



APPLIED TECHNOLOGY

ST. JOHNS RIVER COMMUNITY COLLEGE

Chemical Technology
Chemical Laboratory Specialist



CHEMICAL TECHNOLOGY (0189)

ASSOCIATE IN SCIENCE DEGREE

SOME DEGREE SPECIFIC COURSES OFFERED AT PALATKA CAMPUS ONLY

This program prepares students to conduct chemical and physical laboratory tests for various purposes such as environmental testing, air, soil, and water quality testing, analysis of foods, and manufacturing production involving chemical testing. This program is not intended for those students who plan to pursue the B.S. degree in Chemistry.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II.....	3
	MAC	1105	College Algebra.....	3
*	_____	_____	Social Science.....	3
+*	_____	_____	Humanities.....	3

DEGREE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business.....	3
+	CHM	1045	General Chemistry I.....	3
	CHM	1045L	General Chemistry I Lab.....	1
+	CHM	1046	General Chemistry II.....	3
	CHM	1046L	General Chemistry II Lab.....	1
+	CHM	2210	Organic Chemistry I.....	3
	CHM	2210L	Organic Chemistry I Lab.....	1
+	CHM	2211	Organic Chemistry II.....	3
	CHM	2211L	Organic Chemistry II Lab.....	1
+	ENC	2210	Technical and Professional Report Writing.....	3
	STA	2023	Elementary Statistics.....	3
	_____	_____	Electives.....	1-5

SPECIALIZATION - OPTION A (Chemical Instrumentation Technology)

+	CHM	2120C	Quantitative Analysis.....	4
+	CHM	2132C	Instrumental Analysis.....	4
+	PHY	1053/L	General Physics I.....	4
and				
+	PHY	1054/L	General Physics II.....	4
or				
+	PHY	2048/L	Physics I with Calculus.....	4
and				
+	PHY	2049/L	Physics II with Calculus.....	4

SPECIALIZATION - OPTION B (Biomedical Technology)

	BSC	2010/L	Principles of Biology I.....	4
+	BSC	2011/L	Principles of Biology II.....	4
	BSC	2085/L	Human Anatomy and Physiology I.....	4
+	BSC	2086/L	Human Anatomy and Physiology II.....	4
+	MCB	2010/L	Microbiology.....	4

REQUIRED TOTAL CREDIT HOURS 64

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course descriptions in catalog.

CHEMICAL LABORATORY SPECIALIST (0190)

COLLEGE CREDIT CERTIFICATE

SOME DEGREE SPECIFIC COURSES OFFERED AT PALATKA CAMPUS ONLY

This program prepares students to conduct chemical and physical laboratory tests for various purposes such as environmental testing, air, soil, and water quality testing, analysis of foods, and manufacturing production involving chemical testing. This program is not intended for those students who plan to pursue the B.S. degree in Chemistry.

This program is an intermediate step toward an Associate in Science degree in Chemical Technology.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
+	CHM	1045	General Chemistry I.....	3
	CHM	1045L	General Chemistry I Lab.....	1
+	CHM	1046	General Chemistry II	3
	CHM	1046L	General Chemistry II Lab.....	1
+	CHM	2210	Organic Chemistry I	3
	CHM	2210L	Organic Chemistry I Lab.....	1
	MAC	1105	College Algebra	3
	STA	2023	Elementary Statistics.....	3
▲	—	—	General Education Science (choose two classes).....	8
	—	—	Electives	5

REQUIRED TOTAL CREDIT HOURS37

+Prerequisite course required. See course descriptions in catalog.

▲ CHOOSE TWO CLASSES (each with lecture and laboratory)

- BSC 2010, BSC 2010L;
- +BSC 2011, BSC 2011L;
- +MCB 2010, MCB 2010L;
- +PHY 1053, PHY 1053L;
- +PHY 1054, PHY 1054L;
- +PHY 2048, PHY 2048L
- +PHY 2049, PHY 2049L

BUSINESS

ST. JOHNS RIVER COMMUNITY COLLEGE

Accounting Management
Accounting Technology
Accounting Technology Specialist
Accounting Technology Operations
Business Administration
Business Administration International
Business Management
Business Operations
Business Specialist
Financial Services
Marketing
Marketing Operations
Office Administration
 Legal Office Systems
 Medical Office
 Office Management

PROGRAM MISSION STATEMENT

The mission of St. Johns River Community College business programs is to produce graduates with the knowledge and skills essential for success in the workplace, and to encourage the pursuit of academic and lifelong learning and personal growth through high quality, innovative, and effective instruction.

PROGRAM OUTCOMES

- a. Apply effective business communication skills in reading, writing, listening, and speaking
- b. Apply quantitative reasoning, and mathematical skills to determine solutions to business related problems
- c. Apply effective use of technology skills to access, analyze, evaluate and synthesize relevant data for decision-making, preparing reports, maintaining records and performing business related tasks
- d. Demonstrate an understanding of global business principles and ethics in areas such as leadership, accounting, management, marketing, and organizational theory and skills.
- e. Demonstrate an understanding of career exploration, employability skills, and professional development needs.

ACCOUNTING TECHNOLOGY (0092)

ASSOCIATE IN SCIENCE DEGREE

This program provides a broad background for students seeking employment as bookkeepers, accounting technicians, or in any financial field. This is an excellent degree for small business enterprises, insurance, and mid-management positions. The program will also enhance the knowledge and competencies of those presently employed.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II	3
	MAC	1105	College Algebra	3
*	_____	_____	Social Science	3
+*	_____	_____	Humanities	3

DEGREE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
+	ACG	2071	Principles of Managerial Accounting	3
+	APA	2502	Payroll Tax Accounting.....	3
	BUL	1241	Business Law I	3
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
+	CGS	2104	Computer Accounting Applications	3
	ECO	2013	Macroeconomics	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management	3
	OST	2335	Business Communications.....	3
*	_____	_____	General Education Electives	6

BUSINESS/COMPUTER APPLICATION ELECTIVES (CHOOSE 6 CREDIT HOURS):

	CGS	1060	Intro to Computer Concepts.....	3
	CGS	1560	Microcomputer Operating Systems	3
	CGS	2525	Presentation Technology.....	3
+	CGS	2545	Database Concepts for Business.....	3
	FIN	1122	Principles of Financial Planning	3
	MAN	1949	Cooperative Education Internship I.....	1-3
	RMI	2212	Personal and Business Property Insurance.....	3
	RMI	2110	Personal Insurance Planning.....	3

REQUIRED TOTAL CREDIT HOURS 64

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course descriptions in catalog.

ACCOUNTING MANAGEMENT (0401)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment as bookkeepers, accounting clerks, junior accountants, and assistant accountants. The program prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports. In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

For additional information call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
+	ACG	2071	Principles of Managerial Accounting	3
+	APA	2502	Payroll Tax Accounting.....	3
	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
3				
+	CGS	2104	Computer Accounting Applications	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	OST	2335	Business Communications.....	3
REQUIRED TOTAL CREDIT HOURS				28

+Prerequisite course required. See course descriptions in catalog.

ACCOUNTING TECHNOLOGY OPERATIONS (0402)

COLLEGE CREDIT CERTIFICATE

This program is designed to prepare students for entry level employment in positions such as bookkeeping, accounting, auditing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

For additional information call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	OST	2335	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS 19

+Prerequisite course required. See course descriptions in catalog.

ACCOUNTING TECHNOLOGY SPECIALIST (0403)

COLLEGE CREDIT CERTIFICATE

This program is designed to prepare students for entry level employment in positions such as billing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills. In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

For additional information call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
	CGS	1100	Microcomputer Applications Software.....	3
	GEB	1011	Introduction to Business.....	3
	OST	2335	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS 13

+Prerequisite course required. See course descriptions in catalog.

BUSINESS ADMINISTRATION (0201)

ASSOCIATE IN SCIENCE DEGREE

ARTICULATES TO A BACCALAUREATE IN BUSINESS GENERAL OR BUSINESS ADMINISTRATION AND MANAGEMENT

This program provides a broad background for students seeking employment in business areas, including sales and retail outlets, financial institutions, small business enterprises, insurance, and mid-management positions. The program also will enhance the knowledge and competencies of those presently employed.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II	3
	MAC	1105	College Algebra	3
+	MAC	2233	Survey of Calculus.....	3
+*	_____	_____	Humanities	3
	ECO	2013	Macroeconomics	3
	ECO	2023	Microeconomics.....	3
	SPC	1608	Fundamentals of Speech	3

DEGREE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
+	ACG	2071	Principles of Managerial Accounting	3
	BUL	1241	Business Law I.....	3
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
+	CGS	2104	Computer Accounting Applications	3
	FIN	1100	Personal Finance	3
	GEB	1011	Introduction to Business.....	3
	MAR	2011	Principles of Marketing	3
	STA	2023	Elementary Statistics.....	3

OPTION A (Business Administration):

	CGS	2525	Presentation Technology.....	3
+	GEB	2930	Special Topics-Capstone	3
	MAN	2021	Principles of Management	3

OPTION B (Business Administration - Insurance Specialization):

	RMI	2212	Personal and Business Property Insurance.....	3
	RMI	2110	Personal Insurance Planning.....	3
	RMI	2662	Introduction to Risk Management and Insurance.....	3

REQUIRED TOTAL CREDIT HOURS 64

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course descriptions in catalog.

BUSINESS ADMINISTRATION INTERNATIONAL (0202)

ASSOCIATE IN SCIENCE DEGREE

This program provides a broad background for students seeking employment in business areas, including sales and retail outlets, financial institutions, small business enterprises, insurance, and mid-management positions. The program also will enhance the knowledge and competencies of those presently employed. This will prepare students for careers in international business. Students must earn a "C" 2.0 grade in all of the required courses for the program.

For additional information, call (386) 312-4183.

ADMISSION REQUIREMENTS:

The Business Administration International program is a limited access program. To apply for admission to the Business Administration International program the following criteria must be met:

1. Must complete the application process to SJRCC, including the official SJRCC application and this application.
2. Must achieve satisfactory scores on college placement test or have completed all college preparatory courses to meet entry requirements for ENC1101 Composition I and MAC1105 College Algebra
3. Must have already completed 2 years of a single foreign language.
4. Essay: In no more than 500 words, discuss why you want to participate in this program (interest, career, plan to pursue a bachelor's degree*, etc.). Please note, the ability to communicate effectively and provide a coherent argument and supporting details will be evaluated.
5. Students accepted to the program must agree to complete courses with the cohort of students in this program. Courses will be scheduled day and evening, depending on availability of instructors, and some courses will be offered in short 8 week terms. One summer session at the end of the first year of the program will be required, in which students will travel to a foreign country. Courses will be offered so students complete the program within 2 years.

These are not required, but allow for additional points for admission.

- Have you ever traveled outside the U.S.?
- Have you participated in community service?
- Are you a resident of Clay, St. Johns, or Putnam counties?
- GPA of 2.5 or higher

STUDENT SELECTION PROCESS:

The student selection process is based on the following point system: **(MAXIMUM POSSIBLE POINTS 50)**

1. **20 POSSIBLE POINTS AWARDED** - Essay
2. **16 POSSIBLE POINTS AWARDED** - High School GPA (overall, unweighted) 4.0, 3.5, 3.0, 2.5
3. **5 POSSIBLE POINTS AWARDED** - Community Service
4. **5 POSSIBLE POINTS AWARDED** - Resident in Clay, Putnam or St. Johns counties, Florida
5. **4 POSSIBLE POINTS AWARDED** - Travel outside the U.S.

BUSINESS ADMINISTRATION INTERNATIONAL (0202) continued

ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II.....	3
	MAC	1105	College Algebra.....	3
+	MAC	2233	Survey of Calculus.....	3
+*	—	—	Humanities.....	3
	ECO	2013	Macroeconomics.....	3
	ECO	2023	Microeconomics.....	3
	SPC	1608	Fundamentals of Speech.....	3

DEGREE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting.....	4
+	ACG	2071	Principles of Managerial Accounting.....	3
	BUL	1241	Business Law I.....	3
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business.....	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	GEB	2350	Introduction to International Business.....	3
	GEB	2353	Cultural Diversity in International Business.....	3
	MAN	2021	Principles of Management.....	3
	MAR	2011	Principles of Marketing.....	3
	MAR	2141	International Marketing.....	3
	STA	2023	Elementary Statistics.....	3

REQUIRED TOTAL CREDIT HOURS 64

* Refer to A.A. degree general education requirements.

+Prerequisite course required.

See course descriptions in catalog.

BUSINESS MANAGEMENT (0426)

COLLEGE CREDIT CERTIFICATE

This program prepares students for the operation of a small business and to become small business owners/entrepreneurs. This program prepares individuals to become proficient in the planning, organizing, directing, and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward an Associate in Science degree in Business Administration.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
	BUL	1241	Business Law I.....	3
	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management	3
	MAR	2011	Principles of Marketing	3

REQUIRED TOTAL CREDIT HOURS 25

+Prerequisite course required. See course descriptions in catalog.

BUSINESS OPERATIONS (0427)

COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level supervisory positions, customer relations representative, events coordinator, and business office specialists. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
	BUL	1241	Business Law I.....	3
	CGS	1100	Microcomputer Applications Software.....	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management	3

REQUIRED TOTAL CREDIT HOURS 19

+Prerequisite course required. See course descriptions in catalog.

BUSINESS SPECIALIST (0428)

COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level positions such as office specialists, support services specialist and general business office support. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

BUL	1241	Business Law I.....	3
CGS	1100	Microcomputer Applications Software.....	3
FIN	1100	Personal Finance.....	3
GEB	1011	Introduction to Business.....	3
REQUIRED TOTAL CREDIT HOURS			12

FINANCIAL SERVICES (2160)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare students for employment as financial planning associates working throughout the financial services industry. The main concepts or duties include assisting in developing financial plans, analyzing client information, and providing client services in all areas of financial planning.

This program articulates to the University of North Florida, Bachelor of Business Administration: Financial Services degree.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II.....	3
	MAC	1105	College Algebra.....	3
	ECO	2013	Macroeconomics.....	3
+*	_____	_____	Humanities.....	3

DEGREE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting.....	4
+	ACG	2071	Principles of Managerial Accounting.....	3
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business.....	3
	CGS	2525	Presentation Technology.....	3
	ECO	2023	Principles of Microeconomics.....	3
	FIN	1100	Personal Finance.....	3
	FIN	1122	Principles of Financial Planning.....	3
	GEB	1011	Introduction to Business.....	3
	MAN	1949	Cooperative Education Internship I.....	1-3
	MAN	2021	Principles of Management.....	3
	MAR	2011	Principles of Marketing.....	3
	MKA	2021	Principles of Salesmanship.....	3
	OST	2335	Business Communications.....	3
	STA	2023	Elementary Statistics.....	3

REQUIRED TOTAL CREDIT HOURS 61

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course descriptions in catalog.

NOTE: Two additional courses will be required and can be taken at SJRCC.
All other university requirements must be met for admission to UNF.

MARKETING (2020)

ASSOCIATE IN SCIENCE DEGREE

The purpose of this program is to prepare students for employment in organizations and businesses for or not for profit as marketing, advertising and public relations managers, or to provide supplemental training for persons previously or currently employed in these activities.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II	3
	MAC	1105	College Algebra	3
	ECO	2013	Macroeconomics	3
+	*	—	Humanities	3

DEGREE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
+	ACG	2071	Principles of Managerial Accounting	3
	BUL	1241	Business Law I.....	3
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	CGS	2525	Presentation Technology.....	3
	ECO	2023	Principles of Microeconomics.....	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management	3
	MAR	2011	Principles of Marketing	3
	MKA	2021	Principles of Salesmanship.....	3
	MKA	2102	Retail Merchandising.....	3
	MKA	2511	Advertising.....	3
	OST	2335	Business Communications.....	3
^	STA	2023	Elementary Statistics.....	3
	Or			
	MGF	1107	Math for Liberal Arts II.....	3

REQUIRED TOTAL CREDIT HOURS 64

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course description in catalog.

^Required for students planning to transfer to UNE, Bachelor of Business Administration, Marketing degree.

MARKETING OPERATIONS (0420)

COLLEGE CREDIT CERTIFICATE

The purpose of this program is to prepare students for entry level employment in organizations and businesses for or not-for-profit in the areas of marketing, advertising, and public relations or to provide supplemental training for persons previously or currently employed in these activities.

This program is an intermediate step toward the Associate in Science degree in Marketing.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
	BUL	1241	Business Law I.....	3
	CGS	1100	Microcomputer Applications Software.....	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management	3
	MAR	2011	Principles of Marketing	3
	MKA	2021	Principles of Salesmanship.....	3
	MKA	2511	Advertising	3
	OST	2335	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS 31

+Prerequisite course required. See course description in catalog.

OFFICE ADMINISTRATION (2144) OFFICE MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE

This program is designed to meet the needs of students desiring college-level training in office administration. This specialization provides students a strong background in word processing, file management, and microcomputer operating systems and their applications to common problems in the business environment. This program is also designed to provide supplemental training for persons previously or currently employed in this program area.

For information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II	3
	MAC	1105	College Algebra	3
	or			
	MGF	1106	Math for Liberal Arts I	3
	or			
	MGF	1107	Math for Liberal Arts II.....	3
*	_____	_____	Social Science	3
+*	_____	_____	Humanities	3

DEGREE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	CGS	1560	Microcomputer Operating Systems	3
	CGS	2525	Presentation Technology.....	3
+	CGS	2545	Database Concepts for Business.....	3
+	COP	2822	Web Page Authoring	3
3				
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management	3
	MTB	1103	Business Mathematics.....	3
	OST	1355	Electronic Records Management	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2773	Advanced Word for Windows.....	3
+	OST	2850	Microsoft Office Professional.....	3

ELECTIVES (CHOOSE 3 CREDIT HOURS):

	MAN	2300	Human Resource Management	3
	OST	1581	Professional Development in the Workplace	3

REQUIRED TOTAL CREDIT HOURS 64

*Refer to A.A. degree general education requirements.
 +Prerequisite course required. See course descriptions in catalog.

PROGRAMS OF STUDY

BUSINESS

OFFICE MANAGEMENT (0435)

COLLEGE CREDIT CERTIFICATE

This program prepares students to be receptionists, information clerks, information processing agents, software application specialists, and office system specialists. This program prepares individuals to assist management by expediting and facilitating the maintenance and production of correspondence, records and planning. In addition, the program provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Office Management.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	CGS	1560	Microcomputer Operating Systems	3
	GEB	1011	Introduction to Business.....	3
	OST	1355	Electronic Records Management	3
	OST	1764	Microsoft Word for Windows	3
	OST	2335	Business Communications.....	3
+	OST	2773	Advanced Word.....	3
+	OST	2850	Microsoft Office Professional.....	3

REQUIRED TOTAL CREDIT HOURS27

+Prerequisite course required. See course description in catalog.

OFFICE SPECIALIST (0455)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in general business positions such as administrative assistant, form processor, general office assistant, office clerk, proofreader, data entry operator, and receptionist. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Management.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	GEB	1011	Introduction to Business.....	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2773	Advanced Word.....	3

REQUIRED TOTAL CREDIT HOURS 18

+Prerequisite course required. See course descriptions in catalog.

OFFICE SUPPORT (0465)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in general business entry level positions such as assistant office manager, office assistant, information clerk, receptionist, staff assistant, and support clerk. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Management.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

CGS	1100	Microcomputer Applications Software.....	3
GEB	1011	Introduction to Business.....	3
OST	1764	Microsoft Word for Windows.....	3
OST	2335	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS 12

+Prerequisite course required. See course description in catalog.

OFFICE ADMINISTRATION (2146) LEGAL OFFICE SYSTEMS

ASSOCIATE IN SCIENCE DEGREE

This program is designed to meet the needs of students desiring college-level training in office administration. This specialization is designed for students desiring office systems skills dealing primarily with law. This program is also designed to provide supplemental training for persons previously or currently employed in this program area.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II	3
	MAC	1105	College Algebra	3
	or			
	MGF	1106	Math for Liberal Arts I	3
	or			
	MGF	1107	Math for Liberal Arts II.....	3
*	_____	_____	Social Science	3
+*	_____	_____	Humanities	3

DEGREE SPECIFIC COURSES:

	BUL	1241	Business Law I.....	3
+	BUL	2242	Business Law II	3
	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	CGS	2525	Presentation Technology.....	3
+	COP	2822	Web Page Authoring.....	3
	GEB	1011	Introduction to Business.....	3
	MTB	1103	Business Mathematics.....	3
	OST	1355	Electronic Records Management	3
	OST	1435	Legal Terminology	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2431	Legal Office Procedures with Transcription.....	3
+	OST	2773	Advanced Word Processing.....	3
+	OST	2850	Microsoft Office Professional.....	3

ELECTIVES (CHOOSE 3 CREDIT HOURS):

	MAN	2300	Human Resource Management	3
	OST	1581	Professional Development in the Workplace	3

REQUIRED TOTAL CREDIT HOURS 63

*Refer to A.A. degree general education requirements.
 +Prerequisite course required. See course description in catalog.

OFFICE MANAGEMENT (0430) LEGAL OFFICE SYSTEMS

COLLEGE CREDIT CERTIFICATE

This program prepares students to assist management by expediting and facilitating the maintenance and production of correspondence, records and planning. In addition, each program provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Legal Office Systems.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	BUL	1241	Business Law I.....	3
+	BUL	2242	Business Law II	3
	CGS	1100	Microcomputer Applications Software.....	3
	GEB	1011	Introduction to Business.....	3
	OST	1435	Legal Terminology.....	3
	OST	2335	Business Communications.....	3
+	OST	2431	Legal Office Procedures with Transcription.....	3
	OST	1764	Microsoft Word for Windows.....	3
+	OST	2850	Microsoft Office Professional.....	3

REQUIRED TOTAL CREDIT HOURS27

+Prerequisite course required. See course description in catalog.

OFFICE SPECIALIST (0450) LEGAL OFFICE SPECIALIST

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in the legal industry in positions such as administrative assistant, form processor, general/legal office assistant, legal proofreader, legal support specialist, and legal receptionist. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science Degree in Office Administration - Legal Office Systems.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

BUL	1241	Business Law I.....	3
CGS	1100	Microcomputer Applications Software.....	3
GEB	1011	Introduction to Business.....	3
OST	1435	Legal Terminology.....	3
OST	2335	Business Communications.....	3
OST	1764	Microsoft Word for Windows.....	3

REQUIRED TOTAL CREDIT HOURS 18

+Prerequisite course required. See course description in catalog.

OFFICE SUPPORT (0460) LEGAL OFFICE SUPPORT

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in the legal industry in positions such as assistant office manager, office assistant, information clerk, receptionist, staff assistant, and support clerk. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Management - Legal Office Systems.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

CGS	1100	Microcomputer Applications Software.....	3
GEB	1011	Introduction to Business.....	3
OST	1435	Legal Terminology.....	3
OST	1764	Microsoft Word for Windows.....	3
REQUIRED TOTAL CREDIT HOURS			12

+Prerequisite course required. See course description in catalog.

OFFICE ADMINISTRATION (2148) MEDICAL OFFICE

ASSOCIATE IN SCIENCE DEGREE

This program is designed to meet the needs of students desiring college-level training in office administration and meets the needs of students desiring employment as medical secretaries and medical transcriptionists in offices and hospitals.

For additional information, call (904) 276-6758.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II	3
	PSY	2012	General Psychology	3
	STA	2023	Elementary Statistics.....	3
+*	—	—	Humanities	3

DEGREE SPECIFIC COURSES:

	BUL	1241	Business Law I.....	3
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
+	HIM	1000	Introduction to Health Information Management.....	3
+	HIM	2012	Health Care Law	3
	HSC	1000	Introduction To Health Care Delivery System	2
+	HSC	1531	Medical Terminology.....	3
	MAN	2021	Principles of Management	3
	MAN	2300	Human Resource Management	3
	OST	1581	Professional Development in the Work Environment	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2850	MS Office Professional	3

ELECTIVES (CHOOSE 10 CREDIT HOURS):

+	ACG	2021	Principles of Financial Accounting	4
	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Human Anatomy and Physiology I Lab.....	1
+	BSC	2086	Human Anatomy and Physiology II	3
	BSC	2086L	Human Anatomy and Physiology II Lab	1
	GEB	1011	Introduction to Business.....	3
+	HIM	1211C	Health Information Systems.....	3
+	HIM	1260C	Health Care Billing and Reimbursement	3
+	HIM	1282C	Basic ICD-9-CM Coding.....	3
+	HIM	2432	Concepts of Disease	3
+▼	OST	2611	Medical Transcription I	3
+▼	OST	2612	Medical Transcription II.....	3

REQUIRED TOTAL CREDIT HOURS 63

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course descriptions in catalog.

▼ NOTE: Students who want to pursue a career in transcription should take OST 2611 and OST 2612 as elective choices.

PROGRAMS OF STUDY

BUSINESS

OFFICE MANAGEMENT (0433) MEDICAL OFFICE

COLLEGE CREDIT CERTIFICATE

This program prepares students to be medical secretaries or transcriptionists. This program provides supplemental training for persons desiring employment in this occupation.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Medical Office.

For additional information, call (904) 276-6758.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
+	HIM	1000	Introduction to Health Information Management.....	3
	HSC	1000	Introduction to Health Care Delivery System.....	2
	HSC	1531	Medical Terminology.....	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2850	Microsoft Office Professional.....	3

ELECTIVES (CHOOSE 11 CREDIT HOURS):

	BSC	2085	Human Anatomy & Physiology I.....	3
	BSC	2085L	Human Anatomy & Physiology I Lab	1
	GEB	1011	Introduction to Business.....	3
+	HIM	1282C	Basic ICD-9-CM Coding.....	3
+	HIM	2012	Health Care Law	3
+	HIM	2432	Concepts of Disease	3
	OST	1581	Professional Development in the Work Environment	3
+	OST	2611	Medical Transcription I	3
+	OST	2612	Medical Transcription II.....	3

REQUIRED TOTAL CREDIT HOURS 34

+Prerequisite course required. See course description in catalog.

OFFICE SPECIALIST (0453) MEDICAL OFFICE SPECIALIST

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in the medical industry in positions such as administrative assistant, form processor, general/medical office assistant, medical posting clerk, and medical receptionist. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Medical Office.

For additional information, call (904) 276-6758.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
+	HIM	1000	Introduction to Health Information Management.....	3
	HSC	1531	Medical Terminology.....	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS 18

+Prerequisite course required. See course description in catalog.

OFFICE SUPPORT (0463) MEDICAL OFFICE SUPPORT

COLLEGE CREDIT CERTIFICATE

This program prepares students to conduct chemical and physical laboratory tests for various purposes such as environmental testing, air, soil, and water quality testing, analysis of foods, and manufacturing production involving chemical testing. This program is not intended for those students who plan to pursue the B.S. degree in Chemistry.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	HSC	1531	Medical Terminology.....	3
	OST	1764	Microsoft Word for Windows.....	3

REQUIRED TOTAL CREDIT HOURS 12

+Prerequisite course required. See course description in catalog.

COMPUTER SCIENCE & INFORMATION TECHNOLOGY

ST. JOHNS RIVER COMMUNITY COLLEGE

Computer Engineering Technology
Computer Information Technology
Computer Programming and Analysis
Computer Programmer
Computer Programming Specialist
Computer Specialist
Internet Services Technology
Information Technology Administration
Information Technology Management
Information Technology Technician
Microcomputer Repairer
Networking Services Technology
Web Development Specialist

PROGRAM MISSION STATEMENT

The mission of St. Johns River Community College computer programs is to produce graduates with the knowledge and skills essential for success in the workplace, and to encourage the pursuit of academic and lifelong learning and personal growth through high quality, innovative, and effective instruction.

PROGRAM OUTCOMES

- a. Apply effective use of technology skills to access, analyze, evaluate and synthesize relevant data for decision-making, preparing reports, maintaining records and performing business related tasks
- b. Demonstrate an understanding and application of basic programming activities.
- c. Demonstrate an understanding of the skills and knowledge necessary to install and configure basic information technology hardware, software and operating systems.
- d. Demonstrate an understanding of career exploration, employability skills, and professional development needs.

COMPUTER ENGINEERING TECHNOLOGY (0181)

ASSOCIATE IN SCIENCE DEGREE

SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program is designed to prepare students for employment as computer network engineering technicians and in related occupations in electronics/information technology or to provide supplemental training for persons currently or previously employed in these occupations. This specialization content includes, but is not limited to, computer systems architecture, software, communications, programming and analysis and design of computer systems. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Computer Network Engineering industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

NOTE: The CET lab is located on the Orange Park Campus. Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements. **For additional information, call (386) 312-4183.**

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
*	_____	_____	Mathematics.....	3
	PSC	1341	Physical Science	3
	PSC	1341L	Physical Science Lab.....	1
*	_____	_____	Social Science	3
*+	_____	_____	Humanities	3

DEGREE SPECIFIC COURSES: **

+**	CET	1178C	Computer Hardware Support Essentials.....	3
+**	CET	2174C	Computer Software Support Essentials.....	3
+	CET	2488C	Local and Wide Area Networks II.....	3
+	CET	2565C	Introduction to Server Operating Systems.....	3
+	CET	2605C	Local and Wide Area Networks I.....	3
+	CET	2660	Network Security Essentials.....	3
+	CET	2883C	Attack Prevention and Detection.....	3
	CGS	1060	Introduction to Computer Concepts.....	3
	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems.....	3
+	CNT	2500	Network/Data Communications.....	3
+	COP	1000	Introduction to Computer Programming.....	3
+	EET	1033C	Fundamentals of DC/AC Circuits.....	3
+	EET	1084C	Survey of Electronics.....	3
	OST	1581	Professional Development in the Work Environment.....	3

TECHNICAL ELECTIVES: (CHOOSE 7 CREDIT HOURS)

+	CET	1071	Introduction to Telecommunications.....	3
	CET	2556C	Structured Cabling Systems.....	3
+	CET	2880C	Data Forensics.....	3
+	CGS	2811C	Disaster Recovery Fundamentals.....	3
+	CTS	2111C	Linux Server Administration.....	3
	MAN	1949	Cooperative Education Internship I.....	1-3

REQUIRED TOTAL CREDIT HOURS 68

* Refer to A.A. degree general education requirements. + Prerequisite course required. See course description in catalog.

** Students current with MCSE or A+ Certification may transfer up to six credits toward the CET A.S. degree (Computer Specialist Certificate or Micro-computer Repair Certificate).

COMPUTER SPECIALIST (4121)

COLLEGE CREDIT CERTIFICATE

SOME CERTIFICATE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This college credit certificate is designed to prepare students for employment as computer engineering technicians and in related occupations in electronics/information technology or to provide supplemental training for persons currently or previously employed in these occupations. This specialization content includes, but is not limited to, computer systems architecture and analysis and design of computer systems. This college credit certificate focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the computer engineering industry: technical and product skills, underlying principles of technology, and safety.

This program is an intermediate step toward the Associate in Science degree in Computer Engineering Technology.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+**	CET	1178C	Computer Hardware Support Essentials	3
+**	CET	2174C	Computer Software Support Essentials	3
+	CET	2660	Network Security Essentials	3
	CGS	1060	Introduction to Computer Concepts	3
	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems	3
	COP	1000	Introduction to Computer Programming	3
+	CNT	2500	Network/Data Communications	3
	OST	1581	Professional Development in the Work Environment	3

REQUIRED TOTAL CREDIT HOURS 27

+Prerequisite course required. See course descriptions in catalog.

**Students with current MCSE or A+ Certification may transfer up to six credits toward the Computer Engineering Technology A.S. degree (Computer Specialist Certificate or Microcomputer Repair Certificate).

MICROCOMPUTER REPAIRER (4130)

COLLEGE CREDIT CERTIFICATE

SOME CERTIFICATE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This college credit certificate is designed to prepare students for employment as computer engineering technicians and in related occupations in electronic/information technology. This specialization content includes but is not limited to computer systems architecture.

This program is an intermediate step toward an Associate in Science degree in Computer Engineering Technology.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+**	CET	1178C	Computer Hardware Support Essentials	3
+**	CET	2174C	Computer Software Support Essentials.....	3
	CGS	1060	Introduction to Computer Concepts	3
	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems	3

REQUIRED TOTAL CREDIT HOURS 15

+Prerequisite course required. See course descriptions in catalog.

**Students with current MCSE or A+ Certification may transfer up to six credits toward the Computer Engineering Technology A.S. degree (Computer Specialist Certificate or Microcomputer Repair Certificate).

COMPUTER INFORMATION TECHNOLOGY (0113)

ASSOCIATE IN SCIENCE DEGREE

SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares students for employment in occupations in which they will devise efficient methods to manage a microcomputer-based work environment, develop new systems to meet projected needs, select and install information technology equipment, troubleshoot information technology equipment, manage and support information technology users. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II.....	3
	MAC	1105	College Algebra.....	3
*	—	—	Social Science.....	3
+*	—	—	Humanities.....	3

DEGREE SPECIFIC COURSES:

+**	CET	1178C	Computer Hardware Support Essentials.....	3
+**	CET	2174C	Computer Software Support Essentials.....	3
+	CET	2488C	Local and Wide Area Networks II.....	3
+	CET	2660	Network Security Essentials.....	3
	CGS	1060	Introduction to Computer Concepts.....	3
	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems.....	3
+	CGS	2820	Web Page Design and Publishing.....	3
+	CNT	2500	Network/Data Communications.....	3
+	COP	1000	Introduction to Computer Programming.....	3
+	COP	2822	Web Page Authoring.....	3
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management.....	3

ELECTIVES (CHOOSE 9 CREDIT HOURS): 9

+	CGS	1515	Spreadsheet Concepts for Business.....	3
	CGS	2525	Presentation Technology.....	3
+	CGS	2545	Database Concepts for Business.....	3
	CGS	2554	Introduction to E Commerce under Electives.....	3
+	COP	2220	Programming in C.....	3
+	COP	2800	Programming in Java.....	3
+	COP	2837	Introduction to Programming with Visual Basic.NET.....	3
	MAN	1949	Cooperative Education Internship I.....	1-3
	OST	1581	Professional Development in the Work Environment.....	3

REQUIRED TOTAL CREDIT HOURS 63

* Refer to A.A. degree general education requirements.

+ Prerequisite course required. See course descriptions in catalog.

**Students with current MCSE or A+ Certification may transfer up to six credits toward the Computer Engineering Technology A.S. degree (Computer Specialist Certificate or Microcomputer Repair Certificate).

COMPUTER PROGRAMMING & ANALYSIS (2010)

ASSOCIATE IN SCIENCE DEGREE

SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares graduates for entry-level work as business applications programmers or analysts. Graduates possess knowledge of general computer concepts and data processing fundamentals and skills in programming, accounting, and systems analysis and design. The practical applications skills in business programming enable graduates to pursue careers in business programming, systems analysis, or management.

Students who plan to pursue the B.S. degree will need additional general education courses to meet university requirements.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II.....	3
	MAC	1105	College Algebra.....	3
*	_____	_____	Social Science.....	3
+*	_____	_____	Humanities.....	3

DEGREE SPECIFIC COURSES:

	CGS	1060	Introduction to Computer Concepts.....	3
	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems.....	3
+	CGS	2545	Database Concepts for Business.....	3
+	CNT	2500	Network/Data Communications.....	3
+	COP	1000	Introduction to Computer Programming.....	3
+	COP	2220	Programming in C.....	3
+	COP	2701	Advanced Database Concepts in Programming.....	3
+	COP	2800	Programming in Java.....	3
+	COP	2802	Programming in JavaScript.....	3
+	COP	2805	Advanced Java Programming.....	3
+	COP	2822	Web Page Authoring.....	3
+	COP	2830	Web Programming Languages.....	3
+	COP	2837	Introduction to Programming with Visual Basic.NET.....	3
+	COP	2838	Advanced Programming with Visual Basic.NET.....	3

COMPUTER PROGRAMMING ELECTIVES (CHOOSE 3 CREDIT HOURS):..... 3

+	CGS	1515	Spreadsheet Concepts for Business.....	3
	CGS	2820	Web Page Design and Publishing.....	3
	CGS	2871	Multimedia.....	3
	GEB	1011	Introduction to Business.....	3
+	MAC	2333	Survey of Calculus.....	3
	SPC	1608	Fundamentals of Speech.....	3
	STA	2023	Elementary Statistics.....	3

REQUIRED TOTAL CREDIT HOURS..... 63

- * Refer to A.A. degree general education requirements.
- + Prerequisite course required. See course descriptions in catalog.

COMPUTER PROGRAMMER (0408)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment as computer programmer trainees, systems analyst trainees, microcomputer specialists and software application technicians. This program prepares individuals to use methods and procedures to automate business applications, to utilize business software applications, and to incorporate review of system and programming specifications to yield solutions to business applications problems. It also provides supplemental training for persons previously or currently employed in this occupational area.

This program is an intermediate step toward an Associate in Science degree in Computer Programming and Analysis.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1060	Introduction to Computer Concepts	3
	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems	3
+	CGS	2545	Database Concepts for Business.....	3
+	CNT	2500	Network/Data Communications	3
+	COP	1000	Introduction to Computer Programming	3
+	COP	2220	Programming in C.....	3
+	COP	2800	Programming in Java	3
	COP	2805	Advanced Java Programming	3
+	COP	2822	Web Page Authoring.....	3
+	COP	2837	Introduction to Programming with Visual Basic.NET	3

REQUIRED TOTAL CREDIT HOURS 33

+Prerequisite course required. See course descriptions in catalog.

COMPUTER PROGRAMMING SPECIALIST (4120)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment as entry level programmers or programmer specialists or to provide supplemental training for persons previously or currently employed in these occupations. The content prepares individuals to store, locate, and retrieve specific documents, data, and information; code into computer language; test, monitor, debug, document and maintain computer programs.

This program is an intermediate step toward an Associate in Science degree in Computer Programming and Analysis.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1060	Introduction to Computer Concepts	3
	CGS	1100	Microcomputer Applications Software.....	3
+	COP	1000	Introduction to Computer Programming	3
+	COP	2220	Programming in C.....	3
+	COP	2800	Programming in JAVA.....	3
	COP	2805	Advanced Java Programming.....	3
REQUIRED TOTAL CREDIT HOURS				18

+Prerequisite course required. See course descriptions in catalog.

INTERNET SERVICES TECHNOLOGY (0135)

ASSOCIATE IN SCIENCE DEGREE

This program prepares students seeking employment in areas including Web administration, Web master, Web coordinator, Internet developer, intranet/extranet developer, Internet manager, and Web designer. The program will also enhance knowledge of persons currently employed in the field.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II.....	3
	MAC	1105	College Algebra	3
*	_____	_____	Social Science	3
+*	_____	_____	Humanities	3

DEGREE SPECIFIC COURSES:

+	CET	1178C	Computer Hardware Support Essentials	3
+	CET	2605C	Local and Wide Area Networks I.....	3
+	CET	2660	Network Security Essentials.....	3
	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems	3
+	CGS	2545	Database Concepts for Business.....	3
	CGS	2554	Introduction to E-Commerce.....	3
+	CGS	2820	Web Page Design and Publishing.....	3
	CGS	2871	Multimedia	3
+	CNT	2500	Network/Data Communications	3
+	COP	1000	Introduction to Computer Programming	3
+	COP	2800	Programming in Java	3
+	COP	2802	Programming in JavaScript.....	3
+	COP	2822	Web Page Authoring.....	3
+	COP	2830	Web Programming Languages	3
+	COP	2837	Introduction to Programming with Visual Basic.NET	3

REQUIRED TOTAL CREDIT HOURS 63

*Refer to A.A. degree general education requirements.

+Prerequisite courses required. See course descriptions in catalog.

WEB DEVELOPMENT SPECIALIST (4112)

COLLEGE CREDIT CERTIFICATE

This program prepares students for entry-level employment as Internet/intranet Technicians, Web Internet/intranet developers, Web site developers, Internet/intranet masters, and Web masters. This program will also enhance the knowledge of those previously or currently employed in the field.

This program is an intermediate step toward an Associate in Science degree in Internet Services Technology.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems	3
	CGS	2545	Database Concepts for Business.....	3
	CGS	2554	Introduction to E-Commerce	3
+	CGS	2820	Web Page Design and Publishing.....	3
	CGS	2871	Multimedia	3
	CNT	2500	Network Data Communications	3
+	COP	1000	Introduction to Computer Programming	3
+	COP	2802	Programming in JavaScript	3
+	COP	2822	Web Page Authoring.....	3
+	COP	2830	Web Programming Languages	3
+	COP	2837	Introduction to Programming with Visual Basic.NET	3

REQUIRED TOTAL CREDIT HOURS 36

+Prerequisite course required. See course descriptions in catalog.

INFORMATION TECHNOLOGY ADMINISTRATION (4115)

COLLEGE CREDIT CERTIFICATE

The purpose of this program is to prepare students for employment as Internet/intranet technicians, Web technicians, Internet/intranet administrators, Web administrators, Internet support specialists, or Web database administrators. The program also provides supplemental training for persons previously or currently employed in those occupations. The content prepares individuals to work in Internet, intranet, and extranet environments, installing and configuring intranet and Web-based resources.

This program is an intermediate step toward an Associate in Science degree in Internet Services Technology.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
	CGS	2554	Introduction to E-Commerce.....	3
+	CGS	2820	Web Page Design and Publishing.....	3
	CGS	2871	Multimedia	3
	CNT	2500	Network Data Communications	3
+	COP	2822	Web Page Authoring.....	3
REQUIRED TOTAL CREDIT HOURS				18

+Prerequisite course required.
See course descriptions in catalog.

NETWORKING SERVICES TECHNOLOGY (0197)

ASSOCIATE IN SCIENCE DEGREE

SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares students for employment as cabling specialists, PC support technicians, network control operators, data communications analysts, help desk specialists, network technicians, computer security specialists, network specialists, network managers, network systems analysts, network systems technicians, network troubleshooters, WAN/LAN managers, or systems administrators. This program also provides supplemental training for persons previously or currently employed in these occupations.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
*	_____	_____	Mathematics.....	3
	PSC	1341	Physical Science	3
	PSC	1341L	Physical Science Lab.....	1
*+	_____	_____	Humanities	3
*	_____	_____	Social Science.....	3

DEGREE SPECIFIC COURSES:

+**	CET	1178C	Computer Hardware Support Essentials.....	3
+**	CET	2174C	Computer Software Support Essentials.....	3
+	CET	2488C	Local and Wide Area Networks II.....	3
	CET	2556C	Structured Cabling Systems.....	3
+	CET	2565C	Introduction to Server Operating Systems.....	3
+	CET	2605C	Local and Wide Area Networks I.....	3
+	CET	2660	Network Security Essentials.....	3
+	CET	2883C	Attack Prevention and Detection.....	3
	CGS	1060	Introduction to Computer Concepts.....	3
	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems.....	3
+	CNT	2500	Network/Data Communications	3
+	CTS	2111C	Linux Server Administration.....	3
	MAN	1949	Cooperative Education Internship I.....	1-3
	MAN	2021	Principles of Management	3

TECHNICAL ELECTIVES: (CHOOSE 3 CREDIT HOURS)

+	CET	1071	Introduction to Telecommunications.....	3
+	CET	2880C	Data Forensics	3
+	CGS	2811C	Disaster Recovery Fundamentals	3
+	COP	1000	Introduction to Computer Programming.....	3
	OST	1581	Professional Development in the Work Environment	3

REQUIRED TOTAL CREDIT HOURS 63

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course descriptions in catalog.

**Students with current MCSE or A+ Certification may transfer up to six credits toward the Networking A.S. degree (Information Technology Certificate or Information Technology Technician Certificate.)

INFORMATION TECHNOLOGY MANAGEMENT (0196)

COLLEGE CREDIT CERTIFICATE

SOME CERTIFICATE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares students for employment as cabling specialists, information technology specialists, network control operators, data communications analysts, help desk specialists, network technicians, computer security specialists, network specialists, network managers, network systems technicians, network support specialists, microcomputer technicians, or network troubleshooters. This program also provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Networking Services Technology.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+**	CET	1178C	Computer Hardware Support Essentials	3
+**	CET	2174C	Computer Software Support Essentials	3
+	CET	2565C	Introduction to Server Operating Systems	3
+	CET	2605C	Local and Wide Area Networks I	3
+	CET	2660	Network Security Essentials	3
	CGS	1060	Introduction to Computer Concepts	3
	CGS	1100	Microcomputer Applications Software	3
	CGS	1560	Microcomputer Operating Systems	3
+	CNT	2500	Network/Data Communications	3
	MAN	2021	Principles of Management	3

REQUIRED TOTAL CREDIT HOURS 30

+Prerequisite course required. See course description in catalog.

**Students with current MCSE or A+ Certification may transfer up to six credits toward the Networking A.S. degree (Information Technology Certificate or Information Technology Technician Certificate.)

INFORMATION TECHNOLOGY TECHNICIAN (0195)

COLLEGE CREDIT CERTIFICATE

SOME CERTIFICATE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares students for employment as information technology specialists, help desk specialists, network technicians, network systems technicians, network support specialists, or microcomputer technicians. This program also provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Networking Services Technology.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+**	CET	1178C	Computer Hardware Support Essentials	3
+**	CET	2174C	Computer Software Support Essentials.....	3
+	CET	2660	Network Security Essentials.....	3
	CGS	1060	Introduction to Computer Concepts.....	3
	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1560	Microcomputer Operating Systems	3
+	CNT	2500	Network/Data Communications	3
REQUIRED TOTAL CREDIT HOURS				21

+Prerequisite course required. See course descriptions in catalog.

**Students with current MCSE or A+ Certification may transfer up to six credits toward the Networking A.S. degree (Information Technology Certificate or Information Technology Technician Certificate.)

CONSTRUCTION TECHNOLOGY

ST. JOHNS RIVER COMMUNITY COLLEGE

Apprenticeships
Architectural Drafting and Construction
Technology
Drafting
Industrial Management

PROGRAM MISSION STATEMENT

The mission of St. Johns River Community College construction technology programs is to produce graduates with the knowledge and skills essential for success in the workplace, and to encourage the pursuit of academic and lifelong learning and personal growth through high quality, innovative, and effective instruction.

PROGRAM OUTCOMES

- a. Apply knowledge of math, science and construction technology to identify, formulate and solve construction technology related problems.
- b. Apply effective technical communication skills in reading, writing, listening and speaking as it relates to the construction industry.
- c. Select and evaluate materials and methods for construction projects.
- d. Efficiently utilize AutoCAD in order to create, manipulate and maintain precise working drawings for residential and light construction projects.
- e. Gather, analyze, synthesize and effectively apply research to become an ethical and productive member of the construction industry.

APPRENTICESHIPS

ST. JOHNS RIVER COMMUNITY COLLEGE

St. Johns River Community College offers several apprenticeship programs in the construction and building trades. Apprenticeship education combines paid full-time work experience with classroom related instruction.

Apprentices work full time with industry employers under the guidance of more experienced craft workers to learn the skills of the trade. Apprentices also attend class in the evening through SJRCC.

Program length varies from three to four years. Upon successful completion of a registered apprenticeship program, the Department of Education awards the apprentice a vocational certificate that is a nationally recognized credential.

The partnership between SJRCC and industry sponsor is a key component of the apprenticeship program. Below is a listing of the programs and industry partners for each apprenticeship trade.

ADMISSION

Admission requirements vary in each program. Individuals desiring to enroll in an apprenticeship program should contact the program director at (386) 312-4183.

All students entering programs will be tested for basic reading, mathematics and language skills, and will be required to demonstrate attainment of the prescribed skill level for their respective programs of study.

Apprentices who attain a vocational certificate in a registered apprenticeship program are also eligible to receive college credit toward an Associate in Science degree in Industrial Management Technology and Architectural Drafting and Construction Technology at St. Johns River Community College.

Program	Industry Sponsor	Application and Enrollment Period
Brick & Block Masonry	Northeast Chapter Masonry Association of Florida	Applications accepted Summer and Fall
Carpentry	Northeast Florida Builders Association	Applications accepted March and June
Electrical	Northeast Florida Builders Association	Applications accepted March and June
Fire Sprinkler	Florida Automatic Sprinkler Training	Applications accepted Summer and Fall

BRICK AND BLOCK MASONRY APPRENTICESHIP

VOCATIONAL CERTIFICATE

This program of study is designed to prepare students for mastery in Brick and Block Masonry through theory and on-the-job training. Brick and Block Masonry is a three-year apprenticeship program. It is a competency-based program, which students may enter at anytime.

For additional information, call (386) 312-4183.

YEAR 1:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0101	Masonry Apprenticeship I.....	160	
BCA 0111	Masonry Co-Op I.....		0-720
BCA 0112	Masonry Co-Op II.....		0-680
BCA 0113	Masonry Co-Op III.....		0-600

YEAR 1 TOTAL CONTACT HOURS: **160** **0-2000**

YEAR 2:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0102	Masonry Apprenticeship I.....	160	
BCA 0111	Masonry Co-Op I.....		0-720
BCA 0112	Masonry Co-Op II.....		0-680
BCA 0113	Masonry Co-Op III.....		0-600

YEAR 2 TOTAL CONTACT HOURS: **160** **0-2000**

YEAR 3:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0102	Masonry Apprenticeship I.....	160	
BCA 0111	Masonry Co-Op I.....		0-720
BCA 0112	Masonry Co-Op II.....		0-680
BCA 0113	Masonry Co-Op III.....		0-600

YEAR 3 TOTAL CONTACT HOURS: **160** **0-2000**

TOTAL HOURS: **480** **UP TO 6000**

Sponsoring Agency: Northeast Chapter Masonry Association of Florida (MAF)

CARPENTRY APPRENTICESHIP

VOCATIONAL CERTIFICATE

This program of study is designed to prepare students for mastery in general carpentry through theory and on-the-job training. Carpentry is a four-year apprenticeship program. At the end of the program, students will be eligible for a Journeyman's license. In addition, students are paid for on-the-job training and receive periodic pay raises.

For additional information, call (386) 312-4183.

YEAR 1:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0550	Carpentry Apprenticeship I	168	
BCA 0560	Carpentry Co-Op I.....		0-720
BCA 0561	Carpentry Co-Op II		0-680
BCA 0562	Carpentry Co-Op III.....		0-600
YEAR 1 TOTAL CONTACT HOURS:		168	0-2000
YEAR 2:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0551	Carpentry Apprenticeship I	168	
BCA 0560	Carpentry Co-Op I.....		0-720
BCA 0561	Carpentry Co-Op II		0-680
BCA 0562	Carpentry Co-Op III.....		0-600
YEAR 2 TOTAL CONTACT HOURS:		168	0-2000
YEAR 3:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0552	Carpentry Apprenticeship I	168	
BCA 0560	Carpentry Co-Op I.....		0-720
BCA 0561	Carpentry Co-Op II		0-680
BCA 0562	Carpentry Co-Op III.....		0-600
YEAR 3 TOTAL CONTACT HOURS:		168	0-2000
YEAR 4:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0553	Carpentry Apprenticeship I	168	
BCA 0560	Carpentry Co-Op I.....		0-720
BCA 0561	Carpentry Co-Op II		0-680
BCA 0562	Carpentry Co-Op III.....		0-600
YEAR 4 TOTAL CONTACT HOURS:		168	0-2000
TOTAL HOURS:		672	UP TO 8000

Sponsoring Agency: Northeast Florida Builders Association (NEFBA)

ELECTRICAL APPRENTICESHIP

VOCATIONAL CERTIFICATE

This program of study is designed to prepare students for mastery in electrical wiring through theory and on-the-job training. Electrical is a four-year apprenticeship program. At the end of the program, students will be eligible for a Journeyman's license. In addition, students are paid for on-the-job training and receive periodic pay raises.

For additional information, call (386) 312-4183.

YEAR 1:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0350	Electricity Apprenticeship I.....	168	
BCA 0358	Electricity Co-Op I.....		0-720
BCA 0359	Electricity Co-Op II		0-680
BCA 0361	Electricity Co-Op III		0-600
YEAR 1 TOTAL CONTACT HOURS:		168	0-2000
YEAR 2:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0351	Electricity Apprenticeship II	168	
BCA 0358	Electricity Co-Op I.....		0-720
BCA 0359	Electricity Co-Op II		0-680
BCA 0361	Electricity Co-Op III		0-600
YEAR 2 TOTAL CONTACT HOURS:		168	0-2000
YEAR 3:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0352	Electricity Apprenticeship III.....	168	
BCA 0358	Electricity Co-Op I.....		0-720
BCA 0359	Electricity Co-Op II		0-680
BCA 0361	Electricity Co-Op III		0-600
YEAR 3 TOTAL CONTACT HOURS:		168	0-2000
YEAR 4:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0353	Electricity Apprenticeship IV.....	168	
BCA 0358	Electricity Co-Op I.....		0-720
BCA 0359	Electricity Co-Op II		0-680
BCA 0361	Electricity Co-Op III		0-600
YEAR 4 TOTAL CONTACT HOURS:		168	0-2000
TOTAL HOURS:		672	UP TO 8000

Sponsoring Agency: Northeast Florida Builders Association (NEFBA)

FIRE SPRINKLER SYSTEMS APPRENTICESHIP

VOCATIONAL CERTIFICATE

This program of study is designed to prepare students for mastery in general Fire Sprinkler Systems through theory and on-the-job training. Fire Sprinkler Systems is a four-year apprenticeship program. At the end of the program, students will be eligible for a Journeyman's license. Students are paid for on-the-job training, and they receive periodic pay raises.

For additional information, call (386) 312-4183.

YEAR 1:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0470	Fire Sprinkler Apprenticeship I	154	
BCA 0480	Fire Sprinkler Co-Op I		0-720
BCA 0481	Fire Sprinkler Co-Op II		0-680
BCA 0482	Fire Sprinkler Co-Op III		0-600
YEAR 1 TOTAL CONTACT HOURS:		154	0-2000
YEAR 2:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0471	Fire Sprinkler Apprenticeship I	154	
BCA 0480	Fire Sprinkler Co-Op I		0-720
BCA 0481	Fire Sprinkler Co-Op II		0-680
BCA 0482	Fire Sprinkler Co-Op III		0-600
YEAR 2 TOTAL CONTACT HOURS:		154	0-2000
YEAR 3:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0472	Fire Sprinkler Apprenticeship I	154	
BCA 0480	Fire Sprinkler Co-Op I		0-720
BCA 0481	Fire Sprinkler Co-Op II		0-680
BCA 0482	Fire Sprinkler Co-Op III		0-600
YEAR 3 TOTAL CONTACT HOURS:		154	0-2000
YEAR 4:		<u>CLASSROOM HOURS</u>	<u>CO-OP HOURS</u>
BCA 0473	Fire Sprinkler Apprenticeship I	154	
BCA 0480	Fire Sprinkler Co-Op I		0-720
BCA 0481	Fire Sprinkler Co-Op II		0-680
BCA 0482	Fire Sprinkler Co-Op III		0-600
YEAR 4 TOTAL CONTACT HOURS:		154	0-2000
TOTAL HOURS:		616	UP TO 8000

Sponsoring Agency: Florida Automatic Sprinkler Training (FAST)

ARCHITECTURAL DRAFTING AND CONSTRUCTION TECHNOLOGY (2175)

ASSOCIATE IN SCIENCE DEGREE

SOME DEGREE SPECIFIC COURSES AVAILABLE AT ORANGE PARK AND ST. AUGUSTINE ONLY

This program prepares students for employment as construction planners and provides supplemental training for persons previously or currently employed in these occupations. The curriculum includes coursework in communication, leadership, human relations, and other skills and knowledge necessary for assisting architects and architectural engineers in planning and designing structures using construction materials and dealing with contracts and specifications.

For more information call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
	PSC	1341	Physical Science.....	3
	PSC	1341L	Physical Science Lab.....	1
Δ*	_____	_____	Mathematics.....	3
*	_____	_____	Social Science.....	3
+*	_____	_____	Humanities.....	3

DEGREE SPECIFIC COURSES:

	ARC	1171C	CADD for Architecture I.....	3
+	ARC	2172C	CADD for Architecture II.....	3
☛	BCN	1210	Construction Materials and Methods.....	3
	BCN	1250C	Principles of Architectural Drafting.....	3
+	BCN	1251C	AutoCAD Residential Drawing.....	3
+	BCN	2253C	AutoCAD Commercial Drawings.....	3
☛	BCN	1272	Blueprint Reading.....	3
☛	BCN	1001	Introduction to Building Construction.....	3
	BCT	1760	Building and Zoning Codes.....	3
	CGS	1100	Microcomputer Software Applications.....	3
	CGS	1470C	Introduction to AutoCAD.....	3
+	ETC	2207C	Construction Estimating.....	3
+	ETD	2395C	Introduction to Architectural Desktop.....	3
+	ETD	2541C	Site Planning and Design.....	3
	MAN	1949	Cooperative Education Internship I.....	1-3

ELECTIVES (CHOOSE 6 CREDIT HOURS):

	BUL	1241	Business Law I.....	3
	MAN	2021	Principles of Management.....	3
^	GEB	1011	Introduction to Business.....	3
^	OST	1581	Professional Development in the Workplace.....	3
+	MAN	2949	Cooperative Education Internship II.....	1-3

REQUIRED TOTAL CREDIT HOURS 67

* Refer to A.A. degree general education requirements.

+ Prerequisite course required. See course descriptions in catalog.

^ These courses can be substituted for MAN1949 and MAN2949 if necessary.

Δ Recommend MAC 1105 College Algebra or MGF 1106 Math for Liberal Arts I

☛ Students who have completed an approved registered apprenticeship program will receive credit for denoted courses toward the Associate in Science degree in Architectural Drafting and Construction Technology.

DRAFTING (2173)

COLLEGE CREDIT CERTIFICATE

SOME CERTIFICATE SPECIFIC COURSES AVAILABLE AT ORANGE PARK AND ST. AUGUSTINE ONLY

This program provides education necessary for assisting architects and construction engineers in planning, designing and detailing using CAD skills. Computer design techniques are emphasized.

This program is an intermediate step toward an Associate in Science degree in Architectural Drafting and Construction Technology.

For more information call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	ARC	1171C	CADD for Architecture I	3
+	ARC	2172C	CADD for Architecture II	3
	BCN	1250C	Principles of Architectural Drafting	3
+	BCN	1251C	AutoCAD Residential Drawing	3
	BCN	1272	Blueprint Reading	3
	CGS	1100	Microcomputer Software Applications.....	3
	CGS	1470C	Introduction to AutoCAD.....	3
	MAC	1105	College Algebra	3
	or			
	MGF	1106	Mathematics for Liberal Arts I.....	3
REQUIRED TOTAL CREDIT HOURS				24

+Prerequisite course required. See course descriptions in catalog.

INDUSTRIAL MANAGEMENT TECHNOLOGY (2170)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to provide opportunities for students who have successfully completed a postsecondary certificate program in a trade related area. This degree provides persons currently working in industry an opportunity to pursue college level education that is appropriate for management roles and upward mobility in their respective fields. Students must have permission of the Dean to participate in this program.

For more information call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	*	_____	Humanities	3
	ECO	2013	Macroeconomics	3
+	*	_____	Mathematics	3
*	_____	_____	Science	4

DEGREE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management	3
	MAN	2300	Human Resource Management	3
	OST	2335	Business Communications.....	3

CHOOSE ONE OF THE FOLLOWING:

+	ACG	2021	Principles of Financial Accounting.....	4
	BUL	1241	Business Law I.....	3
+	CGS	1515	Spreadsheet Concepts for Business.....	3
	CGS	2525	Presentation Technology.....	3
+	ENC	1102	Composition II.....	3
	SPC	1608	Fundamentals of Speech	3

PROFESSIONAL ELECTIVES (CHOOSE 24 CREDIT HOURS):

Completion of General Education, Degree Specific Courses and				
	CGS	1470C	Introduction to AutoCAD.....	3
+	CGS	1515	Spreadsheet Concepts for Business.....	3
	CGS	2525	Presentation Technology.....	3
	BCN	1210	Construction Materials and Methods	3
	BCN	1272	Blueprint Reading	3
	BCN	1001	Introduction to Building Construction.....	3
	BCT	1760	Building and Zoning Codes	3
+	ETC	2207C	Construction Estimating	3
+	ETD	2541C	Site Planning and Design	3

Or

Completion of an Approved Registered Apprenticeship Program of 4+ Years •

Or

Completion of an Industrial Certificate Program of 1800 Clock Hours ••

Or

Military Service Credits •••

REQUIRED TOTAL CREDIT HOURS 62

- + Prerequisite course required. See course description in catalog. * Refer to A.A. degree general education requirements.
- For Approved Registered Apprenticeship Programs of 3 years, 18 credits will be awarded; 2 years, 12 credits will be awarded.
- For industrial programs of less than 1800 clock hours, college credit will be awarded on the basis of a 75:1 ratio (i.e. 75 clock hours equals one college credit).
- Credits awarded by evaluation of appropriate military paperwork (AARTS transcript, DD Form 295, DD 214, Smart Transcript, and/or Community College of the Air Force transcript.) using ACE Guide Recommendations. Military credits from industrial related areas may be used to meet the required professional electives. Other military credits may be used to meet the general education, degree specific, and/or elective courses in this degree only if the professional electives credits are met.

NURSING AND ALLIED HEALTH

ST. JOHNS RIVER COMMUNITY COLLEGE

Health Information Management

Health Services Management

Health Care Services

Nursing

Nursing Assistant

Phlebotomist

Radiologic Technology

Respiratory Care

HEALTH INFORMATION MANAGEMENT (0130)

ASSOCIATE IN SCIENCE DEGREE

SOME DEGREE SPECIFIC COURSES AVAILABLE AT THE ORANGE PARK CAMPUS ONLY

This program trains technicians to provide health information services throughout the health care delivery system. These technicians serve as medical coders, clinical data specialists, data quality managers, compliance officers, and information security officers. They hold supervisor, manager, and director positions in health care settings across the continuum of the health care industry. Services include design and implementation of systems for the collection of complete and accurate medical records on each patient and the processing, storage, retrieval, security and release of health information and statistics in a timely manner for appropriate uses. Students are instructed in regulatory compliance, quality assurance, utilization review, risk management, and departmental management.

The program consists of 67 semester hours of general education and health information management core courses.

After receiving the A.S. Degree in Health Information Management the student is eligible to sit for the national credentialing exam to become a **Registered Health Information Technician (RHIT)**.

PROGRAM MISSION STATEMENT

The mission of St. Johns River Community College Health Information Management program is to prepare confident, innovative, and contributing professionals who can identify and use a variety of informational resources and technologies to accomplish the objectives of diverse healthcare facilities. It provides graduates with the knowledge and skills necessary to become self-directed learners who possess critical-thinking, problem-solving, communication, and interpersonal skills. The program instills a commitment to ethical values and life-long learning.

PROGRAM OUTCOMES

- a. Demonstrate knowledge of health data management including health data structure, content, and standards.
- b. Apply policies and procedures to ensure the accuracy, appropriateness, completeness, and timeliness of health data.
- c. Monitor and apply organization-wide health record documentation guidelines.
- d. Apply diagnosis/procedure codes using coding classification systems to support accurate reimbursement methodologies.
- e. Collect, organize, and present data by computing and interpreting healthcare statistics.
- f. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of health data by using quality improvement tools and techniques to monitor, report, and improve processes.
- g. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
- h. Apply and promote privacy, confidentiality, legal, security, and ethical standards to protect paper and electronic health record information.
- i. Use technology, including hardware and software, to ensure data collection, analysis, reporting, storage, and retrieval of information.
- j. Show individual responsibility, self-esteem and self-management, sociability, and integrity through their ability to work in teams, teach others, serve customers, lead, negotiate, and work well with people from culturally diverse backgrounds.

Program articulates to a Bachelor of Science in Health Information Management with the University of Central Florida.

For additional information, call: (904) 276-6758.

The Health Information Management (HIM) core courses will be offered on the Orange Park Campus, online, or as a hybrid class (both online and on-campus components). A student must earn a grade of "C" or above in all courses required in the program.

HEALTH INFORMATION MANAGEMENT (0130) continued

ASSOCIATE IN SCIENCE DEGREE

THE INFORMATION IN RED REFLECTS CHANGES MADE AND APPROVED BY THE DISTRICT BOARD OF TRUSTEES AFTER THE 2009-2010 CATALOG WAS PRINTED.

ADMISSION REQUIREMENTS

The HIM program is a limited access program.

To apply for admission to the HIM program a student must have completed all of the following:

1. Application to SJRCC;
2. Application to the HIM program;
3. Achieved satisfactory scores on college placement tests or have completed all college preparatory courses;
4. Complete the 3 credit hour introductory course – HSC 1004 – Professions of Caring.
5. Complete the ten prerequisite courses prior to the application period:

ENC	1101	Composition I
BSC	2085 & 2085L	Human Anatomy and Physiology I and Lab
BSC	2086 & 2086L	Human Anatomy and Physiology II and Lab
CGS	1100	Microcomputer Applications
HSC	1000	Introduction to Healthcare Delivery Systems
HSC	1531	Medical Terminology
—	—	Humanities
—	—	Mathematics
HIM	1000	Introduction to Health Information Management
HIM	2432	Concepts of Disease

STUDENT SELECTION

Student selection is objective and based on the following point system: **(MAXIMUM POSSIBLE POINTS = 200)**

1. **124 POSSIBLE POINTS** – Completion of general education and HIM-related courses. Total of 31 credit hours are available for point consideration. The method of point calculation for this category is based on the following formula:

Letter grade value X Class credit hours = Points assigned.

A = 4 points B = 3 points C = 2 points

Ex. Student achieves a letter grade of “C” in HSC 1000 (2 cr. hrs.).

A “C” grade = 2 points X 2 cr. hr. class = 4 points.

2. **15 POINTS AWARDED** – Residence in Clay, Putnam, or St. Johns counties, Florida. (Not required)
3. **15 POINTS AWARDED** – Current licensure/credential in a medical profession.
4. **20 POSSIBLE POINTS AWARDED** – 5 points will be awarded if applicant has a college-level certificate; 10 points will be awarded if applicant has an AA/AS Degree; 15 points will be awarded if applicant has a BA/BS Degree; and 20 points will be awarded if applicant has a MA/MS Degree.
5. **20 POSSIBLE POINTS AWARDED** – 2 points will be awarded for each prerequisite course taken at St. Johns River Community College.
6. **6 POSSIBLE POINTS AWARDED** – Completion of HSC 1004 –Professions of Caring course. 6 points awarded for an “A” in the course, 4 points awarded for a “B” in the course, and 2 points will be awarded for a “C” in the course.

POST ADMISSION REQUIREMENTS

Following acceptance into the HIM program, students must complete/attend the following:

1. All students are required to sign a consent and waiver to perform a Criminal and Professional Background Check and Drug Screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal and Professional Background Check and Drug Screen. **Additional random and scheduled drug screening may be required at any time during the program.**
2. Have a physical examination verifying that the student is free of communicable diseases; exam must include TB screening; however, Hepatitis B vaccination is optional.
3. All students are required to sign a confidentiality statement which is kept on file in the HIM department.
4. Attend a Health Information Management student Orientation on the specified date.

Note: Failure to comply with these requirements may result in administrative withdrawal from the HIM program.

HEALTH INFORMATION MANAGEMENT (0130) continued

ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION COURSES

ENC	1101	Composition I.....	3
BSC	2085	Human Anatomy and Physiology I.....	3
BSC	2085L	Human Anatomy and Physiology I Lab.....	1
PSY	2012	General Psychology.....	3
+ *	—	Mathematics.....	3
+ *	—	Humanities.....	3

HIM CORE COURSES

+ BSC	2086	Human Anatomy and Physiology II.....	3
BSC	2086L	Human Anatomy and Physiology II Lab.....	1
CGS	1100	Microcomputer Applications Software.....	3
HSC	1000	Introduction to Health Care Delivery Systems.....	2
HSC	1531	Medical Terminology.....	3
+ HIM	1000	Introduction to Health Information Management.....	3
+ HIM	1110	Standard Healthcare Practices.....	2
+ HIM	1211C	Health Information Systems.....	2
+ HIM	1260C	Health Care Billing and Reimbursement.....	3
+ HIM	1282C	Basic ICD-9-CM Coding.....	3
+ HIM	1442	Pharmacology for Health Professionals.....	2
+ HIM	2012	Health Care Law.....	3
+ HIM	2214	Healthcare Statistics & Research.....	3
+ HIM	2234C	Advanced ICD-9-CM Coding.....	3
+ HIM	2255C	CPT Coding.....	3
+ HIM	2432	Concepts of Disease.....	3
+ HIM	2512	Supervision, Organization, and Management.....	3
+ HIM	2800	Professional Practice Experience – Introduction.....	2
+ HIM	2810	Professional Practice Experience – Coder.....	2
+ HIM	2820	Professional Practice Experience – Management.....	2

REQUIRED TOTAL CREDIT HOURS 67

+Prerequisite courses required. See course descriptions in catalog.

* Refer to A.A. degree general education requirements.

Accreditation: The Health Information Management Associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

HEALTH SERVICES MANAGEMENT (0132)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare students with a background or credentials in the health field to become health services managers in their specified discipline. Communication, leadership, human relations, management, accounting, legal aspects and computer literacy are integral components of this program.

For additional information, call (904) 276-6758.

GENERAL EDUCATION COURSES:

ENC	1101	Composition I.....	3
+*	_____	Humanities	3
*	_____	Mathematics.....	3
PSY	2012	General Psychology	3
SYG	1000	Introduction to Sociology.....	3

DEGREE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting.....	4
	CGS	1100	Microcomputer Applications	3
+	CGS	1515	Spreadsheet Concepts for Business.....	3
	DEP	2004	Human Growth and Development.....	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	HSC	1000	Introduction to Health Care Delivery Systems	2
	HSC	1531	Medical Terminology.....	3
+	HIM	1000	Introduction to Health Information Management.....	3
+	HIM	2012	Health Care Law	3
+	HIM	2432	Concepts of Disease.....	3
	OST	1581	Professional Development in the Work Environment	3
	OST	2335	Business Communications.....	3
	MAN	2021	Principles of Management	3
	MAN	2300	Human Resource Management	3

ELECTIVES (CHOOSE 3 CREDIT HOURS):

CGS	2525	Presentation Technology.....	3
SPC	1608	Fundamentals of Speech	3

REQUIRED TOTAL CREDIT HOURS 63

*Refer to A.A. degree general education requirements.

+Prerequisite courses required. See course descriptions in catalog.

NOTE: Up to 12 credit hours may be awarded for students with a background and/or credentials in the health field that demonstrate an understanding of technical competencies from one or more specialized health care areas.

PROGRAMS OF STUDY
NURSING / ALLIED HEALTH

HEALTH CARE SERVICES (0134)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment as Health Care Services supervisors in mid-management positions in the health field. Leadership, legal aspects, budgeting, safety and management are integral components of this program.

This program is an intermediate step toward the Associate of Science degree in Health Services Management.

For additional information, call (904) 276-6758.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications.....	3
	DEP	2004	Human Growth and Development.....	3
	GEB	1011	Introduction to Business.....	3
+	HIM	1000	Introduction to Health Information Management.....	3
+	HIM	2012	Health Care Law	3
+	HIM	2432	Concepts of Disease.....	3
	HSC	1000	Introduction to Health Care Delivery Systems	2
	HSC	1531	Medical Terminology.....	3
	MAN	2021	Principles of Management	3
	OST	1581	Professional Development in the Work Environment	3
	OST	2335	Business Communications.....	3
REQUIRED TOTAL CREDIT HOURS				32

NURSING (0208)

ASSOCIATE IN SCIENCE DEGREE

ARTICULATES TO A BACCALAUREATE DEGREE IN NURSING

The A.S. degree in Nursing prepares students for careers as registered nurses. Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program is approved by the Florida Board of Nursing.

PROGRAM MISSION STATEMENT

The Department of Nursing's mission is congruent with the mission of St. Johns River Community College. The Department of Nursing prepares students to enter the workforce with the ability to think critically about actual or potential patient care problems, the ability to manage and coordinate patient care to intervene in problems, as well as to demonstrate caring behaviors toward patients while practicing within the legal and ethical scope of professional nursing practice. The Department of Nursing prepares graduates who are capable of functioning competently at the beginning level of entry into practice. Recognizing the rapid changes in healthcare delivery, the Department also inculcates in students the necessity of continued professional growth and development.

PROGRAM OUTCOMES

- a. Provide competent nursing care at the advanced beginner level to diverse populations.
- b. Establish and maintain ethical relationships in order to act within the context of the Nurse Practice Act.
- c. Provide nursing care that promotes, protects, and improves health for individuals, families and communities.
- d. Deliver culturally competent care that reflects sensitivity to racial, ethnic and cultural diversity.
- e. Utilize nursing and allied health related research in the delivery of nursing care.
- f. Participate in coordinated care by practicing shared decision-making, delegating aspects of care, and working in teams.
- g. Deliver nursing care that is cost-effective and assures financial accountability.
- h. Utilize multiple sources of information, which include computer-based data, to critique and improve clinical decisions.
- i. Engage in critical self-assessment in order to maintain life-long learning.
- j. Practice and evaluate caring behaviors in clinical nursing.

For additional information, visit our Web site at www.sjrcc.edu or call the Palatka nursing office at (386) 312-4176 or the Orange Park nursing office at 904-276-6863.

The purpose of the program is to provide students with the knowledge, attitude, and skills required in professional nursing practice and to contribute to the promotion of health in the community. Care and concern for humanity is interrelated with scientific knowledge to promote health and the quality of life. Also, the achievement of personal and professional goals, individual intellectual, social, and economic advancement is presented in the content of community service responsibilities.

The program consists of 72 semester hours of general education, nursing-related and nursing core courses.

APPLICANTS MAY APPLY: **Orange Park** - January enrollment (spring) September 1 - 30
Orange Park - May enrollment (summer) February 1 - 28
Palatka - August enrollment (fall) May 1 - May 31

The Nursing Core Courses will be offered on the Palatka and Orange Park campuses for the respective programs with selected clinical experiences in health care facilities within and around the tri-county service area of SJRCC. A student must earn a grade of "C" or above in all courses required in the program.

ADMISSION REQUIREMENTS

The ASN program is a limited access program.

To apply for admission to the nursing program a student must have completed all of the following:

1. application process to SJRCC;
2. application to nursing program;
3. achieved satisfactory scores on college placement tests or have completed all college preparatory courses;
4. complete the nine prerequisite courses prior to the application period:

ENC	1101.....	Composition I
BSC	2085 & 2085L.....	Human Anatomy and Physiology I and Lab
BSC	2086 & 2086L.....	Human Anatomy and Physiology II and Lab
HUN	1201.....	Human Nutrition
PSY	2012.....	General Psychology
DEP	2004.....	Human Growth and Development
HUM	2210.....	Humanities I
	Or	
HUM	2230.....	Humanities II

NURSING (0208) continued

ASSOCIATE IN SCIENCE DEGREE

THE INFORMATION IN RED REFLECTS CHANGES MADE AND APPROVED BY THE DISTRICT BOARD OF TRUSTEES AFTER THE 2009-2010 CATALOG WAS PRINTED.

- SYG 1000..... Introduction to Sociology
MCB 2010 & 2010L Microbiology* and Microbiology Lab*

5. Nurse Entrance Testing (ERI) or HESI Assessment Exam**

STUDENT SELECTION

Student selection is objective and based on the following point system: **(MAXIMUM POSSIBLE POINTS 202)**

1. **120 POSSIBLE POINTS** for pre-requisites- Completion of general education and nursing-related courses. **Total of 30 semester hours of credit are available for point consideration.** ^ (See explanation of point calculation listed below.)
2. **10 POINTS** for residency in Putnam, St. Johns, or Clay Counties
3. **10 POINTS** for LPN with proof of current state licensure
4. **5 POINTS** for other related health occupations with proof of current state licensure / certification
5. **MAX 9 POINTS** for classes with SJRCC – 1 point will be awarded for each pre-requisite course taken at St. Johns River Community College
6. **MAX 15 POINTS** for degree – 5 points will be awarded if the applicant has an AA/AS Degree; 10 points will be awarded if an applicant has a BA / BS Degree; 15 points will be awarded if an applicant has a MA / MS Degree
7. **5 POINTS** for grade of B or better in SJRCC Pre-Allied Health course: Professions of Caring
8. **16 possible points for completion of CHM 1032 and CHM 1032L or CHM 1045 and CHM 1045L*****
Total of 4 semester hours of credit are available for point consideration. ^ (See explanation of point calculation listed below.)
9. **12 possible points for completion of College Algebra (MAC 1105).** **Total of 3 semester hours of credit are available for point consideration.**
^ (See explanation of point calculation listed below.)

^The method of point calculation for the completion of the general education and nursing-related courses (item 1), the Chemistry requirement-CHM1032 and lab or CHM1045 and lab (item 8) and the College Algebra requirement-MAC 1105 (item 9) is based on the following formula:

(Letter Grade value X credits = Points assigned)

Calculation example: Student achieves a letter grade (B) in CHM 1032 (3 credits) = 9 points and a letter grade (A) in CHM 1032L (1 credit) = 4 points for a total of 13 points

A = 4 points; B = 3 points; C=2 points

To be considered for admission, the student is to be cleared by Admissions / Records that all external college transcripts are received and that the student has a cleared admission file.

Admission by level:

Students in category 1 will be chosen first, Category 2, and then Category 3 follows.

* Category 1

(a) Successful completion of ALL the required nursing prerequisite courses with a prerequisite cumulative GPA of 3.00 or better, (b) an A² HESI Admissions Test composite score of 85 or better with a score of 85 or better in reading comprehension, a score of 85 or better in essential mathematics, and a score of 80 or better in anatomy and physiology; or a NET Admissions Test composite score of 50 and with a score of 55 or better in reading; and (c) the highest number of points. [The last date to accept NET scores is the May 31, 2010, application period]

* Category 2

(a) Successful completion of ALL the required nursing prerequisite courses with a prerequisite cumulative GPA of 2.50 to 2.99, (b) an A² HESI Admissions Test composite score of 80 or better with a score of 80 or better in reading comprehension, a score of 80 or better in essential mathematics, and a score of 80 or better in anatomy and physiology; or a NET Admissions Test composite score of 50 and with a score of 55 or better in reading; and (c) the highest number of points. [The last date to accept NET scores is the May 31, 2010, application period]

* Category 3

(a) Successful completion of ALL the required nursing prerequisite courses with a prerequisite cumulative GPA of 2.50 to 2.99, (b) an A² HESI Admissions Test composite score of 75 or better with a score of 75 or better in reading comprehension, a score of 75 or better in essential mathematics, and a score of 75 or better in anatomy and physiology; or a NET Admissions Test composite score of 50 and with a score of 55 or better in reading; and (c) the highest number of points. [The last date to accept NET scores is the May 31, 2010, application period]

Applicants are given priority of admission within each category based upon:

- A. Pre-requisite Cumulative GPA.
- B. A² HESI Admissions or NET Test composite score.
- C. A² or NET reading comprehension score.
- D. A² essential mathematics score.
- E. A² anatomy and physiology score.
- F. Number of points.

**The last date to accept ERI Assessment Exams will be May 31, 2010

***Chemistry (CHM1032 and lab or CHM1045 and lab) will be required as one of the prerequisite courses effective September 1, 2010.

Should there be a tie between or among students, the date and time of application receipt will be used.

NURSING (0208) continued

ASSOCIATE IN SCIENCE DEGREE

THE INFORMATION IN RED REFLECTS CHANGES MADE AND APPROVED BY THE DISTRICT BOARD OF TRUSTEES AFTER THE 2009-2010 CATALOG WAS PRINTED.

POST ADMISSION REQUIREMENT:

Following acceptance into the program ASN students must complete/attend the following: Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. All students are asked to sign a consent and waiver to perform a Criminal and Professional Background Check and Drug Screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal and Professional Background Check and Drug Screen. **Additional random and scheduled drug screening may be required at any time during the program.**
2. Attend Nursing Student Orientation on the specified date.
3. Prior to the first day of class students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR & AED) program - Good for 2 years.
4. Have an annual physical examination verifying acceptable health status and completing all the requirements for the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
5. Have liability/malpractice insurance \$1,000,000 per incident and \$3,000,000 per aggregate. (Payment included with lab fees during registration)

GENERAL EDUCATION COURSES:

ENC	1101	Composition I.....	3
PSY	2012	General Psychology	3
+	MCB	2010 Microbiology.....	4
	MCB	2010L Microbiology Lab	
	SYG	1000 Introduction to Sociology.....	3
	DEP	2004 Human Growth & Development	3
+	*	_____ Humanities	3

NURSING RELATED COURSES:

BSC	2085	Human Anatomy and Physiology I.....	3
BSC	2085L	Human Anatomy and Physiology I Lab.....	1
+	BSC	2086 Human Anatomy and Physiology II	3
BSC	2086L	Human Anatomy and Physiology II Lab	1
HUN	1201	Human Nutrition.....	3

NURSING CORE COURSES:

+	NUR	1020C Foundations of Nursing Practice.....	8
+	NUR	1142 Clinical Pharmacology.....	2
+	NUR	1221C Nursing Care of Adults I	8
+	NUR	1461C Parent-Child Nursing I.....	4
+	NUR	1520C Mental Health Nursing	4
+	NUR	2222C Nursing Care of Adults II.....	4
+	NUR	2464C Parent-Child Nursing II	4
+	NUR	2753C Rehabilitation Nursing.....	4
+	NUR	2943C Transitional Nursing.....	4

REQUIRED TOTAL CREDIT HOURS 72

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course description in catalog.

NOTE: Any person having been arrested or convicted of any offense other than a minor traffic violation should refer to Florida Statutes, Chapter 464, regarding nursing licensure. For further information, contact the Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing, 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252. (850) 245-4158. FAX (850) 245-4172.

The nursing program is approved by the Florida Board of Nursing.

NURSING-LPN BRIDGE TO ASN (0208)

ASSOCIATE IN SCIENCE DEGREE

ARTICULATES TO A BACCALAUREATE DEGREE IN NURSING

The A.S. degree in Nursing prepares students for careers as registered nurses. Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program is approved by the Florida Board of Nursing.

PROGRAM MISSION STATEMENT

The Department of Nursing's mission is congruent with the mission of St. Johns River Community College. The Department of Nursing prepares students to enter the workforce with the ability to think critically about actual or potential patient care problems, the ability to manage and coordinate patient care to intervene in problems, as well as to demonstrate caring behaviors toward patients while practicing within the legal and ethical scope of professional nursing practice. The Department of Nursing prepares graduates who are capable of functioning competently at the beginning level of entry into practice. Recognizing the rapid changes in healthcare delivery, the Department also inculcates in students the necessity of continued professional growth and development.

PROGRAM OUTCOMES

- a. Provide competent nursing care at the advanced beginner level to diverse populations.
- b. Establish and maintain ethical relationships in order to act within the context of the Nurse Practice Act.
- c. Provide nursing care that promotes, protects, and improves health for individuals, families and communities.
- d. Deliver culturally competent care that reflects sensitivity to racial, ethnic and cultural diversity.
- e. Utilize nursing and allied health related research in the delivery of nursing care.
- f. Participate in coordinated care by practicing shared decision-making, delegating aspects of care, and working in teams.
- g. Deliver nursing care that is cost-effective and assures financial accountability.
- h. Utilize multiple sources of information, which include computer-based data, to critique and improve clinical decisions.
- i. Engage in critical self-assessment in order to maintain life-long learning.
- j. Practice and evaluate caring behaviors in clinical nursing.

For additional information, visit our Web site at www.sjrcc.edu or call the Palatka nursing office at (386) 312-4176 or the Orange Park nursing office at 904-276-6863.

The purpose of the program is to provide students with the knowledge, attitude, and skills required in professional nursing practice and to contribute to the promotion of health in the community. Care and concern for humanity is interrelated with scientific knowledge to promote health and the quality of life. Also, the achievement of personal and professional goals, individual intellectual, social, and economic advancement is presented in the content of community service responsibilities.

The program consists of 72 semester hours of general education, nursing-related and nursing core courses. A student must earn a grade of "C" or above in all courses required in the program.

ADMISSION REQUIREMENTS

The ASN program is a limited access program.

To apply for admission to the nursing program a student must have completed all of the following:

1. application process to SJRCC;
2. application to nursing program;
3. achieved satisfactory scores on college placement tests or have completed all college preparatory courses;
4. complete the nine prerequisite courses prior to the application period:

ENC 1101..... Composition I
BSC 2085 & 2085L..... Human Anatomy and Physiology I and Lab
BSC 2086 & 2086L..... Human Anatomy and Physiology II and Lab

NURSING-LPN BRIDGE TO ASN (0208) *continued*

ASSOCIATE IN SCIENCE DEGREE

THE INFORMATION IN RED REFLECTS CHANGES MADE AND APPROVED BY THE DISTRICT BOARD OF TRUSTEES AFTER THE 2009-2010 CATALOG WAS PRINTED.

- HUN 1201..... Human Nutrition
 - PSY 2012..... General Psychology
 - DEP 2004..... Human Growth and Development
 - HUM 2210 Humanities I
 - Or
 - HUM 2230..... Humanities II
 - SYG 1000..... Introduction to Sociology
 - MCB 2010 & 2010L Microbiology and Microbiology Lab*
5. Nurse Entrance Testing (ERI or HESI Assessment Exam)
ERI may only be attempted twice for admission purposes

STUDENT SELECTION

Student selection is objective and based on the following point system: **(MAXIMUM POSSIBLE POINTS 188)**

1. **120 POSSIBLE POINTS** - Completion of general education and nursing-related courses.
Total of 30 credit hours. (Explanation: Total of four (4) points possible per credit hour.
Ex: A in PSY 2012=12 points, B in PSY 2012=9 points, C in PSY 2012=6 points.
2. **15 POINTS AWARDED** - Residence in Clay, Putnam, or St. Johns counties, Florida. (Not required)
3. **20 POINTS AWARDED** - Current certification or licensure as a CNA, EMT, LPN, or Paramedic.
(Not required).
4. **15 POSSIBLE POINTS AWARDED** - 5 points will be awarded if applicant has an AA/AS Degree; or 10 points will be awarded if applicant has a BA/BS Degree; or 15 points will be awarded if applicant has a MA/MS Degree.
5. **18 POSSIBLE POINTS AWARDED** - 2 points will be awarded for each pre-requisite course taken at St. Johns River Community College.

POST ADMISSION REQUIREMENT:

Following acceptance into the program ASN students must complete/attend the following: Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. All students are asked to sign a consent and waiver to perform a Criminal and Professional Background Check and Drug Screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal and Professional Background Check and Drug Screen. **Additional random and scheduled drug screening may be required at any time during the program.**
2. Attend Nursing Student Orientation on the specified date.
3. Prior to the first day of class students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR & AED) program - Good for 2 years.
4. Have an annual physical examination verifying acceptable health status and completing all the requirements for the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
5. Have liability/malpractice insurance \$1,000,000 per incident and \$3,000,000 per aggregate. (Payment included with lab fees during registration)

GENERAL EDUCATION COURSES:

ENC	1101	Composition I.....	3		
PSY	2012	General Psychology	3		
+	MCB	2010	Microbiology.....	4	
	MCB	2010L	Microbiology Lab		
	SYG	1000	Introduction to Sociology.....	3	
	DEP	2004	Human Growth & Development	3	
+	*	_____	_____	Humanities	3

NURSING-LPN BRIDGE TO ASN (0208) continued

ASSOCIATE IN SCIENCE DEGREE

NURSING RELATED COURSES:

	BSC	2085	Human Anatomy and Physiology I.....	3
	BSC	2085L	Human Anatomy and Physiology I Lab.....	1
+	BSC	2086	Human Anatomy and Physiology II	3
	BSC	2086L	Human Anatomy and Physiology II Lab	1
	HUN	1201	Human Nutrition.....	3

NURSING CORE COURSES:

+	NUR	1004	Bridge I: LPN Transition	8
+	NUR	1005	Bridge II: LPN Transition.....	4
+	NUR	1520C	Mental Health Nursing	4
+	NUR	2222C	Nursing Care of Adults II.....	4
+	NUR	2464C	Parent-Child Nursing II	4
+	NUR	2753C	Rehabilitation Nursing	4
+	NUR	2943C	Transitional Nursing.....	4

CREDITS AWARDED FOR LPN CERTIFICATION 10

REQUIRED TOTAL CREDIT HOURS 72

*Refer to A.A. degree general education requirements.

+Prerequisite courses required. See course description in catalog.

The nursing program is approved by the Florida Board of Nursing.

NURSING ASSISTANT (LONG-TERM CARE) (0206)

VOCATIONAL CERTIFICATE

This program is designed to prepare students for employment as nursing assistants, nursing aides, and orderlies in nursing homes. Upon successful completion of this program, students are eligible to take the national nursing assistant examination being utilized in Florida in accordance with Chapter 400.211, F.S. and Part II Chapter 464, F.S. Nursing Assistants do not need to be certified except to work in nursing homes, unless it is a condition for employment in other institutions.

Program content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR)-heart saver level, and employability skills.

For additional information, call the Palatka nursing office at (386) 312-4176 or the Orange Park nursing office at (904) 276-6863.

NURSE AIDE & ORDERLY:

HCP 0120C Nursing Assistant 120

TOTAL CONTACT HOURS 120

POST ADMISSION REQUIREMENT: All students are asked to sign a consent and waiver for SJRCC to perform a Criminal Background Check and Drug Screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal Background Check and Drug Screen.

PHLEBOTOMIST (0210)

VOCATIONAL CERTIFICATE

This program is designed to prepare students for employment as phlebotomists or healthcare support workers in hospitals, nursing homes and home health care agencies. There is no state licensure required for phlebotomists however, graduates with required amounts of work experience may obtain certification from national credentialing agencies such as the National Certification Agency for Laboratory Personnel, American Society of Clinical Pathologists and the American Society of Phlebotomy Technicians.

Program content includes, but is not limited to, interpersonal skills, employability skills, safe and efficient work practices in obtaining adequate and correct blood specimens, maintaining the integrity of the specimen, preparing blood smears, labeling specimens, collecting timed specimens, promoting the comfort and well-being of the patient, observing safety policies and procedures, medical terminology, emergency procedures including CPR (Heartsaver), delivering clinical specimens, sorting and recording specimens, centrifuging specimens and preparing aliquots of samples, distributing samples and preparing collection trays.

For additional information, call the Palatka nursing office at (386) 312-4176 or the Orange Park nursing office at (904) 276-6863.

PHLEBOTOMIST COURSES:

HCP 0001	Health Careers Core	90
HCP 0750C	Phlebotomist	75

TOTAL CONTACT HOURS 165

POST ADMISSION REQUIREMENTS: All students are asked to sign a consent and waiver for SJRCC to perform a Criminal Background Check and Drug Screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal Background Check and Drug Screen.

RADIOLOGIC TECHNOLOGY (2155)

ASSOCIATE IN SCIENCE DEGREE

ARTICULATES TO BACCALAUREATE DEGREE IN RADIOLOGIC TECHNOLOGY

The Associate in Science degree prepares students for careers as Radiologic Technologists. Graduates will be eligible to apply for and take the National Certification Examination in (Radiography) administered by the American Registry of Radiologic Technologists as well as the Florida certification examination administered by the State of Florida Department of Health – Bureau of Radiation Control. The Radiography curriculum is intended to provide qualified students with the educational experiences and practical skills required to function competently in the field of Radiologic Technology as an entry-level radiographer. The program core courses are delivered over a 20-month period covering 6 consecutive college terms. The overall curriculum includes: general education courses, program related courses, radiologic technology core courses, and practical experience gained at regional hospitals and clinics.

All clinical education courses will be scheduled at the various clinical sites located in the tri-county service area or adjacent counties. Students must earn a “C” 2.0 grade in all of the required courses for the program.

PROGRAM MISSION STATEMENT

The Radiography curriculum is intended to provide qualified students with the educational experiences and practical skills required to function competently in the field of Radiologic Technology as an entry-level Radiographer. In addition, the program will be conducted in a manner which will motivate students to become patient advocates in their field, and to perform their duties with consideration, empathy, and respect toward all patients in all circumstances.

PROGRAM OUTCOMES

- A. Demonstrate effective reading, writing, speaking, and listening skills by appropriately communicating with patients, family and health care professionals in the clinical setting.
- B. Apply appropriate methods of mathematics to solve problems in determining radiation exposure and adjusting radiographic technical factors
- C. Use critical thinking skills to assess, analyze, and synthesize the processes required to produce diagnostic radiographs and demonstrate the ability to adapt and adjust routine radiography to obtain diagnostic images on patients unable to perform the routine positions.
- D. Retrieve, organize and use technological information from various disciplines, particularly Medical Imaging Technology, to produce diagnostic images for medical evaluation.
- E. Apply the methods, principles, and concepts of the natural sciences, specifically using information from their study of anatomy and physiology, as well as pathology.
- F. Examine human behavior and institutions, specifically in regard to historical origins of health care, handling cultural and socioeconomic differences in the health care setting, and understanding and dealing with the psychological effects of illness and trauma.

For additional information check our Web site at: sjrcc.edu under Workforce Education or call 904-808-7460.

ADMISSION REQUIREMENTS

The Radiologic Technology program is a limited access program. To apply for admission to the Radiologic Technology program a student must have completed all of the following prior to the program application deadline in May of each year:

- 1. application process to SJRCC;
- 2. application to radiologic technology program;
- 3. achieve satisfactory scores on college placement tests or have completed all college preparatory courses;
- 4. complete the following required prerequisite courses prior to the program application deadline in May of each year:

HSC	1000	Introduction to Health Care Delivery Systems	2	
HSC	1531	Medical Terminology	3	
HIM	2012	Healthcare Law	3	
+	HIM	2432	Concepts of Disease	3
	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Human Anatomy and Physiology I Lab	1

RADIOLOGIC TECHNOLOGY (2155) continued

ASSOCIATE IN SCIENCE DEGREE

THE INFORMATION IN RED REFLECTS CHANGES MADE AND APPROVED BY THE DISTRICT BOARD OF TRUSTEES AFTER THE 2009-2010 CATALOG WAS PRINTED.

+	BSC	2086	Human Anatomy and Physiology II.....	3
	BSC	2086L	Human Anatomy and Physiology II Lab.....	1
	CGS	1100	Microcomputer Applications.....	3
	ENC	1101	Composition I.....	3
	PSY	2012	General Psychology.....	3
+*	—	—	Humanities.....	3

STUDENT SELECTION

The student selection process is based on the following point system: **(MAXIMUM POSSIBLE POINTS 200)**

- 1. 124 POSSIBLE POINTS** – Points tabulated from the prerequisite courses identified in the admission requirements will contribute to the total points assigned to this category. A total of 31 semester hours of credit are available for point consideration. The method of point calculation for this category is based on the following formula:
(Letter Grade value X credits = Points assigned)
Calculation example: Student achieves a letter grade (B) in ENC 1101 (3 credits) = 9 points
A=4 points; B=3 points; C=2 points
- 2. 15 POINTS AWARDED** – Residence in Clay, Putnam, or St. Johns counties, Florida. (Not required)
- 3. 20 POINTS AWARDED** – Current licensure as a State of Florida Basic X-ray Machine Operator. (Not required)
- 4. 15 POSSIBLE POINTS AWARDED** – 5 points will be awarded if applicant has an AA/AS Degree; 10 points will be awarded if applicant has a BA/BS Degree; 15 points will be awarded if applicant has a MA/MS Degree.
- 5. 20 POSSIBLE POINTS AWARDED** – 2 Points will be awarded for each pre-requisite course taken at St. Johns River Community College.
- 6. 6 POSSIBLE POINTS AWARDED** – 6 Points will be awarded for an “A”, 4 points for a “B”, 2 points for a “C” in HSC 1004 Professions of Caring (not required but recommended).

FOLLOWING ACCEPTANCE INTO THE PROGRAM APPLICANTS MUST:

- Must successfully complete a Basic Life Support Health Care Provider (BLS) course administered by the American Heart Association.
- Have a physical examination verifying acceptable health status and completing all of the requirements for radiologic technology program. Requirements for the physical are included on the form provided to each student after admission to the radiologic technology program.
- Attend the radiologic technology program and clinical site orientations on the specified dates.
- All students are asked to sign a consent and waiver for SJRCC to perform a criminal background check and drug screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen. *Additional random and scheduled drug screening may be required at any time during the program.*

NOTE: An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a pre-application with the American Registry of Radiologic Technologists (ARRT) in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. The pre-application fee is \$75.00 and is non-refundable.

RADIOLOGIC TECHNOLOGY (2155) continued

ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION COURSES:

	BSC	2085	Human Anatomy and Physiology I.....	3
	BSC	2085L	Human Anatomy and Physiology I Lab.....	1
+	BSC	2086	Human Anatomy and Physiology II.....	3
	BSC	2086L	Human Anatomy and Physiology II Lab.....	1
	ENC	1101	Composition I.....	3
	MAC	1105	College Algebra.....	3
	PSY	2012	General Psychology.....	3
+*	—	—	Humanities.....	3

RADIOLOGIC TECHNOLOGY RELATED COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
	HSC	1000	Introduction to Health Care Delivery Systems.....	2
+	HIM	2012	Health Care Law.....	3
+	HIM	2432	Concepts of Disease.....	3

RADIOLOGIC TECHNOLOGY CORE COURSES:

	RTE	1000C	Introduction to Patient Care in Radiologic Sciences.....	2
	RTE	1418C	Radiologic Science.....	4
	RTE	1385	Radiobiology and Protection.....	2
	RTE	1503C	Radiographic Positioning I.....	5
+	RTE	1513C	Radiographic Positioning II.....	5
+	RTE	2613	Radiologic Physics.....	3
+	RTE	2061	Radiologic Science Seminar.....	3
	RTE	1804	Clinical Education I.....	2
+	RTE	1814	Clinical Education II.....	4
+	RTE	1824	Clinical Education III.....	6
+	RTE	2844	Clinical Education IV.....	5
+	RTE	2854	Clinical Education V.....	5

TOTAL REQUIRED CREDITS..... 77

+ Prerequisite course required. See course description in catalog.

* Refer to A.A. degree general education requirements.

Radiologic Technology core courses are selective access and can only be taken after admission to the program.

RADIOLOGIC TECHNOLOGY (2157)

ASSOCIATE IN SCIENCE DEGREE

FOR HOSPITAL BASED GRADUATES

The Associate in Science degree for hospital based radiography graduates is a program that provides a means for graduates of Joint Review Committee Education in Radiologic Technology (JRCERT) accredited two year programs to pursue an associate degree. All applicants must be currently registered with the American Registry of Radiologic Technologists and certified in radiography. Completion of the degree requires a total of 77 semester hours of credit, which includes 46 semester hours of credit awarded for the ARRT credential.

For additional information call 904-808-7460 or visit our Web site at: sjrcc.edu

ADMISSION REQUIREMENTS

To apply for admission to the Radiologic Technology program a student must have completed all of the following:

1. application process to SJRCC;
2. achieved satisfactory scores on college placement tests or have completed all college prep courses;
3. provide evidence of registration with the American Registry of Radiologic Technologists;

GENERAL EDUCATION COURSES:

ENC	1101	Composition I.....	3
MAC	1105	College Algebra	3
PSY	2012	General Psychology	3
+*	_____	Humanities	3

RADIOLOGIC TECHNOLOGY RELATED COURSES:

BSC	2085	Human Anatomy and Physiology I.....	3
BSC	2085L	Human Anatomy and Physiology I Lab.....	1
+	BSC	2086 Human Anatomy and Physiology II	3
BSC	2086L	Human Anatomy and Physiology II Lab`	1
CGS	1100	Microcomputer Applications Software.....	3
HSC	1000	Introduction to Health Care Delivery Systems	2
+	HIM	2012 Health Care Law	3
+	HIM	2432 Concepts of Disease	3

CREDITS AWARDED FOR ARRT CREDENTIAL	46
TOTAL CREDITS.....	77

* Refer to A.A. degree general education requirements.

+ Prerequisite course required. See course description in catalog.

RESPIRATORY CARE (2125)

ASSOCIATE IN SCIENCE DEGREE

THE INFORMATION IN RED REFLECTS CHANGES MADE AND APPROVED BY THE DISTRICT BOARD OF TRUSTEES AFTER THE 2009-2010 CATALOG WAS PRINTED.

The two year Associate in Science degree in Respiratory Care prepares students for a career as a Respiratory Care Professional. Upon successful completion of the 20 month curriculum the student will be eligible to apply to take the National Certification exams for Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT), both are administered by the National Board of Respiratory Care.

PROGRAM MISSION STATEMENT

The mission of the Respiratory Care program at St. Johns River Community College is to provide an educational experience which will allow individuals the opportunity to obtain the knowledge, skills, and attitudes necessary to function at the entry and advanced levels of Respiratory Care.

PROGRAM OUTCOMES

- a. Demonstrate effective reading, writing, speaking, and listening skills by adequately communicating with patients, family and health care professionals in the appropriate clinical situations required for the profession.
- b. Demonstrate the ability to apply basic computational, science and computer skills.
- c. Demonstrate an appropriate professional behavior.
- d. Demonstrate the ability to collect/analyze information and make decisions on patients.
- e. Demonstrate technical proficiency.

For additional information, call (904) 808-7465 or visit our Web site at: sjrcc.edu.

The purpose of the program is to provide students with the knowledge, attitude, and skills required to help meet the growing demands for respiratory therapists in the health care industry. Students will be trained in the skills needed to work in areas such as pediatric care, nursing homes and in hospitals. Asthma, bronchitis, emphysema, lung cancer and pneumonia are some of the conditions that require the care of a respiratory therapist.

The program consists of 77 semester hours of general education, and respiratory care core courses.

APPLICANTS MAY APPLY TO THE RESPIRATORY CARE PROGRAM: **St. Augustine** - May 1 to August 1, 2009

The Respiratory Care Core Courses will be offered on the St. Augustine Campus with selected clinical experiences in health care facilities within and around the tri-county service area of SJRCC. A student must earn a grade of "C" or above in all courses required in the program.

ADMISSION REQUIREMENTS

The Respiratory Care program is a limited access program.

To apply for admission to the respiratory care program a student must have completed all of the following:

1. application process to SJRCC;
2. application to respiratory care program; **by the advertised deadline**
3. achieved satisfactory scores on college placement tests or have completed all college preparatory courses;
4. Schedule and attend an interview with the respiratory care faculty.
5. Complete the following prerequisite courses prior to the program application deadline:

ENC	1101	Composition I
BSC	2085 & 2085L	Human Anatomy and Physiology I and Lab
BSC	2086 & 2086L	Human Anatomy and Physiology II and Lab
CGS	1100	Microcomputer Applications
MAT	1033	Intermediate Algebra or Higher
MCB	2010 & 2010L	Microbiology and Lab
PSY	2012	General Psychology
—	—	Humanities

RESPIRATORY CARE (2125) continued

ASSOCIATE IN SCIENCE DEGREE

THE INFORMATION IN RED REFLECTS CHANGES MADE AND APPROVED BY THE DISTRICT BOARD OF TRUSTEES AFTER THE 2009-2010 CATALOG WAS PRINTED.

STUDENT SELECTION

Student selection is objective and based on the following point system: **(MAXIMUM POSSIBLE POINTS 160)**

1. **108 POSSIBLE POINTS AWARDED** - Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 27 semester hours of credit are available for pointing consideration. The method of point calculation for this category is based on the following formula:
(Letter Grade value X credits = Points assigned) Calculation example: Student achieves a letter grade (B) in ENC 1101 X (3 credits) = 9 points; A=4 points; B=3 points; C=2 points
2. **15 POINTS AWARDED** - Residence in Clay, Putnam, or St. Johns counties, Florida. (Not required)
3. **15 POSSIBLE POINTS AWARDED** - 5 points will be awarded if applicant has an AA/AS Degree; 10 points will be awarded if applicant has a BA/BS Degree; 15 points will be awarded if applicant has a MA/MS Degree.
4. **16 POSSIBLE POINTS AWARDED** - 2 points will be awarded for each pre-requisite course (Maximum 10 points) and Other required general education courses (Maximum 6 points) taken at St. Johns River Community College.
5. **6 POSSIBLE POINTS AWARDED** - Completion of HSC 1004 with a grade of C or better. Points will be awarded according to the following scale: A=6, B=4, C=2

FOLLOWING ACCEPTANCE INTO THE PROGRAM APPLICANTS MUST:

Following acceptance into the respiratory care program students must complete/attend the following: Failure to comply with these requirements may result in administrative withdrawal from the respiratory care program.

1. All students are asked to sign a consent and waiver form for SJRCC to perform a criminal background check and drug screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Have a physical examination verifying acceptable health status and completing all of the requirements for the respiratory care program. The medical requirements for the physical exam are documented on the form provided to each student after admission to the respiratory care program.
3. Attend Respiratory Care orientation on the specified date.

GENERAL EDUCATION COURSES:

+	BSC	2085	Anatomy and Physiology I.....	3
+	BSC	2085L	Anatomy and Physiology I Lab.....	1
+	ENC	1101	Composition I	3
+	MCB	2010	Microbiology.....	4
+	MCB	2010L	Microbiology Lab	
	PSY	2012	General Psychology	3
+	*	_____	Humanities	3

RESPIRATORY CARE RELATED COURSES:

+	BSC	2086	Anatomy and Physiology II.....	3
+	BSC	2086L	Anatomy and Physiology II Lab	1
	CGS	1100	Microcomputer Applications.....	3
+	MAT	1033	Intermediate Algebra or Higher.....	3

RESPIRATORY CARE CORE COURSES:

	RET	1024C	Fundamentals of Respiratory Care.....	4
+	RET	1027C	Respiratory Therapeutics and Diagnostics.....	4
+	RET	1264C	Introduction to Respiratory Critical Care.....	3
	RET	1284C	Cardiac Diagnostics.....	3
	RET	1350C	Cardiopulmonary Pharmacology	4
	RET	1485C	Cardiopulmonary Anatomy and Physiology	3
	RET	1874L	Clinical Education I	1
+	RET	1875L	Clinical Education II.....	3

RESPIRATORY CARE (2125) *continued*

ASSOCIATE IN SCIENCE DEGREE

+ RET	2280C	Advanced Respiratory Critical Care.....	4
+ RET	2418C	Advanced Diagnostics and Therapeutics	3
+ RET	2601C	Cardiopulmonary Pathophysiology.....	3
+ RET	2714C	Pediatric and Neonatal Respiratory Care	3
+ RET	2876	Clinical Education III.....	3
+ RET	2877	Clinical Education IV.....	3
+ RET	2878L	Clinical Education V.....	3
+ RET	2930C	Respiratory Care Seminar.....	3

REQUIRED TOTAL CREDIT HOURS 77

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course description in catalog.

Respiratory Care Agencies and Societies:

Accreditation facilitated by CoARC
 Committee on Accreditation for Respiratory Care <http://coarc.com/>
 1248 Harwood Rd
 Bedford, TX 76021

Therapists credentialed by NBRC
 National Board for Respiratory Care <http://www.nbrc.org/default.html>
 18000 W 105th St
 Olathe, KS 66061

AARC Professional Association, Sets Current Clinical Practice Guidelines
 (CPGs) American Association for Respiratory Care <http://aarc.org/>
 9425 N MacArthur Blvd Suite 100
 Irving, TX 75063

CAAHEP Accreditation Body
 Committee on Accreditation of Allied Health Education Programs
<http://caahep.org/>
 1361 Park St
 Clearwater, FL 33756

Florida Society for Respiratory Care <http://fsrc.org/>

NOTE: Any person having been arrested or convicted of any offense other than a minor traffic violation should contact: The Department of Health, Board of Respiratory Care, 4052 Bald Cypress Way; Bin C05, Tallahassee, FL 32399-3255 to determine eligibility of state licensure.

The St. Johns River Community College Respiratory Care program holds a Letter of Review from the Committee on Accreditation for Respiratory Care (www.coarc.com).

Committee on Accreditation for Respiratory Care
 1248 Harwood Road
 Bedford, Texas 706021-4244
 (817) 283-2835

CRIMINAL JUSTICE AND PUBLIC SAFETY

ST. JOHNS RIVER COMMUNITY COLLEGE

Corrections Officer
Criminal Justice Technology
Emergency Medical Services
Fire Science Technology
Law Enforcement Officer

PROGRAM MISSION STATEMENT

The Department of Criminal Justice Training at St. Johns River Community College is committed, through the delivery of quality effective training in an academically sound environment, to providing law enforcement agencies and the community with professional and disciplined law enforcement and correctional officers who will process the essential knowledge and skills to effectively serve as public safety professionals.

As a component of a comprehensive public two-year college committed to open access, student learning and achievement, the criminal justice program of St. Johns River Community College will provide personalized attention to students, will embrace diversity and will use innovation to enhance teaching and learning.

PROGRAM OUTCOMES

- a. Actively recruit and retain students who meet the qualifications for criminal justice officers in the state of Florida.
- b. Provide each student with talented, experienced, dedicated and well-educated professional instructors that can inspire and motivate them to their fullest potential.
- c. Provide each student with the facilities and equipment to effectively and efficiently train them to safely serve and protect the public.
- d. Provide each student with the knowledge, skills and abilities to develop their teamwork, leadership, advanced and specialized skills that are essential for the law enforcement and corrections professions.
- e. Provide each student with meaningful instruction that is comprehensive and responsive to the diverse needs of the community.
6. Provide each recruit with the opportunity to interface with agencies to provide access for equal opportunities to fulfill his or her career goals.
7. Prepare students already in the criminal justice field for management positions through degree programs in criminal justice technology.

CORRECTIONS OFFICER (0540)

VOCATIONAL CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program provides job-related training to prepare candidates for entry-level employment as corrections officers. The curriculum is prescribed by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for corrections officer.

There are special admission requirements in addition to the College's admission procedures and policies. In addition to the special admission standards, there are special program requirements including attendance, physical exercises, and demonstrations of proficiency. The program is challenging and physically and mentally demanding. Information on the program and its special requirements are available from the program director.

Three months prior to a corrections basic recruit program start date, candidates must make application for admission to the basic recruit program. All candidates must meet all entry requirements. Copies of the application packet outlining the entrance requirements are available by contacting the Criminal Justice Training Program at (904) 808-7490.

The Basic Abilities Test (BAT) is a program entry requirement for students. Applicants to the program must take and pass the BAT (with a minimum score of 72%) in order to enter the program.

Note: Students are encouraged to take this vocational certificate program as a part of the Associate in Science or Associate in Applied Science degrees in Criminal Justice Technology. More information about those programs and the college credit given for the basic recruit can be found on pages 125 and 126.

CORRECTIONS BASIC RECRUIT TRAINING

CJD	0770	Criminal Justice Legal I	46
CJD	0771	Criminal Justice Legal II	22
CJD	0772	Criminal Justice Communications	42
CJD	0773	Interpersonal Skills I	62
CJD	0750	Interpersonal Skills II	50
CJD	0741	Emergency Preparedness	26
CJD	0752	Correctional Operations	64
CJK	0051	CMS Criminal Justice Defensive Tactics	80
CJK	0040	CMS Criminal Justice Firearms	80
CJK	0031	CMS First Aid for Criminal Justice Officers	40
CJK	0280	Criminal Justice Officer Physical Fitness Training	40
TOTAL PROGRAM CONTACT HOURS			552

CORRECTIONAL OFFICER - CROSSOVER FROM LAW ENFORCEMENT OFFICER (0545)

VOCATIONAL CERTIFICATE

RECRUIT COURSES AVAILABLE AT ST. AUGUSTINE CAMPUS ONLY

This program is designed for those certified law enforcement officers who are planning a lateral movement between the criminal justice disciplines of law enforcement and corrections. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for corrections officer.

Intended to facilitate the lateral movement and to reduce duplication of instructional content, this program requires only those courses encompassing the discipline not previously taken in the basic recruit.

The Basic Abilities Test (BAT) is a program entry requirement for students. Applicants to the program must take and pass the BAT (with a minimum score of 72%) in order to enter the program.

There are special admission requirements in addition to the College's admission procedures and policies. More information about the program and copies of the special admission requirements are available by contacting the program director at **(904) 808-7490**.

TRADITIONAL CORRECTIONAL - CROSSOVER FROM CMS LAW ENFORCEMENT

CJK	0204	Law Enforcement Cross-Over to Correctional Introduction	59
CJD	0741	Emergency Preparedness	26
CJD	0750	Interpersonal Skills II	50
CJD	0752	Correctional Operations	64
TOTAL PROGRAM CONTACT HOURS			199

CRIMINAL JUSTICE TECHNOLOGY (0090)

ASSOCIATE IN SCIENCE DEGREE

ARTICULATES TO A BACCALAUREATE DEGREE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed to prepare persons already in the field for management positions in criminal justice. College semester credit hours will be awarded for completion of the Florida Criminal Justice Standards and Training Commission (CJSTC) basic recruit program begun and completed after July 1, 1993, and for passing the state exam, as listed below:

Corrections Basic Recruit Training Program - 12 Credit Hours

Law Enforcement Basic Recruit Training Program - 15 Credit Hours

Persons who met CJSTC certification requirements before July 1, 1993, may still be granted college credit on an individual basis. Students who are not already certified corrections or law enforcement officers should be advised that the basic recruit segment of the Associate in Science degree in criminal justice technology has selective admission criteria over and above what is required for academic program admission by the College.

Program is eligible for articulation into a B.S. degree in Public Administration at Flagler College. Program is also eligible for articulation into a baccalaureate degree in Criminal Justice at any of the universities in the state system with the designated program.

This program is also available in a condensed cohort format.

Recruit courses can be found on pages 123 and 124.

FOR MORE INFORMATION, CALL (904) 808-7490.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II.....	3
	POS	1112	State and Local Government	3
+	HUM	2210	The Humanities I	3
	MGF	1106	Mathematics for Liberal Arts I.....	3
	PSY	2012	General Psychology	3

DEGREE SPECIFIC COURSES:

			Corrections Basic Recruit	12
			OR	
			Law Enforcement Basic Recruit.....	15
	SPC	1608	Fundamentals of Speech	3
+	HUM	2230	The Humanities II.....	3
	STA	2023	Elementary Statistics.....	3
	POS	1041	United State Federal Government.....	3
	MAN	2021	Principles of Management	3
	MAN	2300	Human Resource Management	3
	CGS	1100	Microcomputer Applications Software.....	3
	—	—	Electives	10-14

ELECTIVES - CHOOSE FROM THE FOLLOWING:

	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
◆*	—	—	Social Science	3
+◆	—	—	Humanities, Social Science, Math or Natural Science.....	3-4
☛	CCJ	1020	Introduction to Criminal Justice.....	3
☛	CJE	1300	The Patrol Function.....	3
	CJE	2901	Criminal Justice Directed Study	1
☛	CJT	2100	Criminal Investigation.....	3

REQUIRED TOTAL CREDIT HOURS 64

*Refer to A. A. degree general education requirements. +Prerequisite course may be required. See course descriptions in catalog.

◆Course meets Flagler College articulation.

☛Credit for this course is awarded by institutional exam only for students who meet the terms of the articulation agreement.

CRIMINAL JUSTICE TECHNOLOGY (0088)

ASSOCIATE IN APPLIED SCIENCE DEGREE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed to prepare persons already in the field for management positions in criminal justice. College semester credit hours will be awarded for completion of the Florida Criminal Justice Standards and Training Commission (CJSTC) basic recruit program begun and completed after July 1, 1993 and for passing the state exam as listed below:

Corrections Basic Recruit Training Program - 22 Credit Hours

Law Enforcement Basic Recruit Training Program - 30 Credit Hours

Persons who met CJSTC certification requirements before July 1, 1993, may still be granted college credit on an individual basis. Students who are not already certified corrections or law enforcement officers should be advised that the basic recruit segment of the Associate in Applied Science degree in criminal justice technology has selective admission criteria over and above what is required for academic program admission by the College.

Program is eligible for articulation into a B.S. degree in Public Administration at Flagler College.**

This program is also available in a condensed cohort format.

Recruit courses can be found on pages 123 and 124.

FOR MORE INFORMATION, CALL (904) 808-7490.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II.....	3
	POS	1112	State and Local Government	3
	MAT	1033	Intermediate Algebra	3
+ *	—	—	Humanities I or II	3
	PSY	2012	General Psychology	3

DEGREE SPECIFIC COURSES:

			Corrections Basic Recruit	22
			OR	
			Law Enforcement Basic Recruit.....	30
	MAN	2021	Principles of Management	3
	MAN	2300	Human Resource Management	3
	CGS	1100	Microcomputer Applications Software.....	3
	POS	1041	United States Federal Government	3
	—	—	Electives	4-12

ELECTIVES - CHOOSE FROM THE FOLLOWING:

◆	STA	2023	Elementary Statistics.....	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	SPC	1608	Fundamentals of Speech	3
+◆*	—	—	Humanities I or II	3
◆	MGF	1106	Mathematics for Liberal Arts I.....	3
☛	CCJ	1020	Introduction to Criminal Justice.....	3
☛	CJE	1300	The Patrol Function.....	3
	CJE	2901	Criminal Justice Directed Study	1
☛	CJT	2100	Criminal Investigation.....	3

REQUIRED TOTAL CREDIT HOURS 64

*Refer to A. A. degree general education requirements.

+Prerequisite course required. See course descriptions in catalog.

◆Course meets Flagler College articulation.

☛Credit for this course is awarded by institutional exam only for students who meet the terms of the articulation agreement.

EMERGENCY MEDICAL SERVICES (0085)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare paramedics to work in a management position in emergency medical services. Florida-certified paramedics who have completed a Florida-approved program and have passed the state licensure exam will be awarded 42 semester hours of college credit toward the Associate in Science degree upon completion of the requirements outlined below.

Program is eligible for articulation into a B.S. degree in Public Administration at Flagler College.

For additional information, call (904) 808-7490.

GENERAL EDUCATION COURSES:

ENC	1101	Composition I.....	3
POS	1112	State and Local Government	3
MGF	1106	Mathematics for Liberal Arts I.....	3
+*	_____	Humanities I or II	3
PSY	2012	General Psychology	3

DEGREE SPECIFIC COURSES:

		Paramedic Certificate.....	42
MAN	2021	Principles of Management	3
CGS	1100	Microcomputer Applications Software.....	3
MAN	2300	Human Resource Management	3
		Electives	7

ELECTIVES - (CHOOSE TWO OF THE FOLLOWING):

	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
◆	BSC	2085	Human Anatomy and Physiology.....	3
◆	BSC	2085L	Human Anatomy and Physiology Lab	1
◆	STA	2023	Elementary Statistics.....	3
+◆	ENC	1102	Composition II.....	3
◆	SPC	1608	Fundamentals of Speech	3
+◆	_____	_____	Humanities I or II	3
◆*	_____	_____	Social Science	3

REQUIRED TOTAL CREDIT HOURS 73

* Refer to A.A. degree general education requirements.
 +Prerequisite course required. See course descriptions in catalog.
 ◆ Course meets Flagler College articulation.

PROGRAMS OF STUDY
CRIMINAL JUSTICE / PUBLIC SAFETY

FIRE SCIENCE TECHNOLOGY (0074)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare persons already working in fire service for management positions. Florida-certified firefighters who completed a Florida-approved certification program and have passed the state exam will be awarded college credit toward the Associate in Science degree upon completion of the requirements outlined below.

Program is eligible for articulation into a B.S. degree in Public Administration at Flagler College.

For additional information, call (904) 808-7490.

GENERAL EDUCATION COURSES:

ENC	1101	Composition I.....	3
POS	1112	State and Local Government	3
MGF	1106	Mathematics for Liberal Arts I.....	3
+*	_____	Humanities I or II	3
PSY	2012	General Psychology	3

DEGREE SPECIFIC COURSES:

FIRE SCIENCE			30
EMT Certificate			11
Fire Fighter II Certificate			3
Fire Fighting Certifications**			3-16
College credit courses with a FFP prefix			0-30
(See Note Below in regards to College credit courses)			
MAN	2021	Principles of Management	3
MAN	2300	Human Resource Management	3
CGS	1100	Microcomputer Applications Software.....	3
		Electives	6

ELECTIVES - (CHOOSE TWO OF THE FOLLOWING):

FIN	1100	Personal Finance.....	3	
GEB	1011	Introduction to Business.....	3	
+♦	ENC	1102	Composition II.....	3
♦	STA	2023	Elementary Statistics.....	3
♦	SPC	1608	Fundamentals of Speech	3
+♦	_____	_____	Humanities I or II	3
♦*	_____	_____	Social Science	3
+♦			Humanities, Social Science, Math or Natural Science.....	3-4

REQUIRED TOTAL CREDIT HOURS 60

+Prerequisite course required. See course descriptions in catalog.

*Refer to A.A. degree general education requirements.

**Credits may be awarded for any of the following certifications: Fire Officer I, Arson Investigator, Haz-Materials Inspector, Fire Safety Inspector

♦Course meets Flagler College articulation.

NOTE: Students who lack the designated fire vocational certificates in order to meet the 30 hours may request credit for College courses taken with a FFP prefix, provided that those courses have not been taken as a part of any fire vocational certificate program for which the students are also requesting College credit. For students who lack designated fire vocational certificates and/or College courses with a FFP prefix to qualify for the 30 hours, regular credit courses can be utilized for a portion of the Degree Specific Courses as determined by the Director of the Program.

LAW ENFORCEMENT OFFICER (5005)

VOCATIONAL CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program provides job-related training to prepare candidates for entry-level employment as law enforcement officers. The curriculum is prescribed by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for law enforcement officer.

There are special admission requirements in addition to the College's admission procedures and policies. In addition to the special admission standards, there are special program requirements including attendance, physical exercises, and demonstrations of proficiency. The program is challenging and physically and mentally demanding. Information on the program and its special requirements are available from the program director.

Three months prior to a law enforcement basic recruit program start date, candidates must make application for admission to the basic recruit program. All candidates must meet all entry requirements. Copies of the application packet outlining the entrance requirements are available by contacting the criminal justice training program at (904) 808-7490.

The Basic Abilities Test (BAT) is a program entry requirement for students. Applicants to the program must take and pass the BAT (with a minimum score of 79%) in order to enter the program.

Note: Students are encouraged to take this vocational certificate program as a part of the Associate in Science or Associate in Applied Science degrees in Criminal Justice Technology. See pages 125 and 126.

LAW ENFORCEMENT BASIC RECRUIT TRAINING

CJK	0007	Introduction to Law Enforcement	11
CJK	0011	Human Issues.....	40
CJK	0017	Communications.....	76
CJK	0008	Legal	69
CJK	0051	CMS Criminal Justice Defensive Tactics.....	80
CJK	0040	CMS Criminal Justice Firearms.....	80
CJK	0422	Dart Firing Stun Gun.....	8
CJK	0031	CMS First Aid for Criminal Justice Officers	40
CJK	0061	Patrol I	58
CJK	0062	Patrol II.....	40
CJK	0081	Traffic Stops	48
CJK	0020	CMS Criminal Justice Vehicle Operations.....	48
CJK	0071	Criminal Investigations	56
CJK	0086	Traffic Crash Investigations.....	32
CJK	0096	Criminal Justice Officer Physical Fitness Training.....	60
CJK	0076	Crime Scene Investigations.....	24
TOTAL PROGRAM CONTACT HOURS.....			770

LAW ENFORCEMENT OFFICER - CROSSOVER FROM CORRECTIONAL OFFICER (0544)

VOCATIONAL CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed for certified corrections officers who are planning a lateral movement between the criminal justice disciplines of corrections and law enforcement. The curriculum is prescribed by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for law enforcement officers.

Intended to facilitate the lateral movement and to reduce duplication of instructional content, this program requires only those courses encompassing the law enforcement discipline and those high liability proficiency skills demonstrations not previously taken in the corrections basic recruit.

The Basic Abilities Test (BAT) is a program entry requirement for students. Applicants to the program must take and pass the BAT (with a minimum score of 79%) in order to enter the program.

There are special admission requirements in addition to the College's admissions procedures and policies. More information about the program and copies of the special admission requirements are available by contacting the program director at (904) 808-7490.

LAW ENFORCEMENT OFFICER - CROSSOVER FROM CORRECTIONAL OFFICER

CJK	0020	CMS Law Enforcement Vehicle Operations	48
CJK	0061	Patrol 1.....	58
CJK	0062	Patrol 2.....	40
CJK	0071	Criminal Investigations	56
CJK	0076	Crime Scene Investigations.....	24
CJK	0081	Traffic Stops	48
CJK	0086	Traffic Crash Investigations.....	32
CJK	0212	Cross-Over Correctional to Law Enforcement CMS High-Liability	08
CJK	0221	Cross-Over Correctional to Law Enforcement Introduction and Legal	47
CJK	0222	Cross-Over Correctional to Law Enforcement Communications	56
CJK	0223	Cross-Over Correctional to Law Enforcement Human Issues	32
CJK	0422	Dart-Firing Stun Gun	8
TOTAL PROGRAM CONTACT HOURS.....			457

ADULT EDUCATION

ST. JOHNS RIVER COMMUNITY COLLEGE

ADULT EDUCATION

St. Johns River Community College offers adult education classes on the Palatka Campus for students who wish to improve their basic educational skills and/or prepare to earn a Florida High School Diploma through the General Educational Development (GED) program. The program consists of:

- open entry enrollment
- self-paced and computer-assisted instruction
- free use of textbooks and handouts
- dedicated, caring, and qualified instructors

Registration fees vary and are based on entry level scores and courses desired. Some classes, including GED preparation, are fee exempt.

The Adult Education program also provides a supportive environment for students who wish to improve their educational skills in order to enter a college or vocational program.

Information concerning courses, examination dates, registration and fees may be obtained from the Adult Education Office (386) 312-4080.

OPEN CAMPUS

ST. JOHNS RIVER COMMUNITY COLLEGE

PURPOSE

Open Campus is committed to extending the College beyond its traditional course offerings and campuses into the community through a variety of credit and non-credit programs.

PROGRAMS

The Open Campus is home to several programs including:

- Baccalaureate and Graduate Degree opportunities
- Child Care Training
- Continuing Education courses
- Contract Customized Training for Business and Industry
- Distance Learning courses
- Dual Enrollment courses
- Educator Preparation Institute
- Military Educational Opportunities
- Non-credit Job Enhancement courses
- Non-credit Recreation and Leisure courses

• **Evening and Weekend courses:** SJRCC's Open Campus offers a wide variety of college classes in the evening and frequently on Saturdays at all campus locations. These classes normally meet one or two evenings per week or on Saturdays for the duration of the regular college semester. The availability of these classes enables many working adults to earn a major portion of degree or certification requirements without interrupting other obligations in their schedules.

OPEN CAMPUS

Administration Building, A166
Palatka Campus
5001 St. Johns Avenue
Palatka, FL 32177
(386)312-4211
<http://sjrcc.edu/open-campus.html>

ALTERNATIVES TO THE TRADITIONAL CLASSROOM

So as to serve the community and its need, the Open Campus offers a wide variety of credit and non-credit courses in locations, times, and mediums beyond the confines of the College's three campuses and traditional academic calendar. Students' options include taking:

• **Distance Learning courses:** SJRCC offers courses required for the A.A. and A.S. degree via distance learning. SJRCC's distance learning program consists of online courses that do not require the student to be on campus on a regularly scheduled basis.

• **Off Campus courses:** The Open Campus regularly offers many of the courses required for the A.A. and A.S. degree at various high schools and other sites throughout Clay, Putnam, and St. Johns counties.

BACCALAUREATE/GRADUATE DEGREE OPPORTUNITIES

OPEN CAMPUS

Enter with an associate's degree and exit with a bachelor's degree, or enter with a bachelor's degree and exit with a master's degree. Let St. Johns River Community College prepare you for your next step... step by step.

St. Johns River Community College believes in assisting the nontraditional student by recognizing that for some students, access to advanced degree programs can sometimes be limited due to geographic placement or family and employment responsibilities.

The College has collaborated with several accredited public and private universities and colleges to make higher education more accessible for residents of Putnam, Clay, and St. Johns counties. Students can now earn a four-year degree and/or a graduate degree with little or no commuting.

SJRCC may provide the space and other support for the partner institution to offer undergraduate and graduate level courses.

Depending on the program, course delivery may be:

- live in a traditional classroom setting
- Web-based
- two-way interactive or
- a combination of delivery methods

Each participating university offers various programs of study and course delivery methods, but whatever your education goals may be, let SJRCC prepare you.

For more information about these programs, call (386) 312-4211 or visit our Web site at: sjrcc.edu.

FLAGLER COLLEGE

Bachelor of Science in Public Administration

FLORIDA STATE UNIVERSITY

Bachelor of Science in Computer Science
Bachelor of Science in Information Science
Bachelor of Science in Interdisciplinary Social Science
Bachelor of Science in Nursing (RN to BSN)

Master of Science in Criminology & Criminal Justice
Master of Science in Educational Leadership
Master of Science in Information Studies
Master of Science in Instructional Systems
Master of Science in Math Education
Master of Science in Mechanical Engineering
Master of Science in Risk Management/Insurance
Master of Science in Social Work

JACKSONVILLE UNIVERSITY

Bachelor of Science in Nursing (RN to BSN)

NOVA SOUTHEASTERN UNIVERSITY

Bachelor of Science in Health Sciences
Bachelor of Science in Nursing

SAINT LEO UNIVERSITY

Bachelor of Arts in Business Administration
Bachelor of Arts in Elementary Education
Bachelor of Arts in Health Care Administration
Bachelor of Arts in Psychology
Bachelor of Science in Computer Information Systems

Master of Business Administration

UNIVERSITY OF CENTRAL FLORIDA

Bachelor of Science in Nursing (RN to BSN)
Bachelor of Science in Health Information Management (AS to BS)

UNIVERSITY OF FLORIDA

Bachelor of Science in Business Administration

UNIVERSITY OF NORTH FLORIDA

Bachelor of Science in Nursing (RN to BSN)

UNIVERSITY OF PHOENIX

Bachelor of Science in Business Administration
Bachelor of Science in Management

UNIVERSITY OF SOUTH FLORIDA

Bachelor of Applied Science (AS to BS)

CHILD CARE TRAINING: COMMERCIAL

OPEN CAMPUS

Child care training is an essential component of commercial child care licensing. The goal of the training program is to provide child care personnel with the tools necessary to ensure quality care in our state's child care programs. To accomplish this task, the Department of Children and Families mandates minimum introductory training requirements along with annual continuing education for professional development.

FACILITY CHILD CARE WORKER

These courses present the state rules and regulations governing commercial childcare: health, safety, and nutrition; identifying and reporting child abuse; and principles of child growth and development. This program is designed to present the skills required to implement a developmentally appropriate, anti-bias program for children.

All child care facility personnel must begin the commercial child care worker training within 90 days of employment in the child care industry. The program must be completed within 1 year of the date training began. Minimum age: 16 years. No prerequisites (high school/GED not required). In addition to coursework, completion of training requires a minimum score of 70 or higher on each competency exam prior to licensure. (Schedule exams through DCF childcare Web site at www.myflorida.com/childcare).

CWF 0004	Developmental Appropriate Practices, Mainstreaming Children with Special Needs.....	10 hours
CWF 0012	Child Growth and Development	6 hours
CWF 0013	Behavioral Observation and Screening.....	6 hours
CWF 0014	Health, Safety, and Nutrition.....	8 hours
CWF 0015	Identifying and Reporting Child Abuse and Neglect.....	4 hours
CWF 0016	Childcare Facilities State and Local Rules and Regulations	6 hours
	Literacy Requirement (met through completion of mandatory online literacy course offered by DCF).....	5 hours
Total Contact Hours		45 hours

FLORIDA CHILD CARE DIRECTOR CREDENTIAL

Administering a child care program is a complex job one that requires extensive skills and knowledge in both child development and program administration. The renewable director credential consists of educational and experiential requirements.

Core entrance requirements consist of high school diploma or GED; completion of facility child care worker training; and an active staff credential met through any one of the following: National Early Childhood Credential, Florida Child Care Professional Credential (formerly known as CDAE); a bachelor's degree in early childhood, elementary, or special education; or an associate's degree or higher with at least six college credit hours in early childhood education and/or child development and 480 hours experience in a child care setting.

EEC 2523 Child Care Center Management..... 3 credits

FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL: BIRTH THROUGH FIVE (FORMERLY CDAE)

The St. Johns River Community College Florida Child Care Professional Credential (formerly known as the CDAE) is designed to meet the requirements for the training and verification that have been instituted by the Council of Early Childhood Professional Recognition. The FCCPC is awarded after completion of the 150 hours of coursework and submission of the FCCPC portfolio including documented 480 hours of experience in a child care setting. SJRCC is approved by the state of Florida to award the FCCPC. Students who receive the FCCPC may apply for up to six (6) hours of college credit toward the associate degree.

Program entrance requirements: Minimum age 16 years. High school/GED not required.

Program exit requirements: Must be minimum of 18 years and possess a high school diploma or GED in order to be eligible to receive the FCCPC.

CWF 0007	Child Development: Infancy-School Age.....	30 hours
CWF 0008	Directed Observation	30 hours
CWF 0009	Families & Community.....	30 hours
CWF 0010	Introductory Practicum	30 hours
CWF 0011	Skills for Preschool Teachers	30 hours

Total Contact Hours 150 hours

For more information about child care programs at SJRCC, please call (386) 312-4211 or e-mail opencampus@sjrcc.edu

OPEN CAMPUS

CHILD CARE TRAINING: RESIDENTIAL

OPEN CAMPUS

This program prepares students for employment as family home child care providers. It meets or exceeds the Department of Children and Families mandated minimum introductory training requirements.

FAMILY CHILD CARE HOME OPERATOR

These courses present the state rules and regulations governing home child care. This program is designed for those who wish to run a home child care center. Minimum age: 16 years. No high school or GED prerequisite. In addition to coursework, completion of training requires completion of first aid training, infant and child Cardiopulmonary Resuscitation (CPR) Training, and a minimum score of 70 or higher on each competency exam prior to licensure. (Schedule exams through DCF childcare Web site at www.myflorida.com/childcare).

CWF 0012 Child Growth and Development 6 hours

CWF 0013 Behavioral Observation and
Screening..... 6 hours

CWF 0014 Health, Safety, and Nutrition..... .8 hours

CWF 0015 Identifying and Reporting Child
Abuse and Neglect 4 hours

CWF 0017 Family Child Care Home State and
Local Rules and Regulations6 hours

Literacy Requirement (met through completion
of mandatory online literacy course offered
by DCF)..... 5 hours

Total Contact Hours 35 hours

**For more information about child care programs at SJRCC,
please call (386) 312-4211 or e-mail opencampus@sjrcc.edu**

CONTINUING EDUCATION

OPEN CAMPUS

Continuing education is an integral part of the total program at SJRCC. Continuing education extends the College into the community through a variety of training programs reaching beyond the traditional offerings of the College. Continuing education classes are provided by the College to Clay, Putnam, and St. Johns counties.

SJRCC's continuing education program is comprised of four divisions:

1. Contract customized training for business, industry, municipalities and military. The continuing education program's division of contract customized training is focused on meeting the employee training and development needs of business, industry, municipalities, and the military in Clay, Putnam and St. Johns counties. The contract customized training curriculum consist of credit and non-credit courses specifically tailored to meet the needs of the organization and its staff and may include a series of topics or may focus on one set of special skills. Contract customized training courses may be held on one of SJRCC's campuses or conducted at a facility of the client's choice.

2. Non-credit on campus recreation and leisure courses. Numerous non-credit recreation and leisure courses are offered regularly for the residents of Clay, Putnam, and St. Johns counties. Some of the regularly offered continuing education courses include Introduction to Computers, Spanish for Travelers, Yoga, Navigating the Internet, Word for Windows, Conversational Spanish, and both Basic and Intermediate American Sign Language. To view the courses being offered during a particular semester, please see the SJRCC Course Schedule.

3. Non-credit on campus job enhancement courses. The job enhancement division of the continuing education program provides training opportunities for individuals wanting to upgrade job skills or explore new career fields. To view the relevant courses being offered during a particular semester, please see the SJRCC Course Schedule.

4. Non-credit online job enhancement, recreation, and leisure courses. Instructor-facilitated online continuing education courses are informative, fun, convenient, and highly interactive. Online continuing education classes are designed to provide training opportunities for individuals who want to upgrade their job skills, explore new career fields, or experience personal enrichment. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. All courses run for six weeks with a two-week grace period at the end. SJRCC's online continuing education courses are offered through a partnership with Ed2Go. For a list of courses, detailed course descriptions, and information about registering for online continuing education courses, go to www.ed2go.com/sjrcc.

Non-credit continuing education classes cannot be used to satisfy requirements of a degree program. There are no requirements or prerequisites for non-credit continuing education courses.

Fees are not refundable after classes begin.

For more information about continuing education at SJRCC, please call (386) 312-4211 or e-mail opencampus@sjrcc.edu.

DISTANCE LEARNING

OPEN CAMPUS

Many students have difficulty meeting educational goals because other responsibilities prevent them from taking courses in the traditional manner. Distance learning is often the tool that enables these students to make their dream of a college education a reality. At SRJCC, distance learning students may take online courses that do not require them to be on campus on a regularly scheduled basis.

Distance learning is simply learning that takes place when the instructor and the students are in physically separate locations for some or all of a course. Distance learning allows students to take college courses from home and accommodates students who have work or home schedules that would prevent them from being able to attend a traditional on-campus class. The distance learning courses provide a complete educational experience comparable to the course objectives, assignments, and examinations required in traditional classroom instruction. The content and college credit hours earned in distance learning courses are equivalent to on-campus courses.

Distance learning courses use technology for teaching and communication. At SJRCC, distance learning courses utilize a learning management system that contains tools for managing the course, such as an online syllabus; course content and notes; e-mail, discussion board, and chat system for collaboration and communication; interactive quizzes and exams; and much more. Distance learning instructors use a variety of learning methods and assignments in online courses just as they do in an on-campus class.

All of SJRCC's distance learning courses are instructor-led and use the same schedule as on-campus courses. Contrary to many people's assumption, distance learning courses are not a "learn at your own pace" type of course. The courses require students to work from written directions without face-to-face instructions, adhering to timelines and due dates. Distance learning courses require students to dedicate AT LEAST as much time as on-campus courses.

In a typical distance learning course, students may have regular reading and writing assignments, quizzes, tests, midterm and final exams, papers, and discussion assignments to complete, all with deadlines explained on the course schedule. Although distance learning courses do have firm deadlines and due dates, they also provide the students the flexibility to "attend" class and submit assignments any time of the day or night according to their schedule.

All distance learning students are required to have access to and be comfortable using the following technology:

- Computer with access to the Internet (e.g., computer with a modem, DSL, or cable modem connection)
- SJRCC student e-mail account and Portal
- Web-browser software, at least Internet Explorer 4.5 or Netscape 4.7
- Virus checking software
- MS Word
- Some courses may require additional software. For details about specific course requirements, refer to the information found online at <http://sjrcc.edu/distance.html>

For more information about distance learning at SJRCC, please call (386)312-4211 or visit our Web site at <http://sjrcc.edu/distance.html>

DUAL ENROLLMENT

OPEN CAMPUS

Dual enrollment at SJRCC provides accelerated high school seniors and eligible juniors the opportunity to simultaneously earn college credit while earning credit toward a high school diploma. Public and private high school students as well as home-schooled students are served by this program that was created by Florida Statute 1007.271 and is governed by state law.

REASONS TO CONSIDER DUAL ENROLLMENT:

1. Dual enrollment saves money. Tuition and lab fees are free for all dual enrollment students. Textbooks are free for all public school and St. Joseph's Academy students.

2. Dual enrollment saves time. Students can shorten the time necessary to obtain a college degree since classes count both for high school credit as well as college credit. As a result, students can reduce their course load per term when they attend college full time.

3. Dual Enrollment eases the transition from high school to college. Students can "test the waters" of college learning, helping improve the transition from high school to college.

Eligible high school seniors, juniors and sophomores with a 3.0 unweighted grade point average, acceptable test scores (ACT, SAT or CPT), and a recommendation from their high school principal and guidance counselor are qualified for SJRCC's dual enrollment program. High school juniors and seniors with a 2.0 unweighted grade point average, acceptable test scores, and a recommendation from their high school principal and guidance counselor are eligible to participate in SJRCC's dual enrollment vocational certificate programs.

Classes are offered on SJRCC's Orange Park campus, Palatka campus and St. Augustine campus. Additionally, some classes are available online, and others are even held at local high schools. Students can take dual enrollment courses that will lead toward the A.A. degree or toward a technical degree or college credit certificate.

Dual Enrollment credits are transferable, especially to Florida state universities, due to Florida's Common Course Numbering System and the statewide articulation agreement. For out of state and private schools, students should check with the individual schools. Grades earned in dual enrollment courses will be on and remain on students' college transcripts. Credits earned toward a vocational certificate program are not transferable for college credit.

Students interested in dual enrollment should see their high school guidance counselor for a dual enrollment application (blue form), complete the application and take the necessary test (ACT, SAT, or CPT), turn the application and test scores in to their counselor, and then set up an appointment with their high school guidance counselor for advice about what classes to take.

For more information about dual enrollment at SJRCC, please call (386)312-4136 or visit our Web site at <http://www.sjrcc.edu/dual.html>

EDUCATOR PREPARATION INSTITUTE

OPEN CAMPUS

Through the Educator Preparation Institute (EPI), the College provides quality training for both current and future educators.

The St. Johns River Community College Educator Preparation Institute program was established to provide **four types of educator preparation:**

- Professional development instruction to assist in-service teachers in improving classroom instruction and in meeting certification and recertification requirements;

- Instruction to assist potential and existing substitute teachers in performing their duties;

- Instruction to assist paraprofessionals in meeting education and training requirements;

- Instruction for baccalaureate degree holders to become certified teachers through competency-based alternative certification programs.

ALTERNATIVE TEACHER CERTIFICATION:

The EPI's alternative teacher certification prepares non-education bachelor degree holders for teacher certification.

The EPI alternative teacher certification program consists of seven courses and two field experiences for a total of 21 credits:

- EPI 0001 Classroom Management (3 credits)
- EPI 0002 Instructional Strategies (3 credits)
- EPI 0003 Technology (3 credits)
- EPI 0004 The Teaching and Learning Process (3 credits)
- EPI 0010 Foundations of Research-Based Practices in Reading (3 credits)
- EPI 0020 Professional Foundations (2 credits)
- EPI 0940 Field Experience for Professional Foundations (1 credit)
- EPI 0030 Diversity (2 credits)
- EPI 0945 Field Experience for Diversity (1 credit)

These 21 credits can be completed in as little as a year's time or even less. All 21 credits are offered each semester (fall, spring, and summer) either online or on the Palatka, Orange Park, and St. Augustine campuses. Upon completion of the 21 credits and receipt of successful scores on the Florida Teacher Certification Exams, participants will be eligible for the professional teaching certificate.

ALTERNATIVE TEACHER CERTIFICATION ADMISSIONS:

To be admitted into the Educator Preparation Institute alternative teacher certification program, an applicant must meet the following requirements:

- Possess a baccalaureate degree from a regionally accredited college or university;
- Submit to finger printing for background check;
- Possess the dispositions suitable for becoming a teacher;
- Be of good moral character;
- Be competent and capable of performing the duties, functions, and responsibilities of an educator;
- Interview with EPI director prior to acceptance into the program.

Enrollment in the Educator Preparation Institute alternative teacher certification program is limited. In addition to the College's admission requirements, the Florida Department of Education requires applicants to apply for and receive a statement of eligibility for teacher certification prior to program admission. When the number of applicants exceeds the number of spaces available in the program, student selection will be objectively based on a point system as established by a committee.

It is the participant's responsibility to furnish all required documents. All registration dates and times are publicized well in advance of the beginning of the term. Participants should complete all admission requirements prior to that time. Participants must officially register each term. Registration is not complete until all fees have been paid and the student has received a validated invoice.

All admission requirements must be sent to the Office of Open Campus, EPI alternative teacher certification program. Upon admission to the EPI alternative teacher certification program, participants will be given instructions for online registration.

For more information about the Educator Preparation Institute at SJRCC, please call (386)312-4242 or e-mail opencampus@sjrcc.edu.

MILITARY EDUCATIONAL OPPORTUNITIES

OPEN CAMPUS

St. Johns River Community College is dedicated to meeting the needs of its military students. Whether you are currently serving in the active military, National Guard, or Reserves, or if you are a former member of any of the Armed Services, the Open Campus' Office of Military Educational Opportunities is here.

To meet the College-wide goal of providing education and training opportunities for military service personnel, their family members, and government employees, SJRCC provides:

- **College credit courses** with an emphasis on the general education requirements. College credit courses are offered throughout Clay, Putnam, and St. Johns counties. Additionally, some courses are offered via distance learning and do not require students to come on campus. Courses may be offered for military students during traditional semester terms, in condensed-length terms, or in extended-length terms.
- **Advising, registration, and orientation services**, including placement testing, for military students.
- **Evaluation of military training** and experience by submitting the appropriate American Council on Education (ACE) Registry Transcript (SMART for U.S. Navy and Marine Corps and AARTS for U.S. Army and Army National Guard) and/or an institutional transcript from a military institution (CCAF - Community College of the Air Force, USCGI - United States Coast Guard Institute). Military and government personnel can apply these recommended college credits toward a degree related to their career field or other field of their choice.
- **Non-college credit courses and certificates** for students desiring to upgrade career and occupational skills or seeking personal enrichment.

For more information about military educational opportunities at SJRCC, please call 386-312-4211 or e-mail opencampus@sjrcc.edu