

# PROGRAMS OF STUDY

Whether you are preparing for your career, or you want to enhance your present skills, St. Johns River Community College has an array of academic programs to fit your needs as well as special instructional programs of study. General education requirements and many of the elective, professional and other required courses are available on all four locations; however, not all of the Associate in Science degree programs and technical certificate programs are available at each college location.

## **ASSOCIATE IN ARTS DEGREE**

The Associate in Arts degree is the legally recognized transfer degree for the Florida community college system, and is specifically designed for the student who wishes to transfer into the state university system as a university junior. The A.A. degree requires a minimum of 60 college-level credit hours, which includes 36 credit hours in general education and 24 hours of electives. See page 38.

## **ASSOCIATE IN SCIENCE DEGREE ASSOCIATE IN APPLIED SCIENCE DEGREE**

These degrees are two-year programs for students who are planning to enter a chosen career at the semi-professional level upon completion of the course of study chosen. The A.S. degree and A.A.S. degree programs encompass courses in two basic areas. One area is specialized courses, which provide specific training in a program of study. The second major area of courses is general education. General education courses are designed to help develop a well-rounded individual and enhance employment potential. See page 43.

## **TECHNICAL CERTIFICATES**

The technical certificate programs are designed to prepare students for immediate entry into a career in the workforce. These programs are one year in length and are an intermediate step toward an Associate in Science degree in a particular area of study. A technical certificate consists primarily of specialized courses in a specific career area. See page 44.

## **VOCATIONAL CERTIFICATES (PSAV)**

**Post-Secondary Job Training** are programs to prepare students for entry into a given career or vocation. Each of these programs prepares students for a specific occupation or one of a cluster of related occupations. See page 45.

## **BACCALAUREATE AND GRADUATE DEGREE OPPORTUNITIES**

The College actively seeks to form agreements with colleges and universities for the purpose of increasing access to baccalaureate and graduate degrees for residents of Putnam, Clay and St. Johns counties. For a list of participating colleges, see page 94.

## **APPRENTICESHIP PROGRAMS**

The College offers several apprenticeship programs in the construction and building trades. Apprenticeship is a training method that combines paid work experience with classroom related instruction. See page 93.

# PROGRAM DIRECTORY

BUSINESS AND COMPUTERS .....Page 46 - 71

CRIMINAL JUSTICE AND PUBLIC SAFETY .....Page 82 - 92

NURSING AND ALLIED HEALTH .....Page 72 - 81

  

Accounting Technology (0092) .....A.S. Degree .....Page 46

Accounting Applications (0401) .....Technical Certificate .....Page 47

Apprenticeships (Construction and Building) .....Vocational Certificate .....Page 93

Auxiliary Law Enforcement Officer (0539) .....Vocational Certificate .....Page 82

Business Administration (0201) .....A.S. Degree. ....Page 48

Business Management (0426) .....Technical Certificate .....Page 49

Chemical Technology (0189) .....A.S. Degree .....Page 51

Computer Engineering Technology .....A.S. Degree .....Page 52

    Microcomputer Repair/Installer (4130) .....Technical Certificate .....Page 53

Computer Information Administrator (0113) .....A.S. Degree .....Page 54

Computer Programming and Analysis (2010) .....A.S. Degree. ....Page 55

Computer Programming (0408) .....Technical Certificate .....Page 57

Computer Programming Specialist (4120) .....Technical Certificate .....Page 56

Corrections Officer (0540) .....Vocational Certificate .....Page 83

Crossover Programs .....Vocational Certificates

    Correctional Officer - Crossover from Law Enforcement Officer (0545) .....Page 84

    Law Enforcement Officer - Crossover from Correctional Officer (0542) .....Page 89

    Law Enforcement Officer - Crossover from Correctional Probation Officer (5010) .....Page 90

Criminal Justice Officer Administration (0120) .....A.S. Degree. ....Page 85

Emergency Medical Services (0085) .....A.S. Degree .....Page 86

Financial Services (2160) .....A.S. Degree .....Page 58

Fire Science Technology (0074) .....A.S. Degree .....Page 87

Health Information Management (0130) .....A.S. Degree .....Page 72

    Medical Information Coder/Biller (4160) .....Technical Certificate .....Page 73

Industrial Management Technology (2170) .....A.S. Degree .....Page 59

# PROGRAM DIRECTORY

ST. JOHNS RIVER COMMUNITY COLLEGE

2004-2005

Internet Services Technology (0135) . . . . .	A.S. Degree . . . . .	Page 60
Information Technology Administration (4115) . . . . .	Technical Certificate . . . . .	Page 61
Law Enforcement Officer (0543) . . . . .	Vocational Certificate . . . . .	Page 88
Marketing (2020) . . . . .	A.S. Degree . . . . .	Page 62
Nursing (0208) . . . . .	A.S. Degree . . . . .	Page 74
Office Administration . . . . .	A.S. Degrees	
Legal Office Systems (2146) . . . . .		Page 68
Medical Office (2148) . . . . .		Page 70
Office Management (2144) . . . . .		Page 66
Office Software Applications (2142) . . . . .		Page 64
Office Management . . . . .	Technical Certificates	
Legal Office Systems (0430) . . . . .		Page 69
Medical Office (0433) . . . . .		Page 71
Office Management (0435) . . . . .		Page 67
Office Software Applications (0438) . . . . .		Page 65
Patient Care Technician (0520) . . . . .	Vocational Certificate . . . . .	Page 76
Police Service Aide (5030) . . . . .	Vocational Certificate . . . . .	Page 91
Public Safety Telecommunication (5035) . . . . .	Vocational Certificate . . . . .	Page 92
Radiologic Technology (2155) . . . . .	A.S. Degree . . . . .	Page 80
Radiologic Technology (2150) . . . . .	Associate in Applied Science . . . . .	Page 78
Radiologic Technology (Hospital Based Graduates) . . . . .	A.S. Degree . . . . .	Page 77

PROGRAMS OF STUDY

# ASSOCIATE IN ARTS

ST. JOHNS RIVER COMMUNITY COLLEGE

2004-2005

The Associate in Arts degree is the legally recognized transfer degree for the Florida community college system, and is specifically designed for the student who wishes to transfer into the state university system as a university junior.

To receive the A.A. degree a student must complete a minimum of 60 college-level credit hours. The 60 hours must include the 36 credit hour general education requirement and 24 hours of elective courses. A minimum of 12 credit hours must be in courses that require a substantial writing component. In addition to the credit hour requirement as listed above, the student must:

1. earn a cumulative grade point average (GPA) of at least 2.0 in all courses attempted that apply toward the A.A. degree;
2. complete a minimum of 15 credit hours required for the degree at St. Johns River Community College;
3. satisfy the College Level Academic Skills Program requirements by successfully completing the College Level Academic Skills Test or by documenting satisfaction of the CLAST requirement by state-approved alternative method;
4. complete and submit an application for graduation by the deadline listed in the college calendar;
5. fulfill all financial obligations to the College;

While the College does not offer the Associate in Arts degree in any "major," with proper planning of course work students can complete the degree and many prerequisite courses necessary for admission to the following degree programs within the state university system:

Accounting  
Actuarial Science  
Advertising  
Aerospace Engineering  
African-American Studies  
Agricultural Engineering  
Agricultural Teacher Education  
American Studies  
Applied Mathematics/Math. Sciences  
Art  
Art History and Appreciation  
Asian Studies  
Astronomy  
Atmospheric Science and Meteorology

Biochemistry  
Biological and Physical Sciences  
Biology  
Business  
Business Administration and Management  
Business Managerial Economics  
Business Marketing Management  
Chemical Engineering  
Chemical Sciences  
Chemistry  
Civil Engineering  
Civil Technology  
Coastal and Ocean Engineering  
Communications  
Computer and Information Science  
Computer Engineering  
Criminal Justice Studies  
Dance  
Dance Education  
Drama Education  
Early Childhood Teacher Education  
Ecology (Limnology)  
Economics  
Education - Blind/Visually Handicapped  
Education - Emotionally Handicapped  
Education - Mentally Handicapped  
Education of Learning Disabled  
Electrical/Electronics Engineering  
Electronics Engineering Technology  
Elementary Teacher Education  
Engineering  
Engineering Science  
English  
English Teacher Education  
Environmental Health Engineering  
Environmental Science  
Finance  
Financial Services  
Fire and Emergency Services  
Food Science  
Forensic Science  
Forest Resources and Conservation  
Graphic Design  
Health Information Management  
Health Science  
Health Services Administration  
History  
Home Economics Teacher Education

Horticulture Science  
 Hospitality Administration Management  
 Human Resource Management  
 Humanities  
 Industrial and Systems Engineering  
 Industrial/Manufacturing Engineering  
 Information Sciences and Systems  
 Insurance and Risk Management  
 International Business Management  
 International Relations  
 Jewish Studies  
 Journalism  
 Latin American Studies  
 Legal Assisting  
 Leisure Services  
 Liberal Arts and Sciences  
 Library Science  
 Linguistics  
 Management Information Systems  
 Management Science  
 Marine/Aquatic Biology  
 Materials Engineering  
 Mathematics  
 Mathematics Teacher Education  
 Mechanical Technology  
 (Engineering-Related)  
 Mechanical Engineering  
 Medical Technology  
 Microbiology/Bacteriology  
 Middle School Teacher Education  
 Nuclear Engineering  
 Nursing  
 Occupational Therapy  
 Pharmacy  
 Philosophy  
 Physical Education Teaching/Coaching  
 Physics  
 Plant Pathology  
 Plant Sciences  
 Political Science and Government  
 Psychology  
 Public Administration  
 Public Relations  
 Radio & TV Broadcasting  
 Radiologic (Medical) Technology  
 Real Estate  
 Rhetorical Speech and Communication  
 Russian and East European Studies  
 Science Teacher Education  
 Social Psychology  
 Social Sciences  
 Social Sciences Teacher Education  
 Social Work  
 Sociology

Soils Science  
 Spanish  
 Special Education  
 Speech Pathology and Audiology  
 Statistics  
 Transportation Management  
 Urban and Regional Planning  
 Vocational Rehabilitation Counseling  
 Women's Studies

## ARTICULATION AGREEMENT AND ADMISSION TO THE STATE UNIVERSITY SYSTEM

Associate in Arts degree graduates are guaranteed certain rights under Florida Statute 1007.23 that establishes the community college-university articulation agreement. This agreement governs the transfer of students from Florida public community colleges into the state university system and specifically addresses admission to the university and admission to specific programs within the university.

The articulation agreement designates the Associate in Arts degree as the transfer degree. In doing so, the agreement specifically guarantees that:

1. The degree holder will be granted admission to one of the state universities.
2. The graduate will be awarded at least 60 credit hours toward the baccalaureate degree.
3. Once a student has completed the general education requirement and it is noted on his transcript (regardless of whether an Associate in Arts degree is awarded), no state university or community college to which the student may transfer can require additional courses to the general education core.
4. When transferring among institutions participating in the statewide course numbering system, an institution must accept all courses taken at the transfer institution, if the same course with the same course number is offered at the receiving institution.
5. Credits earned through acceleration mechanisms (CLEP, dual enrollment, etc.) within the associate in arts degree will be transferable to the state university system.

Students seeking admission to a state university without the Associate in Arts degree are not protected by the articulation agreement and may be denied admission or lose credit hours when transferring. In most cases these students must meet freshman admission requirements.

## ADMISSION TO A PROGRAM WITHIN A STATE UNIVERSITY

The university determines the courses and prerequisites that must be taken in order to earn a baccalaureate degree for a specific program. Although all credit earned toward an Associate

in Arts degree will transfer to a university, not all credit may satisfy the program prerequisites or the course requirements for a specific baccalaureate degree. Therefore, it is important to know the program requirements and to meet program prerequisites while completing the Associate in Arts degree. Program prerequisites are published in the *Common Prerequisites Manual* available in the counseling center on each campus, or may be viewed on-line at [www.facts.org](http://www.facts.org)

### LIMITED ACCESS PROGRAMS

Limited access programs within the state university system are programs that have additional admission requirements that are more restrictive than the university's general admission requirements. The requirements may include minimum grade point averages, test scores, prerequisite courses, auditions, or portfolios.

Associate in Arts degree graduates are not guaranteed admission into limited access programs, but under the articulation agreement they are guaranteed the same opportunity as a native university student to enroll in a limited access program. Limited access program requirements are published in catalogs, counseling manuals, and other publications. Any changes in program requirements must include sufficient time for students to adjust to meet the program criteria.

### RIGHT OF APPEAL

Should a student be denied any of these guarantees, he has the right to file an appeal. Each state university and community college has established appeal procedures. Students may contact the state university or community college articulation officer for a copy of these procedures.

### OTHER ARTICULATION AGREEMENTS WITH COLLEGES AND UNIVERSITIES

St. Johns River Community College actively seeks to form agreements with colleges and universities for the purpose of increasing access to bachelor and graduate degrees for residents of Putnam, Clay, and St. Johns counties. The college may provide space and other support for the partner institution to offer baccalaureate-level courses. See page 94 for a list of participating colleges.

#### Saint Leo University

The College has an articulation agreement with Saint Leo University, a private liberal arts university, to offer courses leading to bachelor's degrees in business administration, education, health care administration, psychology, and computer information systems. Under this agreement, Saint Leo University utilizes the facilities of St. Johns River Community College for its courses and programs and has offices on the Palatka, Orange Park, and St. Augustine campuses.

### FOREIGN LANGUAGE REQUIREMENT

Florida Statute requires any student admitted to the state university system to have completed two credits of sequential foreign language at the secondary level or its equivalent (8-10 credit hours) at the postsecondary level. An Associate in Arts student who does not meet the foreign language requirement may be admitted to the upper division but must fulfill the foreign language requirement before graduation. To avoid transfer and admission problems, students who have not yet completed the foreign language requirement should plan on doing so prior to their graduation and transfer to the state university system.

### PHYSICAL EDUCATION COURSES

Associate in Arts degree students should not use physical education activity courses as elective credit to fulfill the 60 credit hour requirement unless they wish to enter a program within the state university system that specifically requires such courses. Students may enroll in only one PEM prefix course each semester.

### WRITING REQUIREMENTS

The courses listed below require a substantial writing component, and satisfy part of the 12 credit hour Associate in Arts degree writing requirement:

ENC 1101

ENC 1102

ENC 2321

HUM 2211

HUM 2230

and

Any course with the AML, CRW, ENL, ENG

HUM or LIT prefix.

# **ASSOCIATE IN ARTS GENERAL EDUCATION REQUIREMENTS**

## **ENGLISH COMPOSITION** (9 Credit Hours)

- ENC 1101 Composition I
- ENC 1102 Composition II
- ENC 2321 Composition III

*A minimum grade of "C" in each English course is required for general education credit.*

## **HUMANITIES** (6 Credit Hours)

- HUM 2211 The Humanities I: Ancient through Medieval
- HUM 2230 The Humanities II: Renaissance to Modern

*A minimum grade of "C" in each humanities course is required for general education credit.*

## **MATHEMATICS** (6 Credit Hours)

*Choose any two of the following math courses:*

- MGF 1106 Mathematics for Liberal Arts I
- MGF 1107 Mathematics for Liberal Arts II
- MAC 1105 College Algebra
- MAC 1147 Precalculus
- MAC 2233 Survey of Calculus
- MAC 2311 Analytic Geometry and Calculus I
- MAC 2312 Analytic Geometry and Calculus II
- MAC 2313 Analytic Geometry and Calculus III
- MAP 2302 Elementary Differential Equations
- STA 2023 Elementary Statistics

*A minimum grade of "C" in each mathematics course is required for general education credit.*

## **SOCIAL SCIENCE** (6 Credit Hours)

*Choose two courses, each from a different social science area:*

### **Government/Economics**

- ECO 2013 Macroeconomics
- POS 1041 U.S. Federal Government

### **History**

- AMH 2010 U.S. History I
- WOH 1022 World Civilization II

### **Behavioral Science**

- PSY 2012 General Psychology
- SYG 1000 Introduction to Sociology

## **SCIENCE** (8 Credit Hours)

*Choose any two of the following science w/laboratory courses:*

- BSC 1005 General Biology
- BSC 1005L Lab/General Biology
  
- BSC 2010 Principles of Biology I
- BSC 2010L Lab/Principles of Biology I
  
- BSC 2011 Principles of Biology II
- BSC 2011L Lab/Principles of Biology II
  
- BSC 2085 Human Anatomy and Physiology I
- BSC 2085L Lab/Human Anatomy and Physiology I
  
- BSC 2086 Human Anatomy and Physiology II
- BSC 2086L Lab/Human Anatomy and Physiology II
  
- PSC 1341 Physical Science
- PSC 1341L Lab/Physical Science

CHM 1020	Introduction to Chemistry
CHM 1020L	Lab/Introduction to Chemistry
CHM 1045	General Chemistry I
CHM 1045L	Lab/General Chemistry I
CHM 1046	General Chemistry II with Qualitative Analysis
CHM 1046L	Lab/General Chemistry II
PHY 1053	General Physics I
PHY 1053L	Lab/General Physics I
PHY 1054	General Physics II
PHY 1054L	Lab/General Physics II
PHY 2048	Physics I with Calculus
PHY 2048L	Lab/Physics I with Calculus
PHY 2049	Physics II with Calculus
PHY 2049L	Lab/Physics II with Calculus
ZOO 2010	Zoology
ZOO 2010L	Lab/Zoology
BOT 2010	Botany
BOT 2010L	Lab/Botany
MCB 2013	Microbiology
MCB 2013L	Lab/Microbiology
AST 1002	Introduction to Astronomy
AST 1002L	Lab/Introduction to Astronomy

**GENERAL EDUCATION ELECTIVES - CHOOSE ONE** (1 Credit Hour)

REA 1505	College Vocabulary Study
MTB 1304	Using the Graphing Calculator
SLS 1301	Career Development
LIS 2004	Introduction to Internet Research
CGS 1100	Microcomputer Applications Software

Or any college credit course selected from Communications, Social Science, Science, Humanities, or Mathematics

**OTHER ELECTIVES** (24 Credit Hours)

Not all college credit courses may be used to fulfill the 24 credit hours of electives. Only those courses marked with “♦” may be used to fulfill the Associate in Arts elective requirement. Students should choose their elective courses carefully, using the elective hours to satisfy the program prerequisites or course requirements for a specific baccalaureate degree. Program prerequisites are published in the common prerequisites manual available in the counseling center on each campus or may be viewed on-line at: [www.facts.org](http://www.facts.org)

**TOTAL CREDIT HOURS .....60**

# ASSOCIATE IN SCIENCE

SJRCC offers a comprehensive series of programs designed to fulfill the educational needs of the community. Communication with employers in business, industry, and government agencies ensures the creation of programs and courses to prepare today's adults for the world of work.

## ASSOCIATE IN SCIENCE DEGREES ASSOCIATE IN APPLIED SCIENCE DEGREES

The following programs are two-year programs for students who are planning to enter a chosen career at the semi-professional level upon completion of the course of study listed in this section of the catalog:

Accounting Technology  
Business Administration  
Chemical Technology  
Computer Engineering Technology  
Computer Information Administrator  
Computer Programming and Analysis  
Criminal Justice Officer Administration  
Emergency Medical Services  
Financial Services  
Fire Science Technology  
Health Information Management  
Industrial Management Technology  
Internet Services Technology  
Marketing  
Nursing  
Office Administration  
    Legal Office Systems  
    Medical Office  
    Office Management  
    Office Software Applications  
Radiologic Technology

The A.S. degree and A.A.S. degree programs encompass courses in two basic areas. One area is specialized courses, which provide specific training in a program of study. The second major area of courses is general education. General education courses are designed to help develop a well-rounded individual and enhance employment potential. See the program directory on page 36.

Although an Associate in Science degree program is intended primarily to prepare an individual to enter a chosen career or profession, it may also transfer to a senior institution which offers a bachelor's degree in a related field.

The following three programs have established transfer agreements to designated baccalaureate degree programs: business administration, nursing, and radiologic technology. See the program description for further details. In addition, an articulation agreement has been developed with Flagler College for the criminal justice officer administration, emergency medical service and fire science technology programs.

General education requirements for the Associate in Science degree, as specified in the individual program information, must total a minimum of fifteen (15) credit hours that include the following: ENC 1101, three (3) credits in humanities, three (3) credits in social science, and three (3) credits of mathematics or science. A minimum grade of "C" in English, humanities and mathematics courses is required for general education credit.

## GRADUATION REQUIREMENTS

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

1. earn a minimum overall grade point average of 2.0;
2. complete the required courses as set forth in the college catalog or as approved by the program director;
3. complete a minimum of 25% of all credit hours required for graduation through SJRCC;
4. pay all fees and discharge all other obligations to the College;
5. file an application for degree by the date specified in the academic calendar.

Special note: A student may choose to satisfy the degree program requirements of either the catalog in effect during initial registration or the current catalog. A student who changes their program of study or who re-enters after an absence of two or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, a student who has been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

# TECHNICAL CERTIFICATES

## TECHNICAL CERTIFICATE

The technical certificate programs are designed to prepare students for immediate entry into a career in the workforce. These programs are approximately one year in length and are an intermediate step toward an Associate in Science degree in a particular area of study. A technical certificate consists primarily of specialized courses in the areas below. Please see the program directory on page 36.

Accounting Applications  
Business Management  
Computer Programming  
Computer Programming Specialist  
Information Technology Administration  
Medical Information Coder/Biller  
Microcomputer Repair/Installer  
Office Management  
    Legal Office Systems  
    Medical Office  
    Office Management  
    Office Software Applications

## GRADUATION REQUIREMENTS

In order to be awarded a college credit technical certificate, students must meet the following requirements:

1. earn a minimum overall grade point average of 2.0;
2. complete the required courses as set forth in the college catalog or as approved by the program director;
3. complete a minimum of 25% of all credit hours required for graduation through SJRCC;
4. pay all fees and discharge all other obligations to the College;
5. file an application for degree by the date specified in the academic calendar.

Special Note: A student may choose to satisfy the degree program requirements of either the catalog in effect during initial registration or the current catalog. A student who changes his/her program of study or who re-enters after an absence of two or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, a student who has been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

# VOCATIONAL CERTIFICATES

## Post-Secondary Job Training

St. Johns River Community College offers several postsecondary training programs that prepare students for entry into a given career or vocation. Each of the following programs prepares students for a specific occupation or one of a cluster of related occupations:

- Auxiliary Law Enforcement Officer
- Corrections Officer
- Correctional Officer -  
Crossover from Law Enforcement Officer
- Law Enforcement Officer
- Law Enforcement Officer -  
Crossover from Correctional Officer
- Law Enforcement Officer -  
Crossover from Correctional Probation Officer
- Patient Care Technician
- Police Service Aide
- Public Safety Telecommunication

To complete a program, students must demonstrate that they have mastered specific job-related performance requirements. These are not college credit programs. Students who complete these programs will earn vocational credit. Please see the program directory on page 36.

### ENROLLMENT VERIFICATION

Students requesting enrollment certification for educational benefits must be admitted to and be enrolled in a vocational program. The minimum attendance requirement may vary by program and agency.

### ADMISSION

Individuals desiring to enroll in a post-secondary training program should contact the program director on the campus offering the desired subjects. Students may be admitted if the following eligibility requirements are met:

1. be at least 16 years of age; furnish proof if asked
2. complete the admission and registration form
3. complete admissions testing

A high school diploma may be required for admission into some programs.

# 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:**

CGS 1100	Microcomputer Applications Software	.....3
GEB 1011	Introduction to Business	.....3
MTB 1103	Business Mathematics	.....3
+ ACG 2021	Principles of Financial Accounting	.....4
+ CGS 1515	Advanced Spreadsheet Concepts	.....3
+ OST 2335	Business Communications	.....3
+ ACG 2071	Principles of Managerial Accounting	.....3
+ CGS 2104	Computer Accounting Applications	.....3
+ APA 2502	Payroll Tax Accounting	.....3
FIN 1100	Personal Finance	.....3
MAN 2021	Principles of Management	.....3
BUL 1241	Legal Environment of Business I	.....3
+ TAX 2000	Federal Income Tax Preparation	.....3
_____	Elective	.....3

## **BUSINESS/COMPUTER APPLICATION ELECTIVES (6 hours):**

+ CTS 1400	Advanced Database Concepts	.....3
+ CGS 1560	Microcomputer Operating Systems	.....3
+ COP 1000	Introduction to Computer Programming	.....3
BAN 1004	Principles of Banking	.....3
+ BAN 2501	Money and Banking	.....3

**REQUIRED TOTAL CREDIT HOURS** .....64

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

+Prerequisite course required. See course descriptions in catalog.

# Accounting Applications (0401)

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

In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

For additional information call (386) 312-4183.

### **CERTIFICATE SPECIFIC COURSES:**

CGS 1100	Microcomputer Applications Software	.....3
MTB 1103	Business Mathematics	.....3
+ ACG 2021	Principles of Financial Accounting	.....4
GEB 1011	Introduction to Business	.....3
+ ACG 2071	Principles of Managerial Accounting	.....3
+ OST 2335	Business Communications	.....3
+ CGS 1515	Advanced Spreadsheet Concepts	.....3
+ CGS 2104	Computer Accounting Application	.....3
+ APA 2502	Payroll Tax Accounting	.....3

**REQUIRED TOTAL CREDIT HOURS** .....28

+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 . . . . . <i>A minimum grade of "C" is required in each English course</i>	3
SPC 1600	Fundamentals of Speech . . . . .	3
MAC 1105	College Algebra . . . . .	3
MAC 2233	Survey of Calculus . . . . . <i>A minimum grade of "C" is required in each mathematics course</i>	3
+* — —	Humanities . . . . . <i>A minimum grade of "C" is required in each humanities course</i>	3
ECO 2013	Macroeconomics . . . . .	3
ECO 2023	Microeconomics . . . . .	3

## **PROGRAM PREREQUISITES:**

+ ACG 2021	Principles of Financial Accounting . . . . .	4
+ ACG 2071	Principles of Managerial Accounting . . . . .	3
CGS 1100	Microcomputer Applications Software . . . . .	3
STA 2023	Elementary Statistics . . . . .	3

## **PROFESSIONAL CORE COURSES:**

GEB 1011	Introduction to Business . . . . .	3
MAN 2021	Principles of Management . . . . .	3
BUL 1241	Legal Environment of Business I . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
+ CGS 1060	Computer Concepts . . . . .	3
+ TAX 2000	Federal Income Tax Preparation . . . . .	3
+ MTB 1103	Business Math . . . . .	3
FIN 1100	Personal Finance . . . . .	3
+ CGS 2104	Computer Accounting Applications . . . . .	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)

## TECHNICAL 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 is an intermediate step toward an Associate in Science degree in Business Administration.

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

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

### **CERTIFICATE SPECIFIC COURSES:**

CGS	1100	Microcomputer Applications Software	.....3	
GEB	1011	Introduction to Business	.....3	
MAR	2011	Principles of Marketing	.....3	
MAN	2021	Principles of Management	.....3	
+	ACG	2021	Principles of Financial Accounting	.....4
+	MTB	1103	Business Math	.....3
	BUL	1241	Legal Environment of Business I	.....3
+	TAX	2000	Federal Income Tax Preparation	.....3

**REQUIRED TOTAL CREDIT HOURS** .....25

+Prerequisite course required.

See course descriptions in catalog.

PICTURE  
PAGE

# 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
+	CHM 1045	General Chemistry I	4
	CHM 1045L	General Chemistry I Lab	
+	CGS 1515	Advanced Spreadsheet Concepts	3
+	CHM 1046	General Chemistry II	4
	CHM 1046L	General Chemistry II Lab	
+	OST 2335	Business Communications	3
+	CHM 2210	Organic Chemistry I	4
	CHM 2210L	Organic Chemistry I Lab	
+	CHM 2120C	Quantitative Analysis	4
+	CHM 2211	Organic Chemistry II	4
	CHM 2211L	Organic Chemistry II Lab	
+	CHM 2132C	Instrumental Analysis	4
	STA 2023	Elementary Statistics	3
*	_____	General Education Science	8
	_____	Electives	5

**REQUIRED TOTAL CREDIT HOURS** .....64

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

+Prerequisite course required. See course descriptions in catalog.

# Computer Engineering Technology (0181)

ASSOCIATE IN SCIENCE DEGREE

## SOME DEGREE SPECIFIC COURSES AVAILABLE AT THE PALATKA CAMPUS ONLY

This program prepares students for employment as electronics technicians who wish to specialize in computer systems, data acquisition, programming, and data communications. The sequence of electronics courses begins with EET 1003C (Introduction to Electronics Technology) and CET 1114C (Digital Circuit Fundamentals) followed by EET 1015C and CET 1173C. Student must have completed MAC 1105 prior to taking EET 1015C to complete the program in two years.

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

### GENERAL EDUCATION COURSES:

	ENC 1100	Composition I .....	3
+	ENC 1102	Composition II .....	3
	MAC 1105	College Algebra .....	3
*	_____	Social Science .....	3
+*	_____	Humanities .....	3

### DEGREE SPECIFIC COURSES: \*\*

+	EET 1003C	Introduction to Electronics Tech. ....	4
	CET 1114C	Digital Circuit Fundamentals .....	4
	CGS 1100	Microcomputer Applications Software .....	3
+	EET 1015C	DC Circuit Analysis .....	4
+	CET 1173C	Microcomputer Troubleshooting I .....	4
+	CTS 1400	Advanced Database Concepts .....	3
+	CGS 1560	Operating Systems .....	3
+	COP 1000	Introduction to Computer Programming .....	3
+	CDA 2500	Network/Data Communications .....	3
+	EET 1141C	Electronic Circuits I .....	4
+	CET 2123C	Microprocessor Fundamentals .....	4
+	CET 2131C	Microprocessor Interfacing .....	4
+	EET 2355C	Electronic Telecommunications .....	4
	_____	Technical Electives .....	2

### CHOOSE ONE:

	CET 2174C	Microcomputer Troubleshooting II .....	4
	CET 2179C	A+ Concepts & Practices .....	4

**REQUIRED TOTAL CREDIT HOURS .....68**

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

+ Prerequisite course required. See course description in catalog.

\*\* Students with MCSE or A+ Certification may transfer up to eight credits toward the CET A.S. degree.

# Microcomputer Repairer/Installer (4130)

## TECHNICAL CERTIFICATE

This program prepares students for employment as computer engineering technicians and is designed to prepare the student for testing and employment in the A+ Certification program as a certified computer service technician. 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 Engineering Technology.

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

### **CERTIFICATE SPECIFIC COURSES:**

CGS 1060	Introduction to Computer Concepts .....	3
+ CGS 1560	Microcomputer Operating Systems .....	3
+ CET 1173C	Microcomputer Troubleshooting I .....	4
+ CET 2179C	A+ Practices and Concepts .....	4
+ CET 2174C	Microcomputer Troubleshooting II .....	4

**REQUIRED TOTAL CREDIT HOURS .....**18

+Prerequisite course required.  
See course descriptions in catalog.

# Computer Information Administrator (0113)

## ASSOCIATE IN SCIENCE DEGREE

This program prepares students for entry-level employment in computer positions. Students will be prepared for microcomputer application specialist positions. This specialization emphasizes the development of logical and creative abilities necessary to enhance data processing and managerial skills.

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:**

GEB 1011	Introduction to Business	.....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
+ CTS 1400	Advanced Database Concepts	.....3
+ CGS 1515	Advanced Spreadsheet Concepts	.....3
+ CDA 2500	Network/Data Communications	.....3
OST 1764	MS Word For Windows	.....3
+ CGS 2871	Multimedia	.....3
+ COP 1220	Introduction to C++	.....3
+ COP 2822	Web Page Authoring	.....3
+ COP 2332	Visual Basic Programming	.....3

### **ELECTIVES (CHOOSE 9 CREDITS): .....9**

+ ACG 2021	Principles of Financial Accounting	.....4
+ CET 1173C	Microcomputer Troubleshooting I	.....4
+ CET 2174C	Microcomputer Troubleshooting II	.....4
+ CET 2179C	A+ Concepts and Practices	.....4
+ COP 1120	COBOL Programming I	.....3
+ COP 2800	Programming in Java	.....3
+ COP 2802	Programming in JavaScript	.....3
+ COP 2224	Advanced C++ Programming	.....3
+ COP 2830	Web Programming Languages	.....3
+ OST 2773	Advanced Word Processing	.....3
+ OST 2826	PowerPoint Presentation	.....3

### **REQUIRED TOTAL CREDIT HOURS .....63**

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

# Computer Programming & Analysis (2010)

ASSOCIATE IN SCIENCE DEGREE

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. This program is not intended for those students who plan to pursue the B.S. 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
* _____	Social Science	.....3
+* _____	Humanities	.....3

## **DEGREE SPECIFIC COURSES:**

CGS 1060	Introduction to Computer Concepts	.....3
GEB 1011	Introduction to Business	.....3
CGS 1100	Microcomputer Applications Software	.....3
+ COP 1000	Introduction to Computer Programming	.....3
+ COP 1220	Introduction to C++	.....3
+ COP 2332	Visual Basic Programming	.....3
+ CGS 1560	Microcomputer Operating Systems	.....3
+ COP 2224	Advanced C++ Programming	.....3
+ COP 2800	Programming in Java	.....3
+ CDA 2500	Network/Data Communications	.....3
+ COP 2822	Web Page Authoring	.....3
+ CTS 1400	Advanced Database Concepts	.....3

## **COMPUTER PROGRAMMING ELECTIVES (Choose 12 Credits): ....12**

+ COP 2121	Cobol Programming II	.....3
ECO 2013	Macroeconomics	.....3
+ MAC 1147	Precalculus	.....3
STA 2023	Elementary Statistics	.....3
OST 1100	Keyboarding I	.....3
+ ACG 2021	Principles of Financial Accounting	.....4
+ ACG 2071	Principles of Managerial Accounting	.....3
+ CET 1173C	Microcomputer Troubleshooting I	.....4
+ CET 2174C	Microcomputer Troubleshooting II	.....4
+ CET 2179C	A+ Concepts and Practices	.....4
+ COP 2802	Programming in JavaScript	.....3
+ COP 2830	Web Programming Languages	.....3
+ CGS 1515	Advanced Spreadsheet Concepts	.....3
COP 1120	COBOL Programming I	.....3

**REQUIRED TOTAL CREDIT HOURS .....63**

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

# Computer Programming Specialist (4120)

## TECHNICAL 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 A.S. 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
MTB 1103	Business Mathematics	.....	3
+ COP 1000	Introduction to Computer Programming	.....	3
+ CGS 1400	Advanced Database Concepts	.....	3

### **ELECTIVES: (CHOOSE 3 CREDIT HOURS)**

+ COP 1220	Introduction to C++	.....	3
+ COP 2332	Visual Basic Programming	.....	3
+ COP 2800	Programming in JAVA	.....	3

**REQUIRED TOTAL CREDIT HOURS** .....18

+Prerequisite course required.  
See course descriptions in catalog.

# Computer Programming (0408)

## TECHNICAL 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 A.S. 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 1515	Advanced Spreadsheet Concepts .....	3
+ CTS 1400	Advanced Database Concepts .....	3
+ COP 1000	Introduction to Computer Programming .....	3
+ COP 1220	Introduction to C++ .....	3
+ COP 2332	Visual Basic Programming .....	3
+ COP 2822	Web Page Authoring .....	3
+ CDA 2500	Network/Data Communications .....	3
GEB 1011	Introduction to Business .....	3

**REQUIRED TOTAL CREDIT HOURS .....**33

+Prerequisite course required.  
See course descriptions in catalog.

# Financial Services (2160)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to give students a broad background for seeking employment with financial institutions. The program includes instruction in corporate finance, stocks and bonds, business laws and regulations, accounting, economics and money and banking. The American Institute of Banking (AIB) has articulated with SJRCC to apply AIB credits for each course in the Financial Business Program toward the General Banking Diploma.

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
BAN 1004	Principles of Banking	.3
+ BAN 2501	Money and Banking	.3
BUL 1241	Legal Environment of Business I	.3
CGS 1100	Microcomputer Applications Software	.3
+ CGS 1515	Advanced Spreadsheet Concepts	.3
ECO 2013	Macroeconomics	.3
FIN 1100	Personal Finance	.3
GEB 1011	Introduction to Business	.3
MAR 2011	Principles of Marketing	.3
MAN 2021	Principles of Management	.3
MTB 1103	Business Mathematics	.3
+ OST 2335	Business Communications	.3
____ ____	Elective	.3

**REQUIRED TOTAL CREDIT HOURS .....61**

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

+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 completed postsecondary certificate work in a variety of technical areas. 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.

For more information call (386) 312-4062.

## **GENERAL EDUCATION COURSES:**

ENC 1101	Composition I	.3
CGS 1100	Microcomputer Applications Software	.3
• _____	Humanities	.3
• _____	Social Science	.3
• _____	Mathematics	.3

## **DEGREE SPECIFIC COURSES:**

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

## **CHOOSE TWO OF THE FOLLOWING:**

+ ACG 2021	Principles of Financial Accounting	.4
BUL 1241	Legal Environment of Business I	.3
CGS 1515	Advanced Spreadsheet Concepts	.3
ECO 2013	Macroeconomics	.3
ENC 1102	Composition II	.3
SPC 1600	Fundamentals of Speech	.3

## **PROFESSIONAL ELECTIVES .....24**

- 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 .....60**

- 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. Suggested electives are used to complete the 60 credits required for the A.S. degree.

# Internet Services Technology (0135)

ASSOCIATE IN SCIENCE DEGREE

## SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE PALATKA CAMPUS ONLY

This program provides students seeking employment in areas including Web administration, Web master, Web coordinator, Internet developer, intranet/extranet developer, internet manage, and Web designer. Within the A.S. degree program specific courses may be taken to prepare students to attain Microsoft Office User Specialist (MOUS) and Web master certifications through Microsoft, Inc. The program also will enhance knowledge of students currently employed in the field.

For additional information, call (386) 312 4183.

### GENERAL EDUCATION COURSES:

ENC 1101	Composition I	.....3
MAC1105	College Algebra	.....3
CGS 1060	Introduction to Computer Concepts	.....3
*    —	Social Science	.....3
+*   —	Humanities	.....3

### DEGREE SPECIFIC COURSES:

#### OPTION A (MOUS)

CGS 1100	Microcomputer Applications Software	.....3
GEB 1011	Introduction to Business	.....3
OST 2335	Business Communications	.....3
OST 1764	MS Word for Windows	.....3
+ COP 1000	Intro to Computer Programming	.....3
+ CDA 2500	Network/Data Communications	.....3
+ COP 2800	Programming in Java	.....3
+ CGS 2554	Introduction to E-Commerce	.....3
+ CGS 2555	Introduction to the Internet	.....3
+ CGS 2871	Multimedia	.....3
+ CGS 1560	Microcomputer Operating Systems	.....3
+ CGS 1515	Advanced Spreadsheet Concepts	.....3
+ CTS 1400	Advanced Database Concepts	.....3
+ OST 2773	Advanced Word Processing	.....3
+ OST 2826	PowerPoint Presentation	.....3
—    —	Elective	.....3

**REQUIRED TOTAL CREDIT HOURS .....63**

### DEGREE SPECIFIC COURSES:

#### OPTION B (WEB MASTER)

CGS 1100	Microcomputer Applications Software	...3
GEB 1011	Introduction to Business	.....3
OST 2335	Business Communications	.....3
OST 1764	MS Word for Windows	.....3
+ COP 1000	Intro. to Computer Programming	.....3
+ CDA 2500	Network/Data Communications	.....3
+ COP 2800	Programming in Java	.....3
+ CGS 2554	Introduction to E-Commerce	.....3
+ CGS 2555	Introduction to the Internet	.....3
+ CGS 2871	Multimedia	.....3
+ CGS 1560	Microcomputer Operating Systems	.....3
+ COP 2822	Web Page Authoring	.....3
+ CGS 2820	Web Page Design and Publishing	.....3
+ COP 2802	Programming in JavaScript	.....3
+ COP 2830	Web Programming Languages	.....3
—    —	Elective	.....3

**REQUIRED TOTAL CREDIT HOURS .....63**

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

+Prerequisite courses required. See course descriptions in catalog.

# Information Technology Administration (4115)

## TECHNICAL 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 A.S. degree in Internet Services Technology.

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

### **CERTIFICATE SPECIFIC COURSES:**

CGS 1060	Introduction to Computer Concepts .....	3
CGS 1100	Microcomputer Applications Software .....	3
•+ CGS 2554	Introduction to E-Commerce .....	3
•+ CGS 2820	Web Page Design and Publishing .....	3
•+ CGS 2555	Introduction to the Internet .....	3
•+ CGS 2871	Multimedia .....	3

**REQUIRED TOTAL CREDIT HOURS .....**18

+Prerequisite course required.

See course descriptions in catalog. •Web master courses

# Marketing (2020)

## ASSOCIATE IN SCIENCE DEGREE

This program covers a wide variety of business activities involved in the flow of products and services from producer to consumer. The program includes courses related to marketing, distribution, and general education activities to prepare the student for operational positions in the marketing 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:**

	CGS 1100	Microcomputer Applications Software	.3
	GEB 1011	Introduction to Business	.3
	MAR 2011	Principles of Marketing	.3
	MTB 1103	Business Math	.3
+	CGS 2555	Introduction to the Internet	.3
	MKA 2021	Principles of Salesmanship	.3
+	CGS 1515	Advanced Spreadsheet Concepts	.3
	MAN 2021	Principles of Management	.3
	BUL 1241	Legal Environment of Business I	.3
+	OST 2335	Business Communications	.3
+	OST 2826	PowerPoint Presentation	.3
	FIN 1100	Personal Finance	.3
+	ACG 2021	Principles of Financial Accounting	.4
+	TAX 2000	Federal Income Tax Preparation	.3
+	ACG 2071	Principles of Managerial Accounting	.3
	_____	Electives	.3

**REQUIRED TOTAL CREDIT HOURS** ..... **.64**

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

+Prerequisite course required. See course description in catalog.

PICTURE  
PAGE

# Office Administration (2142)

## OFFICE SOFTWARE APPLICATIONS

ASSOCIATE IN SCIENCE DEGREE

This program is designed to meet the needs of students desiring college-level training in office administration. The program offers training in automated office work and information processing systems.

For 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:

	OST 1764	MS Word for Windows	.3
	CGS 1100	Microcomputer Applications Software	.3
	GEB 1011	Introduction to Business	.3
+	OST 2850	Microsoft Office Professional	.3
	MTB 1103	Business Mathematics	.3
+	OST 2335	Business Communications	.3
+	OST 1110	Professional Keyboarding	.3
	OST 1355	Electronic Records Management	.3
+	OST 2601	Machine Transcription	.3
+	CGS 1515	Advanced Spreadsheet Concepts	.3
+	OST 2826	PowerPoint Presentation	.3
+	OST 1811	Desktop Publishing	.3
+	OST 2773	Advanced Word Processing	.3
	MAN 2021	Principles of Management	.3
+	CGS 2555	Introduction to Internet	.3
	_____	Electives	.3

**REQUIRED TOTAL CREDIT HOURS .63**

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

+Prerequisite course required. See course descriptions in catalog.

# Office Management (0438)

## OFFICE SOFTWARE APPLICATIONS

### TECHNICAL CERTIFICATE

This program prepares students to be receptionists, information clerks, information processing agents, software application specialists, and office system specialists. The programs prepare 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 A.S. degree in Office Administration - Office Software Applications.

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

#### **CERTIFICATE SPECIFIC COURSES:**

CGS 1100	Microcomputer Applications Software .....	.3
GEB 1011	Introduction to Business .....	.3
MTB 1103	Business Mathematics .....	.3
+ OST 2335	Business Communications .....	.3
OST 1355	Electronic Records Management .....	.3
+ OST 1110	Professional Keyboarding .....	.3
+ OST 2601	Machine Transcription .....	.3
+ OST 2850	Microsoft Office Professional .....	.3
+ OST 1764	Microsoft Word for Windows .....	.3

**REQUIRED TOTAL CREDIT HOURS .....** .27

+Prerequisite course required. See course descriptions 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.

For 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:**

OST 1764	MS Word for Windows	.3
CGS 1100	Microcomputer Applications Software	.3
GEB 1011	Introduction to Business	.3
+ OST 2850	Microsoft Office Professional	.3
MTB 1103	Business Mathematics	.3
+ OST 2335	Business Communications	.3
+ OST 1110	Professional Keyboarding	.3
OST 1355	Electronic Records Management	.3
+ OST 2601	Machine Transcription	.3
+ CGS 1515	Advanced Spreadsheet Concepts	.3
+ CGS 1560	Microcomputer Operating Systems	.3
+ OST 2826	PowerPoint Presentation	.3
+ ACG 2021	Principles of Financial Accounting	.4
+ OST 1811	Desktop Publishing	.3
MAN 2021	Principles of Management	.3
_____	Electives	.2

**REQUIRED TOTAL CREDIT HOURS . . . . . 63**

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

+Prerequisite course required. See course descriptions in catalog.

# Office Management (0435)

## TECHNICAL 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 A.S. degree in Office Administration - 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 1355	Electronic Records Management .....	3
OST 2850	Microsoft Office Professional .....	3
+ OST 2335	Business Communications .....	3
+ OST 1110	Professional Keyboarding .....	3
+ OST 2601	Machine Transcription .....	3
+ CGS 1515	Advanced Spreadsheet Concepts .....	3
+ CGS 1560	Microcomputer Operating Systems .....	3

**REQUIRED TOTAL CREDIT HOURS .....**27

+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.

For 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:**

OST 1764	MS Word for Windows	.....3
CGS 1100	Microcomputer Application Software	.....3
GEB 1011	Introduction to Business	.....3
+ OST 2850	Microsoft Office Professional	.....3
MTB 1103	Business Mathematics	.....3
+ OST 2335	Business Communications	.....3
+ OST 1110	Professional Keyboarding	.....3
BUL 1241	Legal Environment of Business I	.....3
+ BUL 2132	Legal Environment of Business II	.....3
OST 1435	Legal Terminology	.....3
+ OST 2431	Legal Office Procedures with Transcription	.....3
OST 1355	Electronic Records Management	.....3
+ CGS 1515	Advanced Spreadsheet Concepts	.....3
+ OST 2773	Advanced Word Processing	.....3
+ OST 1811	Desktop Publishing	.....3
_____	Electives	.....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

### TECHNICAL 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 A.S. degree in Office Administration - 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 2850	Microsoft Office Professional	3
+ OST 2335	Business Communications	3
+ OST 1110	Professional Keyboarding	3
BUL 1241	Legal Environment of Business I	3
+ BUL 2132	Legal Environment of Business II	3
OST 1435	Legal Terminology	3
+ OST 2431	Legal Office Procedures with Transcription	3

**REQUIRED TOTAL CREDIT HOURS** .....27

+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
+	STA 2023	Elementary Statistics	3
*	PSY 2012	General Psychology	3
+*	_____	Humanities	3

### DEGREE SPECIFIC COURSES:

	CGS 1100	Microcomputer Applications Software	3
+	HIM 2012	Health Care Law	3
	HSC 1000	Introduction To Health Care Delivery System	2
	HSC 1531	Medical Terminology	3
	OST 1581	Professional Development in the Work Environment	3
	OST 1764	MS Word for Windows	3
	BUL 1241	Legal Environment of Business I	3
+	HIM 1000	Introduction to Health Information Management	3
	MAN 2021	Principles of Management	3
	MAN 2300	Human Resource Management	3
+	OST 2335	Business Communications	3
+	OST 2850	MS Office Professional	3
+	OST 2611	Medical Transcription I	3

### ELECTIVES (CHOOSE 10 CREDIT HOURS):

+	ACG 2021	Principles of Financial Accounting	4
	BSC 2085	Human Anatomy and Physiology I	4
	BSC 2085L	Human Anatomy and Physiology I Lab	
+	BSC 2086	Human Anatomy and Physiology II	4
+	BSC 2086L	Human Anatomy and Physiology II Lab	
+	CGS 1515	Advanced Spreadsheet Concepts	3
	GEB 1011	Introduction to Business	3
+	HIM 1211C	Health Information Systems	3
+	HIM 1260C	Health Care Billing and Reimbursement	3
+	HIM 1280C	Medical Coding for the Health Care Industry	3
+	HIM 2430	Concepts of Diseases	3
	OST 1000	Keyboarding I	3
+	OST 1942	MOS Work Experience I	3
+	OST 2621	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.

# Office Management (0433)

## MEDICAL OFFICE

### TECHNICAL 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 A.S. degree in Office Administration - Medical Office.

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

#### **CERTIFICATE SPECIFIC COURSES:**

CGS 1100	Microcomputer Applications Software	.....3
HSC 1000	Introduction to Health Care Delivery System	.....2
HSC 1531	Medical Terminology	.....3
+ HIM 1000	Introduction to Health Information 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	Microsoft Office Professional	.....3

#### **ELECTIVES (CHOOSE II CREDIT HOURS):**

GEB 1011	Introduction to Business	.....3
+ HIM 1280C	Medical Coding for the Healthcare Industry	.....3
+ HIM 2012	Health Care Law	.....3
+ OST 1942	MOS Work Experience I	.....3
+ OST 1943	MOS Work Experience II	.....3
+ OST 2611	Medical Transcription I	.....3
+ OST 2621	Medical Transcription II	.....3
+ OST 2601	Machine Transcription	.....3
BSC 2085	Human Anatomy & Physiology I	.....4
BSC 2085L	Human Anatomy & Physiology I Lab	
HIM 2430	Concepts of Diseases	.....3

**REQUIRED TOTAL CREDIT HOURS** .....34

+Prerequisite course required. See course description in catalog.

# 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.

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

### **GENERAL EDUCATION COURSES:**

ENC 1101	Composition I	.....3
PSY 2012	General Psychology	.....3
BSC 2085	Human Anatomy and Physiology I	.....4
BSC 2085L	Human Anatomy and Physiology I Lab	
+ STA 2023	Elementary Statistics	.....3
* — —	Humanities	.....3

### **DEGREE SPECIFIC COURSES:**

CGS 1100	Microcomputer Applications	.....3
HSC 1000	Introduction to Healthcare Delivery System	.....2
HSC 1531	Medical Terminology	.....3
+ HIM 1000	Introduction to Health Information Management	.....3
+ HIM 1260C	Health Care Billing and Reimbursement	.....3
+ HIM 1280C	Basic ICD-9-CM Coding	.....3
+ HIM 1110	Standard Healthcare Practices	.....3
+ HIM 2012	Health Care Law	.....3
+ BSC 2086	Human Anatomy and Physiology II	.....4
+ BSC 2086L	Human Anatomy and Physiology II Lab	
+ HIM 2430	Concepts of Disease	.....3
+ HIM 2234C	Advanced ICD-9-CM Coding	.....3
+ HIM 2253C	CPT Coding	.....3
+ HIM 1211C	Health Information Systems	.....3
+ HIM 2800	Professional Practice Experience I	.....2
+ HIM 2810	Professional Practice Experience II	.....2
+ HIM 2820	Professional Practice Experience III	.....2
OST 1581	Professional Development in the Work Environment	....3
+ HIM 2200	Supervision, Organization and Management	.....3

**REQUIRED TOTAL CREDIT HOURS** .....67

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

Accreditation: The Health Information Management program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Council on Accreditation (COA) of the American Health Information Management Association (AHIMA), 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800, (312) 233-1100.

# Medical Information Coder/Biller (4160)

## TECHNICAL CERTIFICATE

### **MOST CERTIFICATE SPECIFIC COURSES AVAILABLE AT THE ORANGE PARK CAMPUS ONLY**

This program will prepare students for employment as medical coders in all health care environments (hospitals, doctors' offices, health care facilities and insurance companies). Students are instructed in Basic and Advanced ICD-9-CM and CPT, HCPC, DRGs, APCs, RBRVs, RUGs.

This program is an intermediate step toward an A.S. degree in Health Information Management.

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

### **CERTIFICATE SPECIFIC COURSE:**

CGS 1100	Microcomputer Applications Software	.....3
HSC 1000	Introduction to Health Care Delivery System	.....2
HSC 1531	Medical Terminology	.....3
+ HIM 1000	Introduction to Health Information Management	.....3
+ HIM 1260C	Health Care Billing and Reimbursement	.....3
+ HIM 1280C	Basic ICD-9-CM Coding	.....3
+ HIM 2234C	Advanced ICD-9-CM Coding	.....3
+ HIM 2253C	CPT Coding	.....3
+ HIM 2430	Concepts of Diseases	.....3
BSC 2085	Human Anatomy and Physiology I	.....4
BSC 2085L	Human Anatomy and Physiology I Lab	
+ BSC 2086	Human Anatomy and Physiology II	.....4
+ BSC 2086L	Human Anatomy and Physiology II Lab	
+ HIM 2810	Professional Practice Experience II	.....2
<b>REQUIRED TOTAL CREDIT HOURS</b>		<b>.....36</b>

+ Prerequisite course required. See course descriptions in catalog

# Nursing (0208)

Articulates to a Baccalaureate Degree in Nursing

ASSOCIATE IN SCIENCE DEGREE

The A.S. degree in Nursing prepares students for a career 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.

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:

- Palatka - August enrollment (fall) January 1 - April 30
- Orange Park - January enrollment (spring) May 1 to August 31
- Orange Park - May enrollment (summer) September 1 - December 15

The Nursing Core Courses will be offered on the Palatka Campus and the Orange Park Medical Center 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.

For additional information, call (386) 312-4176.

## **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 five prerequisite courses by the end of 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

## **STUDENT SELECTION**

Student selection is objective and based on the following point system: (MAXIMUM POSSIBLE POINTS 150)

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. **10 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)

# Nursing *continued*

ASSOCIATE IN SCIENCE DEGREE

## **GENERAL EDUCATION COURSES:**

ENC	1101	Composition I	3	
PSY	2012	General Psychology	3	
+	MCB	2013	Microbiology	4
+	MCB	2013L	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	4
	BSC	2085L	Human Anatomy and Physiology I Lab	
+	BSC	2086	Human Anatomy and Physiology II	4
+	BSC	2086L	Human Anatomy and Physiology II Lab	
	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/corequisite 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.

# Patient Care Technician (0520)

## VOCATIONAL CERTIFICATE

This program is a cluster of planned, sequenced instruction designed to prepare a cross-trained, unlicensed health care worker. This program consists of the following components: health careers core, nursing assistant, home health aide, patient care assistant, allied health assistant, and patient care technician. Graduates are prepared to function as advanced patient caregivers under the supervision of the registered nurse. This program expands the traditional role of the nursing assistant, providing a broad foundation of knowledge and skills to be applied to the care of patients in hospitals, nursing homes, and in their homes.

For additional information, call (386) 312-4176.

### **NURSE AIDE & ORDERLY (ARTICULATED):**

HCP 0001	Health Careers Core	.....90
HCP 0120C	Nursing Assistant	.....75
<b>Total Contact Hours</b>		<b>.....165</b>

### **ADVANCED HOME HEALTH AIDE:**

HCP 0001	Health Careers Core	.....90
HCP 0120C	Nursing Assistant	.....75
HCP 0330C	Home Health Aide	.....50
<b>Total Contact Hours</b>		<b>.....215</b>

### **PATIENT CARE ASSISTANT:**

HCP 0001	Health Careers Core	.....90
HCP 0120C	Nursing Assistant	.....75
HCP 0330C	Home Health Aide	.....50
HCP 0620C	Patient Care Assistant	.....75
<b>Total Contact Hours</b>		<b>.....290</b>

### **ALLIED HEALTH ASSISTANT:**

HCP 0001	Health Careers Core	.....90
HCP 0120C	Nursing Assistant	.....75
HCP 0330C	Home Health Aide	.....50
HCP 0620C	Patient Care Assistant	.....75
HCP 0780C	Allied Health Assist	.....150
<b>Total Contact Hours</b>		<b>.....440</b>

### **ADVANCED ALLIED HEALTH ASSISTANT:**

HCP 0001	Health Careers Core	.....90
HCP 0120C	Nursing Assistant	.....75
HCP 0330C	Home Health Aide	.....50
HCP 0620C	Patient Care Assistant	.....75
HCP 0780C	Allied Health Assist	.....150
TBA	Advanced Allied Hlth Asst	..100
<b>Total Contact Hours</b>		<b>.....540</b>

### **PATIENT CARE TECHNICIAN:**

HCP 0001	Health Careers Core	.....90
HCP 0120C	Nursing Assistant	.....75
HCP 0330C	Home Health Aide	.....50
HCP 0620C	Patient Care Assistant	.....75
HCP 0780C	Allied Health Assistant	.....150
TBA	Advanced Allied Hlth Asst.	..100
HCP 0796C	Patient Care Technician	.....60
<b>Total Contact Hours</b>		<b>.....600</b>

# Radiologic Technology

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](http://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
MAC1105	College Algebra	3
PSY 2012	General Psychology	3
+* _____	Humanities	3
CGS 1100	Microcomputer Applications	3

### **RADIOLOGIC TECHNOLOGY RELATED COURSES:**

BSC 2085	Human Anatomy and Physiology I	4
BSC 2085L	Human Anatomy and Physiology I Lab	
+ BSC 2086	Human Anatomy and Physiology II	4
+ BSC 2086L	Human Anatomy and Physiology II Lab	
HSC 1000	Introduction to Health Care Delivery Systems	2
+ HIM 2012	Health Care Law	3
+ HIM 2430	Concepts of Disease	3

**CREDITS AWARDED FOR ARRT CREDENTIAL** .....46

**TOTAL CREDITS** .....77

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

+ Prerequisite/corequisite course required. See course description in catalog.

# Radiologic Technology (2150)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science degree prepares students for a career 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 program core courses that require lecture and lab will be offered only at the St. Augustine Campus. 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.

For additional information call 904-808-7460 or check our Web site at: [sjrcc.edu](http://sjrcc.edu)

## ADMISSION REQUIREMENTS

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

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

HSC 1000	Introduction to Health Care Delivery Systems . . . .	.2
HSC 1531	Medical Terminology . . . . .	.3
BSC 2085	Human Anatomy and Physiology I . . . . .	.4
BSC 2085L	Human Anatomy and Physiology I Lab	
+ BSC 2086	Human Anatomy and Physiology II . . . . .	.4
BSC 2086L	Human Anatomy and Physiology II Lab	
CGS 1100	Microcomputer Applications . . . . .	.3
ENC 1101	Composition I . . . . .	.3
PSY 2012	General Psychology . . . . .	.3
+* ___	Humanities . . . . .	.3

## STUDENT SELECTION PROCESS

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS 154)

**1. 124 POSSIBLE POINTS AWARDED** - Points tabulated from the prerequisite courses identified in the admission requirements, plus points from HIM 2012 Healthcare Law and HIM 2430 Concepts of Disease 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. 10 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)

## FOLLOWING ACCEPTANCE INTO THE PROGRAM APPLICANTS MUST:

1. Complete a Basic Life Support Health Care Provider (BLS) course 6-8 hours in length, administered by the American Heart Association or the equivalent.
2. In accordance with Florida Statute 381, complete a 4-hour HIV/AIDS educational program.
3. Complete a basic First Aid Course which is 3-4 hours in length.
4. Have a physical examination verifying acceptable health status and completing all of the requirements for radio-

# Radiologic Technology (2150) *continued*

ASSOCIATE IN APPLIED SCIENCE DEGREE

logic technology program. Requirements for the physical are included on the form provided to each student after admission to the radiologic technology program.

5. Attend the radiologic technology program and clinical site orientations on the specified dates.

**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.

## **GENERAL EDUCATION COURSES:**

ENC	1101	Composition I	.3
PSY	2012	General Psychology	.3
+*	_____	Humanities	.3
CGS	1100	Microcomputer Applications	.3
BSC	2085	Human Anatomy and Physiology I	.4
BSC	2085L	Human Anatomy and Physiology I Lab	

## **RADIOLOGIC TECHNOLOGY RELATED COURSES:**

+	BSC	2086	Human Anatomy and Physiology II	.4
+	BSC	2086L	Human Anatomy and Physiology II Lab	
	HSC	1000	Introduction to Health Care Delivery Systems	.2
	HSC	1531	Medical Terminology	.3
+	HIM	2012	Health Care Law	.3
+	HIM	2430	Concepts of Disease	.3

## **RADIOLOGIC TECHNOLOGY CORE COURSES:**

	NUR	1142	Clinical Pharmacology	.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	.3
+	RTE	1834	Clinical Education IV	.3
+	RTE	2844	Clinical Education V	.5
+	RTE	2854	Clinical Education VI	.5

**TOTAL REQUIRED CREDITS** .....77

+ Prerequisite/corequisite 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 (2155)

ASSOCIATE IN SCIENCE DEGREE

Articulates to Baccalaureate Degree in Radiologic Technology

## ALL PROGRAM CORE COURSES THAT REQUIRE LECTURE AND LAB WILL BE OFFERED AT THE ST.AUGUSTINE CAMPUS ONLY

The Associate in Science degree prepares students for a career 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.

For additional information call 904-808-7460 or check our Web site at: [sjrcc.edu](http://sjrcc.edu)

### 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:

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:

HSC 1000	Introduction to Health Care Delivery Systems . . . . .	2
HSC 1531	Medical Terminology . . . . .	3
BSC 2085	Human Anatomy and Physiology I . . . . .	4
BSC 2085L	Human Anatomy and Physiology I Lab	
+ BSC 2086	Human Anatomy and Physiology II . . . . .	4
BSC 2086L	Human Anatomy and Physiology II Lab	
CGS 1100	Microcomputer Applications . . . . .	3
ENC 1101	Composition I . . . . .	3
PSY 2012	General Psychology . . . . .	3
+* — —	Humanities . . . . .	3

### STUDENT SELECTION PROCESS

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS 154)

1. 124 POSSIBLE POINTS AWARDED - Points tabulated from the prerequisite courses identified in the admission requirements, plus points from HIM 2012 Healthcare Law and HIM 2430 Concepts of Disease 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. 10 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)

# Radiologic Technology (2155) *continued*

ASSOCIATE IN SCIENCE DEGREE

## **FOLLOWING ACCEPTANCE INTO THE PROGRAM APPLICANTS MUST:**

1. Complete a Basic Life Support Health Care Provider (BLS) course 6-8 hours in length, administered by the American Heart Association or the equivalent.
2. In accordance with Florida Statute 381, complete a 4-hour HIV/AIDS educational program.
3. Complete a basic First Aid Course which is 3-4 hours in length
4. 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.
5. Attend the radiologic technology program and clinical site orientations on the specified dates.

**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.

## **GENERAL EDUCATION COURSES:**

ENC 1101	Composition I	.....3
MAC 1105	College Algebra	.....3
PSY 2012	General Psychology	.....3
+* _____	Humanities	.....3
CGS 1100	Microcomputer Applications	.....3

## **RADIOLOGIC TECHNOLOGY RELATED COURSES:**

BSC 2085	Human Anatomy and Physiology I	.....4
BSC 2085L	Human Anatomy and Physiology I Lab	
+ BSC 2086	Human Anatomy and Physiology II	.....4
+ BSC 2086L	Human Anatomy and Physiology II Lab	
HSC 1000	Introduction to Health Care Delivery Systems	...2
+ HIM 2012	Health Care Law	.....3
+ HIM 2430	Concepts of Disease	.....3

## **RADIOLOGIC TECHNOLOGY CORE COURSES:**

NUR 1142	Clinical Pharmacology	.....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	.....3
+ RTE 1834	Clinical Education IV	.....3
+ RTE 2844	Clinical Education V	.....5
+ RTE 2854	Clinical Education VI	.....5

**TOTAL REQUIRED CREDITS** ..... **77**

+ Prerequisite/corequisite 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.

PROGRAMS OF STUDY  
NURSING / ALLIED HEALTH

# Auxiliary Law Enforcement Officer (0539)

VOCATIONAL CERTIFICATE

## RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed for individuals who want to serve as a Florida Auxiliary Officer. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes.

There are special admission requirements in addition to the College's admissions procedures and policies. More information about the programs and copies of the special admission 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 70%) in order to enter the program.

An optional component of the training is CMS Law Enforcement Vehicle Operations (CJK 0020). Should that 48-hour course be added to the program because of agency needs, the total program contact hours then become 302.

## **AUXILIARY LAW ENFORCEMENT OFFICER TRAINING**

CJD 0100	Introduction to Auxiliary Officer . . . . .	.54
CJK 0030	First Aid for Criminal Justice Officers . . . . .	.40
CJK 0050	Defensive Tactics . . . . .	.80
CJK 0040	CMS Criminal Justice Firearms . . . . .	.80
<b>TOTAL PROGRAM CONTACT HOURS . . . . .</b>		<b>.254</b>

# Corrections Officer (0540)

VOCATIONAL CERTIFICATE

## RECRUIT COURSES AVAILABLE AT 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. 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 program director 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 70%) in order to enter the program.

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 about the program and its special requirements are available from the program director.

Students are encouraged to take this vocational certificate program as a part of the Associate in Science degree in Criminal Justice Officer Administration. More information about that program and the college credit given for the basic recruit can be found on page 85.

## **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 0050	Defensive Tactics .....	.80
CJK 0040	CMS Criminal Justice Firearms .....	.80
CJK 0030	First Aid for Criminal Justice Officers .....	.40
CJK TBA	Criminal Justice Special Topics .....	.20
<b>TOTAL PROGRAM CONTACT HOURS .....</b>		<b>.532</b>

# 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 70%) 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.

### **CORRECTIONAL OFFICER - CROSSOVER FROM LAW ENFORCEMENT OFFICER**

CJD 0780	Cross-over Correctional .....	16
CJD 0750	Interpersonal Skills II .....	50
CJD 0741	Emergency Preparedness .....	26
CJD 0752	Correctional Operations .....	64

**TOTAL PROGRAM CONTACT HOURS .....**156

# Criminal Justice Officer Administration (0120)

ASSOCIATE IN SCIENCE DEGREE

## RECRUIT COURSES AVAILABLE AT 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 (CJSTC) basic recruit, begun and completed after July 1, 1993, and for passing the state exam, as listed below:

**Corrections Basic Recruit Training Program - 28 Credit Hours**

**Law Enforcement Basic Recruit Training Program - 34 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 officer administration has selective admission criteria over and above what is required for academic program admission by the College.

Program articulates into a B.S. degree in Public Administration at Flagler College.

Recruit courses can be found on pages 83 and 88. For more information, call (904) 808-7490.

### GENERAL EDUCATION COURSES:

ENC 1101	Composition I	.....3
POS 1112	State and Local Government	.....3
+* — —	Humanities	.....3
* — —	Mathematics	.....3

#### CHOOSE ONE:

PSY 2012	General Psychology	.....: 3
SYG 1000	Introduction to Sociology	.....: 3

### DEGREE SPECIFIC COURSES:

	Corrections Basic Recruit	.....28
	<b>OR</b>	
	Law Enforcement Basic Recruit	.....34
MAN 2021	Principles of Management	.....3
MAN 2300	Human Resource Management	.....3
CGS 1100	Microcomputer Applications Software	.....3
— —	Electives	.....0-6

### CHOOSE TWO OF THE FOLLOWING: .....6

PHI 2630	Contemporary Ethics	.....3
◆+ ENC 1102	Composition II	.....3
POS 1041	U.S. Federal Government	.....3
SYG 2010	Contemporary Social Problems	.....3
◆+ STA 2023	Elementary Statistics	.....3
FIN 1100	Personal Finance	.....3
GEB 1011	Introduction to Business	.....3

### REQUIRED TOTAL CREDIT HOURS .....64

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

◆Course required for articulation with Flagler College.

# 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 43 semester hours of college credit toward the Associate in Science degree upon completion of the requirements outlined below.

Program articulates into a B.S. 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
* ____	Mathematics	3
+* ____	Humanities	3

## **CHOOSE ONE:**

PSY 2012	General Psychology	3
SYG 1000	Introduction to Sociology	3

## **DEGREE SPECIFIC COURSES:**

	Paramedic Certificate	43
MAN 2021	Principles of Management	3
CGS 1100	Microcomputer Applications Software	3
MAN2300	Human Resource Management	3

## **CHOOSE TWO OF THE FOLLOWING: .6**

FIN 1100	Personal Finance	3
GEB 1011	Introduction to Business	3
BSC 2085	Human Anatomy and Physiology	4
BSC 2085L	Human Anatomy and Physiology Lab	
+♦ STA 2023	Elementary Statistics	3
+♦ ENC 1102	Composition II	3

## **REQUIRED TOTAL CREDIT HOURS .73**

\*Refer to A.A. degree general education requirements. +Prerequisite course required. See course descriptions in catalog.  
♦Course required for articulation with Flagler College.

# 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 between 6-30 semester hours of college credit toward the Associate in Science degree upon completion of the requirements outlined below.

Program articulates 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
* _____	Mathematics	.3
+* _____	Humanities	.3

## CHOOSE ONE:

PSY 2012	General Psychology	3
SYG 1000	Introduction to Sociology	3

## DEGREE SPECIFIC COURSES:

FIRE SCIENCE	.30	
EMT Certificate	.11	
Arson Investigator Certificate	.6	
Haz-Materials Technician Certificate	.6	
**Fire Safety Inspector Certificate	.9-15	
***Fire Officer I Certificate	.9-21	
College credit courses with a FFP prefix	.0-30	
MAN 2021	Principles of Management	.3
MAN 2300	Human Resource Management	.3
CGS 1100	Microcomputer Applications Software	.3

## CHOOSE TWO OF THE FOLLOWING: .6

FIN 1100	Personal Finance	.3
GEB 1011	Introduction to Business	.3
+♦ENC 1102	Composition II	.3
+♦STA 2023	Elementary Statistics	.3
CLP 2001	Understanding Human Behavior	.3

## REQUIRED TOTAL CREDIT HOURS .60

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

\*\* Nine (9) credit hours will be awarded if also certified as a Fire Officer I.

\*\*\*Fifteen (15) credit hours will be awarded if also certified as a Hazardous Materials Technician OR as a Fire Safety Inspector. Nine (9) credit hours will be awarded if also certified as a Hazardous Materials Technician AND as a Fire Safety Inspector.

♦Course required for articulation with Flagler College.

# 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. 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 program director 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 70%) in order to enter the program.

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.

Note: Students are encouraged to take this vocational certificate program as a part of the Associate in Science degree in Criminal Justice Officer Administration. See page 85.

### **LAW ENFORCEMENT BASIC RECRUIT TRAINING**

CJK 0005	Introduction to Law Enforcement	.67
CJK 0010	Human Issues	.50
CJK 0015	Communications	.77
CJK 0090	Tactical Applications	.54
CJK 0050	Defensive Tactics	.80
CJK 0040	CMS Criminal Justice Firearms	.80
CJK 0030	First Aid for Criminal Justice Officers	.40
CJK 0075	Investigating Offenses	.40
CJK 0060	Patrol	.57
CJK 0080	Traffic Stops	.62
CJK 0020	CMS Criminal Justice Vehicle Operations	.48
CJK 0070	Investigations	.53
CJK 0085	Traffic Crash Investigations	.32
CJK TBA	Criminal Justice Special Topics	.20
<b>Total Program Contact Hours</b>		<b>.760</b>

# Law Enforcement Officer - Crossover from Correctional Officer (0542)

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 officer.

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 70%) 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**

CJD 0781	Cross-over Law Enforcement . . . . .	48
CJD 0730	Law Enforcement Legal III . . . . .	32
CJD 0731	Law Enforcement Patrol . . . . .	64
CJD 0732	Law Enforcement Traffic . . . . .	46
CJK 0020	CMS Law Enforcement Vehicle Operations . . . . .	48
CJD 0734	Law Enforcement Investigations . . . . .	64

**TOTAL PROGRAM CONTACT HOURS . . . . .302**

# Law Enforcement Officer - Crossover from Correctional Probation Officer (5010)

VOCATIONAL CERTIFICATE

## RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed for certified probation officers who are planning a lateral movement between the criminal justice disciplines of correctional probation 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 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 correctional probation officer program.

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 70%) 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 PROBATION OFFICER

CJD 0796	Legal Crossover to Law Enforcement .....	46
CJD 0797	Crossover to Law Enforcement .....	64
CJD 0731	Law Enforcement Patrol .....	64
CJD 0732	Law Enforcement Traffic .....	46
CJK 0020	CMS Law Enforcement Vehicle Operations .....	48
CJD 0734	Law Enforcement Investigations .....	64
CJK 0040	CMS Criminal Justice Firearms .....	80
<b>TOTAL PROGRAM CONTACT HOURS .....</b>		<b>412</b>

# Police Service Aide (5030)

VOCATIONAL CERTIFICATE

## COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program prepares students for employment as a parking enforcement specialist and/or traffic accident investigator in accordance with Chapter 316, Florida Statutes. Further, the program is a planned sequence of instruction culminating in Police Service Aide. The curriculum is prescribed in part by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission. Laboratory and field experiences are an integral part of the program.

More information about the program and its admission requirements are available by contacting the program director at (904) 808-7490.

## POLICE SERVICE AIDE

CJK 0068	Parking Enforcement Specialist .....	16
CJK 0085	Traffic Accident Investigator .....	32
CJK 0066	Police Service Aide .....	110
<b>TOTAL PROGRAM CONTACT HOURS .....</b>		<b>158</b>

# Public Safety Telecommunication (5035)

VOCATIONAL CERTIFICATE

## COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed to prepare students for employment as a dispatcher: police, fire, ambulance, and as emergency medical dispatcher (EMD). Further, the program is a planned sequence of instruction including laboratory activities in which students have the opportunity for actual experience in utilization of some telecommunication equipment such as telephone, computer, teletype, and the radio dispatch console.

More information about the program and its admission requirements are available by contacting the program director at (904) 808-7490.

## PUBLIC SAFETY TELECOMMUNICATION

CJD	0520	Dispatcher: Police, Fire, Ambulance	... .208
EMS	0067	Emergency Medical Dispatcher	..... .24

**TOTAL PROGRAM CONTACT HOURS** .....**232**

# APPRENTICESHIPS

St. Johns River Community College offers several apprenticeship programs in the construction and building trades. Apprenticeship is a training method that combines paid work experience with classroom related instruction.

Apprentices work full time with an industry employer under the guidance of a more experienced craft worker 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 the successful completion of the registered apprenticeship program, the Department of Education awards the apprentice a vocational certificate that is a nationally recognized credential.

The partnership between SJRCC and the 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 program 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 at St. Johns River Community College. For more information on the A.S. degree, see page 59.

<u>PROGRAM</u>	<u>INDUSTRY SPONSOR</u>
Carpentry	Northeast Florida Builders Association
Electrical	Northeast Florida Builders Association
Fire Sprinkler Systems	Florida Association of Sprinkler Trainers
Heating and Air Conditioning	Northeast Florida Builders Association
Masonry	Northeast Chapter Masonry Association of Florida

## COOPERATIVE EDUCATION

Cooperative Education is an educational plan that combines classroom experience and practical work experience in industrial, business, educational, governmental, or service-type work situations. Students should develop both an appreciation of the world of work and a better understanding of the complex problems facing workers in today's society. They are provided with opportunities to make significant earnings, to evaluate career choices, to receive educational motivation, and to make useful employment contacts. The plan is structured and supervised, and performance objectives are developed to be compatible with each work experience. Work experience is the essential

ingredient in each course, and established standards must be met by students to receive credit. Students should average 15 hours of training each week in the fall and spring terms. Interested students should contact a counselor, faculty coordinator, or a faculty advisor for course approval.

A student may earn as many as six hours credit for the Cooperative Education courses -- MAN 1943 Work Experience I and MAN 2944 Work Experience II. Neither course may be used to fulfill the Associate in Arts degree requirements.

# BACCALAUREATE/GRADUATE DEGREE OPPORTUNITIES

ST. JOHNS RIVER COMMUNITY COLLEGE

2004-2005

Enter with an Associate in Arts 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 catering to the non-traditional 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 without the hassle of 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) 312-4039 or visit our Web site at: [sjrcc.edu](http://sjrcc.edu).

## FLAGLER COLLEGE

Bachelor of Science in Public Administration

## 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 in Administration

## UNIVERSITY OF FLORIDA

Bachelor of Science in Business Administration

## UNIVERSITY OF SOUTH FLORIDA

Bachelor of Applied Science (AS to BS)

## UNIVERSITY OF NORTH FLORIDA

Bachelor of Science in Nursing (RN to BSN)

## UNIVERSITY OF CENTRAL FLORIDA

Bachelor of Science in Nursing (RN to BSN)

## 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 (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)

## UNIVERSITY OF PHOENIX

Bachelor of Science in Business Administration  
Bachelor of Science in Management

# ADULT EDUCATION

## ADULT EDUCATION

St. Johns River Community College offers adult education classes 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 (G.E.D.) program. The program consists of:

- open entry enrollment
- structured classes in a positive atmosphere
- flexible class times
- self-paced and computer-assisted instruction
- free use of books and handouts
- dedicated, caring, and qualified instructors

Registration fees vary and are based on entry level scores and courses desired. Some classes 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.

## LOCATION AND TIMES

Classes and other individual learning opportunities are offered Monday through Thursday:

- Palatka Campus (T104) . . . . .8 a.m. - 9 p.m.
- Orange Park Campus (A42) . . . . .12 p.m. - 9 p.m.
- St. Augustine Campus (L124) . . . . .12 p.m. - 9 p.m.

## PALATKA/ORANGE PARK CAMPUSES

The Adult Education program is open to adults with or without a high school diploma.

## ST.AUGUSTINE CAMPUS

The Adult Education program is open to adults with high school diplomas needing to improve their basic English, reading or mathematics skills.

## CURRICULUM

The adult education curriculum incorporates a course of study from the elementary level through college preparation. English, mathematics, pre-algebra, and reading, comprise the core curriculum, with other high-interest level courses also available to the student. Competency-based curriculum, as well as user-friendly, teacher-assisted, computer courses enhance the learning process.

In addition, several high school courses are offered for credit. High school credits earned will be transferred to the school district from which a student expects to graduate.

## TESTING SERVICES

- TABE
- Official G.E.D. Practice Test
- G.E.D. Exam
- CareerScope

## WORKFORCE PREPARATION

The Workforce Preparation program is designed to assist students in determining their career goals and practicing job-seeking skills. The Adult Education Department also provides students with career assessment services and basic skills remediation for college level certificate programs in many vocational areas. The workforce preparation services are offered on the Palatka campus.

## VOCATIONAL PREPARATION INSTRUCTION

The Adult Education Program provides vocational preparatory instruction for students enrolled in vocational programs. The curriculum addresses improvement in basic skills and workforce readiness. Course fees are waived for students who are enrolled in, or accepted by, the College's vocational and technical programs.

## GENERAL EDUCATIONAL DEVELOPMENT (G.E.D.) EXAMINATION

The G.E.D. Examination is given on a regular basis throughout the year. It is administered on the Palatka Campus to Florida residents who are:

- at least 18 years old

OR

- 16 or 17 years old, and enrolled in G.E.D. preparatory courses, or granted a "hardship waiver" due to extraordinary circumstances.

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

## **DISTANCE LEARNING**

Many students have difficulty meeting educational goals because other responsibilities prevent them from taking courses in the traditional manner.

SJRCC's distance learning program consists of telecourses and on-line courses that do not require the student to be on campus on a regularly scheduled basis. The distance learning courses provide a complete educational experience comparable to the course objectives, assignments, and examinations required in traditional classroom instruction.

### **Telecourses**

Through cooperative arrangements with another college, with cable television companies, and with other agencies, the College makes available telecourses throughout its service district.

The telecourse content and college credit hours are equivalent to on-campus courses. Each course is a combination of televised lessons, a study guide, textbook readings, written assignments, faculty interaction, and testing. Students communicate with faculty and frequently with each other by participating in review sessions, by phone, including phonemail, fax, and by E-mail where possible. The telecourses are generally series developed by third-party vendors and are often used for telecourse purposes by colleges nationwide.

### **On-line Courses**

The on-line content and college credit hours are equivalent to on-campus courses. On-line courses offer students an opportunity to take classes that fit their schedule and learning style. SJRCC's on-line courses rarely require students to come to campus. Normally, the only time students need to come to campus is to register and buy books; however students may be required to come to a designated campus for testing.

Before registering for on-line courses, students should consider their learning style, computer experience and computer requirements. For more information, see the SJRCC Web site: [sjrcc.edu](http://sjrcc.edu)

## **CONTINUING EDUCATION**

Continuing Education is an integral part of the total program at SJRCC. Continuing Education extends the College into the community through a variety of non-credit 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.

The Continuing Education program is designed to provide a training resource for business and industry, professional organizations, governmental agencies, and other groups desiring employee skills training or professional development. In addition, continuing education programs are designed to provide training opportunities for individuals wanting to upgrade job skills, to explore new career fields, or to gain personal enrichment.

Programs are offered in various formats including short courses, seminars, workshops, and teleconferences. Course structure and content is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Continuing Education classes may be held on the campuses or may be conducted wherever the target group or client has an available facility.

## **THE EVENING/WEEKEND PROGRAMS**

SJRCC offers a wide variety of college credit classes in the evenings and frequently on Saturdays at all three 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 requirements without interrupting other obligations in their schedules.