 3
HSC 1531 Medical Terminology ..... 2

Total Credit Hours 17

OR

Public Relations Specialty (389)
(The student completing this specialty would be qualified for a position such as administrative assistant.)
**OST 1711 Word Processing I ..... 3
CGS 1580 Introduction to Desktop Publishing ..... 3

Total Credit Hours 3
CGS 2525 Professional Presentations Using Technology ..... 3
ADV 2000 Advertising ..... 3
OST 1401 Fundamental Support Systems and Procedures ..... 3

Total Credit Hours 27

OR

Word Processing Specialty (390)
(The student completing this specialty would be qualified for positions such as word/information processor, secretary or administrative assistant.)
OST 2335 Applied Business Communications ..... 3
**OST 1711 Word Processing I ..... 3
OST 2712 Word Processing II ..... 3
OST 1401 Fundamental Support Systems and Procedures ..... 3
OST 1108 Keyboard Skill/Speed Building ..... 3

Total Credit Hours 27

* A student with previous academic, career or life experiences may receive credit for this course by passing a proficiency test. Contact 387-8191 for detailed information. Students in the Financial Services certificate program should enroll in OST 2335 instead of OST 1601.
** Any three of the following may be substituted: OST 1733, OST 1734, OST 1735, OST 1736. A student may receive credit by examination as stated above.
*** A student may not enroll in this course until professional core and all other courses in his or her specialty have been completed. Enrollment is limited. Another course can be substituted for this with consent of advisor.
Paramedic (393) 
TECHNICAL CERTIFICATE

The Paramedic Certificate program is designed to prepare the student for employment on 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 Services (EMS) Technology.

Paramedic courses must be taken in sequence with the designated prerequisite and corequisite courses. A grade point average of 2.0 must be earned in each professional course and human anatomy and physiology.

Application:
All applicants for admission to this program must be at least eighteen years of age, have an earned high school diploma or GED certificate and be currently certified in Florida in Emergency Medical Technology (EMT) or be board eligible.

Additionally, program applicants must submit all the following to the Emergency Medical Services (EMS) Technology Office, North Campus, at least two months 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 Paramedic 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.
4. Have completed APB 2811C, Human Anatomy and Physiology I, earning a minimum grade of “C” APB 2812C, Human Anatomy and Physiology II, must be completed, with a minimum grade of “C”, prior to enrolling in EMS 2272, Paramedic Phase II.
5. Have received a score of 14 or higher on the Elementary Algebra portion of the MAPS test, or have taken MAT 0024 or higher math course, with a minimum grade of “C”.

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

Course Number and Title

<table>
<thead>
<tr>
<th>Professional Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>APB 2811C Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>APB 2812C Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
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<tr>
<td>APB 1810C Human Systems</td>
<td>4</td>
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<td>EMS 1059 First Responders: Emergency Care</td>
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<td>Training</td>
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<tr>
<td>EMS 1119 Fundamentals of Emergency Medical Care</td>
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<tr>
<td>EMS 1401 Fundamentals of Emergency Medical Care Clinical Experience</td>
<td>3</td>
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<tr>
<td>EMS 2271 EMT-Paramedic Phase I</td>
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<td>EMS 2271L EMT-Paramedic Phase I — Lab/Clinical</td>
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<td>EMS 2272 EMT-Paramedic Phase II</td>
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<td>EMS 2272L EMT-Paramedic Phase II — Lab/Clinical</td>
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</table>

Total Credit Hours 46 or 48

*This course will not apply toward the A.S. degree requirements.
Postal Service Management (298)  
ASSOCIATE IN SCIENCE

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

The program director, with the approval of the dean of instruction, may require additional courses or make substitutions required to meet the needs of the 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 decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101—English Composition I  
*Social and Behavioral Sciences  
*Mathematics  
MNA 1392—Postal Management Customer Service  
MAR 1011—Principles of Marketing

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
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<tr>
<td>*Social and Behavioral Sciences</td>
<td>3</td>
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<td>*Mathematics</td>
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<td>*Humanities</td>
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<td>*General Education Elective</td>
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</table>

Credit Hours 15

Professional Core Courses
BUL 2100 Business Law I—The Legal Environment of Business | 3 |
CGS 1060 Introductory Computer Concepts | 3 |
ENC 2210 Technical Report Writing | 3 |
MNA 2400 Labor Relations | 3 |
MAR 1011 Principles of Marketing | 3 |
MNA 1392 Postal Management-Customer Service | 3 |
MNA 2395 Postal Management-Mail Processing I | 3 |
MNA 2396 Postal Management-Mail Processing II | 3 |
MNA 2397 Postal Management-Employee Relations | 3 |
MNA 2398 Postal Management-Labor Relations | 3 |
MNA 1394 Postal Management-Finance | 3 |

Credit Hours 33

Professional Electives
Credit Hours 12
(Select from the following)
*General Education Course(s)  
**General Electives

Total Credit Hours 60

*Refer to A.S. degree General Education requirements  
**Refer to A.S. degree general electives
Professional Pilot Technology (258)
ASSOCIATE IN SCIENCE

The Professional Pilot Technology A.S. program provides the student with the knowledge, skills and Federal Aviation Administration (FAA) certificates required to begin a civilian aviation career as an FAA Certified Flight Instructor and Commercial Pilot. This program, which includes flight training through a local FAA approved flight school, is intended for students who desire to complete an associate degree and begin an aviation career. In completing the program, the student will have earned the following FAA certificates and ratings: Commercial Pilot, Airplane Single and Multi-engine Land; Instrument; Flight Instructor, Airplane and Instrument; Ground Instructor, Advanced and Instrument. In addition, the Airline Transport Pilot and Flight Engineer Basic and Turbojet FAA written tests may be completed as electives. The flight training costs to complete this program may approach or exceed $25,000 over the planned two year period. Exact costs will be determined by the student's aptitude, study habits and time devoted to the program. A university transfer requires additional courses and tests.

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 decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

ENC 1101 English Composition
*Social and Behavioral Sciences A or B
MAT 1033 Intermediate Algebra
*Humanities
ATT 1100 Private Pilot Ground School

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
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<tr>
<td>*Social and Behavioral Sciences A or B</td>
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<tr>
<td>MAT 1033 Intermediate Algebra</td>
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<tr>
<td>*Humanities</td>
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<tr>
<td>*General Education Elective - Area B</td>
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Credit Hours 15

Professional Core Courses
ASC 1210 Aviation Weather | 3 |
CGS 1060 Introductory Computer Concepts | 3 |
ATT 1100 Private Pilot Ground School | 3 |
ATT 1110 Commercial Pilot Ground School | 3 |
ATT 1120 Instrument Rating Ground School | 3 |
ATF 1104 Primary Flight | 4 |
ATF 2400 Commercial/Instrument Flight | 9 |

ATF 2530 Advanced Flight | 2 |

Credit Hours 30

Professional Electives Credit Hours 15
ATT 2150 Airline Transport Pilot Ground School
ATT 2140 Flight Engineer Ground School
ASC 2110 Advanced Air Navigation
AVM 2941 Facility Internship/Flight Safety
ENC 1102 English Composition II
MET 1010 Meteorology
ENC 2210 Technical Report Writing
FIN 2100 Personal Finance
SOP 1002 Human Relations
APB 1150 Life in Its Biological Environment
REA 1105 College Reading Techniques
SPC 2600 Fundamentals of Speech Communication

Total Credit Hours 60

*Refer to A.S. degree General Education requirements
Radio and Television Broadcast Programming (232)
ASSOCIATE IN SCIENCE

This two-year program is designed to prepare students for a career as professional production personnel in radio, TV, film and stage.

The growth of the media production and entertainment industry in Florida in recent years has increased the demand for experienced professionals in private industry, public service, education, health services and cable TV, as well as a continuing need by networks, television stations, production companies and professional stages. The professional production person has a broad range of interests, both artistic and technical. The professional has experience in many facilities and with all the equipment normally associated with radio, TV, film and stage productions. The professional can move easily from the production of commercials, to sports, to news and public affairs, to drama, dance and concerts. Experience, versatility and creativity are the attributes employers are looking for in entry-level applicants.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

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<thead>
<tr>
<th>Course Number and Title</th>
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<tr>
<td>ENC 1101—English Composition I</td>
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<tr>
<td>RTV 2001—Introduction to Broadcasting</td>
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<td>RTV 2200—Introduction to Television Production</td>
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<td>MMC 1000—Introduction to Mass Communications</td>
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<table>
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<td>AML 2012 American Literature: Colonial Times to 1900</td>
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<td>AML 2023 American Literature: 1900 to the Present</td>
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<td>ARH 1000 Art Appreciation</td>
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<td>ART 1201C Design I</td>
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<td>ART 1202C Design II</td>
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<td>ART 2234C Communication Graphics</td>
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<td>CRW 2000 Imaginative Writing</td>
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<td>EET 1035 DC/AC Fundamentals</td>
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<td>FIL 1000 The Movies as Art</td>
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<td>PGY 2101C Photography I</td>
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<td>MUC 1301 Introduction to Electronic Music</td>
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<td>MUL 1010 Music Appreciation</td>
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<td>MUM 1601 Recording Techniques II</td>
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<td>ORI 2000 Oral Interpretation</td>
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<td>POS 2041 American Federal Government</td>
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<td>POS 2112 State and Local Government</td>
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<td>SPC 2600 Fundamentals of Speech Communication</td>
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<td>THE 2000 Theatre Appreciation</td>
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<td>THE 2100 Introduction to Theatre History</td>
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<td>THE 2945 Drama Practicum</td>
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<td>TPA 2202 Theatre: Stagecraft</td>
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<td>TPP 2110 Acting I</td>
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<td>TPP 2111 Acting II</td>
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<tr>
<td><strong>General Electives</strong></td>
<td>60</td>
</tr>
</tbody>
</table>

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
Radiologic Technology (254) ASSOCIATE IN SCIENCE

The purpose of this program is to offer advanced training and supporting science and General Education to persons who are currently a Registered Radiologic Technologist. It is an advanced Associate in Science degree program in Radiologic Technology. Only persons currently on the American Registry of Radiologic Technology are eligible to enroll in this program. Upon enrollment and presentation of current ARRT Registry, degree-seeking students will be granted 30 semester hours toward the total of 63 semester hours required for the degree.

Specific information on program admission requirements and costs can be obtained from the coordinator for radiologic technology, North Campus.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses

During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.

APB 2811C—Human Anatomy and Physiology I
ENC 1101—English Composition I
RTE 2202—Radiologic Management and Education
Social and Behavioral Sciences

Course Number and Title Credits

<table>
<thead>
<tr>
<th>General Education</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
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</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>3</td>
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<td>Mathematics</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>3</td>
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<tr>
<td>APB 2811C Human Anatomy and Physiology I</td>
<td>3</td>
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</tbody>
</table>

Credit hours 15

Professional Core Courses

APB 2812C Human Anatomy and Physiology II | 3 |
MCB 2013C Microbiology | 4 |
RTE 2202 Radiologic Management and Education | 3 |
RTE 2587 Advanced Development in Radiologic Technology | 3 |
SOP 1002 Human Relations | 3 |
Credits granted for ARRT Registry | 30 |

Credit Hours 46

Professional Electives Credit Hours 3

(Select from the following)
PHY 1020 Physics for Liberal Arts
CHM 1020 Chemistry for Liberal Arts
COP 1000 Introduction to Programming and Algorithm Design

HSC 1531 Medical Terminology

Total Credit Hours 64

*Refer to A.S. degree General Education requirements
Real Estate Management (230)
ASSOCIATE IN SCIENCE

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

The program manager, with the approval of the assistant 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 real estate at another state university should refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
ECO 2013—Principles of Economics
ENC 1101—English Composition I
REE 1040—Real Estate Principles and Practices
*Mathematics
FIN 2000—Principles of Finance

<table>
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<td>ENC 1101—English Composition I</td>
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<td>*Social and Behavioral Sciences</td>
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<td>*General Education Elective - Area B</td>
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Total Credit Hours 15

Professional Core Courses
REE 1040—Real Estate Principles and Practices     4
REE 1100—Real Estate Appraisal                     3
REE 2500—Real Estate Management                   3
ACG 1003—General Accounting I                      3
BUL 2100—Business Law I—The Legal Environment of Business 3
FIN 2000—Principles of Finance                    3
MAN 2021—Principles of Management                 3
ECO 2013—Principles of Economics I                3

Total Credit Hours 25

Professional Electives
(Select from the following)
REE 2200—Real Estate Finance                      3
REE 2430—Real Estate Law                          3
REE 2270—Mortgage Broker in Mortgage Lending      3

**General Electives

*Refer to A.S. degree General Education requirements
**Refer to A.S. degree general electives
Respiratory Therapy (244)  
ASSOCIATE IN SCIENCE

This A.S. 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 Care, to become Registered Respiratory Therapists.

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

Application:
Respiratory therapy is a selective access program, and admission to this two-year A.S. 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 students one time per year: fall term.

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 decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses:
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory courses.
APB 2811C—Human Anatomy and Physiology I
CHM 1032C—Principles of General Chemistry
ENC 1101—English Composition I
MAT 1033—Intermediate Algebra
*Social and Behavioral Sciences

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<td>MAT 1033 Intermediate Algebra</td>
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<tr>
<td>PHY 1020 Physics for Liberal Arts</td>
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</table>

Credit Hours: 15

Professional Core Courses:
MCB 2013C Microbiology | 4
APB 2811C Human Anatomy and Physiology I | 3
APB 2812C Human Anatomy and Physiology II | 3
CHM 1032C Principles of General Chemistry | 4
RET 1024 Fundamentals of Respiratory Therapy | 4
RET 1278 Clinical Skills for the Respiratory Therapist | 4
RET 1485 Cardiopulmonary Anatomy and Physiology | 4
RET 1350 Pharmacology for the Respiratory Therapist | 4
RET 1824 Orientation to the Hospital Environment | 4
RET 2414 Pulmonary Function Studies | 2
RET 2434 Arterial Blood Gases and Critical Care Monitoring | 2

RET 2714 Neonatal and Pediatric Respiratory Care | 3
RET 2272L Respiratory Therapy Clinical Applications | 6
RET 2293 Pulmonary Pathology | 4
RET 2264 Ventilatory Management | 4
RET 2832 Respiratory Intensive Care Practicum I | 12
RET 2273L Clinical Seminar in Intensive Respiratory Care I | 1
RET 2284C Clinical Seminar in Intensive Respiratory Care II | 1
RET 2833 Respiratory Intensive Care Practicum II | 12

Credit Hours: 81
Total Credit Hours: 96

*Refer to A.S. degree General Education requirements
Restaurant Management (212)
ASSOCIATE IN SCIENCE

This competency-based A.S. program is designed to prepare students to seek employment in the food service industry at the mid-management level in restaurants, cafeterias, extended care facilities, schools, hospitals and fast food service operations. Competencies needed may be acquired through a combination of theory, laboratory and community experiences. Students may acquire credits for demonstrated specified competencies acquired through previous education and/or experience.

The program chairperson, with the approval of the assistant 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 the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to university transfer requirements on page 37 of the catalog.

Initial Advising Courses
During your beginning semesters at the College you should complete the following unless your test scores indicate that you may need college preparatory studies courses.
*Mathematics
FOS 1201—Sanitation and Safety
FSS 1288—Pantry and Fast Foods
HFT 1000—Introduction to Hospitality Management

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<th>Course Number and Title</th>
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<tr>
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<td>CGS 1060 Introduction to Computer Concepts</td>
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<td>FOS 1201 Sanitation and Safety</td>
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<td>HUN 1201 Human Nutrition</td>
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<td>FSS 1288 Pantry and Fast Foods</td>
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<td>FSS 1202 Food Production I</td>
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<td>FSS 1221 Food Production II</td>
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<td>FSS 1120 Food and Beverage Purchasing</td>
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<tr>
<td>FSS 2300 Supervision and Personnel Management</td>
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<td>FSS 2942 Food Service Internship I</td>
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<td>HFT 1265 Restaurant Operations</td>
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<td>GEB 1011 Introduction to Business</td>
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<td>MAN 2021 Principles of Management</td>
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</table>

Professional Electives (Select from the following)
FSS 1100 Menu Design and Food Merchandising                  | 3       

FSS 1250 Food and Beverage Service                             | 3       
FSS 2284 Catering and Buffet Management                       | 3       
FSS 1410 Food Service Equipment/Facility Planning             | 3       
FSS 2501 Food and Beverage Control                            | 3       
ACG 1003 General Accounting I                                 | 3       
HFT 1444 Managing Computers in the Hospitality Industry       | 3       
FSS 1246 Baking                                                | 3       
FSS 1248 Garde-Manger                                         | 3       
HFT 2223 Training for the Hospitality Industry                | 3       
FSS 2943 Food Service Internship II                           | 3       
HFT 1000 Introduction to Hospitality Management               | 3       

Total Credit Hours 66

*Refer to A.S. degree General Education requirements
Postsecondary Job Training Programs

Florida Community College offers many postsecondary training programs which prepare students to enter a given career or vocation. Each of these programs prepares students to enter a specific occupation or one of a cluster of related occupations. To complete a program students must demonstrate that they have mastered specific job-related performance requirements as well as communication and computation competencies. Upon the completion of a program, students will be awarded a postsecondary training certificate.

Postsecondary job preparatory programs vary in length from 20 to 1500 hours. Students entering programs which are more than 450 hours will be tested for basic communication and computation skills and those who score below the 9th grade level will be required to take appropriate basic skills training prior to the completion of their respective programs.

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 a postsecondary training program should contact the program advisor on the campus or the center offering the desired subjects. A student may be admitted if the following eligibility requirements are met:
1. Be at least 16 years of age.
2. Present Social Security card.
3. Furnish proof of age, if asked.
4. Complete the admission and registration forms.
5. Meet special admission criteria, if any.

Certain programs of study, such as practical nursing, have selective admission criteria. Students must contact the specific department of interest before enrolling in programs with special admission requirements.

Non-resident aliens on tourist visas may not enroll in these programs.

Enrollment Verification

Students wishing enrollment certification for educational benefits must be admitted to and be enrolled full-time in a vocational program (22-30 clock hours per week, minimum may vary by program).

Registration Periods

Registration dates will vary by program category and campus. Students should contact the program advisor for specific information.

Schedule Changes

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

Transcript Requests

Upon request of 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 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.

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 for courses as follows:
1. INCOMPLETE,
2. S SATISFACTORY,
3. U UNSATISFACTORY,
4. W WITHDRAWAL,
5. SI SATISFACTORY/INCOMPLETE.

Once a grade of "S" or "U" in a course has been reported to the registrar, it may only be changed as follows:
1. Upon recommendation of the instructor who assigned the grade, with approval of the program director or 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 "I" or "SI" grade may be changed by the instructor within the time limit indicated in the College calendar.
<table>
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<tr>
<th>Program of Study</th>
<th>G</th>
<th>D</th>
<th>K</th>
<th>N</th>
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Location Designators:

- **G** — Gels Marine Center
- **K** — Kent Campus
- **D** — Downtown Campus
- **N** — North Campus
- **S** — South Campus
Air Conditioning, Refrigeration and Heating Service Technology (604)

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 related technical literature is stressed. Employment opportunities are available in the new construction and repair industry and maintenance work in apartment complexes and commercial buildings.

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

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
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<td>*VPI 0100 Basic Reading Skills</td>
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<td>*VPI 0200 Basic Mathematical Skills</td>
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<tr>
<td>ACR 0930 Postsecondary Internship (Optional)</td>
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<td>ACR 0001 Air Conditioning and</td>
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<td>Refrigeration Theory I</td>
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<td>ACR 0002 Air Conditioning and</td>
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<td>Refrigeration Theory II</td>
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<td>ACR 0171 Basic Electricity and Schematics</td>
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<td>ACR 0172 Applied Electricity and Schematics</td>
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<td>ACR 0621 Applied Heating I</td>
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<td>ACR 0622 Applied Heating II</td>
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<td>ACR 0001L Air Conditioning and Refrigeration</td>
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<td>Lab I</td>
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<td>ACR 0002L Air Conditioning and Refrigeration</td>
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<td>Lab II</td>
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Total Contact Hours 1024

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

Aircraft Airframe Mechanics (706)

This program of study prepares the student for an entry level position within the aerospace industry as a sheetmetal worker or aircraft body repairer (807.261-010). The program emphasizes the specialized tools utilized, the various materials involved in the aviation field and their properties and aircraft fuselage construction. Students learn non-destructive testing techniques and corrosion control methods utilized in the industry. A strong emphasis is placed on actual shop practices by extensive use of laboratory sessions. Safety practices are emphasized throughout the program. Students will also receive training in basic employability skills.

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

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

This program is offered at the Geis Marine Center in both night and day classes.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
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<td>*VPI 0100 Basic Reading Skills</td>
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<td>*VPI 0200 Basic Mathematical Skills</td>
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<td>ETD 0100 Drafting I-General Engineering Drawing</td>
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<td>ETD 0530 Drafting II-Architectural Drafting</td>
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<td>ETD 0540 Drafting III-Civil Drafting</td>
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<td>ETD 0537 Drafting IV-Mechanical and Electrical Drafting</td>
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</tr>
<tr>
<td>ETD 0320 Drafting V-Computer Aided Drafting</td>
<td>128</td>
</tr>
</tbody>
</table>

Total Contact Hours 640

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

Architectural Drafting (790)

The program of study is designed to prepare students for entry-level drafting positions. Emphasis in the program is on drafting as it relates to the architectural, land development and building construction fields.

The program consists of five courses: General Engineering Drawing, Architectural Drafting, Civil Engineering, Mechanical and Electrical Drafting and Computer Aided Drafting.

Students enroll for the entire program of five courses and attend classes from 9 AM to 5 PM, Monday through Friday, for a period of 15 weeks. The program is offered only during the fall and winter terms.

Prospective students should be advised by the program manager prior to enrolling in the program. For additional information call 633-8289.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
<td></td>
</tr>
<tr>
<td>*VPI 0100 Basic Reading Skills</td>
<td></td>
</tr>
<tr>
<td>*VPI 0200 Basic Mathematical Skills</td>
<td></td>
</tr>
<tr>
<td>AMT 0130 Aircraft Tools and Devices</td>
<td>128</td>
</tr>
<tr>
<td>AMT 0131 Aircraft Materials and Metallurgy</td>
<td>128</td>
</tr>
<tr>
<td>AMT 0132 Airframe Structures</td>
<td>128</td>
</tr>
<tr>
<td>AMT 0133 Metal Fabrication and Damage Repair</td>
<td>128</td>
</tr>
<tr>
<td>SLS 0341 Employability Skills</td>
<td>30</td>
</tr>
</tbody>
</table>

Total Contact Hours 542

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

Automotive Body Repair and Refinishing (606)

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

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

Students in this program should be advised by the instructor 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 machinist field. Instruction includes, but is not limited to: use of precision and non-precision tools, cleaning engine parts, identifying and repairing cracks, grinding, honing, disassembling and assembling of engines. Safety and good work habits are stressed throughout this program. Employment opportunities may be found in automotive machine shops, dealerships and garages.

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

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Business Software Applications (786)

This program is designed to develop high-tech information concepts and computer operation skills for entry level employment. The students need no prior experience with personal computing to attend. The complete program consists of five modules: Disk Operating System and Microcomputer Hardware, Word Processing Applications, Electronic Spreadsheet Applications, Data Base Applications and Programming in BASIC for Business. Depending upon which specialty area students choose to develop, they will be prepared for entry level employment as specialists in microcomputer applications, word processing, or data entry. Students may be required to participate in an internship.

This program begins periodically throughout the year and does not necessarily coincide with the regular college schedules as to beginning and ending dates. The program duration is 16 weeks, approximately four hours per day, Monday through Friday. For additional information call 633-8285.
### Child Care Center Operations (794)

This program prepares students to become operators of family day care homes. The focus of the curriculum is entrepreneurial and includes business financial management; personal finance; licensing standards; abuse prevention; health, safety and nutrition; child development; guidance techniques; self-awareness; planning and preparing a family day care home environment; and work experience in a child care setting. This program also includes all modules for the HRS three hour Family Day Care Training and the HRS 20 hour State Child Care Worker Training.

Students enrolling in this program must be advised by a counselor or the coordinator for the Family Day Care Home Project.

This program is offered during the day at Downtown Campus. For further information, call 632-3189 or 766-6623.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Courses</strong></td>
<td></td>
</tr>
<tr>
<td>HEV 0119  Child Care Center Operations</td>
<td>300</td>
</tr>
<tr>
<td>SLS 0341  Employability Skills</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Contact Hours</strong></td>
<td>330</td>
</tr>
</tbody>
</table>

### Commercial Foods and Culinary Arts (611)

The competency based Commercial Foods and Culinary Arts Program is designed to prepare practiced cooks for the food service industry. The long range goal is to provide students with occupational preparation in becoming chefs in restaurants, hotel and clubs and large industrial kitchens. Competencies are developed by students through theory, laboratory and retail restaurant experience in the College operated food facility.

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

This program is offered during the day or evening at North Campus. For further information, call 387-8255.

**NOTE:** This non-credit certificate program is designed primarily for students who desire to gain practical training and a certificate, without fulfilling general academic requirements and without receiving an associate degree.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Courses</strong></td>
<td></td>
</tr>
<tr>
<td>*VPI 0100  Basic Reading Skills</td>
<td>80</td>
</tr>
<tr>
<td>*VPI 0200  Basic Mathematical Skills</td>
<td></td>
</tr>
<tr>
<td>FOS 0201  Sanitation and Safety</td>
<td>60</td>
</tr>
<tr>
<td>FSS 0200  Product Identification</td>
<td>128</td>
</tr>
<tr>
<td>FSS 0288  Pantry and Fast Foods</td>
<td>128</td>
</tr>
<tr>
<td>FSS 0246  Baking</td>
<td>128</td>
</tr>
<tr>
<td>FSS 0202  Food Production I</td>
<td>128</td>
</tr>
<tr>
<td>FSS 0100  Menu Design and Food Merchandising</td>
<td>47</td>
</tr>
<tr>
<td>FSS 0221  Food Production II</td>
<td>128</td>
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<tr>
<td>FSS 0120  Food and Beverage Purchasing</td>
<td>60</td>
</tr>
<tr>
<td>FSS 0241  A La Carte Preparation</td>
<td>128</td>
</tr>
<tr>
<td>FSS 0247  Pastries and Desserts</td>
<td>128</td>
</tr>
<tr>
<td>HUN 0203  Principles of Nutrition</td>
<td>47</td>
</tr>
<tr>
<td>FSS 0250  Food and Beverage Service</td>
<td>128</td>
</tr>
</tbody>
</table>
Communication Electronics (659)

This program prepares the student for employment as a communications technician (010, 081-898). This program also provides supplemental training for persons previously or currently in this occupation.

The course content will include, but is not limited to: DC/AC and analog circuits, solid-state and digital devices, use of circuit diagrams and schematics, microprocessors, and soldering and chassis assembly techniques. The course also includes instruction in motors and mechanical devices, amplifiers, power suppliers and assembly, installation, operation, maintenance and repair of one- and two-way communications systems. The course content prepares the student for Federal Communications Commission licensing. The course content also includes training in human relations, communication, leadership and employability skills. Safe, efficient work practices are emphasized throughout the program.

LABORATORY ACTIVITIES

Shop activities are an integral part of this program. These activities provide instruction in the use of tools, test equipment, materials and processes found in the industry. The student will learn to use various types of precision test equipment to analyze and repair circuitry.

INTERNESHIP PROGRAM

An optional intern program is available to help the student gain on-the-job experience. Students desiring to utilize this method of instruction will participate in a part-time work arrangement with a local employer to achieve established instructional objectives. During this time, the student will be required to attend classes part-time at the center to continue in-school learning experiences.

Students entering the Communication Electronics program should be advised by a counselor or the program manager before enrolling.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
<td></td>
</tr>
<tr>
<td>&quot;VPI 0100 Basic Reading Skills&quot;</td>
<td></td>
</tr>
<tr>
<td>&quot;VPI 0200 Basic Mathematical Skills&quot;</td>
<td></td>
</tr>
<tr>
<td>EEV 0930 Postsecondary Internship (Optional)</td>
<td>128</td>
</tr>
<tr>
<td>EEV 0811 DC Circuits</td>
<td>128</td>
</tr>
<tr>
<td>EEV 0812 AC Circuits</td>
<td>128</td>
</tr>
<tr>
<td>EEV 0813 Solid State Devices</td>
<td>128</td>
</tr>
<tr>
<td>EEV 0814 Analog Circuits</td>
<td>128</td>
</tr>
<tr>
<td>EEV 0815 Digital Fundamentals</td>
<td>128</td>
</tr>
</tbody>
</table>

Total Contact Hours 352

Correction Officer (710)

This program is designed specifically for job entry training for correctional officers to give students a basic understanding of the duties and responsibilities of the line correctional officer. In addition, it is designed to give the students an overview of the other related fields within the criminal justice system. Specific areas in which students will receive instruction include operational procedures, legal aspects of corrections, supervisory practices and related technical skills. NOTE: Course is restricted to individuals sponsored with intent of employment by area law enforcement agencies.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
<td></td>
</tr>
<tr>
<td>COR 0418 Correctional Officer</td>
<td>352</td>
</tr>
</tbody>
</table>

Total Contact Hours 352

Cosmetology (624)

Cosmetology at Florida Community College at Jacksonville is a three semester certificate program. The 1440 contact hour program, which includes classroom theory and laboratory practice, requires six hours of daily attendance. Students may choose to attend part-time Monday through Thursday evenings. After successfully completing 1200 hours of the program, students are qualified to take the cosmetology examination given by the Florida State Board of Cosmetology. Licensing and certification for immediate employment in the field is obtained by passing this examination.

Cosmetology is a lucrative, challenging and exciting career for individuals who are ambitious. FCCJ offers the staff, facilities and curriculum to assist students in developing the skills necessary to achieve success in the field.

Students entering this program may be required to enroll in basic skills training. This will be determined by the students score on the entry level test. Prospective students should be advised by a counselor or a cosmetology professor prior to enrollment.

This program is offered at Kent Campus during the day and evening hours. For further information call 387-8255.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
<td></td>
</tr>
<tr>
<td>&quot;VPI 0100 Basic Reading Skills&quot;</td>
<td></td>
</tr>
<tr>
<td>&quot;VPI 0200 Basic Mathematical Skills&quot;</td>
<td></td>
</tr>
</tbody>
</table>

Total Contact Hours 1408
Custom Garment Making (Tailoring) (614)

This two-year program includes a combination of theory, observation and experience for the development of competencies in all phases of tailoring construction technology. It can be considered the engineering of fabrics to fulfill a specialized purpose. Topics covered include fit for the individual figure type, application of techniques used to solve each figure problem, fabric knowledge and precision skills. Pattern drafting will be introduced and garments will be made from personalized patterns.

The purpose of the program is to train students in basic tailoring construction skills. Students will spend observation time and an internship in a tailor shop under the supervision of a master tailor. Upon receiving the custom garment making certificate, students may obtain employment in tailor’s shops, clothing stores, department stores, fashion design studios, alteration shops, or in the clothing pattern industry and perhaps, eventually set up their own shop.

It will be necessary for the tailoring student to have good math skills, a sense of design, shape, color and be observant of clothing trends and the fashion industry.

Students entering this program may be required to enroll in basic skills training. This will be determined by the student’s score on the entry level test. Prospective students should be advised by a counselor or a tailoring professor prior to enrollment.

This program is offered at Kent Campus during the day and evening hours. For further information call 387-8255.

Course Number and Title Contact Hours

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEV 0238 Entrepreneurship For Consumer and Human Services</td>
<td>45</td>
</tr>
<tr>
<td>SLS 0341 Employability Skills</td>
<td>30</td>
</tr>
<tr>
<td>Total Program Hours</td>
<td>1245</td>
</tr>
</tbody>
</table>

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

Data Entry Operations (751)

The purpose of this program is to prepare students for employment as terminal operators, data entry operators, data typists, clerical typists, clerks or to provide preparatory training for persons not currently employed in this occupational area.

Course Number and Title Contact Hours

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
<td></td>
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<tr>
<td>CGS 0992 Data Entry Operations</td>
<td>250</td>
</tr>
<tr>
<td>Total Program Hours</td>
<td>250</td>
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</tbody>
</table>

Dental Assisting (649)

This program provides students with the theoretical, practical and clinical skills of dental assisting including dental basic sciences, x-ray techniques, dental materials, manipulation and identification, sterilization and disease control, chairside assisting, practice management, assisting in dental patient care and education and expanded duties.

Course Number and Title Contact Hours

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
<td></td>
</tr>
<tr>
<td>*VPI 0100 Basic Reading Skills</td>
<td></td>
</tr>
<tr>
<td>*VPI 0200 Basic Mathematical Skills</td>
<td></td>
</tr>
<tr>
<td>HEV 0230 Trousers/Block Pattern</td>
<td>60</td>
</tr>
<tr>
<td>HEV 0231 Introduction to Drafted Patterns/Trousers</td>
<td>60</td>
</tr>
<tr>
<td>HEV 0232 Tailored Coat/Block Pattern</td>
<td>60</td>
</tr>
<tr>
<td>HEV 0233 Sack Coat/Drafted Pattern</td>
<td>60</td>
</tr>
<tr>
<td>HEV 0234 Tailored Suit/Final Project</td>
<td>60</td>
</tr>
<tr>
<td>HEV 0840 Internship I/Custom Garment Making (Tailoring)</td>
<td>300</td>
</tr>
<tr>
<td>HEV 0841 Internship II/Custom Garment Making (Tailoring)</td>
<td>300</td>
</tr>
<tr>
<td>HEV 0236 Alterations/Busheling I</td>
<td>60</td>
</tr>
<tr>
<td>HEV 0237 Alterations/Busheling II</td>
<td>60</td>
</tr>
<tr>
<td>CTE 0401 Basic Textiles</td>
<td>60</td>
</tr>
<tr>
<td>CTE 0827 Retail Buying</td>
<td>45</td>
</tr>
<tr>
<td>CTE 0856 Retail Salesmanship</td>
<td>45</td>
</tr>
<tr>
<td>Total Contact Hours</td>
<td>720</td>
</tr>
</tbody>
</table>

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

Dietetic Management and Supervision (741)

The Dietetic Management and Supervision Program includes a minimum of 210 clock hours in the classroom/laboratory and 150 clock hours in supervised clinical experience under the supervision of a registered dietitian.

Typical duties of a dietary manager include:
1. Understanding and addressing the clientele’s everyday nutritional needs.
2. Hiring, motivating, training and supervising of subordinates.
3. Balancing menu variety and appeal with planned cost/profit objectives.
4. Consulting with a registered dietitian for specialized nutrition expertise.

5. Purchasing foods, goods, equipment and services.

Completers of this Dietary Managers Association approved program may apply for membership in the Dietary Managers Association and are eligible to take the certifying examination of the DMA. Passing of the certification examination qualifies the candidate as a Certified Dietary Manager. Certified Dietary Managers meet licensure requirements under Public Law 10D-2951.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Courses</strong></td>
<td></td>
</tr>
<tr>
<td>HUN 0201 Human Nutrition ..........................</td>
<td>45</td>
</tr>
<tr>
<td>FSS 0221 Food Production II ......................</td>
<td>128</td>
</tr>
<tr>
<td>HFT 0180 Supervision and Personnel Management</td>
<td>47</td>
</tr>
<tr>
<td>DIE 0277 Clinical Nutrition I ...................</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total Contact Hours</strong></td>
<td>370</td>
</tr>
</tbody>
</table>

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

**Fire Fighting (720)**

This program is designed to prepare students for certification and initial employment as firefighters in the State of Florida. Successful program completion will qualify students to take the state minimum standards written, oral and practical examination as administered by the Bureau of Fire Standards and Training.

**Application:**

1) Each student must have medical examination on Form FST-2.

2) Each applicant must submit an affidavit that he/she has not used tobacco or tobacco products at least one (1) year preceding his/her application.

3) Each applicant must submit a fingerprint card for proof of good moral character.

The Public Services Program respectfully requests that these be made part of the prerequisites for FFP 0005 course. All these documents shall be submitted to the Florida State Fire College no later than 10 days after class starts. The students are responsible for submitting these documents and all expenses that may be incurred.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Courses</strong></td>
<td></td>
</tr>
<tr>
<td>FFP 0005 Fire Fighting ...........................</td>
<td>320</td>
</tr>
<tr>
<td><strong>Total Contact Hours</strong></td>
<td>320</td>
</tr>
</tbody>
</table>

**Floral Design and Marketing (605)**

The purpose of this program is to prepare students for initial employment in the professional floral industry. Previously or currently employed florist employees can enroll in the program for enhancement of current skills.

Program content includes but is not limited to skill development in communications, computations, human relations, floral design, management, and sales.

Instruction includes a combination of theory, laboratory and field experiences, and is coordinated to promote optimal learning for a variety of careers in the commercial floral industry. Students entering this program may be required to enroll in basic skills training. This will be determined by the students score on the entry level test. Prospective students should be advised by a counselor or a floral design professor prior to enrolling.

This program is offered at Kent Campus during the day and evenings. For further information call 387-8255.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Courses</strong></td>
<td></td>
</tr>
<tr>
<td><em>VPI 0100 Basic Reading Skills</em></td>
<td></td>
</tr>
<tr>
<td><em>VPI 0200 Basic Mathematical Skills</em></td>
<td></td>
</tr>
<tr>
<td>ORH 0041 Basic Floral Design ...................</td>
<td>60</td>
</tr>
<tr>
<td>ORH 0043 Intermediate Floral Design</td>
<td>60</td>
</tr>
<tr>
<td>ORH 0045 Advanced Floral Design</td>
<td>60</td>
</tr>
<tr>
<td>ORH 0520 Identification, Care and</td>
<td></td>
</tr>
<tr>
<td>Handling of Foliage and Cut Flowers</td>
<td>60</td>
</tr>
<tr>
<td>ORH 0620 Basic Floral Management</td>
<td>45</td>
</tr>
<tr>
<td>ORH 0622 Advanced Floral Management</td>
<td>45</td>
</tr>
<tr>
<td>ORH 0941 Floral Design Internship I</td>
<td>300</td>
</tr>
<tr>
<td>ORH 0942 Floral Design Internship II</td>
<td>300</td>
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<tr>
<td>CTE 0856 Retail Salesmanship ...................</td>
<td>45</td>
</tr>
<tr>
<td>SLS 0341 Employability Skills</td>
<td>30</td>
</tr>
<tr>
<td>HEV 0238 Entrepreneurship for Consumer and</td>
<td></td>
</tr>
<tr>
<td>Human Service Occupations ......................</td>
<td>45</td>
</tr>
<tr>
<td><strong>Total Contact Hours</strong></td>
<td>1050</td>
</tr>
</tbody>
</table>

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

**Food Management, Production and Services (Supervised Food Service Worker) (740)**

This program prepares students for entry level employment in the food service industry. The students train to work under direct supervision of managers and cooks in preparing and serving food in restaurants, hotels, school cafeterias, nursing homes and hotels. The students learn sanitation and safety, proper cooking technique, receiving and storing of goods and care of facilities and equipment. The students practice preparation of salads and dressings, soups and sauces, starches, entrees, baked goods and desserts. With approval, students may complete pre-culinary apprenticeship training or go on for an Associate degree in Restaurant Management. Students should be advised by a counselor or the program director before enrolling. This program is offered at Kent Campus during the day. For further information call 387-8255.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Courses</strong></td>
<td></td>
</tr>
<tr>
<td>FSM 0314 Food Management, Production and</td>
<td>320</td>
</tr>
<tr>
<td>Services (Supervised Food Service Worker)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Contact Hours</strong></td>
<td>320</td>
</tr>
</tbody>
</table>

**Gasoline Engine Mechanics (633)**

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

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

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

### Course Number and Title

#### Professional Courses

*VPI 0100 Basic Reading Skills
*VPI 0200 Basic Mathematical Skills
SER 0930 Postsecondary Internship (Optional)
SER 0551 Troubleshooting Lawn and Garden Equipment
SER 0001 Familiarization with Small Engines
SER 0101 Construction of Small Gasoline Engines...
SER 0105 Fuel Systems- Small Engines...
SER 0151 Product Familiarization
SER 0306 Drive Systems
SER 0305 Rider Mower Engine Repair...
MOM 0001 Introduction to Motorcycle Mechanics...
MOM 0401 Motorcycle Chassis
MOM 0801 Electrical, Cooling and Lubricating Systems
MOM 0101 Motorcycle Engine Systems

Total Contact Hours 1408

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

### Home Health Aide (746)

This program emphasizes the care of the client in the home environment. It is designed for individuals who wish to meet State of Florida requirements for employment as a home health aide. Family differences and ethical safe practices will be stressed. Common incapacitating conditions will be discussed in addition to procedures for assisting the client and his family to cope with limitations. Instruction is limited to those supportive services required to assist the client toward independent living in a safe environment. The role of the home health aide as an assistant to, and under the direction of the Registered Nurse is emphasized. Course content includes classroom activities, simulated laboratory experiences and "hands on" experience with a licensed home health agency.

### Course Number and Title

#### Professional Courses

HCP 0311 Home Health Aide

Total Contact Hours 75

### Industrial Electronics (636)

This program is designed to prepare students for a career in electronics. Graduates find employment in a wide range of electronics careers including 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 students with general entry-level skills in many specialized areas of electronics technology through classroom and laboratory experience.

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

Students in this program should be advised by the instructor or the program director before enrolling in courses.

### Course Number and Title

#### Professional Courses

*VPI 0100 Basic Reading Skills
*VPI 0200 Basic Mathematical Skills
EEV 0930 Postsecondary Internship (Optional)
EEV 0811 DC Circuits
EEV 0803 Mechanical Systems and Tools
EEV 0812 AC Circuits
EEV 0813 Solid-State Devices
EEV 0814 Analog Circuits
ETI 0843 Motors, Generators and Transformers
EEV 0815 Digital Fundamentals
EEV 0816 Microprocessor Fundamentals
EEV 0823 Printed Circuit Fabrication and Soldering...
ETI 0861 Test Equipment Maintenance
ETI 0813 Basic Industrial Control
ETI 0814 Control Systems

Total Contact Hours 1536

*Students who have satisfactory test scores are not required to take these courses.
Insurance Marketing (781)

This program is jointly offered by the College and the Jacksonville Association of Life Underwriters to prepare students to take the Life Agent's Qualification State License Examination. The program consists of 40 hours of classroom instruction in life insurance, health insurance and annuities taught over a four day period (usually Friday through Monday) twice a month. For additional information call 387-8166.

Course Number and Title Contact Hours

Professional Courses
RMI 0641 Insurance Marketing.........................................40

Total Contact Hours 40

Law Enforcement (791)

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

NOTE: Enrollment is restricted to individuals sponsored with intent of employment by area law enforcement agencies.

Course Number and Title Contact Hours

Professional Courses
*VPI 0100 Basic Reading Skills
*VPI 0200 Basic Mathematical Skills
LAE 0310 Basic Recruit Training for Police Officers.....576

Total Contact Hours 576

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

Machining (639)

This program is designed to prepare students for entry level employment into the machinist trade. Work in this trade area includes, but is not limited to lathe setup and operation, blueprint reading, drill press setup and operations, shaper work, uses and care of precision and non-precision measuring tools, setup and operations on vertical milling and grinding.

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

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

Course Number and Title Contact Hours

Professional Courses
*VPI 0100 Basic Reading Skills
*VPI 0200 Basic Mathematical Skills
PMT 0218 Drill Press.....................................................128

Total Contact Hours 128

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

Marine Mechanics Technology (Diesel) (640)

This program provides students with a practical understanding of all phases of diesel propulsion, emphasizing overhaul, repair, tune-up and troubleshooting procedures. Operational diesel and gasoline engines will be used to get 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 ready marine propulsion mechanics. Employment opportunities are available in the shipbuilding and repair industry, mariner, trucking industry 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 this program should be advised by the instructor or the program director before enrolling in courses.

Course Number and Title Contact Hours

Professional Courses
*VPI 0100 Basic Reading Skills
*VPI 0200 Basic Mathematical Skills
DIM 0930 Postsecondary Internship (Optional)
DIM 0001 Introduction to Diesel Engines.......................128
DIM 0143 Caterpillar Diesel Engine Overhaul.................128
DIM 0137 Detroit Diesel Engine Overhaul.....................128
DIM 0151 Maintenance and Troubleshooting
of Diesel Engines I.......................................................128
DIM 0135 Cummins Diesel Engine Overhaul.....................128
DIM 0152 Maintenance and Troubleshooting
of Diesel Engines II.....................................................128
DIM 0141 John Deere Diesel Engine Overhaul..................128
DIM 0153 Maintenance and Troubleshooting
of Diesel Engines III.....................................................128
MTE 0165 Maintaining and Repairing
Fuel Systems in Diesel Engines.................................128

Total Contact Hours 1152

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

Marine Mechanics Technology (Outboard) (656)

This program provides the student with entry level skills for the marine mechanics field as an outboard mechanic...
at marinas, repair shops and dealerships. The program can also provide supplementary training for persons previously or currently employed in this occupation. Instruction is provided in ignition and electrical systems, fuel systems, gearing and powerheads, use of test equipment, trim and tilt systems, use of service manuals and rigging of boats and trailers.

Training is provided in various employability skills. An optional internship program is available to assist the student in obtaining experience and job 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 Marine Mechanics Technology (Outboard) program should be advised by a counselor or the program director before enrolling in courses.

This program is offered at the Geis Marine Center during the day and evening hours. For further information call 766-2401 or 766-2403.

Course Number and Title

<table>
<thead>
<tr>
<th>Professional Courses</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPI 0100 Basic Reading Skills</td>
<td>128</td>
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<tr>
<td>VPI 0200 Basic Mathematical Skills</td>
<td>128</td>
</tr>
<tr>
<td>MTE 0930 Postsecondary Internship (Optional)</td>
<td>128</td>
</tr>
<tr>
<td>MTE 0054 Four-Stroke Marine Engines</td>
<td>128</td>
</tr>
<tr>
<td>MTE 0132 Two-Stroke Marine Engines</td>
<td>128</td>
</tr>
<tr>
<td>MTE 0131 Marine Ignition Systems</td>
<td>128</td>
</tr>
<tr>
<td>MTE 0181 Marine Fuel and Cooling Systems</td>
<td>128</td>
</tr>
<tr>
<td>MTE 0213 Intermediate and Stern Drive Units</td>
<td>128</td>
</tr>
<tr>
<td>MTE 0221 Marine Engine Gearing</td>
<td>128</td>
</tr>
</tbody>
</table>

Total Contact Hours 120

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

Medical Assisting (648)

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

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

Medical assisting is a selective access program. The program admits students once a year in the fall term.

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

1. Application to the Medical Assisting Program.
2. High School completion transcript or copy of General Education Development (GED) scores.
3. Scores for the required pre-entrance test (TABE). The test is scheduled through the North Campus student affairs office, 766-6761.
4. Ability to type 25 words per minute or familiarity with the computer keyboard is desirable.

Course Number and Title Contact Hours

<table>
<thead>
<tr>
<th>Professional Courses</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>VPI 0100 Basic Reading Skills</td>
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<td>VPI 0200 Basic Mathematical Skills</td>
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<tr>
<td>MEA 0005 Medical Assisting I</td>
<td>494</td>
</tr>
<tr>
<td>MEA 0006 Medical Assisting II</td>
<td>806</td>
</tr>
</tbody>
</table>

Total Contact Hours 1300

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

Nursing Assistant (730)

This 120 hour program is designed to prepare non-professional workers with minimal skills and knowledge to perform carefully selected patient care activities, in a nursing home only, under the direction of the Registered Professional Nurse. Upon successful completion, the graduate will be eligible to take the State of Florida Examination to become a Certified Nursing Assistant. Course content includes classroom activities, simulated laboratory experiences and hands on experience in a licensed nursing home.

Course Number and Title Contact Hours

<table>
<thead>
<tr>
<th>Professional Courses</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP 0100 Nursing Assisting</td>
<td>120</td>
</tr>
</tbody>
</table>

Total Contact Hours 120

Patient Care Assistant (708)

This program offers knowledge and skills which expand the traditional role of the nursing assistant. This course will prepare the student at the entry level for employment in a general hospital or clinic and in a nursing home in accordance with Chapter 82-163 Florida Statutes. Home health aide certification is also provided in accordance with Florida PL 100-68-014. The patient care assistant is not prepared either by definition or the content of this course to render judgement or make decisions regarding the care of the sick. The total number of hours of instruction is 296. Course content includes classroom activities, simulated laboratory experiences and hands on experience in hospitals, nursing homes and with home health agencies. Upon successful completion, the graduate will be eligible to take the state of Florida Examination to become certified.

Course Number and Title Contact Hours

<table>
<thead>
<tr>
<th>Professional Courses</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP 0400 Patient Care Assistant</td>
<td>296</td>
</tr>
</tbody>
</table>

Total Contact Hours 296
Practical Nursing (657)

This program is designed to prepare individuals for employment in beginning positions providing direct care to patients in hospitals, nursing homes, private homes and other health care facilities under the supervision of a registered nurse or physician. Upon successful completion of the program (Practical Nursing I and II) graduates are eligible to write the National Council Licensure Examination to qualify for licensure to practice as Licensed Practical Nurses.

This is a selective access program that admits students in the fall and winter terms. Applicants must show evidence of good health, have an earned high school diploma or GED certificate, and current Basic Life Support (CPR) Certificate.

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

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>professional Courses</td>
<td></td>
</tr>
<tr>
<td>*VPI 0100 Basic Reading Skills</td>
<td></td>
</tr>
<tr>
<td>*VPI 0200 Basic Mathematical Skills</td>
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<tr>
<td>PRN 0410 Practical Nursing I</td>
<td>473</td>
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<tr>
<td>PRN 0420 Practical Nursing II</td>
<td>847</td>
</tr>
<tr>
<td>Total Contact Hours</td>
<td>1320</td>
</tr>
</tbody>
</table>

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

Printing and Graphic Arts (620)

This program is designed to provide students with the knowledge and skills sufficient for entry into the workforce of the printing industry. Graduates are expected to have a comprehensive understanding of and skills in several subspecialties even though they may actually perform only one specialty. This program of study addresses both of those needs.

The students are given theoretical knowledge of all of the industry as well as hands on training in all subspecialties such as presswork. Then, when a determination is made, based on any handicaps or other factors, the students are given intensification in any area so desired.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test. Students should be advised by the instructor or program director before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>Professional Courses</td>
<td></td>
</tr>
<tr>
<td>*VPI 0100 Basic Reading Skills</td>
<td></td>
</tr>
<tr>
<td>*VPI 0200 Basic Mathematical Skills</td>
<td></td>
</tr>
<tr>
<td>GRA 0500 Theory of Printing Processes</td>
<td>115</td>
</tr>
<tr>
<td>GRA 0503 Theory of Lithographic Processes</td>
<td>115</td>
</tr>
<tr>
<td>GRA 0537 Cold Type Typesetting and Pasteup</td>
<td>225</td>
</tr>
<tr>
<td>GRA 0571 Camera Operation and Film Processing</td>
<td>225</td>
</tr>
</tbody>
</table>

Real Estate Marketing (779)

This program is designed to prepare students for job entry as a Real Estate Broker. Topics include principles, practices, license law and brokerage operations. Please note that students must complete a work experience requirement and have an active salesman's license before enrolling in this program. Students that have already met the experience requirement and have an active salesman's license may enroll.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
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<tr>
<td>REE 0040 Real Estate Principles and Practices I</td>
<td>69</td>
</tr>
<tr>
<td>REE 0041 Real Estate Principles and Practices II</td>
<td>75</td>
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<tr>
<td>Total Contact Hours</td>
<td>144</td>
</tr>
</tbody>
</table>

Residential and Commercial Carpentry (618)

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

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

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>Professional Courses</td>
<td></td>
</tr>
<tr>
<td>*VPI 0100 Basic Reading Skills</td>
<td></td>
</tr>
<tr>
<td>*VPI 0200 Basic Mathematical Skills</td>
<td></td>
</tr>
<tr>
<td>GRA 0601 Negative Stripping and Platemaking</td>
<td>225</td>
</tr>
<tr>
<td>GRA 0635 Offset Press Operation</td>
<td>225</td>
</tr>
</tbody>
</table>

Total Contact Hours 1130

*Students who have satisfactory test scores are not required to take these courses.
Residential and Commercial Electric Wiring (658)

This program is designed to prepare students for entry into the electrical trade. Work in this trade area includes, but is not limited to new construction building wiring, electrical wiring associated with remodeling or additions to existing buildings, customer service calls and installation of upgraded electrical services.

Successful completion of the pre-program courses will prepare students for placement as electrical helpers or assistants.

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

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>Professional Courses</td>
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<tr>
<td>*VPI 0100 Basic Reading Skills</td>
<td></td>
</tr>
<tr>
<td>*VPI 0200 Basic Mathematical Skills</td>
<td></td>
</tr>
<tr>
<td>BCV 0930 Postsecondary Internship (Optional)</td>
<td></td>
</tr>
<tr>
<td>BCV 0351 Basic Electrical Fundamentals</td>
<td>128</td>
</tr>
<tr>
<td>BCV 0352 Advanced Electrical Fundamentals</td>
<td>128</td>
</tr>
<tr>
<td>BCV 0350 Basic Electronics for Electricians</td>
<td>128</td>
</tr>
<tr>
<td>BCV 0365 Advanced Industrial Electrical Fundamentals</td>
<td>128</td>
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<tr>
<td>BCV 0366 Advanced Industrial Electrical Fundamentals</td>
<td>128</td>
</tr>
<tr>
<td>BCV 0362 Fundamentals of Industrial Electricity</td>
<td>128</td>
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<tr>
<td>BCV 0381 Introduction to Industrial Electricity</td>
<td>128</td>
</tr>
<tr>
<td>BCV 0354 Fundamentals of Construction Electricity</td>
<td>128</td>
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<tr>
<td>Total Contact Hours</td>
<td>1024</td>
</tr>
</tbody>
</table>

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

Residential and Commercial Plumbing (Pipefitting) (654)

This program is designed to prepare students for entry into the plumbing trade. Work in this area includes, but is not limited to new construction, repair, remodel and service of initial installations or existing systems of piping and fixtures. Safety and proper work habits are stressed throughout this program.

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

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>Professional Courses</td>
<td></td>
</tr>
<tr>
<td>*VPI 0100 Basic Reading Skills</td>
<td></td>
</tr>
<tr>
<td>*VPI 0200 Basic Mathematical Skills</td>
<td></td>
</tr>
<tr>
<td>BCV 0930 Postsecondary Internship (Optional)</td>
<td></td>
</tr>
<tr>
<td>BCV 0380 Introduction to Plumbing</td>
<td>128</td>
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<tr>
<td>BCV 0382 Hand and Power Tools/Joint Fabrication</td>
<td>128</td>
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<tr>
<td>BCV 0397 Fixtures, Valves and Faucets</td>
<td>128</td>
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<tr>
<td>BCV 0383 Plumber’s Mathematics</td>
<td>128</td>
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<tr>
<td>BCV 0384 Plans, Blueprints and Isometrics</td>
<td>128</td>
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<tr>
<td>BCV 0393 Water Supply/Potable Water Systems</td>
<td>128</td>
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<tr>
<td>BCV 0396 Drain, Waste and Venting/</td>
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<tr>
<td>Sanitary Layout and Design</td>
<td>128</td>
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<tr>
<td>BCV 0391 Plumbing Code 10-D-9/SSBC</td>
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<tr>
<td>Total Contact Hours</td>
<td>1024</td>
</tr>
</tbody>
</table>

*Students who have satisfactory test scores are not required to take these courses.
Surgical Technology (666)

The object of this program is to prepare students for a career as members of the surgical team in the operating room under the direct supervision of professional nurses and surgeons. The instruction includes a combination of classroom work and clinical experience in the operating room, recovery room and delivery room which prepares students to assist surgeons, anesthesiologists and nurses with patient care and related services. Upon successful completion of the program, graduates are qualified to take a National Certifying Examination to become a Certified Surgical Technologist (CST). Particular emphasis is placed upon the skills involved in scrubbing and circulating during surgical procedures, and in the preparation and maintenance of sterilized and unsterilized supplies.

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

Surgical Technology is a selective access program. The program admits students once a year in the fall term.

An application for admission to the program must include the following:
1. Application to the Surgical Technology Program.
2. High school completion transcript or copy of General Education Development (GED) scores.
3. Scores for the required pre-entrance test (TABE). The test is scheduled through the North Campus Student Affairs Office, 766-6761.

Course Number and Title Contact Hours

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPI 0100 Basic Reading Skills</td>
<td>128</td>
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<td>VPI 0200 Basic Mathematical Skills</td>
<td></td>
</tr>
<tr>
<td>STS 0810 Surgical Technology I</td>
<td>494</td>
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<tr>
<td>STS 0820 Surgical Technology II</td>
<td>706</td>
</tr>
</tbody>
</table>

Total Contact Hours 1200

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

Teller (765)

This 136 hour program prepares individuals to function efficiently as tellers. Full time and part-time employment is readily available for trained and competent tellers. The program material includes banking terminology, handling money, cashing checks, accepting checking deposits, savings accounts, debits and credits, balancing out (on NCR 279 teller machine), ten key (by touch), CRT, customer relations, dressing for success, telephone techniques, resume writing, job search and interview skills. The program is offered both in the day and at night and

Tractor and Trailer Body Repair and Refinishing (655)

This program of study prepares the student for an entry level position within the transportation industry as a trailer repair or cargo container repair technician (0647.060301). The program of study emphasizes basic skills from the refrigeration, welding and diesel mechanic trades. A strong emphasis is placed on actual shop work during this program. Students will also receive training in basic employability skills.

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

This program is offered at the Geis Marine Center in both night and day classes.

Course Number and Title Contact Hours

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPI 0100 Basic Reading Skills</td>
<td>128</td>
</tr>
<tr>
<td>VPI 0200 Basic Mathematical Skills</td>
<td></td>
</tr>
<tr>
<td>AER 0930 Postsecondary Internship (Optional)</td>
<td>128</td>
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<tr>
<td>DIM 0151 Maintenance and Troubleshooting of Diesel Engines I</td>
<td>128</td>
</tr>
<tr>
<td>DIM 0152 Maintenance and Troubleshooting of Diesel Engines II</td>
<td>128</td>
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<tr>
<td>PMT 0106 Welding Basic</td>
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<tr>
<td>PMT 0124 Welding Advanced</td>
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<tr>
<td>MTE 0501 Welding and Trailer Repair</td>
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<tr>
<td>ACR 0783 Applied Electricity for the Container Refrigeration Mechanic</td>
<td>128</td>
</tr>
<tr>
<td>ACR 0781 Container Refrigeration Fundamentals</td>
<td>128</td>
</tr>
</tbody>
</table>

Total Contact Hours 896

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

Travel Agency Operations (701)

This 90 hour program is designed to prepare the student as an entry level employee in the growing and exciting travel/tourism industry. Students will gain experience on an IBM PC simulated system in how to make reservations for flight, hotels, tours and cruises. The course will cover essential topics such as travel agency office operations, tour sales, ticketing, geography and accounting.
Course Number and Title                  Contact Hours

Professional Courses
HFT 0150  Travel Agency Operations................................90

Total Contact Hours 90

Welding (679)

Upon successful completion of this program, students will be able to acquire job entry level employment as welders in the metal trades including fabrication, installation, and repair within the following industries: shipyards, paper mills, power plants, construction, fabrication shops and repair shops. Safety and good work habits are stressed throughout this program.

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

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Course Number and Title                  Contact Hours

Professional Courses
*VPI 0100  Basic Reading Skills
*VPI 0200  Basic Mathematical Skills
PMT 0134  Gas Metal Arc Welding.............................128
PMT 0112  Oxygen-Acetylene Welding and Brazing........128
PMT 0106  Welding Basic........................................128
PMT 0124  Welding Advanced....................................128
PMT 0166  Shielded Metal Arc Welding Pipe (uphill)....128
PMT 0173  Gas Metal Arc Welding Pipe.......................128
PMT 0171  Gas Tungsten Arc Welding (TIG)
  Pipe and Tubing................................................128
PMT 0141  Flux Cored Arc Welding Gas
  Tungsten Arc Welding (Basic)................................128

Total Contact Hours 1024

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

Word Processing (762)

This program is designed to teach job entry level skills. The program provides learning opportunities in the concepts and applications of word processing. This will include the creation and revision of documents, stored text, use of special features, tables and special functions.

To ensure marketable employment skills this program will cover business English, business mathematics, calculating machines, filing, typing and employability skills.

The Word Processing program prepares students for entry level clerical positions, such as general clerk, word processing secretary or data entry clerk. This program begins periodically throughout the year and does not necessarily coincide with the regular College schedules as to beginning and ending dates. The program duration is eight weeks, approximately six hours per day, Monday through Friday. For additional information call 633-8285.
Continuing Education Courses

Through its Continuing Education Program, the College offers a wide variety of supplementary vocational training courses. These courses are offered throughout the community college district wherever the need exists and adequate facilities are available. Courses are taught in public schools, in industrial plants, in commercial office buildings, on all the campuses and centers of the College and other suitable locations. The length and frequency of meetings for courses differ and are determined by the type and objectives of each course.

The primary purposes of these courses are to provide individuals with the training needed to upgrade or broaden their present skills and enhance their occupational opportunities, and to provide the business and industrial community with trained personnel.

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 the education and training needs of the community.

A high school diploma is not required for enrollment in most supplemental courses but a student must be at least 16 years old.

Non-resident aliens may enroll in continuing education courses; however, the College will not issue immigration papers based on this enrollment.
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 Adult Basic Education, GED preparation, Adult High School, Lifelong Learning and Home and Family Management Courses.

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 studies 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 continuing basis. Short courses, in-service training programs and courses of specific interest may be initiated by request from individuals and groups in the community.

Florida law requires that attendance be taken on all students under 18 years of age. For further explanation of this law see "Drivers License Attendance Requirements" section.

Adult Basic Education

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 on any one or more of the following general knowledge areas:
1. Pre-vocational or employability skills development.
2. Improvements in home and family life.
3. Use of financial resources and consumer education.
4. Social and civic responsibilities.
5. Use of community resources.
7. Human and interpersonal relations.
8. Communication skills in the English language.
9. Self-fulfillment 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 program provides supportive services for its students in the areas of guidance and counseling, testing, specialized reading needs and employability skills.

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 assessments.

Adult basic education classes are offered on FCCJ campuses and in adult centers located in schools, churches and other available community facilities throughout Duval county at no cost to the students.

The Adult Studies Department will award the following certificates to deserving Adult Basic Education (ABE) students.

Certificate of Attendance

The Certificate of Attendance will be issued by the administrative dean of adult studies 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 function above the 8th grade level on Level IV of the Test of Adult Basic Education.

High School Equivalency Diploma (GED)

The GED (High School Equivalency) Examination is a battery of five tests administered on a regularly scheduled basis, by Florida Community College at Jacksonville to 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 enrollment services office. The registration fee is established by the Department of Education. Persons who pass the exam receive a diploma from the State 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.

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)
   OR
   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 - Letter 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 for courses as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>B</td>
<td>GOOD</td>
</tr>
<tr>
<td>C</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>D</td>
<td>POOR</td>
</tr>
<tr>
<td>I</td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>NP</td>
<td>NON-PUNITIVE</td>
</tr>
<tr>
<td>S</td>
<td>SATISFACTORY*</td>
</tr>
<tr>
<td>U</td>
<td>UNSATISFACTORY</td>
</tr>
<tr>
<td>W</td>
<td>WITHDRAWAL</td>
</tr>
</tbody>
</table>

*Student performed satisfactory work in course but did not meet requirements to earn high school credit.

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

Once a grade of "A", "B", "C", "D", "NP", "S" or "U", in a course has been reported to the registrar, it may only be changed as follows:
1. Upon recommendation of the instructor who assigned the grade, with approval of the program developer.
2. Upon recommendation by the program developer, and approval by the assistant dean, when the instructor who assigned the grade is no longer a member of the faculty.

An "I" grade may be assigned only when extenuating circumstances prevent a student from completing the course work during the regular term. To be eligible to receive an "I" grade the student must have completed at least three-fourths of the course work.

The "I" grade may be changed by the instructor to "A", "B", "C", "D", "NP" or "U", within the time limit indicated in the College calendar.

**Adult High School Diploma Requirements**

The Florida State Department of Education has established that an adult can progress at the adult's own rate of speed 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 unduplicated credits, grades nine through twelve, is required for an Adult High School Diploma. The credit requirements are as follows:

1. English 4 credits
2. Science 3 credits
   - A. Laboratory Courses 2 credits
   - B. Non-laboratory Courses 1 credit
3. Mathematics 3 credits
4. Social Studies 3 credits
   - A. American History 1 credit
   - B. World History 1 credit
   - C. American Government .5 credit
   - D. Economics .5 credit
5. Reading 1 credit
6. Life Management Skills .5 credit
8. Performing Fine Arts .5 credit
9. Electives 8.5 credits

**Graduation Requirements**

Student must:

1. Complete 24 credits: 15.5 credits of general course requirements and 8.5 credits of approved electives.
2. Complete a minimum of 2 credits at FCCJ.
3. Receive a passing score on the State Student Assessment Tests: Parts I and II.
4. Acquire a minimum cumulated GPA of 1.5.
5. Be classified as Admission Status A.
6. Apply for graduation with high school advisor.
College Preparatory Program

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

State Student Performance Standards

1. All students must either pass 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:

1. More than nine elective credits in remedial programs as provided for in FS* 236.0841, and Remedial Programs as provided for in FS* 236.088.
2. More than one-half credit in Exploratory Vocational courses as defined in FS* 228.041(22)(d).
3. More than three credits in Practical Arts Home Economics as defined in FS* 228.041(22)(d).

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

It is the high school student's responsibility to make application for graduation after 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.

Dual Enrollment

The FCCJ Adult High School offers a special program for qualified students who can earn college credit and fulfill their high school requirements simultaneously. Specific courses have been approved for this program. In order to qualify, the student must submit the following:

1. A dual enrollment application,
2. Written approval from the advisor,
3. An FCCJ transcript reflecting a minimum of a 2.5 G.P.A. as well as four credits completed in the Adult High School program at FCCJ.

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

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 adult studies office on any campus.

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

HIGH SCHOOL CREDIT-BY-EXAMINATION (HSCBE) is available in a variety of high school academic subjects. Students may register for HSCBE in the adult studies office on any campus. Information is available from the adult studies advisor.

Driver's License Attendance Requirements

Florida Driver's License Law attendance requirements must be met for students under age 18 enrolled in specific programs. Check with adult studies office for additional information.

Enrollment Verification

To be certified as a full-time student in the Adult High School program, one must be enrolled in at least 20 clock hours per week.
Special Programs

Golden Opportunities for Lifelong Development (G.O.L.D.)

G.O.L.D. is designed to meet the needs of adults 55 and older. Both credit and non-college credit courses are offered in locations throughout the community, with particular emphasis on interests and concerns of older adults. Seminars and workshops addressing specific needs are offered periodically to provide further training. For information or counseling, call the G.O.L.D. Program Office at the North Campus, Room D321A, 4501 Capper Road, 766-6701.

Independent Living for Adult Blind (ILAB)

ILAB is an instructional program for adults who have visual impairments or are blind. The home management/personal safety course is modularized, allowing students to elect various components according to need. In home management, 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 a person who is blind to move about safely and master 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 3106. Educational, career and personal counseling services are available to Florida Community College at Jacksonville students and members of the community. Goal-setting, self-assessment, career-related testing and community referral are some of the services provided by the women's center counselor.

The Women's Center also offers a wide variety of classes and special programs for the community and for organizations. Class offerings include: "From Self-Consciousness to Self-Confidence," "Steps to Career Success," "Bosom Buddies," "Coping with Separation and Divorce," "Assertiveness Training," and "Time Management for Working Women." The Women's Information Exchange (W.I.E.) includes a monthly luncheon and speakers on topics of interest to community, business and professional women. Call 633-8311 for additional information.

Challenge: The Displaced Homemaker Program

Is a uniquely designed five-week training program for displaced homemakers. A displaced homemaker is defined as an individual who:

1. is 35 years of age or older;
2. has worked in the home, providing unpaid employment;
3. is not adequately employed;
4. has had or would have difficulty securing employment;
5. has been dependent on the income of another family member but is no longer supported by such income, or has been dependent on federal assistance.

Challenge provides an intensive training and counseling program with emphasis placed on self-assessment, confidence building, goal setting, educational re-entry, decision making and job seeking. Challenge is located on the Downtown Campus, Room 3106, 101 West State Street, 633-8316.

New Scholars Program

The New Scholars Program is located in the Student Success Center, Room 1020, on the Downtown Campus.

The program is targeted for AFDC recipients who are clients of HRS - Project Independence. It is designed to assist students in receiving an Associate in Science (A.S.) degree or Postsecondary Vocational Certificate of Training which would lead to employment.

Services include vocational assessment, educational placement, tutors, remediation, employability skills and job placement assistance. To qualify, applicants must be referred by Project Independence and have earned a high school diploma or GED equivalency. Tuition, books, transportation and child care are provided.

For more information call 633-8189.

Reach The Heights

Is a vocational education assistance program that helps provide the link to technical and high wage training programs.

Who is eligible?
1. Single parent heads of household are individuals who are unmarried or legally separated from a spouse and have a minor child or children for whom they either have custody or joint custody.
2. Homemakers, who are adults and have worked as adults primarily without remuneration to care for home and family, and for that reason have diminished marketable skills.
3. Displaced homemakers who, because of divorce, separation or the death or disability of a spouse must prepare for paid employment. (There is no age limitation).

Vocational Educational Program Assistance Includes:
- Tuition
- Career Counseling
- Books/Supplies
- Vocational Interest Testing
- Transportation
- Support Groups
- Child Care

Call 633-8189 for further information.
S.T.A.R.S. Program

The S.T.A.R.S. Program is located in the student Success Center, Room A-1020, on the Downtown Campus.

The program is designed to provide an innovative approach to employement and training with major emphasis on student success. It provides free job training in 20 different vocations areas for students at least 18 years of age.

If eligible, students will receive basic skills assessment, advising, employability skills training and job placement assistance.

Benefits include tuition, child care, transportation, books, uniforms and other support services. If interested, call 633-8276 or 633-8386 for more information.

Jobs for the Future Program

This program is located in the Student Success Center, Room 1020, on the Downtown Campus.

The program targets high school dropouts, ages 16 through 21. It provides GED or high school completion training to youths not attending school. All students receive basic skills assessment, training and training. Books, child care, transportation and a GED test fee are provided.

Eligibility criteria require youths to be J.P.T.A. eligible (i.e., economically disadvantaged), in need of a high school diploma/GED, and not enrolled in school.

For more information call 633-8144.

Continuing Education Programs for Nurses

Numerous nursing education programs are planned to meet the educational needs of nurses by updating knowledge and skills required for current practice. These courses are designed to enhance the quality of nursing care provided to the public.

Nursing practice is based on a continuously expanding body of experience, knowledge, and skills which prepare nurses to function effectively as members of the health care team.

Reassessment of learning needs and ongoing evaluation of the current offerings are the bases for future program development. Topics and locations will vary to meet the diverse needs of the nursing community. Call 766-6581 for additional information.

Continuing Education for Professionals

Continuing education seminars, workshops and teleconferences are offered throughout the academic year for a variety of fields. Professional and nonprofessional CEUs (Continuing Education Units) are available. Call 633-8312 to request information regarding your specific professional field.

Community Education

The Adult Studies Department offers courses to meet the educational needs of adult groups in the community.

Requests for courses designed to meet the special needs of our changing community are welcome and encouraged. Consideration for such courses is based upon the level of instruction, the number of persons interested and the availability of resources and qualified instructional personnel at the time of the request.

Adults desiring to enter community education classes or programs should apply in person at the center or campus offering the subjects of their choice or call Adult Studies at 633-8421.

Developmental Education Downtown Campus

Developmental education at the Downtown Campus offers various programs to non-college credit students. The goal is to assist students who need additional help in an academic area to reach their educational goals.

Program strategies include:

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

Other services include:

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

The goals of Student Services are to:

Provide direct services, consultation, training and educational programs necessary to support students in the pursuit of their educational goals; and

Promote, in concert with other College professionals, the student outcomes of self-direction and clear purpose.

Student Development Outcomes

The department of Student Affairs is committed to the facilitation of two key student development outcomes. Self-direction relates to responsibility to act in a self-reliant manner, based upon one’s own thinking and self-chosen values. Clear purpose involves the selection of personal, educational, and career objectives based upon a clear understanding of one’s goals, values, motives, resources and commitments. The services offered by student affairs are consciously designed to promote these two outcomes. The department also makes an active effort to promote these outcomes throughout the College and within the curriculum.

Admissions

Admissions services are provided by the Office of Enrollment Services. These services relate to the marketing of FCCJ programs, providing pre-enrollment information, recruitment of students and assisting students in applying for College.

Enrollment services’ personnel facilitate the entry or reentry of students to the College and help ensure that the application and admissions processes are smooth. Students are encouraged to visit a campus enrollment services office for personalized service in making the transition to College.

Academic Planning

Counselors and advisors are available to assist students with the achievement of their academic goals. Academic advising is available to help students identify courses, select majors, select a transfer institution and assist with academic problems. Students are encouraged to seek advisement on a regular basis in order to achieve their educational objectives. Appointments may be scheduled through the student affairs office on each campus.

Counseling

Academic and personal counseling services are available within the student affairs office, provided by counselors available on each campus. Students are encouraged to consult with them to discuss issues relating to interpersonal relations, study skills or any life-coping concerns.

Career Planning

As a part of the College’s role of helping individuals reach their full potential, career planning services are offered through the student affairs office on each campus.

Students who are undecided about their future career plans are encouraged to make an appointment with a counselor to begin the career planning process.

Services available in the career planning centers include:

- Career related aptitude and interest testing
- Career research (with current information on occupations, job requirements and career opportunities)
- Micro-CHOICES (an easy to use computer system that will help students with career decisions)
- Career counseling, courses, workshops and seminars

Student Employment Services

Student employment services assumes the responsibility of helping students make a smooth transition from college to meaningful employment. In addition to helping students and graduates locate jobs, student employment services helps students develop the skills necessary for successful job-hunting and job selection.

Special Services For Students with Disabilities

A variety of specialized support services are available for students with disabilities at FCCJ. These services include:

- Vocational assessment,
- Career counseling,
- Tutorial services,
- Reader services (for students with visual impairments),
- Interpreter services (for students with hearing impairments),
- Notetaker services,
- Student Employment Services,
- Availability of special considerations/substitute courses for graduation,
- Loan program for talking calculators, braille, etc.

For additional information, students should contact the disabled student specialist on the campus they plan to attend or call disabled student services at 766-6766 (voice or TDD).
Campus Enrollment Services Office

The campus enrollment services office provides information regarding application for admission, residency, registration, student records and graduation. The office also accepts applications for admission, transcript requests, enrollment verification requests and student record changes such as address, name and grades. This office also registers individuals for CLAST, the nursing assistant test and GED test. Applications for the SAT, ACT, and CLEP tests are available at this location.

Driver's License
Attendance Requirements

Florida Law requires that attendance be taken on all students under age 18 enrolled in Adult Basic Education, General Education Diploma Preparation, Adult High School Completion, English as a Second Language and Vocational Programs. To get and keep a driver’s license these students must meet attendance requirements. Additional information is available through the adult studies office.

Assessment Services

Credit-By-Examination

A student may earn up to 45 semester hours credit toward an associate degree through credit-by-examination. This may be a combination of Advanced Placement, College Level Examination Program, Subject Standardized Tests and/or transfer credit. Credit not counted within this 45-hour limit may be obtained by participation in the Proficiency Examination Program. For more information regarding the following tests, contact the campus enrollment services 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 three, four or five on approved tests. Fees are set by the College Entrance Examination Board.

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

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

PROFICIENCY EXAMINATION PROGRAM (PEP) is Florida Community College at Jacksonville’s program for awarding college credit-by-examination. Fees are set by the College’s Board of Trustees. Test fees are listed in the “Earn College Credit by Exam” brochure.

SUBJECT STANDARDIZED TESTS (SST) is a program developed for military personnel by the Department of the Army for awarding credit-by-examination under the auspices of Defense Activity for Non-Traditional Educational Support (DANTES). Credit on approved tests will be awarded for scores at or above levels approved by the State Board of Education. Information, applications and a list of approved tests are accepted by DANTES. Students may submit credit earned through DANTES for Florida Community College at Jacksonville credit evaluation through Assessment Services. Approved tests are listed in the “Earn College Credit by Exam” brochure and will be awarded for scores at 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 FCCJ 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.

COURSE PLACEMENT TESTING is required of new degree seeking college credit students in order to assist them with course selection. Non-degree seeking students planning to take English, reading or math must also be tested.

FCCJ utilizes the Florida MAPS as its course placement test. The MAPS includes subtests of writing, reading and math skills.

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

FCCJ Assessment Services
Kent Campus A104
3939 Roosevelt Blvd.
Jacksonville, FL 32205-8999

Information is available from assessment services, the campus testing coordinator on any campus or from the campus enrollment services 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 (CLAST) is a statewide test of college-level communication and computation skills developed by the State of Florida, and required of all sophomores before they may receive an Associate in Arts degree.

Refer to the Associate in Arts degree section under graduation requirements for a more detailed description.

Additional information on CLAST is available in the
campus enrollment services office and assessment services.

CAREER TESTING is available at each campus. Aptitude, interest and personality tests are available which can provide information useful to career decision-making. Contact the campus career development counselor for further details.

COMMUNITY SERVICE TESTING is provided for the following examinations:
ACT-PEP is a national program to provide credit-by examination. Credit for this exam is accepted by FCCJ on approved tests. Information for the ACT-PEP may be obtained in assessment services.

DENTAL CERTIFICATION EXAMINATION is administered through the Dental Assisting 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 secure 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.

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

NURSING ASSISTANT CERTIFICATION EXAM is given to those persons seeking State Certification in the nursing assistant profession. Registration for the test is through the campus enrollment services 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 enrollment services office on each campus to assist students in matriculation 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 60 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 $100 to $1,000 for the academic year.

College Work-Study:
Part-time employment up to 20 hours per week is available to those with financial need. Most jobs are on campus. The hourly wage is $4.25.

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 $700 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.

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

PLUS and SLS Loans:
Qualified students may borrow up to $4,000 per academic year not to exceed educational costs.

Florida Academic Scholars' Fund:
Awarded to entering freshmen who are Florida residents, scored at least 1200 on the SAT or 28 on the ACT, and have a 3.5 GPA. Award for selected students varies from $500 to $1250 per term depending upon their academic record.

Provided by Florida Community College at Jacksonville

Academic Achievement Scholarship:
A $1,250 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 $1000 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 cost at FCCJ and JU for five outstanding students with a minimum 3.5 GPA and 1100 SAT or equivalent. Student must rank in the top 15% of the high school graduation class.
FCCJ/FAMU Scholarships:
Pays $832 per academic year at FCCJ and $1,000 per academic year at FAMU. Student must have a minimum of 3.5 GPA and rank in the top 15% of their high school graduation class.

General Academic Scholarships:
A $750 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 distinguish themselves academically and demonstrate exceptional potential for success in college.

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

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,
- Brain Bowl,
- Student Newspaper.

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 cost 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 may work on campus in positions requiring technical skills. Students are paid $4.25 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 enrollment services 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 Forms 1040 or 1040A, or 1040EZ with all W-2 forms.
* For non-taxable income: written statements from agency providing funds (Social Security, AFDC, unemployment compensation, veterans disability or death benefits).
* For alimony or child support: copy of divorce decree or separation order.

Once need 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 is 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 be in an eligible vocational program. A listing of eligible vocational programs is maintained in campus enrollment services offices.

The campus enrollment services 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.

International Student (F1 Visa)
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 the same as for the general student population. These standards are given to the students at the time they apply for aid. Additional copies are available in each campus enrollment services office.

Student Aid Appeals

Any administrative action taken as a result of the application of the academic progress policy may be appealed by the student. Financial aid will be reinstated for a student whose appeal is approved. Information on the appeal procedure is available at campus enrollment services offices.
Veterans Affairs

A veterans representative is located in the enrollment services office on each campus to provide forms and information 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 five 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 on active duty for the first time after June 30, 1965.

Chapter 31—Disabled Veterans

This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. 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 who have contributed to the education fund will have their contribution matched by the VA at the rate of two dollars for every dollar contributed by the service person.

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 educational assistance. Benefits are paid at the single rate.

Chapter 106—Selected Reserve Program

Members of the selected reserve who are certified by their unit commander 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 enrollment services 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 birth certificate, if applicable.
—NOTE: One deferment of tuition 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 audit 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 of study outlined in their graduation status sheet.
6. An individual who enrolls exclusively in Independent Study courses, including cablevision courses, will be ineligible for benefits.

Students are required to notify the office of 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, 32, 35 or 106, Title 38, U.S. Code, veterans and other eligible persons must achieve satisfactory progress toward educational goals by meeting the following standards effective term 911:

1. Must have completed at least 50% of attempted credit hours with a minimum 1.0 GPA after 12 credit hours of enrollment. Students failing to meet these requirements will be placed on probation.
2. After having been placed on probation, and at the conclusion of the following term of enrollment, the student must have successfully completed at least 55% of credit hours in which enrolled with a minimum 1.25 GPA.
3. Veterans assistance will be discontinued for students failing to meet the standards in (2) above.
4. Veterans assistance may be reinstated upon the attainment of the standards outlined for the general student population, with 25 or more credit hours, attempted or through Veterans approved counseling.
5. Veteran students will have non-punitive grades reported to the Department of Veterans Affairs.

Veterans reported for failure to attend class for two consecutive weeks will be contacted by the director of student aid. In the absence of a satisfactory explanation and immediate resumption of attendance, the veteran will
be reported to the VA as having terminated attendance in that course as of the beginning date of the two-week period of absence.

**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 satisfactory at the end of each term. Grades "S" or "SI" are considered satisfactory progress.

Veterans are allowed three days of unexcused absences per calendar month. Excused absences are those occurring for the reasons cited hereafter, and officially accepted by the director of student aid.

1. **Personal illness**
   - Must be supported by a physician's signed statement on letterhead stationery, specifying the dates the student was incapable of attending classes.

2. **Death in Family**
   - Pertains to death of parent, spouse, children, brothers or sisters only. Must be supported by valid evidence which indicates date of death and relationship of deceased person to the veteran.

3. **Jury Duty**
   - Must be supported by a document from the court showing dates of jury service.
   - Documentation of excused absences must be submitted not later than the tenth calendar day of the month following the month in which the absences occurred.
   - All absences (excused or unexcused) are reported to the Veterans Administration. Partial days of absence are converted to full days. Persons terminated for excessive absence will be eligible for recertification at the beginning of the following term providing other enrollment criteria are met.

**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 date is 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.

**Community and Co-curricular Activities**

The Community and Co-curricular Activities Program is designed to offer opportunities for the social and cultural development of students, as well as for college staff and the community. Information about the program is published in the student activity calendar and the student activity newsletter.

Some of the programs offered each year include:

- **Artist Series** — a wide range of professional events in the areas of musical theatre, pop, drama and dance;

- **Film Series** — includes many film classics and a variety of contemporary and popular film selections;

- **Art Exhibits** — include continuous student art exhibits in the Fine Arts area at the South Campus as well as numerous guest exhibits;

- **Special Events** — include a variety of college-wide 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 vaudeville acts, magicians, chess and billiard exhibitions.

**Student Activity Card**

All college credit students receive activity cards (registration receipt) for each term at the time of registration. This card is required to pick up tickets for the Artist Series events and for special discount passes available from the student activities offices. 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 statewide Florida Community College Student Government Association.
Campus Organizations

Numerous campus student organizations are available at FCCJ. Some of the organizations include Phi Theta Kappa, an organization which recognizes academic achievement; Forensic Team; literary and art magazine; Brain Bowl Team; and the International Student Association. The student activities office provides assistance and encouragement to those interested in starting new organizations, and support 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 discount passes to a variety of community recreational facilities, including bowling, golf, driving range, putt-putt golf and movies are also available at substantial savings from each campus student activities office.

Intercollegiate Athletics

A diverse program of intercollegiate athletics is available at the College. Basketball, golf, tennis and volleyball are sports activities based at the South Campus. North Campus is the location for baseball, softball, 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 or the director of athletics.

The college is a member of the North Central 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, a commitment to excellence, the right is reserved by the College to establish rules and regulations to further these ideals which require student compliance for the welfare of the College community. These rules and regulations are found in Board Rule 6Hx7-11.1. It is the intent of the College, that students understand that individual rights involve associated responsibilities, and that individual rights must be viewed in relationship to the health, safety and welfare of the College community.

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

Religious Observances

The College shall reasonably accommodate the religious observance, practice, and belief of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments.

Any student who has a concern regarding the College’s implementation and/or interpretation of this rule, shall have the right to formalize that concern through the general student appeal process.

Procedure

1) It is the responsibility of the student to notify instructors in writing in advance of absences to observe religious holy days in their own faith. Upon such reasonable notification, such absences shall be excused without penalty.

2) The student shall be responsible for material covered during the period of observance and shall be provided a reasonable time to complete make-up assignments.

3) The College and its faculty, as appropriate, shall schedule major class assignments, major examinations, and official ceremonies on other than major religious holy days whenever possible.

Student Academic Dishonesty Procedure

Academic dishonesty, is considered a serious offense and is expressly prohibited. Such dishonesty includes:

1. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of course grade.

2. Plagiarism, which is defined as the act of stealing or passing off as one’s own work the words, ideas or conclusions of another as if the work submitted were the product of one’s own thinking rather than an idea or product derived from another source.

3. Any other form of inappropriate behavior which may include but is not limited to: falsifying records or data; lying; unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information; and, any other act or misconduct which may reasonably be deemed to be a part of this heading.

Any student alleged to have committed any act of academic dishonesty as defined herein, shall be entitled to due process as defined in District Board of Trustees’ Rule 6Hx7-2.18, prior to the administration of disciplinary action including suspension and dismissal.

Student Discipline Procedures

Violations of published laws, ordinances or rules and regulations may subject 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); restitution; 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 suspendable 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. This removal can last up to five College days. In the event of the temporary removal, a written notice of a 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 disturb the orderly conduct, processes, functions and/or interests of the College is expressly prohibited.
Such acts or behavior may include, but are not limited to 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, the use of indecent or abusive language, gambling, hazing as defined in Chapter 240.326, Florida Statutes, vandalism or destruction of property, falsification of records or statement to the College, unauthorized use of the College name, lewd or indecent conduct, violence against any member or guest of the College community, theft or willful destruction of College property or any property of members of the College, interference with the freedom of movement of any member or guest of the College, obstruction of the normal processes and activities of the College community, deliberate interference with the rights of others, violation of a federal or state law, a county or city ordinance, repeated offenses of a less serious nature, 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 affairs deans on each campus 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 affairs office. Students who have questions or are in need of assistance should contact the student affairs dean on their respective campus.

Student Appeals

Every reasonable attempt should be made to 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, FCCJ provides a formal process through which students can appeal the application of certain College rules and regulations and the assignment of final grades. In all cases, it is the intent of the College to assure the fair and equitable treatment of students.

Students wishing to initiate a formal appeal should contact the Office of Student Affairs on their campus. That office will provide the information and guidance necessary to initiate a student appeal.

Suspension, Termination or Cancellation of Enrollment

The College reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for disciplinary reasons.

Grievance Procedures

Grievance procedures are provided for a student who believes that he or she has been unlawfully discriminated against, unfairly treated or sexually harassed.

NOTE: Appeals handled through the student appeals process are excluded from the grievance process.

Procedures

Such grievances shall be handled as follows:
(1) Complaints against college employees shall first be directed to the employee alleged to have caused the complaint within 20 calendar days following the alleged incident. In the case of alleged sexual harassment, the student shall first discuss the complaint with the campus dean of student affairs. (If appropriate, the dean may designate another individual to discuss the matter with the student.)

(2) If the complaint cannot be resolved informally, then the student shall present a formal grievance in writing to the campus dean of student affairs. This shall be done within five calendar days following verbal response from the College staff involved.

(3) The campus dean of student affairs shall conduct a preliminary investigation and resolve the concern, if possible. If the charge is of a serious nature, the campus dean of student affairs will discuss the charge with the campus Provost and, if appropriate, the College counselor. Depending on the nature of the charge, the campus provost will, after consultation with College counselor and the associate director of human resources, establish a process for resolving the issue. Care will be taken to guarantee that the matter is resolved equitably, and that the due process rights of those involved are protected.

(4) The recommendation resulting from the review process shall be submitted to the president, who will render a final decision in a timely manner.

Sexual Harassment Policy

Sexual harassment as defined in District Board of Trustees Rule 6Hx7-1.2, Definitions, is hereby deemed to be discrimination on the basis of sex and is expressly prohibited by this rule. This prohibition shall apply to every facet of the College's operation, including, but not limited to, employment and student environments. Any violation hereof shall result in disciplinary action, as appropriate.

Definition - 6Hx7-1.2 Definitions - 1.11

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other verbal, non verbal or physical conduct of a sexual nature, whenever:
Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or course progress.
Submission to or rejection of such conduct is used as the basis for employment or course decisions affecting that individual.
Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment.
Complaint Procedures

Persons who feel that they have been sexually harassed under the above definition and wish further information or assistance in filing a complaint, may contact:

Assistant to the President for
Equal Access/Equal Opportunity
Downtown Campus, Room 1097
(904) 632-3221
OR
Associate Director of Human Resources
College Administration, Room 250
(904) 632-3183
OR
Downtown Dean of Student Affairs
Room 1097
(904) 633-8250
Kent Dean of Student Affairs
B-100
(904) 387-8117
North Dean of Student Affairs
D-115
(904) 766-6763
South Dean of Student Affairs
U-133
(904) 646-2009

Any administrator that the complainant may select.

Student Records and Privacy

Pursuant to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, students and their parents are advised of certain practices and procedures at Florida Community College at Jacksonville which relate to student records.

Once 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 Act 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 (if 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 that 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 (if eligible) has the right to challenge the content 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 custodian of the record challenged shall conduct a hearing upon the matter, at a reasonable time and place, at which the student or parent (if eligible) may present any evidence he or she may have in support of the challenge. If a record is challenged, the custodian of the record shall make a decision at the conclusion of the hearing. This decision may be appealed by the student or parent (if eligible) through established procedures to 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 names of persons to whom the information is to be released.

The following records are maintained in the student's 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 submit a request in writing to the custodian 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, FCCJ relies on health services provided within the community for students. Various health agencies are brought to each campus periodically to make their services available to students. Arrangements and coordination are handled by the student affairs offices and/or student activities offices. Substance abuse and AIDS information centers are located in each campus library.

AIDS Information

It is the policy of the College to maintain an appropriate balance between the rights of individuals with Acquired Immune Deficiency Syndrome (AIDS) to obtain an education with the rights of students and employees to an environment in which they are protected from contracting the disease. In order to assist Florida Community College at Jacksonville in responding to the medical, legal, and ethical concerns raised by AIDS and/or AIDS related issues, the president has established procedures which address the education, safety, and legal rights of students and employees.

The College will be flexible in its response to incidents of the disease, evaluating each occurrence in light of its general policy and the latest information available. An AIDS oversight committee shall meet on an as-needed basis to:
- Determine whether a student or employee with a communicable disease may pose an imminent risk to the college community, and
- Determine what action is in the best interest of the student or employee and the College.
All information obtained and reviewed by this committee will be treated as confidential.

FCCJ has designated counselors on each campus, and the assistant dean of student affairs on the North Campus to serve as AIDS counselors, available to the student body and employees on a request basis. These individuals can answer questions and serve as resource people regarding the disease. The student affairs office on each campus can arrange an appointment. The assistant dean of student affairs is on the North Campus and is available by appointment, by telephoning 766-6607.

**Emergencies and First Aid**

The campus security officer should be contacted in situations requiring the rendering of first aid. In the case of emergencies involving students who have no physician on record, whose physician cannot be contacted or whose families do not reside in this area, 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 incurred 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 to 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 may 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 members, staff and students shall obtain valid parking decals and affix same to the motor vehicle which the individual operates, drives or parks on facilities of the College. Decals are available at each campus security office.

**Bookstore**

The College's bookstores are operated by a commercial bookstore operator. Textbooks, supplementary material, supplies and other items are available through each campus bookstore. Requirements for the course for which the individual is enrolled should be obtained prior to the purchase of books and supplies. Financial arrangements are matters between the individual and the bookstore.

**Food Services**

A food service area and vending machines are located at each campus.

**Smoking**

The College maintains a smoke-free indoor environment. Smoking is permitted outdoors.

**Substance Abuse**

The College has long prided itself as a public institution whose mission is to foster human potential by providing an educational environment in which individuals may understand more clearly their relationship and responsibilities to family, community and society.

As a part of the shared values, the College recognizes its responsibility to build and maintain a caring environment which encourages all individuals to realize their potential, and to provide the diverse learning support and growth opportunities each person needs to be successful.

The College is committed to enhancing a positive campus environment through collegewide educational programs for all students, faculty and staff which relate to alcohol and drug abuse and to the College's alcohol/drug information centers. The College also seeks to ensure compliance with federal and state laws, and city ordinances.

The illegal use of harmful and addictive chemical substances poses a threat to the educational environment. Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the college community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of FCCJ, and the consequences of the use, possession, manufacture or sale of such drugs.

The FCCJ Board of Trustees Rules outline the accepted Code of Conduct for Students and Employees. This code of conduct prohibits:

1. Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College.
2. Such acts or behaviors 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 on campus or at a college function.
3. The College reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for disciplinary reasons. The College may also make a referral to legal authorities for appropriate action.

Information on the health risks of substance abuse, and on criminal penalties, is contained in information sent to students' each year.

The Department of Student Affairs can assist students with referral information to appropriate community resources in a confidential, professional manner. Counselors are available on all campuses to assist both day and evening students in obtaining information relating to referral to community agencies. All contacts related to substance abuse will be held in strict confidence.
Library and Audiovisual Services  
see Learning Resources Centers

Distribution of Leaflets and Posters

Students who want to distribute any kind of printed matter, such as posters, leaflets or flyers, among the student body on campus must secure approval in advance. The student activities office will provide to students lists of certain rules governing the distribution of printed matter. The purpose of these rules is to keep the campus attractive and free of litter.

All posters, banners, showcards, etc., must be approved by the student activities office. All materials will be placed in those areas specified.

Student Travel

Trip approval and travel requests may be obtained through the student activities offices on each campus.

Trips that interfere with any individual student’s classroom responsibilities are discouraged.

A 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 protection safety equipment, hand tools and tool belt or box by the third week of class. Personal protective safety equipment should comply with applicable industrial standards and hand tools should be of an industrial grade.

At the beginning of each term, faculty will provide students with shop safety rules and a list of required personal protection safety equipment and hand tool requirements and their approximate costs. Obtaining required equipment and observing prescribed safety rules are mandatory for continued enrollment in industrial education programs.

Regulation Changes

The College reserves the right to change rules, regulations, policies and procedures at any time.
Learning Resources

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 FCCJ’s four campuses. The wide variety of materials found in the LRCs consists of print, electronic and audiovisual materials. These materials support the instructional programs found on the respective campuses as well as the research, enrichment and recreational needs of the students and faculty. Group instruction and individual assistance in library usage is provided by the professional library staff. Each center also provides audiovisual materials, equipment and media production services.

A library catalog, in both microfiche and electronic formats, provides access to the materials in the LRC. Various LRCs are also equipped with typing rooms, conference rooms, and copying machines. Hours of operation are posted 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 statewide test.
Financial Information

College Credit Registration Fees

NOTE: Fees listed herein are subject to legislative budget constraints or as otherwise deemed appropriate by the College. Current fees shall be posted at the time of any given registration.

The registration fee for college credit courses shall be:
Per Semester Hour
Florida Residents ........................................... $ 30.00
Non-Florida Residents ........................................ $109.00

*Additional Course Fees

Computer Laboratory Fee Per Course
Science Laboratory Fee Per Course
Materials Fee Per Course
Fine Arts Fee Per Course—
   All applied Music courses have an additional fee.
   All Fine Arts courses beginning with prefixes ART, PGY, and MUM have an additional fee.
Professional Malpractice and Liability Insurance Risk Coverage Fees Per Course—
The Risk Coverage Fee is non-refundable if the student withdraws after the official close of the drop/add period for the term.

*SELECTED COURSES HAVE AN ADDITIONAL FEE. THIS FEE WILL BE SPECIFIED AT THE TIME OF REGISTRATION.

STUDENTS MAY OBTAIN THIS INFORMATION FROM THE ENROLLMENT SERVICES OFFICE.

Miscellaneous Fees

Application Fee:
   U.S. Citizen .................................................. $20.00
   International Student ..................................... $75.00

This fee is a processing fee and is non-refundable. Payment of this fee remains in effect for one full year for U.S. citizens only.

Late Registration Fee

Any student who registers for the first time in a term after all scheduled registration has ended will be assessed a $35.00 late registration fee.

Graduation Fees and Fees for Ceremonies Conducted for Special Programs

Graduation Fee

Associate Degree ............................................ $10.00
Each additional Associate Degree ...................... $ 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 area. The charge to the student shall not exceed the cost of the items purchased for each student.

Replacement Diplomas

Each replacement diploma ................................... $ 5.00

Returned Check Fee

Checks returned by the bank .............................. $15.00
This fee will not be assessed if bank certifies that the check was returned due to bank error. Unless the returned check and $15.00 service charge are paid in full on or before the prescribed deadline, the student will be disenrolled from all classes affected by this returned check. Students who have been disenrolled from their classes can re-enroll through the late registration process, and shall be charged the late registration fee. For one full calendar year, the College will not accept a check from the student.

Test and Examination Fees

Proficiency Examination Program (PEP)  .............. $35.00

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 registration fees. For purposes of this reimbursement, dependents are defined as a spouse or dependent child who is under the age of 22 and living at home.
Fee Refunds
College Credit Courses

Requirements

Refunds for cancelled classes will be processed automatically on a timely basis by the Finance Department. Students who wish to drop a class to receive a refund or to clear their financial debt must report to the campus enrollment services office no later than the final drop day.

Final Drop Day

Final drop day is the last day upon which 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 enrollment in that class will be cancelled and the student will be entitled to a 100 percent refund 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 Memorandum

No refund will be made for a fee of less than $5.00, unless the College cancels the class.

If a veteran's deferment is authorized and the College cancels the class(es), the deferment will be reduced by the amount of the cancelled class(es) for a student.

If a veteran fails to pay the deferred fees by the deferment date established by the College, the student will be placed on the College's delinquency listing and will not be allowed to register or receive transcripts.

Amounts due the College will be deducted before any check or credit memorandum to the credit card account is issued.

Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the college, generally two weeks following the last official drop date.

Students paying part of their tuition with cash/check and part by charge card will receive a credit memorandum to their credit card account.

Drop Deadline — Other Registration

Some classes begin after scheduled registration is over. Registration for these classes is usually held at the first class meeting. The deadline to drop and receive a refund for these classes will be five work days after the first class meeting. If the class meets less than five days, the drop deadline is before the last class ends.

Schedule for Payment of Fees

In order for registration to be complete, fees must be paid by the payment deadline.

Fees may be paid by cash, check (subject to being honored by the bank on which drawn), credit card account (currently Master Card, VISA) or financial aid authorization. Only deferrals of fees authorized by the District Board of Trustees under Board Rule for Deferred Payment Status will be honored.

Credit Card Accounts

The College is authorized to honor credit card accounts (currently Master Card, VISA) under the following conditions:

The signature of the holder of the card is required to honor the credit card in charging the amount of the invoice to the applicable credit card account when the card holder appears in person.

The card holder may authorize use of their credit card over the telephone or through our Touchtone registration process.

The total amount to be paid at one time must be charged to the credit card account.

Payments made by mail through use of the credit card must contain the credit card account number, expiration date, amount charged and the signature of the card holder as well as the student's name, social security number and identification of the College invoice.

Any refund due the holder, after deducting obligations due the College, will be made by credit memorandum to the card holder's credit card account.

Payments of Student Accounts Due the College

The Board of Trustees prohibits the registration of, release of transcripts to, or the issuance of a certificate of completion or diploma to, any student whose account with the College is delinquent.

Payment 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, 501 W. State Street, Jacksonville, Florida 32202. The student is responsible for ensuring payment is made.

Agency Sponsored Payments

In instances in which a sponsoring agency or organization has agreed in writing to reimburse FCCJ for the registration fees and/or books for 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 render payment within 10 days of the billing date.
Continuing Education Registration Fees

NOTE: Fees listed herein are subject to legislative budget constraints or as otherwise deemed appropriate by the College. Current fees shall be posted at the time of any given registration.

Fees charged for non-college credit adult and occupational education courses range from approximately forty-two cents ($0.42) to seventy-six cents ($0.76) per total class contact hour. Fees for non-Florida residents are four times those of Florida residents. Fees for most avocational and recreational courses are $1.75 per contact hour. Fees charged for non-college credit lifelong learning courses are approximately eighteen cents ($0.18) per total class contact hour. In addition, some courses may be assessed a materials fee. For actual course fees, please check the current term’s Continuing Education Class Schedule.

*Additional Course Fees

Materials Fee Per Course

Professional Malpractice and Liability Insurance Risk Coverage Fees Per Course—
The risk coverage fee is non-refundable, if the student withdraws after the official close of the drop/add period for the term.

*SELECTED COURSES HAVE AN ADDITIONAL FEE. THIS FEE WILL BE SPECIFIED AT THE TIME OF REGISTRATION.

STUDENTS MAY OBTAIN THIS INFORMATION FROM THE ENROLLMENT SERVICES OFFICE.

Miscellaneous Fees

Test and Examination Fees

General Education Development Test (GED) (High School Equivalency)
Test 1..............................................$6.00
Tests 2 through 5 (each)..................................$5.00
Total Battery.............................................$25.00
(Fees established by the State Department of Education. This fee is non-refundable.)
Validation of GED scores from out-of-state, United States Armed Forces Institute (USAFI) or DANTEs (includes diploma if entitled).........................................$5.00

Test fee 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 Diploma Seeking Students in High School Credit Completion

Return Check Fee

Checks returned by the bank..............................................$15.00
This fee will not be assessed if bank certifies that the check was returned due to bank error. Unless the returned check and $15.00 service charge are paid in full on or before the prescribed deadline, 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.

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 registration fees. For purposes of this reimbursement, dependents are defined as a spouse or dependent child who is under the age of 22 and living at home.

Schedule for Payment of Fees

Continuing Education Classes

In order for registration to be complete, fees must be paid at the time of registration.

Fee Refunds

Continuing Education Courses

Seminars and Workshops

As published in announcement, workshops or seminars which require special arrangements may provide no refund of fees if participant cancels after the time 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 enrollment services 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 veteran’s deferment is authorized and the College cancels the class(es) or the registration of a student is cancelled, the deferment 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.

If the College cancels the class or the student’s registration, the College will initiate the refund without written application by the student.

Refund Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the College.

Students paying part of their tuition with cash/check and part by charge card will receive a credit memoranda to their credit card account.

Suspension, Termination or Cancellation of Enrollment

The College reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for any of the following reasons:
1. Disciplinary reasons
2. Non-payment of course fees when payment is 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 the 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 render payment within 10 days of the billing date.