

JOHN TYLER  
COMMUNITY COLLEGE

50

& FORWARD

EST. 1967

2017-2018  
COLLEGE CATALOG &  
STUDENT HANDBOOK



# Academic Calendar 2017 -2018

## FALL 2017

General Registration.....April 3 - August 18

### 16-Week Session

Classes begin..... August 21  
Last day to add ..... August 25  
Labor Day (College closed).....September 4  
Last day to drop w/refund .....September 7  
Founders Day (No classes) .....October 3  
Last day to withdraw ..... October 30  
Thanksgiving Break.....November 22 (no classes)  
November 23 - 26 (College closed)  
Classes end ..... December 9  
Final exams .....December 11 -December 16  
Grades due ..... December 19, 9:00 a.m.

### 1ST 8-Week Session

Classes begin..... August 21  
Last day to add ..... August 23  
Last day to drop w/refund ..... August 29  
Labor Day (College closed) .....September 4  
Last day to withdraw ..... September 25  
Founders Day (No classes) .....October 3  
Classes end ..... October 17  
Final exams ..... Last day of scheduled class  
Grades due ..... October 20, 9:00 a.m.

### 12-Week Session

Classes begin .....September 5  
Last day to add .....September 8  
Last day to drop w/refund ..... September 18  
Founders Day (No classes) .....October 3  
Last day to withdraw ..... October 27  
Thanksgiving Break.....November 22 (no classes)  
November 23 - 26 (College closed)  
Classes end ..... December 1  
Final exams ..... Last day of scheduled class  
Grades due ..... December 6, 9:00 a.m.

### 2ND 8-Week Session

Classes begin ..... October 18  
Last day to add ..... October 20  
Last day to drop w/refund ..... October 26  
Thanksgiving Break.....November 22 (no classes)  
November 23 - 26 (College closed)  
Last day to withdraw ..... November 27  
Classes end .....December 16  
Final exams ..... Last day of scheduled class  
Grades due ..... December 19, 9:00 a.m.

### MTE CLASSES ONLY

#### 1ST 4-Week Session

Classes begin ..... August 21  
Last day to add ..... August 22  
Last day to drop w/refund ..... August 24  
Labor Day (College closed) .....September 4  
Last day to withdraw ..... September 6  
Classes end ..... September 18  
Final exams ..... Last day of scheduled class  
Grades due .....September 20, 9:00 a.m.

#### 2ND 4-Week Session

Classes begin ..... September 19  
Last day to add ..... September 20  
Last day to drop w/refund ..... September 22  
Founders Day (No classes) .....October 3  
Last day to withdraw .....October 5  
Classes end ..... October 17  
Final exams ..... Last day of scheduled class  
Grades due ..... October 19, 9:00 a.m.

#### 3RD 4-Week Session

Classes begin ..... October 18  
Last day to add ..... October 19  
Last day to drop w/refund ..... October 23  
Last day to withdraw .....November 3  
Classes end ..... November 14  
Final exams ..... Last day of scheduled class  
Grades due ..... November 16, 9:00 a.m.

#### 4TH 4-Week Session

Classes begin ..... November 15  
Last day to add ..... November 16  
Last day to drop w/refund ..... November 20  
Thanksgiving Break.....November 22 (no classes)  
November 23 - 26 (College closed)  
Last day to withdraw ..... December 4  
Classes end ..... December 16  
Final exams ..... Last day of scheduled class  
Grades due ..... December 19, 9:00 a.m.

## SPRING 2018

General Registration.....October 16, 2017 – January 5, 2018

### 16-Week Session

Classes begin..... January 8  
Last day to add ..... January 12  
Martin Luther King Holiday (College closed) ..... January 15  
Last day to drop w/refund ..... January 25  
Last day to withdraw ..... March 21  
Spring Break (No classes) ..... March 12 – March 17  
Classes end ..... April 30  
Reading Day (No classes) ..... May 1  
Final exams ..... May 2 – May 8  
Grades due ..... May 10, 9:00 a.m.  
Commencement..... May 11

### 1ST 8-Week Session

Classes begin..... January 8  
Last day to add ..... January 10  
Martin Luther King Holiday (College closed) ..... January 15  
Last day to drop w/refund ..... January 16  
Last day to withdraw ..... February 12  
Classes end ..... March 5  
Final exams ..... Last day of scheduled class  
Grades due ..... March 8, 9:00 a.m.  
Commencement..... May 11

### 12-Week Session

Classes begin ..... January 22  
Last day to add ..... January 25  
Last day to drop w/refund ..... February 5  
Spring Break (No classes) ..... March 12 – March 17  
Last day to withdraw ..... March 19  
Classes end ..... April 20  
Final exams ..... Last day of scheduled class  
Grades due ..... April 26, 9:00 a.m.  
Commencement..... May 11

### 2ND 8-Week Session

Classes begin ..... March 6  
Last day to add ..... March 8  
Spring Break (No classes) ..... March 12 – March 17  
Last day to drop w/refund ..... March 19  
Last day to withdraw ..... April 12  
Reading Day (No classes) ..... May 1  
Classes end ..... May 8  
Final exams ..... Last day of scheduled class  
Grades due ..... May 10, 9:00 a.m.  
Commencement..... May 11

### MTE CLASSES ONLY

#### 1ST 4-Week Session

Classes begin..... January 8  
Last day to add ..... January 9  
Last day to drop w/refund ..... January 11  
Martin Luther King Holiday (College closed) ..... January 15  
Last day to withdraw ..... January 24  
Classes end ..... February 5  
Final exams ..... Last day of scheduled class  
Grades due ..... February 7, 9:00 a.m.

#### 2ND 4-Week Session

Classes begin..... February 6  
Last day to add ..... February 7  
Last day to drop w/refund ..... February 9  
Last day to withdraw ..... February 22  
Classes end ..... March 5  
Final exams ..... Last day of scheduled class  
Grades due ..... March 7, 9:00 a.m.

#### 3RD 4-Week Session

Classes begin..... March 6  
Last day to add ..... March 7  
Last day to drop w/refund ..... March 9  
Spring Break (No classes) ..... March 12 – March 17  
Last day to withdraw ..... March 26  
Classes end ..... April 9  
Final exams ..... Last day of scheduled class  
Grades due ..... April 11, 9:00 a.m.

#### 4TH 4-Week Session

Classes begin..... April 10  
Last day to add ..... April 11  
Last day to drop w/refund ..... April 13  
Last day to withdraw ..... April 26  
Reading Day (No classes) ..... May 1  
Classes end ..... May 8  
Final exams ..... Last day of scheduled class  
Grades due ..... May 10, 9:00 a.m.

## SUMMER 2018

General Registration.....April 2 – May 18

### 10-Week Session

Classes begin..... May 21  
Last day to add ..... May 24  
Memorial Day (College closed)..... May 28  
Last day to drop w/refund ..... May 31  
Last day to withdraw ..... May 31  
Independence Day (College closed)..... July 4  
No classes ..... July 5  
Classes end ..... August 1  
Grades due..... August 3, 9:00 a.m.

### 8-Week Session

Classes begin..... June 4  
Last day to add ..... June 6  
Last day to drop w/refund ..... June 12  
Independence Day (College closed)..... July 4  
No classes ..... July 5  
Last day to withdraw ..... July 9  
Classes end ..... July 31  
Grades due..... August 3, 9:00 a.m.

### 1ST 5-Week Session

Classes begin..... May 21  
Last day to add ..... May 22  
Last day to drop w/refund ..... May 25  
Last day to withdraw ..... June 11  
Classes end ..... June 25  
Grades due..... June 27, 9:00 a.m.

### 2ND 5-Week Session

Classes begin..... June 26  
Last day to add ..... June 27  
Last day to drop w/refund ..... July 2  
Independence Day (College closed)..... July 4  
No classes ..... July 5  
Last day to withdraw ..... July 17  
Classes end ..... August 1  
Grades due..... August 3, 9:00 a.m.

### MTE CLASSES ONLY

#### 3-Week Session

Classes begin..... May 14  
Last day to add ..... May 17  
Last day to drop w/refund ..... May 18  
Memorial Day (College closed)..... May 28  
Last day to withdraw ..... May 29  
Classes end ..... June 1  
Grades due..... June 4, 9:00 a.m.

#### 1ST 4-Week Session

Classes begin..... June 4  
Last day to add ..... June 5  
Last day to drop w/refund ..... June 7  
Last day to withdraw ..... June 19  
Classes end ..... June 28  
Grades due..... July 2, 9:00 a.m.

#### 2ND 4-Week Session

Classes begin..... July 2  
Last day to add ..... July 3  
Independence Day (College closed)..... July 4  
No classes ..... July 5  
Last day to drop w/refund ..... July 10  
Last day to withdraw ..... July 19  
Classes end ..... July 31  
Grades due..... August 3, 9:00 a.m.





## MESSAGE FROM THE PRESIDENT

Welcome Tyler Trailblazer!

This is an exciting time to be part of John Tyler Community College. It's our 50th anniversary, and you are invited to take part in the celebration! As we mark this important occasion, we are also looking forward to what's next, and that includes you. We cannot wait to see what trails you blaze during your time at John Tyler and after you graduate.

As you prepare to begin your educational journey, please take some time to explore this Catalog, the college's web site, and our social media channels. Through these resources, you'll find important information about your major, including milestones that may allow you to earn additional college credentials and industry certifications. You'll also learn about services and opportunities available to you, such as scholarships, career fairs, student activities, advising, tutoring, and student clubs – just to name a few.

We look forward to helping you find your pathway to success.

Sincerely,

Edward "Ted" Raspiller, Ed.D.  
President, John Tyler Community College



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Inquiries related to the College's nondiscrimination policy should be directed to:

Ms. Sandra Kirkland, Dean of Students  
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[skirkland@jtcc.edu](mailto:skirkland@jtcc.edu)  
[804-706-5208](tel:804-706-5208)/[804-594-1566](tel:804-594-1566)

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# Glossary

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**Administrative Withdrawal:** An administrative withdrawal occurs when an instructor or staff member has a student withdrawn from a course because of excessive absences, undue academic difficulty, or a serious non-academic issue.

**Apply for Admission:** The process of applying for entrance to the college in order to take courses. Admission applications are not required for non-credit programs.

**Blackboard:** Blackboard is a Web-based learning management system (LMS) designed to support online courses and provide a space to supplement a face-to-face course. Blackboard provides many types of tools and features for enriching the learning experience.

**Career Studies Certificate (CSC) Program:** A program of study that consists of between 9 and 29 semester credit hours.

**Catalog:** The Catalog includes information about admission to the College, enrollment, degrees and certificates, and academic policies.

**Certificate Program:** A program of study less than two years in length that consists of between 30 and 59 semester credit hours or a short-term, non-credit program through the Community College Workforce Alliance.

**Class Schedule:** The class schedule lists all the courses available for each academic semester including class times, location, course information and instructor information.

**Concurrent Enrollment:** When a high school or home school student enrolls in college-credit bearing courses at the College.

**Co-requisite courses:** Courses that must be taken at the same time. A student is also permitted to complete the course prior to the other course. For example, MTH 163 is a co-requisite for EGR 120. A student may take MTH 163 before enrolling in EGR 120, or he/she may take the courses at the same time.

**Credit/credit hour:** Each semester hour of credit given for a course is based on the “academic hour,” which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks. Courses may include lecture (instruction, discussion), laboratory (including clinical training, studio, or internship), out-of-class study/activities or a combination thereof depending on the discipline.

**Curricular student:** A student who has satisfied all college admission requirements and has been placed in a degree or certificate program.

**Declaring a Major (Curriculum/program placement):** A major represents a degree-seeking student’s primary field of study. A student must formally commit to a major, and successfully complete the courses prescribed in order to earn that certificate or degree.

**Degree Program:** A degree program is two years in length and consists of a minimum of 60 semester credit hours.

**Developmental Courses:** Developmental courses assist students in developing basic skills necessary to succeed in college transfer courses and career/technical courses.

**Drop:** Students may drop classes and receive a full tuition refund through the first 15 percent of the semester or term. There are no academic consequences from this action, but there may be financial aid repercussions for this drop if the student no longer meets financial aid qualifications. The course will show on the student’s registration history as dropped but will not post on any unofficial or official transcripts and does not count as attempted credit.

**Dual Enrollment:** Provides high school students the opportunity to take college-credit bearing courses taught by college-approved high school teachers.

**Enroll:** Officially register as a participant/student in one or more courses.

**Faculty Advisor:** A faculty advisor provides academic advising and support to students within their discipline by helping them understand options, locate resources and, when necessary, identify alternatives. Once a student declares their major they are assigned a faculty advisor.

**FAFSA:** Free Application for Federal Student Aid.

**FERPA:** FERPA stands for the Family Educational Rights and Privacy Act. FERPA protects the privacy of student education records. All educational institutions that receive federal funding must comply with FERPA.

**Full-time student:** A student enrolled in courses totaling 12 or more credit hours in a semester.

**Hybrid Course:** Hybrid classes are seated courses that meet for approximately half of the time of a traditional class. The other half of the instructional time is replaced with out-of-class activities, which may include use of technology. Hybrid courses are recognizable in the course schedule by the “R” designation in front of the course number.

**Math Module:** Developmental mathematics is divided into nine topics called modules. Based on placement test results, students only complete the modules that cover material they have not already mastered and that is required for their major.

**myTyler:** A web portal that allows students to access Blackboard, the Student Information System, student e-mail, library services, and the Virginia Education Wizard from one location, using one login.

**Non-credit:** Short-term professional and personal development courses offered through the Community College Workforce Alliance. All classes offer Continuing Education Units (CEUs) and Continuing Professional Education (CPE). The number of CEUs awarded depends upon successful course completion and varies according to course length. For each hour of actual instruction, 0.1 CEU is awarded. For CPEs, students simply need to request them from CCWA before class.

**Non-curricular student:** A student who is not formally placed into one of the College's majors but who is classified according to one of the following student goals or conditions:

- updating employment skills for present job
- developing skills for new job
- career exploration
- personal satisfaction and general knowledge
- transient student
- non-degree transfer student
- high school student (with college approval only)
- general or curricular requirements pending (with college approval only)
- restricted enrollment (with college approval; auditing a course)

**Online Course:** In this mode of instruction, all coursework and interactions with the instructor and classmates are completed online. Online courses are recognizable in the course schedule by the "N" designation in front of the course number.

**Online SSDL Course:** The College also offers online courses through Shared Services Distance Learning (SSDL). SSDL courses are offered in partnership with Northern Virginia Community College (NVCC). These courses allow students to earn JTCC credit while taking an online course with a NVCC instructor, as well as use the JTCC Testing Centers to take proctored assessments. SSDL courses have access to all JTCC services, as well as services provided by NVCC. Students enrolled in SSDL courses will receive a letter from NVCC and an invitation to participate in an online orientation, and a JTCC liaison provides support during the semester. SSDL courses follow the NVCC academic calendar. Please review course notes for start and end dates. All SSDL courses have a section number that begins with the letters "NV."

**Part-time student:** A student enrolled in courses totaling less than 12 credit hours in a semester.

**Pre-requisite:** A pre-requisite indicates the knowledge and skills that a student must possess before taking the present course. For example, ENG 111 is a pre-requisite to ENG 112 and must be successfully completed prior to beginning ENG 112.

**Seated Course:** Traditional, in-person classes that provide a face-to-face learning experience. Seated classes meet at a regularly scheduled time. Seated courses do not have any special designation in the course schedule.

**Specialization:** A specialization is an area of concentration within an approved major, varying from the parent major by 9-15 credit hours.

**Student E-mail:** After a student has applied for admission to the college, a college email address is assigned to them. Students must use their college e-mail account for correspondence with faculty and staff. It is accessed through MyTyler.

**Student Information System (SIS):** The Student Information System allows students to complete tasks such as registering for classes, paying tuition/fees, accessing personal information, viewing financial aid, viewing final grades, viewing/printing unofficial transcripts, and so much more.

**Syllabus:** A syllabus is an outline of course topics and a summary of course policies. It is a contract between instructors and their students, designed to answer students' questions about a course and the instructor's expectations.

**Transient Student:** A student who is enrolled in another college or university, but takes a course at John Tyler Community College.

**Videoconference Course:** This is a method of holding meetings that allows students who are in different cities, countries, etc., to hear each other and see each other on computer or television screens. Class meetings are scheduled just like traditional on-campus classes, but the instructor is connected to the class by a video network. Additional instruction may be in Blackboard or other sources.

**Virginia Placement Test (VPT):** The VPT may be used to determine whether a student may benefit from developmental coursework prior to enrolling in college-level classes. Placement tests in English (writing and reading) and mathematics are generally required for all entering students seeking admission to degree and certificate programs, as well as some career studies certificate programs.

**Withdraw:** An academic withdrawal from a course occurs when a student removes themselves from a course after the drop period has passed but before the first 60 percent of the semester or term. There may be financial/financial aid repercussions for this withdrawal. The academic consequences from this action include receiving the grade of "W" for the course, which will appear on any unofficial or official transcripts. A grade of "W" will not impact your GPA, and does not count as completed credit toward your degree.

**Z Degree:** A pilot program in which students can earn an associate degree in General Studies without paying for textbooks. The program uses no-cost, high-quality electronic textbooks and educational materials. The only classroom material a student may have to pay for is a lab kit, required by some science classes, which costs approximately \$40. Since textbooks can account for 25% of total college costs, the Z-Degree could save students as much as \$2,000.



# General Information

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John Tyler Community College is a two-year public institution of higher education established as part of a statewide system of community colleges. John Tyler Community College serves primarily the residents of the cities of Colonial Heights, Hopewell and Petersburg, as well as the counties of Amelia, Charles City, Chesterfield, Dinwiddie, Prince George, Surry and Sussex.

John Tyler Community College operates under policies established by the State Board for Community Colleges and the College Board. It is financed by student tuition and state funds, supplemented by contributions from the 10 localities in its service region.

### HISTORY OF THE COLLEGE

John Tyler Community College opened the doors of its Chester Campus on October 2, 1967, as a result of the 1964 passage of the legislation establishing two-year technical colleges across the Commonwealth of Virginia.

The Appomattox Basin Industrial Development Corporation, providing the regional leadership for the establishment of John Tyler Community College, submitted an application to the State Board of Technical Education on January 27, 1965, requesting assistance in the establishment of a technical college in the region. In the absence of an official name, this new institution was designated the Chesterfield Region Technical College until December 2, 1965, when the board voted unanimously to name it the John Tyler Technical College.

An action of the 1966 Virginia General Assembly expanded the curricula to include—in addition to technical education—adult education, as well as freshman and sophomore courses for transfer to four-year colleges and universities. The name of the College officially became John Tyler Community College on June 29, 1966, to correspond with the expanded curricula.

The Chester Campus is currently comprised of six buildings: an administrative building, a student and community center, three academic buildings and a physical plant facility. The library and learning resources center are located in Moyar Hall, the largest of the academic buildings.

To meet the increasing needs of the service area, an outreach center was opened in the Midlothian area of Chesterfield County in 1981. This undertaking was expanded in 1984 when the institution opened a facility known as the Watkins Annex. During the summer of 1989, the College moved its Midlothian operation from the Watkins Annex to the Featherstone Professional Center.

The Midlothian Campus opened in May 2000. This campus includes five buildings: an administrative building, three academic buildings and a warehouse/physical plant facility. The library is located in Hamel Hall.

Nursing instruction is housed in the JTCC Nursing Education Center on the Johnston-Willis Campus of CJW Medical Center.

During the 2015–2016 academic year, John Tyler Community College served over 14,000 credit students in more than 60 programs and specializations.

## INSTITUTIONAL PURPOSE

### College Mission

John Tyler Community College provides quality educational opportunities that inspire student success and community vitality.

### College Vision

A success story for every student.

### College Goals

1. To enhance and promote excellence in teaching and learning.
2. To provide access to educational opportunities for persons from all segments of society.
3. To provide a comprehensive program of student development services.
4. To develop and foster mutually beneficial relationships with external constituencies to meet the educational and economic needs of the region.
5. To provide excellent administrative services, fostering accountability and efficiency.
6. To administer integrated and transformative institutional assessment and planning processes.
7. To maximize external funding to support the mission of the College.
8. To strengthen a positive image of the College and effectively promote services and programs to the community.
9. To encourage a positive organization, which attracts and retains a diverse and highly competent workforce.

### Code of Ethics

- We are committed to learning environments that foster academic integrity.
- We will be good stewards of our resources and make effective and efficient use of them, thereby ensuring accountability to the Commonwealth of Virginia and to the communities we serve.
- We will maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
- We will not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. We will avoid even the appearance of a conflict of interest.
- We will offer good faith and fair dealings to all those we serve and to each other. Our communications will be civil and professional.
- We will offer employment opportunities in accordance with state, federal and system policies supporting the rights and recognizing the needs of all citizens regardless of gender, age, race, color, religion, national origin, disability, veteran status, or political affiliation.

- We encourage and expect all members of the community to act in good faith and bring to the attention of the appropriate official any violation or potential violation of these principles.

### PURPOSE OF THE VIRGINIA COMMUNITY COLLEGE SYSTEM

The basic purposes of the comprehensive community college, as prescribed by the General Assembly of Virginia in the Community College Act of 1966, are to prepare students for employment, for advanced collegiate education and for improved citizenship. In accordance with this purpose, the College offers the following:

1. Freshman and sophomore courses for transfer to baccalaureate degree programs—the Associate of Arts and Associate of Science degrees;
2. Occupational and technical programs leading to the Associate of Applied Science and the Associate of Applied Arts degrees;
3. Vocational education leading directly to employment — Certificates and Career Studies Certificates; and
4. Courses in general and continuing education in all fields.

### PARTNERSHIP TO ENSURE EDUCATIONAL REFORM (PEER)

The Partnership to Ensure Educational Reform (PEER) Consortium, comprising education, government, business and industry, collaborates to build career pathways or programs of study that begin in secondary school and continue through an associate or baccalaureate degree, a journey-worker's license, a postsecondary-level industry certification or state licensure. Features include college credit earned during high school through dual and concurrent enrollment, industry certifications and assessments, early college placement testing, work-based learning experience, and support services for students. The Consortium provides professional development for educators as well as markets college and career preparation. Please visit [www.jtcc.edu/peer](http://www.jtcc.edu/peer) for additional information.

### ACCREDITATIONS

John Tyler Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](tel:404-679-4500) for questions about the accreditation of John Tyler Community College.

The **Funeral Services Program** at John Tyler Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, [816-233-3747](tel:816-233-3747), Web: [www.abfse.org](http://www.abfse.org). It is also approved by the State Board of Funeral Directors and Embalmers.

The **Nursing Program** at John Tyler Community College is accredited by the Accreditation Commission for Education in Nursing (ACEN), (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; ACEN can be contacted by phone, [404-975-5000](tel:404-975-5000), by e-mail ([info@acenursing.org](mailto:info@acenursing.org)) or web ([www.acenursing.org](http://www.acenursing.org)). Approved by the State Board of Nursing.

**Intermediate and Advanced EMT:** The John Tyler Community College-Intermediate Program is accredited by the Virginia Department of Health Office of Emergency Medical Services upon the recommendation of the Division of Educational Development.

Virginia Office of EMS  
1041 Technology Park Drive  
Glen Allen, VA 23059  
[804-888-9100](tel:804-888-9100)  
[www.vdh.virginia.gov/oems](http://www.vdh.virginia.gov/oems)

**Paramedic:** The John Tyler Community College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
[214-703-8445](tel:214-703-8445)  
FAX 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

The **Precision Machining Technology Program** at John Tyler Community College is accredited by the National Institute for Metalworking Skills, Inc. (NIMS).

The **Welding Program** at John Tyler Community College is accredited by the American Welding Society (AWS) Schools Excelling through National Skills Standards Education (SENSE) program.



# Step 1: Apply for Admission

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## ADMISSION INFORMATION

### Eligibility

Any person who has a high school diploma from an accredited high school or the equivalent certificate (GED), or who is at least 18 years of age and able to benefit from instruction at John Tyler Community College, may be admitted to the College. John Tyler Community College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the College community or if such refusal is considered to be in the best interest of the College. (High school students and home-schooled students interested in admission at the institution should refer to the subsequent sections addressing the enrollment of these populations.)

### Ability-to-Benefit Academically

Persons 18 years of age and older who do not have high school diplomas or the equivalents may be admitted if they can benefit from college study as demonstrated by placing at the ENF 1 or higher level on the VPT English Test and the Module 1 or higher level on the VPT Mathematics Test. Such students are not eligible for federal financial assistance.

## APPLICATION AND ADMISSION TO THE COLLEGE

### New Students

All students planning to take courses at John Tyler Community College must apply for admission. Whenever possible, individuals are encouraged to apply online at [www.jtcc.edu](http://www.jtcc.edu). The College does not charge an application fee. Please direct all inquiries concerning applications to the Admissions and Records office at either the Chester Campus or the Midlothian Campus, or e-mail [admissionsandrecords@jtcc.edu](mailto:admissionsandrecords@jtcc.edu).

### Returning Students

Returning students who have not been enrolled in credit courses at the College during the past three years must reapply by resubmitting an application for admission prior to registration. Please direct all inquiries concerning applications to the Admissions and Records office at either campus, or e-mail [admissionsandrecords@jtcc.edu](mailto:admissionsandrecords@jtcc.edu). Students who applied but never attended are required to reapply after three semesters.

### Admission to Curriculum/Declaring a Major

To receive financial aid and to graduate from John Tyler Community College (JTCC), you must declare a major/be admitted to a curriculum. In order to do this you must do the following:

- Follow the appropriate steps for admission to JTCC.
- Contact the Advising Center to discuss your future plans and JTCC's majors. You'll also complete a program plan form to officially declare your major.
- Fulfill math and english placement requirements.

Chester Advising Center – Moyar Hall M107

E-mail: [advising@jtcc.edu](mailto:advising@jtcc.edu)

Midlothian Advising Center – T Building T115

E-mail: [advising@jtcc.edu](mailto:advising@jtcc.edu)

### Admission to Individual Courses (Non-curricular Students)

Students may enroll in courses when the pre-requisites (including placement tests for the courses) have been met. Pre-requisites are part of the course information at [www.jtcc.edu/schedule](http://www.jtcc.edu/schedule). Not all courses have pre-requisites.

### Admission Priorities

When enrollment must be limited for any curriculum, first priority must be given to all qualified students who are residents of the political subdivisions supporting John Tyler Community College, provided such students apply for admission to the program in a reasonable length of time prior to registration. The priority list is as follows:

1. Residents of the political subdivisions supporting the College;
2. Other Virginia residents; and
3. Out-of-state students.

## SPECIAL ADMISSION PROCEDURES

### Transfer Students

Transfer students should submit an Application for Admission and have transcripts from all previous institutions attended sent to the Admissions and Records office if they plan to request transfer credit or if required by their program of study. Some programs do not require transcript submission. Usually a transfer student who is eligible to re-enroll at the last college of attendance will be eligible for admission to John Tyler Community College. If a transfer student is academically dismissed from a previous college, the student must appeal for admission to John Tyler Community College's Academic Status Committee by submitting a letter to the dean of students ([skirkland@jtcc.edu](mailto:skirkland@jtcc.edu)) at least four weeks prior to the desired semester of admission.

An official evaluation of transfer courses will be completed by the John Tyler Community College registrar or assistant registrar of Admissions and Records if the student is curriculum placed, enrolls and completes a Transfer Credit Request Form.

In general, JTCC does not have age limits on courses, but there are exceptions, particularly when the course is part of the major field of study. For example, some applied and/or technical programs (i.e. nursing, information technology, etc.) may have specific age limits on courses taken more than five years ago.

If a specific course has an expiration date within a major at JTCC, it will be stated in the notes section of the curriculum sheet for that major.

For students intending to transfer, length of time since a course was taken may be a factor in its acceptance by the intended transfer institution, even if accepted by JTCC for its degree requirements.

Generally, transfer credits are awarded only if the credits have been earned at an institution which is accredited by one of the six nationally recognized regional accrediting agencies in the United States. Transfer credits may be awarded from non-regionally accredited institutions with the approval of

the appropriate academic dean. Students requesting transfer credits from non-regionally accredited institutions must submit course syllabi and course descriptions for review by the appropriate academic dean. Upon the approval of the dean, transfer credits will be awarded consistent with JTCC policies addressing the acceptance of transfer credits from regionally accredited institutions. John Tyler Community College also normally awards transfer credits for courses completed at accredited foreign institutions. Students transferring from foreign institutions should contact the Admissions and Records office at either the Chester Campus or the Midlothian Campus for additional information.

JTCC reserves the right to accept or reject credit recommendations that are noted on foreign credential evaluations.

### **Dual Enrollment of High School Students**

Dual enrollment courses allow a student to be enrolled in, and get credit for, a college course and a high school course simultaneously. The courses are taught at the college level by instructors who meet the academic requirements to teach a college course and are offered at the high school following the high school schedule. The tuition and book costs are generally paid by the school system.

Dual enrollment is primarily for high school juniors and seniors, and all students must meet College admissions criteria. Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval from the College is required for admitting freshmen and sophomores. All individuals admitted as dual enrollment students must demonstrate readiness for college by achieving satisfactory scores on college placement tests or by meeting other entrance standards as set by the College.

Dual enrollment courses are offered at many high schools in John Tyler Community College's service area and provide an excellent opportunity for high school students to get a head start on college. For additional information about dual enrollment, contact Tracey Howell at [dualenrollment@jtcc.edu](mailto:dualenrollment@jtcc.edu).

### **Enrollment of Students under the Age of 18 - Concurrent Enrollment**

Individuals 18 years of age and younger who have not completed high school may seek to enroll at John Tyler Community College. They must satisfy the admission requirements expected of all students, including the completion of placement tests, PSAT, SAT, or ACT scores with cut-off scores at or above the scores listed in the placement test scores section of the catalog, as well as provide the institution with letters of permission to enroll from their principals or designees, as well as letters from their parents or guardians. Students under the age of 17 and their parents are required to meet with the dean of students (or dean's designee), or attend an information session provided by the Dean of Students office.

Concurrent enrollment is primarily for high school juniors and seniors. Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each

prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval from the dean of students as designee of the college president is required for admitting freshmen and sophomores. All individuals admitted as concurrent enrollment students must demonstrate readiness for college by achieving satisfactory scores on college placement tests or by meeting other entrance standards as set by the College.

### **Home-schooled Students**

Home-schooled students may enroll at John Tyler Community College. These students must satisfy the admission requirements expected of all students, including the completion of placement tests, PSAT, SAT, or ACT scores with cut-off scores at or above the scores listed in the placement test scores section of the catalog, as well as provide the institution with documentation indicating authorization from the responsible jurisdiction permitting the student to engage in home schooling. The parents of home-schooled students also must provide the institution with written permission to enroll their children. Home-schooled students and their parents must meet with the dean of students (or the dean's designee) or attend an information session provided by the Dean of Students office prior to enrolling in classes.

Enrollment is primarily for home-schooled students studying at the high school junior or senior levels. Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval from the dean of students, as designee of the college president, is required for admitting freshmen and sophomores. All individuals admitted must demonstrate readiness for college by achieving satisfactory scores on college placement tests or by meeting other entrance standards as set by the College.

An individual who has completed home schooling and certifies that he or she has the equivalent of a high school diploma may apply and enroll at the institution in the same manner as a high school graduate or recipient of a GED.

### **International Students**

John Tyler Community College does not admit international students possessing F-1 (student) visas. Other visa holders will be considered for admission in accordance with institutional policies and procedures and the guidelines of the U.S. Citizenship and Immigration Services (USCIS).

All visa holders seeking admission must present copies of their I-94, applications of admission and other required information to the Admissions and Records office at least 45 days prior to the beginning of the semester in which they wish to enroll.

### **Senior Citizens – Citizens 60 Years of Age or Older**

Senior citizens are encouraged to take advantage of free tuition provided for by the Senior Citizens Higher Education Act of 1974. Senior citizens, who are Virginia residents and who had a taxable individual income not exceeding \$23,850 for Virginia income tax purposes for the year preceding enrollment, may register for credit courses on a tuition-free basis. All senior citizens, regardless of income, may

audit credit courses and take some non-credit courses free of charge. Senior citizens waiving tuition can enroll on the first day of their selected class only if there is space available. Those who wish to reserve space in any credit or noncredit class can register and pay as regular students. However, senior citizens will not be allowed to pay for a course to secure a space with the intention of dropping and re-enrolling using the tuition waiver. Students who are auditing courses and who wish to drop or withdraw before the deadlines must appear in person or e-mail [admissionsandrecords@jtcc.edu](mailto:admissionsandrecords@jtcc.edu) to make the request. Students cannot drop or withdraw from audited courses online. Additional information about special enrollment opportunities for senior citizens may be obtained from the Admissions and Records office.

**Out of State Compliance Policy**

At present, the College does not accept applications for registration in online courses from applicants or students currently residing in:

- District of Columbia
- Iowa
- Maryland
- Massachusetts
- Missouri
- New Mexico
- Utah
- Wyoming

The College is not authorized to conduct business in the above-mentioned states. Applicants or students who enroll in online courses while residing in these states may be dis-enrolled and refunded their tuition. Students may contact the State Council of Higher Education for Virginia (SCHEV) at [804-225-2600](tel:804-225-2600) or [communications@schev.edu](mailto:communications@schev.edu) for information related to state agency contacts for complaint resolution. This is expected to change during Summer 2017. Please contact Admissions and Records at [admissionsandrecords@jtcc.edu](mailto:admissionsandrecords@jtcc.edu) for the current list.

**Admission of Suspended and Dismissed Students**

Students who have been academically suspended from John Tyler Community College may re-enroll after serving a one-semester suspension. Students who have been academically suspended from any other institution of higher education may enroll after submitting their transcript or a copy of their letter of suspension to the Advising Center. Academically dismissed students from John Tyler or any other institution are not normally admitted to the institution. Dismissed students, may petition the Academic Status Committee by submitting their request for exception to this policy to the dean of students ([skirkland@jtcc.edu](mailto:skirkland@jtcc.edu)). All petitions must be submitted in writing at least four weeks prior to the first day of classes for the semester in which admission is sought. Students dismissed or suspended for disciplinary reasons may petition the Threat Assessment Team by submitting their requests to the dean of students requesting exceptions to this policy. All petitions must be submitted in writing at least four weeks prior to the first day of classes for the semester in which admission is sought.

**Sex Offender and Crimes Against Minors Registry Admissions Policy**

Section 23-2:2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sex Offender and Crimes Against Minors Registry.

If the College receives notification, the following procedures apply:

- A. The College’s Threat Assessment Team (TAT) shall be notified and consider the applicant or student’s enrollment for a determination of whether he/she is a threat to the campus community or danger to themselves, other students, faculty or staff (i.e., campus community). The Dean of Students reserves the right to suspend the individual or withhold the application on an interim basis while TAT considers the case.
- B. Before a recommendation is made by the TAT to the Dean of Students, the TAT will notify the applicant or student in writing that they will be afforded an opportunity to appear in person before TAT or present relevant information in writing regarding their sex offender or crimes against minors status for consideration of whether he/she is a threat or danger to the campus community. Upon receipt of such notice, the applicant or student shall have five (5) business days to contact the Dean of Students Office and arrange a meeting to appear before TAT or provide a written response. At a minimum, the applicant or student shall provide the following information:
  - 1. Disclosure of the nature of the offense for which he/she has been convicted;
  - 2. Justification for consideration of admissions/reinstatement;

If the applicant or student does not respond within the requested timeframe, the Dean of Students Office shall inform him/her that TAT will proceed.

- C. The TAT shall make a determination of whether a threat or danger exists and recommend to the Dean of Students whether to deny admission or revoke enrollment.
- D. The Dean of Students Office shall notify the applicant or student in writing of the TAT’s recommendation and afford him/her with an opportunity to respond in writing within five (5) business days.
- E. The Dean of Students Office shall forward the TAT recommendation and any response(s) received from the applicant or student to the vice president of learning and student success (or designee) who may consult with TAT and shall issue a final decision in writing regarding admission or enrollment.
- F. The College will provide the campus community through its catalog or web site information on how to access the Sex Offender and Crimes Against Minors Registry consistent with state and federal law.





## Step 2: Get Expert Help

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## ORIENTATION

### New Student Orientation

Tyler's orientation program is designed to give new students and their family members a comprehensive introduction to life at the college. Orientation sessions are held prior to the start of each semester at the College. For the most up-to-date information, please visit: <http://www.jtcc.edu/orientation>

### SDV 100 – College Success Skills Course

All degree-seeking and some certificate students are required to complete SDV 100 (101 or 108) – College Success Skills, a one-credit orientation course designed to provide entering students with important information about the College, its policies and services. The course consists of two major parts: 1) an overview of college programs, services, policies and procedures, and 2) personal development seminars. Because of the importance of the information presented, students are encouraged to complete an SDV course during their first semester of attendance and preferably within the first 15 credits.

## ACADEMIC ADVISING AND DECLARING A MAJOR

### Advising Center

Professional counselors and academic/career advisors are available at both campuses to assist students with educational decisions and career planning. The Advising Center handles curriculum placement when students declare a major. If students require assistance beyond the scope of the services of advisors, referrals to other qualified professionals or agencies will be offered. The Advising Center staff is committed to helping students and prospective students learn how to develop career and life plans and to deal effectively with career and life transitions. Since there is no single correct way for everyone to deal with such decisions, a variety of developmental services and programs are offered, including assistance with academic and career development. These programs are designed to help students learn how to make better career and life planning decisions, refine study skills necessary for college success, assist with college transfer, and build leadership skills.

### Declaring a Major (Curriculum Placement for Degree and Certificate Students)

General admission to the College does not constitute admission to degree and certificate programs. Curriculum placement (major declaration) is required in order to graduate from John Tyler Community College and to receive financial aid. To be admitted into an academic major, students must:

1. Show evidence of college readiness in math and/or English as outlined in Step 3 of the catalog. This may require one of the following: satisfying placement test requirements, submitting the required SAT or ACT scores, submitting a high school or GED transcript that meets the alternative measures identified in Step 3 of the catalog, or proof of satisfactory completion of college-level English and/or math from a regionally accredited institution with a grade of C or better.

2. Provide the College with official copies of transcripts from high school and all colleges and universities previously attended only if any of the following are applicable:
  - a. Student is applying for Funeral Services, Emergency Medical Services, or Nursing;
  - b. Student has been suspended or dismissed from another college or university; and/or
  - c. Student is requesting a transcript review for transfer credits from a college outside the VCCS.
3. Declare a major with advising staff.

### Faculty Advisors

Don't navigate the college experience alone. Students who are placed in a major are assigned a faculty advisor.

You can find your faculty advisor's name and contact information in myTyler. E-mails, phone calls and office visits are all great ways to touch base with your advisor.

Your faculty advisor can assist you:

- Your first semester - The semester you select a major touch base with your advisor to get to know him or her and talk about your goals and plans.
- Before you register each semester - Each semester before you register, contact your advisor to talk about course options. Advisors can help you determine what to take and when to take it.
- The semester you plan to graduate - Contact your advisor early in the semester you plan to graduate. Your advisor will review your transcript and the courses you've taken to be sure you are on track. Advisors also sign graduation applications.
- Whenever you need help - Advisors are also great resources if you are having trouble or are unsure of next steps. Their role is to help you through the college experience, explore career options, and help with transfer.

### Virginia Education Wizard

Let the Wizard help you choose a career, get the information you need to pursue your career, find the college that is right for you, pay for college, transfer from a community college to a university, and get answers to your questions about your future. [www.vawizard.org](http://www.vawizard.org)



## Step 3: Determine Need for Placement Tests

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## COURSE PLACEMENT

See an advisor to discuss specific questions or issues regarding math and/or English placement.

### Math Placement

All entering students must take or provide mathematics placement tests if they do not qualify for course placement in MTH 103-104, MTH 115-116, MTH 120, MTH 157, MTH 158, MTH 163, and MTH 170 using the math measures placement chart below:

Math Placement Measures #	HSGPA or Score Range	Placement
HSGPA and Algebra II and One Algebra Intensive Course* *Algebra Intensive Courses above Algebra II: Trigonometry, Math Analysis, Pre-Calculus, Calculus, Algebra III.	3.0 or higher	MTE 1-9 Satisfied
HSGPA and Algebra II	3.0 or higher	MTE 1-5 Satisfied
HSGPA and Algebra I	3.0 or higher	MTE 1-3 Satisfied
SAT – Math	530 or above	MTE 1-9 Satisfied
	510-520 range	MTE 1-5 Satisfied
ACT – Subject Area Test Math	22 or above	MTE 1-9 Satisfied
	19-21 range	MTE 1-5 Satisfied
GED – Math	165 or above	MTE 1-5 Satisfied
	155-164 range	MTE 1-3 Satisfied
# = Students must meet pre-requisites or complete the VPT for placement into MTH, 164, MTH 166, MTH 173-174, MTH 240, MTH 241- 242, MTH 270 or MTH 273-274.		

### English Placement

All entering students must take or provide English placement tests if they do not qualify for English placement using one of the following measures:

English Placement Measures	HSGPA or Score Range	Placement
HSGPA	3.0 or higher	ENG 111
	2.7-2.9	ENF3/ENG 111
SAT-ERW (Evidence-Based Reading and Writing)	480 or above	ENG 111
	460-470 range	ENF3/ENG 111
ACT-Subject Area Tests English and Reading	18 or above	ENG 111
	15-17 range	ENF3/ENG 111
GED-English	165 or above	ENG 111

1. A student who has completed a college-level mathematics and/or English course at an accredited institution with a grade of "C" or better may enroll in the subsequent math and/or English course. Students who have not completed

a math and/or English course within the last year are strongly encouraged to meet with an advisor to ensure readiness for the subsequent course.

2. Any student who has earned an associates degree or higher or who has earned a C or better in college level courses in math and/or English at a regionally accredited institution will be exempt from placement testing provided they meet the prerequisites for the respective courses in their chosen program of study.
3. Any student who has successfully completed developmental courses at a VCCS institution will be exempt from placement testing in those areas and any student who has successfully completed developmental courses at a non-VCCS institution will have their coursework evaluated for placement.
4. A student may submit a high school/home school transcript or an approved test score for placement evaluation. Seniors who have not yet graduated may submit a transcript as of the completion of the first semester of the senior year to determine readiness for placement into college level courses for the purpose of early admission.
5. Students have the option to take the Virginia Placement Test in order to improve their placement standing after other measures are considered. Such placement test scores will not be used to place a student in a lower math and/or English course than indicated by other criteria, unless the student desires a lower placement.

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken. Students who take the placement test and who do not enroll in developmental English and/or math are allowed to take one (1) re-test within twelve (12) months. Students who attempt a developmental English and/or math course will be ineligible for a re-test. Exceptions to this re-test policy may be made on a case-by-case basis by a dean or associate dean or Registrar.

All high school students (dual enrollment in the high school, concurrent, and home schooled students) must meet VCCS admission standards as outlined below:

Students planning to take transfer courses must test into ENG 111 and MTE 1, while those planning to take non-transfer (CTE) courses must test into ENF 1 and MTE 1. Developmental classes are not, however, available to dual enrollment or home schooled students. Students should submit applications of admission prior to taking placement tests.

Dual enrollment and home schooled students who provide official evidence of a satisfactory mathematics score of 500 on the PSAT, a mathematics score of 520 on the SAT (before March 2016) or 530 (since March 2016) or a mathematics score of 22 on the ACT, taken within the last two (2) years, are exempt from taking the VCCS mathematics placement test.

Dual enrollment and home schooled students who provide official evidence of a minimum score of 390 on the reading and writing sections of the PSAT or 500 on both the critical reading and writing sections of the SAT (before March 2016) or 480 on the reading and writing (since March 2016), or a minimum score of 18 on both the English Test and Reading Test of the ACT, taken within the last two (2) years, are exempt from taking the VCCS English placement test.

High school students to include dual enrollment in the high school, concurrent, and home schooled students are not allowed to enroll in ENG or Math developmental courses.

Students must adhere to the results of their placement tests with the following exceptions:

If a student believes his/her Virginia Placement Test (VPT) scores were not an accurate reflection of his/her current competencies, the student may petition the associate dean of the Advising Center (or designee) via e-mail and request a re-test. The student must provide a justification for the re-test. The Associate Dean will respond to the request via e-mail within five (5) business days. If the request is granted, the student must take the approval email to the Testing Center. If the request is denied, the student cannot make any further appeal.

For the most up-to-date information, go to [www.jtcc.edu/placement](http://www.jtcc.edu/placement).





## Step 4: Register for Classes

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## REGISTRATION

Registration involves reserving a space in the class(es) selected and paying tuition. Information on the dates and location of registration is listed online at [www.jtcc.edu](http://www.jtcc.edu). Allowance is made for late registration, but normally a student may not enter a new course after the first week of the class. Students who have outstanding financial obligations from previous semesters with the John Tyler Community College Business Office, Bookstore or Library or have outstanding financial obligations for parking violations or owe any college within the Virginia Community College System the amount of equal to or above \$500 are not permitted to register for classes until their accounts have been paid in full.

### Adding or Dropping a Course

Schedule changes may be made during the add/drop period of the semester in session. A student may not enter a new class after the add/drop period without approval from the appropriate division office.

### Withdrawing from a Course

Withdrawal from a course without academic penalty may be made within the first 60 percent of the course. The student will receive a grade of “W” for withdrawal. After that time, the student will receive the grade earned at the end of the course. (In the case of mitigating circumstances documented by the instructor and approved by the dean, a grade of “W” may be awarded.) Administrative withdrawals may be initiated by an instructor in the event of excessive absences on the part of the student. Students should refer to the syllabus. In addition, an instructor may recommend withdrawal if it is believed a student is experiencing undue academic difficulty. Students cannot withdraw via their myTyler account. Students on financial aid are strongly encouraged to meet with a financial aid counselor before withdrawing from any class, as it may result in significant financial burden on the student. It is the student’s responsibility to understand the consequences for not withdrawing. Students are responsible for reviewing final course grades in their myTyler account at the end of the academic term. Per VCCS policy, the college may not expunge a student’s course enrollment after the last day to drop with a refund.

## INSTRUCTIONAL MODES

JTCC categorizes classes using one of four instructional modes. All class sections should be appropriately identified using the definitions below. Instruction modes provide critical information to students by setting expectations for their learning experiences. Accurate use of instructional modes also ensures JTCC’s ability to reliably report on methods of class delivery. These definitions are to be used in conjunction with the Schedule of Classes.

### • Seated classes

Traditional, in person classes that provide a face-to-face learning experience. Seated classes meet at a regularly scheduled time. Seated classes do not have any special designation in the course schedule.

Courses taught in non-traditional modes enable and support innovative learning options in a variety of settings including your home, office or anywhere you have internet access. These options are designed to increase educational access for students for whom work schedules, family responsibilities or other life demands restrict attendance at traditional on-campus classes. The non-traditional modes the College uses are listed here.

### • Videoconferencing Classes

This is a method of holding meetings that allows students who are in different cities, countries, etc., to hear each other and see each other on computer or television screens. Class meetings are scheduled just like traditional on-campus classes, but the instructor is connected to the class by a video network. Additional instruction may be in Blackboard or other sources.

### • Hybrid Classes

Hybrid classes are courses that meet for approximately half of the time of a seated class. The remaining instructional time is structured with out-of-class activities and/or online learning. Hybrid classes are recognizable in the course schedule by the “R” designation in front of the course section number.

### • Online Classes

In this mode of instruction, all coursework and interactions with the instructor and classmates are completed online. There is a requirement of two proctored activities. Proctored events can be completed at the JTCC Testing Centers, testing sites at other VCCS colleges, any approved site outside of the state of Virginia, or through our video-enabled proctoring vendor (offered at the discretion of the instructor). Online classes are recognizable in the course schedule by the “N” designation in front of the course section number. The college subscribes to the core principles of Quality Matters™ helping us to ensure, through an ongoing review process, that our online classes are of the highest educational quality. If you are curious about online learning, consider enrolling in the free five-day introduction to online and hybrid learning. Learn more by visiting <http://bit.ly/jtcc-online>.

Students enrolling in online or hybrid courses need constant, reliable internet access and should know how to use the internet and e-mail. Online courses and the online portion of hybrid courses are accessed through Blackboard.

Blackboard is an online course management system that provides web space for course information such as announcements, syllabi, course documents, lectures, and other materials specifically related to individual courses. Students have access to Blackboard via the myTyler single sign-on. Instructors have until the first day of class to make the Blackboard course available for students.

Students can locate tutorials on how to navigate Blackboard on the JTCC web site or by clicking on the Help and Support button in the course menu of every course. Students may also download free antivirus software and locate student computing discounts in the Blackboard system. Students may receive assistance during business hours with

Blackboard or their student Gmail accounts by filling out this help request form: <http://www.jtcc.edu/mytyler/mytyler-help-forms/>

- **Online SSDL Classes**

The College also offers online courses through Shared Services Distance Learning (SSDL). SSDL courses are offered in partnership with Northern Virginia Community College (NVCC). These courses allow students to earn JTCC credit while taking an online course with a NVCC instructor, as well as use the JTCC Testing Centers to take proctored assessments. SSDL courses have access to all JTCC services, as well as services provided by NVCC. Students enrolled in SSDL courses will receive a letter from NVCC and an invitation to participate in an online orientation, and a JTCC liaison provides support during the semester. SSDL courses follow the NVCC academic calendar. Please review course notes for start and end dates. All SSDL courses have a section number that begins with the letters "NV."

- **Online Test Proctoring**

JTCC offers access to online proctoring that allows students to complete computer-based exams in the comfort of their own home. A reliable internet connection, webcam, and other technical requirements are necessary. Students are observed via a remote connection to the student's machine to view computer and student activity. The use of this tool is offered at the discretion of each instructor and may not be available in all courses.





# Step 5: Pay for College

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## FINANCIAL ASSISTANCE

John Tyler Community College attempts to ensure that qualified students are not denied an education because of a lack of money. All students are encouraged to apply for financial assistance by submitting the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are urged to submit their financial aid applications well in advance of their anticipated registration dates. The dates for applying for financial aid for the fall semester are May 15 (Priority) and July 7 (Guaranteed). The dates for applying for financial aid for the spring semester are September 15 (Priority) and November 3 (Guaranteed). The priority date for the summer semester is March 15. Students can apply after these dates but must be prepared to pay out-of-pocket for their tuition and fees and be reimbursed if they are eligible for aid approximately a month-and-a-half after the semester has begun.

All financial aid-related notifications will be communicated to students through their John Tyler Community College (JTCC) e-mail. It is important that students monitor their JTCC e-mail and myTyler accounts on a regular basis for the most up-to-date financial aid notifications.

## FINANCIAL AID

### Eligibility for Financial Aid

To qualify for financial aid and to maintain their eligibility, students must:

1. Complete the Free Application for Federal Student Aid (FAFSA) by the July 7 or November 3 dates (see the previous section);
2. Be accepted for admission to John Tyler Community College as a degree- or certificate-seeking student;
3. Be enrolled in good standing and maintain satisfactory progress;
4. Be citizens, eligible non-citizens or permanent residents of the United States or its trust territories;
5. Not be in default on a Federal Stafford Loan, PLUS, SLS or a Perkins Loan;
6. Not owe an overpayment on financial aid received at any institution of higher learning; and
7. Have a high school diploma, a GED or the ability to benefit. Students receiving financial aid are responsible for notifying the Admissions and Records office regarding any change in name, address, telephone number or marital status.
8. Students are also responsible for ensuring the courses they take are part of their program. Financial Aid will not pay for courses that are not in a major.

### Non-Credit Financial Aid

As a result of a new program approved by Virginia's General Assembly, the Community College Workforce Alliance has funding that can help pay for training that supports attainment of industry credentials. If you have limited income but need additional industry credentials to assist you in gaining employment, contact the CCWA at [\(804\)-523-2292](tel:804-523-2292).

or by email at [trainer@ccwa.vccs.edu](mailto:trainer@ccwa.vccs.edu) to inquire about non-credit financial aid.

## STUDENT FINANCIAL AID PROGRAMS AVAILABLE

### Federal Pell Grant

The Federal Pell Grant is an award for undergraduates only with no prior bachelor's or professional degree. Eligibility is primarily based on the Expected Family Contribution (EFC) but is also affected by enrollment status. The EFC must be \$5328 or less. The maximum award for the 2017-2018 academic year is \$5920, with a minimum of \$606. A minimum of 12 credit hours each semester is necessary to receive full eligibility, with pro-rated awards going to students with less than 12 credits.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is for undergraduate Federal Pell Grant recipients with exceptional financial need (i.e., students with the lowest EFCs). Students may receive up to \$2,000 a year depending on eligibility and funding level. Priority is given to out-of-state students whose tuition charges are significantly higher.

### Federal Work-Study (FWS)

Federal Work-Study is a program that provides part-time employment opportunities to eligible students to help meet the costs of post-secondary education. Based on the results of the Free Application for Federal Student Aid (FAFSA), eligible students are awarded an allotment that may be earned through part-time employment in FWS-approved positions either on or off campus. The program is designed to provide students with an opportunity for employment arranged around class schedules.

### Commonwealth Grant (COMA)

COMA is a state-funded grant that provides assistance to undergraduate Virginia residents to a maximum of tuition and fees per academic year. A minimum of 6 credit hours is required each semester in order to receive COMA.

### Virginia Guaranteed Assistance Program (VGAP)

VGAP awards range from \$500 up to tuition, fees and books and are available to undergraduate Virginia residents who graduated from high school with at least a 2.5 grade point average. Students must be enrolled full time with at least a 2.0 cumulative grade point average to maintain eligibility for this grant.

### Part-time Tuition Assistance Program (PTAP)

PTAP is a state-funded grant that provides assistance to undergraduate Virginia residents to a maximum of tuition and fees per academic year. A minimum of 1 credit hour and a maximum of 6 credit hours are required each semester in order to receive PTAP.

### Virginia Community College System (VCCS) Tuition Grant

VCCS is a state-funded grant that provides assistance to undergraduate Virginia residents who demonstrate financial need. Award amounts vary according to funding levels; however, awards will not exceed charges for tuition, fees and books.

## Federal Stafford and PLUS Loan Program

The Federal Stafford and PLUS Loan Program enables students and/or parents to borrow directly from the Federal Department of Education. The loan is guaranteed by the federal government. Students may apply online at [www.jtcc.edu/loans](http://www.jtcc.edu/loans).

## Virginia War Orphans/Dependents of Firefighters and Police Officers Education Benefits

Sections SB-529 and SB-626 of the Code of Virginia provide for free tuition to attend state-supported institutions of higher education for children of persons killed in the line of duty to the Commonwealth of Virginia or deceased, disabled, imprisoned, or missing in action as a result of any armed conflict after December 6, 1941, involving the U.S. armed forces. Individuals entitled to this benefit may utilize it to pursue any vocational, technical, undergraduate or graduate program of instruction. Generally, programs listed in the academic catalogs of state-supported institutions are acceptable provided they have a clearly defined educational objective. Applications should be submitted at least four months before the expected date of matriculation.

## 24/7/365 FINANCIAL AID AND STUDENT ACCOUNTS SUPPORT CENTER

Financial Aid and Student Account information is available to students 24/7 every day of the year. The toll free phone number is **1-855-874-6684**. Students may also access help via the web at [mysupport.jtcc.edu](http://mysupport.jtcc.edu).

## MILITARY AND VETERANS EDUCATION

The Military and Veteran Education Office (M&VEO) assists eligible active duty service members, reservists, veterans and military family members with their applications and reporting requirements necessary for establishing and maintaining Veterans Administration (VA) and Department of Defense (DoD) educational entitlements.

Most curricula and programs of education offered at John Tyler Community College are approved by the Virginia Department of Veterans Services for VA entitlements. Eligible beneficiaries are reminded that only those courses that apply to their approved programs of education may be certified for VA educational entitlements. Students are expected to present their Certificates of Eligibility to M&VEO during their initial visits in order to be certified. Certification requests must be initiated in person, by submitting an Enrollment Certification Request Form ([www.jtcc.edu/veterans/enrollment-certification-request-form](http://www.jtcc.edu/veterans/enrollment-certification-request-form)) or via the [veterans@jtcc.edu](mailto:veterans@jtcc.edu) e-mail account immediately after enrollment. Enrollment adjustments that take place after certification, such as course drops, adds, swaps, and withdrawals, must be reported in person or via the [veterans@jtcc.edu](mailto:veterans@jtcc.edu) e-mail account. Any debt that may be incurred as a result of unreported enrollment adjustments will require payment in accordance with College policy. Eligible veteran students and their dependents, who are granted out-of-state domicile status upon completion of their online applications, should notify a member of the M&VEO in order to receive instructions for a potential change of status. Eligible

veteran students are encouraged to consider using the VA Work-Study and the VA Tutorial Assistance programs while attending school as they are valuable resources. The VA will only pay in-state rates for tuition.

## DEPARTMENT OF DEFENSE EDUCATIONAL BENEFITS

Students eligible to receive Tuition Assistance (TA) or My Career Advancement Account (MyCAA) benefits are reminded that only those courses that apply to their approved programs of education can be paid for by TA or MyCAA. Students planning to use Tuition Assistance are expected to present their approval to the M&VEO staff during their initial visit or prior to the first day of classes for the semester. Military family members planning to use MyCAA benefits need to contact the M&VEO to establish an Education & Training Plan for submission to the Department of Defense Spouse Education and Career Opportunities Certification (SECO). This process should be completed not later than one week prior to the beginning of the term. Inquiries and documentation for both programs may be submitted to [veterans@jtcc.edu](mailto:veterans@jtcc.edu) e-mail account. The DoD will only pay in-state rates for tuition.

John Tyler Community College is a proud member of the Servicemembers Opportunity Colleges (SOC) Consortium and committed to providing servicemembers, their families and veterans with ready access to low-cost, quality educational opportunities. Because servicemembers move so frequently, we maintain transfer practices which minimize the loss of credit for courses taken at another college or university and avoid duplication of coursework. Additionally, we limit academic residency for active duty service members to only 25%. This means that an active duty servicemember can earn a degree by taking as little as one quarter of his/her required courses for a degree program at John Tyler Community College. Lastly, we award credit for military training and experience as outlined in the ACE Guide and credit for extra institutional learning using one or more nationally-recognized, non-traditional learning tests (CLEP and DSST).

## Veterans Choice Act

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees:

- A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the Commonwealth of Virginia while attending John Tyler Community College (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia while attending the College (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Commonwealth of Virginia while attending the College (regardless of his/her formal state of residence).
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the College prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either Chapter 30 or Chapter 33, of title 38, United States Code.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Additionally, students in the uniformed services (active duty Armed Forces, including the National Guard or Reserve) who are ordered to active duty (for reservists and National Guard) or deployed (active military) as described in the Code of Virginia, Section 23-9.6:2 and the State Council’s Virginia Tuition Relief, Refund, and Reinstatement Guidelines, may request a refund of tuition and fees for all or part of the term affected by the orders. Questions regarding this type of refund should be addressed to the Military & Veterans Education Office at [\(804\) 706-5031](tel:8047065031) or [veterans@jtcc.edu](mailto:veterans@jtcc.edu).

**FOUNDATION SCHOLARSHIPS**

Every year many Tyler students get help paying for college through scholarships from the John Tyler Community College Foundation. There is a wide variety of scholarships available. Some are general while others are for specific programs of study and/or for students who live in a particular locality. The Foundation offers both merit and need-based scholarships. A list of available scholarships is available at [www.jtcc.edu/scholarships](http://www.jtcc.edu/scholarships). For questions, call the Foundation office at [\(804\) 594-1476](tel:8045941476) or e-mail [foundation@jtcc.edu](mailto:foundation@jtcc.edu).

Scholarships are made possible through the generosity of supporters who share the Foundation’s commitment to helping make college more affordable.

**Who can apply?**

Current and prospective students at John Tyler Community College may apply for a Foundation scholarship, even if they do not qualify for federal financial assistance. High School seniors considering attending John Tyler are also encouraged to apply.

**To qualify, students must:**

- Submit one complete scholarship application prior to the appropriate deadline.
- Possess a 2.5 minimum cumulative grade point average (GPA).
- Be enrolled or plan to enroll in a certificate and/or degree program at John Tyler for the current academic year. Students must be officially enrolled in a certificate or degree

program before scholarship funds will be disbursed. Not enrolled? Visit the Advising Center on either campus.

- Have in-state tuition status.
- Have a completed, current Free Application for Federal Student Aid (FAFSA) on file at John Tyler on or before the scholarship deadline. To complete the FAFSA, visit [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and be sure to indicate the JTCC school code: 004004 on your FAFSA form.

Students can apply online at [www.jtcc.edu/scholarships](http://www.jtcc.edu/scholarships). The application deadline for the JTCC International Studies Scholarship for summer study abroad is due on March 15. The application deadline for all other scholarships is April 16.

**SATISFACTORY ACADEMIC PROGRESS**

To receive any federal or state aid, a student must maintain satisfactory academic progress (SAP). The Financial Aid office will evaluate a student’s progress at the time of application and at the end of each semester. Changes of curricula do not necessarily constitute extended time limits for eligibility. Per federal regulation, all enrollments at John Tyler Community College and all applicable transfer credits will be considered, whether or not aid was awarded or received. The Satisfactory Academic Progress Policy is subject to change. For more detailed information about out SAP Policy, please visit [www.jtcc.edu/financialaid](http://www.jtcc.edu/financialaid).

The College’s current criteria for satisfactory academic progress are:

- Students must successfully complete at least 67% of the credit hours they attempt. All courses attempted at John Tyler Community College and accepted transfer credits will be counted.
- Students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D and F are included in this calculation. Transfer credits are excluded. In order to graduate, a minimum cumulative grade point average of 2.0 is required.

Credit Hours Attempted	Minimum Required GPA
1 - 15	1.50
16 - 30	1.75
31+	2.00

- Please note that only courses with grades of A, B, C, D and F are included in the GPA evaluation.
- Students who have attempted a number of credits that total 150% or more of their program requirements have not made satisfactory academic progress. All enrollment periods and acceptable transfer credits are counted, even semesters when aid was not received. Developmental courses are not included in this calculation.

Students may appeal the loss of their aid, in writing, to the Financial Aid office prior to the beginning of each term. Only appeals which document mitigating circumstances will be considered.



## TUITION AND FEES

### Tuition Rates and Fees

Tuition rates are established by the State Board for Community Colleges and are subject to change. Current tuition rates can be obtained at [www.jtcc.edu/tuition](http://www.jtcc.edu/tuition).

The e-Rate is applicable to designated distance-learning courses delivered entirely over the Internet. Tuition rates include an \$8.50 per credit hour technology fee. Virginia residents are exempt from the \$21.00 per credit hour capital fee. The contract rate is for students who do not qualify for in-state tuition rates and are enrolled in classes provided in a contract between their employers and John Tyler Community College where the employer agrees to pay the students' tuition directly to the College. In addition to tuition, students or employers must pay a mandatory comprehensive fee of \$35.00 per semester. Student fees are approved by the John Tyler Community College Board and are subject to change.

During general registration, all tuition and fees are due by the Payment Deadline dates listed at <http://www.jtcc.edu/tuition>. Tuition and fees may be paid by cash, money order, personal check, MasterCard or Visa. If a student's check is returned to the College for any reason, the student will be charged a \$35.00 returned check fee in addition to the amount of the returned check. The student has ten days from the date of notice in which to redeem the check and pay both the amount of the check and the returned check fee. After that, the returned check fee will increase to \$50.00, and the student will be withdrawn from his/her classes. This obligation must be paid with cash, cashier's check, debit card or credit card (MasterCard or Visa). Failure to fulfill this financial obligation within the specified time shall result in the student being withdrawn from John Tyler Community College and being referred to a collection agency and to the Commonwealth of Virginia's Debt-Setoff Program.

### Eligibility and Application Procedure for In-State Tuition

Generally, to be eligible for in-state tuition rates, the student must have been legally domiciled in Virginia for a period of at least one full year prior to the planned semester of enrollment. Domicile is a technical legal term that means more than simple "residency" in Virginia. An individual seeking eligibility for in-state tuition must demonstrate the intention of remaining in Virginia indefinitely. Demonstration of intent is usually accomplished through objective evidence such as a Virginia driver's license, voter's registration, and payment of Virginia income taxes, although additional forms of documentation may be required. Students requesting a change of domicile status must furnish supporting documentation and secure approval by no later than the first day of their first semester of enrollment. Requests for a change of domicile presented after the established deadline will be considered for the subsequent semester.

Active duty military members, along with their spouses and dependents, may receive in-state tuition benefits as long as they have been assigned to a permanent duty station in the Commonwealth of Virginia. In order to secure the benefit,

a copy of current permanent orders, valid military ID and proof of address must be presented prior to the start of the first semester of enrollment. The one-year residency provision is waived in this instance and continued eligibility for the in-state benefit is guaranteed provided that the student maintains continuous enrollment.

Any individual who can show proof of past military service may be eligible for one year (3 semesters) of in-state rates. The State of Virginia allows veterans to receive in-state tuition rates with appropriate documentation. Contact the Admissions and Records office at [admissionsandrecords@jtcc.edu](mailto:admissionsandrecords@jtcc.edu) for more information.

For information about qualifying for in-state-tuition under Section 702 of the Veterans Choice Act see page 27.

### Residency

A student under the age of 24 generally assumes the domiciliary status of the parent(s) unless one of the following criteria is met. The student:

- Is age 24 before the first day of classes;
- Is a veteran of the U.S. armed forces;
- Holds a bachelor's degree or higher;
- Is married;
- Is orphaned;
- Is a ward of the court;
- Has legal dependents other than a spouse; or
- Can present clear and convincing evidence that he or she is self-sufficient.

The Admissions and Records Office is responsible for making an initial determination of eligibility for in-state tuition rates based on information provided by the student on the application form. Eligibility is determined by using State Council of Higher Education guidelines pertaining to Section 23.7-4 of the Code of Virginia.

Applicants who are denied in-state tuition have the right of appeal according to the following procedures:

- **Intermediate Level Review:** Appeals must be submitted in writing to the Admissions and Records office at least two weeks prior to the date of the requested entitlement (the first day of classes of the semester in question). The director of Admissions and Records/registrar will review such appeals and issue decisions within five days or prior to the first day of classes. Appeals received less than two weeks prior to the date of requested entitlement will not be considered until after the subsequent add/drop period. Students may elect to register and pay out-of-state tuition charges pending the resolution of their appeals.
- **Final Administrative Review:** Appeals of the intermediate level review must be submitted in writing to the Office of the Associate Vice President (AVP) of Student Success. Such appeals must be submitted no later than five business days after the receipt of intermediate level decisions. The AVP of Student Success will review such appeals and forward the

decisions to students within ten business days of the receipt in accordance with Part VII, Section 8 VAC 40-120-270, Chapter 120, Guidelines for Determining Domicile and Eligibility for In- State Tuition Rates.

### Changing Tuition Eligibility Status from Out-of-State to In-State

An out-of-state student who has resided for one full year in Virginia may request a change of domicile status through the Admissions and Records Office at [admissionsandrecords@jtcc.edu](mailto:admissionsandrecords@jtcc.edu). Supporting documentation that presents clear evidence of domiciliary intent, such as a Virginia driver's license, voter's registration and payment of Virginia income taxes, must be presented by no later than the first day of the next semester of enrollment. Students who request a change of domicile and present documentation beyond the first day of class will be considered for the subsequent semester. The burden is assumed by the applicant to provide as much information and documentation as appropriate to demonstrate intent.

In the event that a student's circumstances change after a semester has begun, the student's tuition status may be eligible for reclassification. This reclassification shall be effective for the next academic term following the date of the application for reclassification. Students should follow the institution's domicile appeal policy.

## HOW TO PAY TUITION AND FEES

### How to Pay

Pay in person at the Business Office via check, cash, MasterCard or Visa, or pay online using a credit card through myTyler.

- All Visa and MasterCard payments can be made online via the credit/debit card processing system called QuikPAY.

QuikPAY is only accessible through the Student Center in the Student Information System in myTyler ([www.jtcc.edu/myTyler](http://www.jtcc.edu/myTyler)).

John Tyler offers a monthly tuition payment plan. For a non-refundable fee, your tuition and fees payments are automatically deducted from your checking or savings account or charged to your credit card.

[jtcc.edu/pay-for-tyler/tuition-payment-plan/](http://jtcc.edu/pay-for-tyler/tuition-payment-plan/)

If you intend to receive financial aid, to guarantee your enrollment you must have completed the Free Application for Federal Student Aid (FAFSA) and have received your Award Notification via e-mail from the Financial Aid Office. If you have not completed the process, you must be prepared to pay your tuition and fees in full by the deadlines outlined above. If your financial aid award does not cover your total charges, you will be responsible for paying the balance due by the deadlines above.

If your employer is paying for your classes, you must submit the employer's purchase order or written authorization along with a contract agreement form signed by the employer. The contract agreement form can be obtained from the Business Office. The contract will solidify the agreement of your employer to be billed by the College for your tuition and fees. The purchase order, authorization, and contract must be received by the appropriate deadline above.

## General Refund Information

A full refund of tuition is authorized for credit hours of course(s) dropped during the first 15 percent of the session. If a student registers for a course that is cancelled by the College and does not elect to enter an alternate course, the student is eligible for a refund. Students who drop classes after the published date will not receive a refund.

### Section 4.15 Tuition Refund Policy

#### 1.1.1 Purpose

To establish procedures for handling College tuition refund requests and exceptions to policy.

#### 1.1.2 Procedure

Virginia Community College Policy 4.3.2 *states that students are eligible for refunds for those credit hours dropped during the add/drop period. After the add/drop period has passed, there shall be no refunds, except as provided in subsections 4.3.2.2 (Exceptional Cases), 4.3.2.3 (Military Service), and 4.3.2.4 (Refunds for Certain Federal Student Financial Aid Recipients).*

John Tyler Community College will consider requests for tuition refunds due to a highly unusual emergency or extenuating circumstance. Such extraordinary circumstances are usually defined as (1) administrative error, (2) documented major medical emergency, extreme financial hardship, or death of an immediate family member, or (3) national emergency.

Requests for exceptions to the refund deadline will be considered by the Dean of Students or Assistant Dean of Students (as the president's designees) upon the students' completion of the College's *Tuition Refund Application*.

If a tuition refund is approved by the Dean of Students or Associate Dean of Students, the student will be assigned a grade of 'W' in the refunded course(s). Requests must be made during the semester in question or the immediate subsequent semester. No requests will be considered after this time. **If the student is a financial aid recipient, he or she should consult the Financial Aid Office to understand any ramifications.**

### Refunds, Credits, and Reinstatement as a Result of Military Service

- Students in the uniformed services (active duty Armed Forces, including the National Guard or Reserve) who are ordered to active duty (for reservists and National Guard) or deployed (active military) as described in the Code of Virginia, Section 23-9.6:2 and the State Council's Virginia Tuition Relief, Refund, and Reinstatement Guidelines, may request the following accommodations and request an exception per the College's Tuition Refund Application:
- Tuition and Required Fees

Students may request to be withdrawn from the College after the census date. The student may request to be administratively withdrawn with a refund and assigned a grade of "W". Students receiving financial aid, tuition assistance and/or Veterans Administration benefits should confer with the Military and Veterans Education Office before withdrawing. The Military and Veterans Education Office will notify the Financial Aid Office and the Business

Office when students are processed according to this policy so that the College can ensure that the students are forgiven any potential debts owed to the College. Requests for textbook returns should be submitted to the College Bookstore. The College will request that the Bookstore refund any expenses paid by the students who meet the eligibility requirements of this policy.

c. Incompletes and Special Final Examinations

Students who have completed a significant portion of their current course work should have the opportunity to receive and may request grades of incomplete ("I") until released from active duty (for reservists and National Guard) or return from deployment (for active military personnel). All course requirements shall be completed within one year from the date of release from active duty or return from deployment. Students also may be given the option of taking their Final examinations prior to regularly scheduled times as an exception to VCCS policy 5.6.1 in accordance with the Virginia Tuition Relief, Refund, and Reinstatement Guidelines.

d. Reinstatement

Students who are called to active duty or are deployed, who are otherwise academically eligible, will be reinstated in the same programs of study without having to re-apply for admission if they return to John Tyler Community College after a cumulative absence of not more than five years so long as the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.

e. Dissemination of Information

Questions and information regarding the requirements of the Code of Virginia, Section 23-9.6:2, and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines should be referred to the Military and Veterans Education Office.





## Step 6: Purchase or Rent Course Materials

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## COURSE MATERIALS

Textbooks remain an important part of a quality college education. With so many forms of print and digital course materials now available, the college bookstore is committed to providing you with options tailored to your study needs, learning style and budget. Several cost-saving programs and products are listed below, to help guide you in your search for course materials. Textbook information can be found on the bookstore website at [www.johntylershop.com](http://www.johntylershop.com) and on course pages found at <http://www.jtcc.edu/schedule>.

- **Purchase New or Used Textbooks**

Traditional textbooks have remained the preferred choice for students and faculty alike. To better serve those that prefer printed material, the bookstore offers multiple formats of both new and used textbooks. Acquiring used books is always top priority, and as many as possible are bought back from students during finals. We then search nation-wide for used copies of a title. New books are only ordered when necessary, in the requested format.

- **Rent Textbooks**

Thousands of textbook titles at the college bookstore are now available as rentals, the most popular course material option. Renting textbooks can substantially lower your college expenses by saving up to 80% off the new book price. Search our [www.johntylershop.com](http://www.johntylershop.com) to see if your books are available for rent. Write, take notes, highlight – use rental books like you own them! For the full text of the Rental Agreement, contact the bookstore at [804-777-9166](tel:804-777-9166).

- **Digital Textbooks or E-books**

Digital textbooks, or e-books, are the same versions of a textbook, but they are accessible either as a download or on the internet. Thousands of titles are available in this paperless format at approximately half the price of traditional textbooks, as these green-conscious options don't require printing or shipping. If a textbook is available in a digital format it will automatically be listed as an alternative on [www.johntylershop.com](http://www.johntylershop.com).

- **Open Education Resources (OER)**

Open educational resources are any resources available at little or no cost that can be used for teaching, learning, or research. The term can include textbooks, course readings, and other learning content; simulations, games, and other learning applications; syllabi, quizzes, and assessment tools; and virtually any other material that can be used for educational purposes. It is the instructor's decision whether or not to use OER materials.

- **Access Codes**

An access code is a series of letters and numbers that allows you access to your course's online content and additional study material. These codes are generally a part of a course's textbook and materials requirement and must be purchased.



# Step 7: Stay Connected and Get Involved

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**STAY CONNECTED****E-mail**

All students are assigned a Virginia Community College System (VCCS) e-mail address when they are admitted to the College. This e-mail address is the primary e-mail address the College will use for communication with students. Students can access their VCCS student e-mail in their myTyler account. Students should check their student e-mail regularly for financial aid updates, class information from instructors, reminders about College deadlines and dates, closing and delay notifications, notes from faculty advisors, details on student activities, and many other important messages.

**Cell Phones & Text Messaging**

The College has incorporated a text messaging program into our student communication plan to allow staff to share important information or special opportunities at the College. Our First Year Coordinator uses texting to engage with new students and provide resources and direction. Students must ensure that the correct cell number resides in their SIS personal information.

**Social Media**

Tap into the Tyler community by connecting with the College on social media. These spaces exist to digitally connect students, faculty and staff, and the community to one another and to Tyler. They tell the Tyler story one post, photo, or video at a time.

- [facebook.com/johntylerc](https://facebook.com/johntylerc)
- [twitter.com/johntylerc](https://twitter.com/johntylerc)
- [linkedin.com/school/59502](https://linkedin.com/school/59502)
- [instagram.com/johntylerc](https://instagram.com/johntylerc)

**GET INVOLVED****Student Activities**

The Student Activities Office ([www.jtcc.edu/studentactivities](http://www.jtcc.edu/studentactivities)) provides a variety of educational, cultural, and social experiences for students, faculty, staff and members of the community. Student activities and organizations are open to all interested students. Students may seek leadership opportunities through participation in the John Tyler Community College Student Council. Students who are interested in participating in any aspect of the student activities program or who wish additional information on events and organizations should e-mail [studentactivities@jtcc.edu](mailto:studentactivities@jtcc.edu).

- **Social and Cultural Programs**

The Student Activities Office sponsors annual welcome picnics, movie nights and a variety of volunteer projects. The Student Activities Office also sponsors Black History Month festivities, an International Food Festival and provides support to the Literary Festival.

- **Student Clubs and Organizations**

John Tyler Community College offers a diverse selection of student clubs and organizations, and it encourages the formation of new student groups. The Student Activities Office provides support to student organizations. More than 30 student organizations are currently recognized by the College.

- **JTCC Student Organizations:** Art Club, Blue Sky Programming Club, Bookends, Car Club, Criminal Justice @ Tyler, College Republicans, Dance Club, D.R.E.A.M. , Environmental Science Club, Film Club, Funeral Services Student Association, Future Teachers Club, Freeways (Acapella Group), Gay Straight Alliance (GSA), Health and Wellness Club, History Club, Human Services Club, JTCC American Welding Society, Latin American Culture Club, Men of Distinction, Muslim Students Association, Phi Beta Lambda Business Fraternity, Philosophy Club, Red Cross Club, Rotaract Club, Single Parent Resource Club, Soccer Club, Sociology Club, S.T.E.M.–H Club, JTCC Student Council, Students Above Over the Prime, Student Nurses' Association, Student Veteran's Organization, Theatre Club, THRIVE (Formerly Disciples of Christ Club), Volleyball Club

- **Honorary Organizations:** Phi Theta Kappa International Honor Society Tau Rho (Chester) , Beta Omicron Omicron (Midlothian)

- **Intramurals:** Basketball and Soccer

- **Student Government:** JTCC Student Council

- **Student Ambassadors**

Ambassadors are student employees who have proven dedication to the College and perform service for the College. Ambassadors are involved with campus tours, events on campus, recruitment activities and other college-wide events. If a student is interested in becoming an Ambassador or wants to learn more about the program, please send an e-mail to [success@jtcc.edu](mailto:success@jtcc.edu) with Ambassador in the subject line.

- **Safe Zone Allies**

The JTCC Safe Zone program supports the College's vision for a success story for every student, by recruiting, educating and supporting faculty, staff and students to become allies to the lesbian, gay, bisexual, transgender and queer (LGBTQ) community. Allies learn about LGBTQ issues to promote a safe and supportive environment for people who self-identify as lesbian, gay, bisexual, transgender or queer. By working together members of the LGBTQ community and allies can inspire a spirit of inclusion for all.

- **Fitness Centers**

Students may use the fitness center during scheduled hours. Students must complete a waiver in order to use the facilities. The waiver form is available at the centers. Fitness centers are located on both campuses at:

Chester Campus N104, Nicholas Center

Midlothian Campus T105, T Building

• **International Education Program**

John Tyler Community College is committed to internationalizing its curriculum through a broad range of opportunities for faculty, staff and students in order to develop a community of global learners. These substantive learning opportunities prepare students for possible international employment, for international study and for personal enrichment.

The College has a multifaceted international education program aimed at developing global awareness. The basic approaches include international travel presentations at the College; teacher-teacher exchanges; college-partnership exchanges, which focus on combined student, faculty and administrator site visits; study-abroad activities; and international-travel groups comprised of all constituents of the College community.





## Step 8: Stay Informed - *Important Information You Need to Know*

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## STUDENT CLASSIFICATION

- **Curricular student:** a student who has satisfied all college admission requirements and has been admitted to a degree or certificate program.
- **Non-curricular student:** a student who is not formally admitted to one of the curricula but who is classified according to one of the following student goals or conditions:
  - updating employment skills for present job or developing skills for new job
  - career exploration
  - personal satisfaction and general knowledge or transient student
  - non-degree transfer student
  - high school student (with college approval only) or general or curricular requirements pending (with college approval only)
  - restricted enrollment (with college approval; auditing a course)

## STUDENT STATUS & ACADEMIC LOAD

- **Full-time:** a student enrolled in courses totaling 12 or more credit hours.
- **Part-time:** a student enrolled in courses totaling less than 12 credit hours.

The maximum full-time load is 18 credits in the fall and spring and 13 credits in the summer. Students wishing to carry an academic load of more than the maximum load ordinarily should have a minimum grade point average of 3.5 and the approval of a division dean, the vice president of learning and student success or designee.

## COURSES

Each John Tyler credit course is described by a prefix, number, title, description, credits, pre-requisites, and s.

### Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub- category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

### Course Numbers

- 1 – 9 Developmental courses.  
Credits earned in these courses are not applicable toward associate degree programs, however, upon approval by the chief academic officer, some development courses may provide credit appropriate for certificate programs.
- 10 – 99 Basic non-degree courses for certificate programs  
Credits earned in these courses are applicable toward certificate programs, but are not applicable toward

an associate degree program. (ESL courses may also be numbered 10-99 but are not applicable to a certificate or degree.)

- 100 – 199 Freshman-level courses applicable toward associate degrees and/or certificates.
- 200-299 Sophomore-level courses applicable toward associate degrees and/or certificates.

### Course Titles

The course title is exactly what it says; it is the name of the course.

### Course Descriptions

The course description is a brief summary of the topics covered in a particular course.

### Course Credits

Each semester hour of credit given for a course is based on the “academic hour,” which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks. Courses may include lecture (instruction, discussion), laboratory (including clinical training, studio, or internship), out-of-class study/activities or a combination thereof depending on the discipline. Students should expect the following:

- One academic hour of lecture plus an average of two hours of out of class study for each lecture credit per week.
- Two to five academic hours of laboratory and at least one hour of out-of-class study for each laboratory credit per week.

### Course Pre-requisites and Co-requisites

Pre-requisites indicate, usually by a listing of courses, the knowledge and skills that students must possess before taking a course. Pre-requisite courses must be successfully completed before enrollment in the subsequent course. Co-requisites are similar except that the knowledge and skills may be acquired while taking the present course. In this case, students must have successfully completed before or be concurrently enrolled in co-requisite courses if enrolled in the present course.

### Repeating a Course

Normally, a student is limited to two enrollments in the same credit course. Requests to enroll in the same credit course more than twice must be submitted to a division dean, the vice president of learning and student success or designee. A student, who enrolls more than twice without prior approval, may be deleted from the class roll. This policy does not apply to repeat enrollments in seminars and topics courses.

### Credit for Repeated Courses

In computing GPA, only the most recent grade is used if the course has been repeated. All previous attempts are denoted with the message “Repeated Course” on the student’s transcripts and are removed from the GPA calculation that is reflected in the current cumulative GPA. Four-year institutions and programs requiring admission at John Tyler, such as Nursing and Funeral Services, may use all courses completed as part of the selection criteria.

## Auditing a Course

A student desiring to attend a class without receiving credit for the course may do so by registering to audit that class. A student who is auditing a course is subject to all of the attendance requirements of the class. Although recommended, per VCCS policy, auditing students do not have to meet course prerequisites. The instructor of such a course is required to provide a student auditing the course with the same level of instructional services as students who are enrolled for credit. Only by the mutual consent of both the student and the instructor may the attendance and academic requirements of the class be modified for the auditing student. For students not meeting a prerequisite for the audited course the faculty member is not expected to teach material that should have been attained in an earlier class.

Permission of the appropriate academic dean or designee is required to audit a course. After receiving the dean's written permission, a student desiring to audit a class must register in person and pay the applicable tuition. Audited courses carry no credit and do not count as part of a student's course load.

A student desiring to change status in a class from audit to credit must do so within the add period for the course. A change from credit to audit must be made by the last day of the drop period. Financial aid students should consult with the Financial Aid office before changing their status from credit to audit. Students enrolled in an SSDL course must follow Northern Virginia Community College audit rules.

Students who are auditing a course must appear in person or send an e-mail to the [admissionsandrecords@jtcc.edu](mailto:admissionsandrecords@jtcc.edu) e-mail account should they wish to drop or withdraw before the deadlines. Students will receive error messages and cannot drop or withdraw from an audited course via myTyler portal.

## Academic Renewal

Students returning to John Tyler Community College after an absence of a minimum of five years may wish to take advantage of academic renewal in order to improve their cumulative GPA. To be eligible, a student must be currently enrolled at the College, have a period of at least five years (60 months) between enrollments, and have earned a minimum GPA of 2.5 in the first 12 college-level credits (or more) after returning to John Tyler. If approved, all grades of "D" or "F" earned prior to returning to the College will not be factored into the cumulative GPA calculation, but course(s) and grades will remain listed on the transcript. For additional information about academic renewal, please contact the Admissions and Records office.

## CREDIT FOR PRIOR LEARNING

Students may seek advancement by (1) transferring credits earned at other accredited colleges or universities; (2) receiving credit for courses and training completed in the military, criminal justice academies, technology certification programs and health services certification programs; (3) taking and achieving acceptable scores on standardized tests and examinations, including the ETS Advanced Placement Examinations, CLEP, DANTES and the International Baccalaureate; (4) submitting documentation

for life experiences deemed equivalent to college courses; and (5) passing locally designed and administered tests (credit-by- examination). To be eligible to apply for advanced credit, a student must be admitted to the College and officially placed in a curriculum and enrolled. Read the credit for prior learning policy at <http://www.jtcc.edu/admissions/transferring-credits-to-tyler/>.

## Waiver of Course Requirements

Students may petition their academic advisor and division dean for the waiver of required courses in the curriculum. If required courses are waived, other courses must be substituted in the official program to meet the specified credit-hour requirement. Veterans may be approved to waive the physical education courses upon presentation of the DD214 discharge form.

## ACADEMIC STANDING

### Good Standing

A student is considered to be "in good standing" if he/she maintains a minimum GPA of 2.0 each semester, is eligible to re-enroll at John Tyler Community College, and is not on academic suspension or dismissal status. A student on academic warning or academic probation, who is eligible to re-enroll, may be considered eligible to receive financial aid assistance or other benefits requiring a "good" academic standing status.

### Academic Warning

Students who fail to attain a minimum GPA of 2.0 for any semester shall be placed on academic warning. Students on academic warning should be encouraged to consult with their advisor and take advantage of academic support services provided by the College.

### Academic Probation

Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the dean of students or another appropriate college administrator. Students are notified via their VCCS e-mail accounts when placed on probation. Instructions on how to seek removal of the negative service indicator placed on the account to prevent further enrollment is provided within the e-mail. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor/counselor. Students shall be placed on probation only after they have attempted 12 semester credits.

### Academic Suspension

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement "Academic Suspension" shall be placed on the students' permanent record. Suspended students may be reinstated

at the conclusion of the suspension period. Students who have been reinstated from academic suspension must achieve a 2.0 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" shall be placed on the students' permanent record. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor.

### Academic Dismissal

Students who do not attain at least a 2.0 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.0 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in academic dismissal. The statement "Academic Dismissal" shall be placed on students' permanent records. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated following processes established by the College. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor. Colleges are encouraged to make additional academic support available to students who have been reinstated following academic dismissal.

### Satisfactory Progress

Students pursuing any credit programs are cautioned that, although an average between 1.50 and 1.99 may not result in formal academic probation, a minimum of 2.0 in their curriculum is a prerequisite to the receipt of an associate degree, diploma or certificate.

## ACADEMIC HONORS

### Honors List

A student who has completed 24 college credit hours at John Tyler Community College and has achieved a cumulative grade point average of 3.5 will be placed on the honors list.

### Dean's List

A full-time student (12 or more college credits, exclusive of developmental credits) who achieves a semester grade point average of 3.2 or higher will be placed on the dean's list.

### Graduation Honors

Students who have earned a minimum of 30 credit hours or 50 percent of the degree/certificate requirements at John Tyler Community College are eligible for graduation honors as follows, given the GPAs provided:

- 3.8 Summa Cum Laude
- 3.5 Magna Cum Laude
- 3.2 Cum Laude

## STUDENT RECORDS

### Student Records and Academic Transcripts

The Admissions and Records office is the repository of all student academic records. Records are retained in accordance with VCCS policy. An academic transcript is the official and permanent record of a student's academic history. John Tyler Community College permanently retains each student's academic transcript.

### Correction of Education Records

Students have the right to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. Contact the Admissions and Records office for information on the procedures for correction of records.

### Directory Information

All student records are protected under the 1974 Family Educational Rights and Privacy Act (FERPA), as amended. FERPA does allow institutions to release, without prior consent from the student, information which is considered "directory" information. The Virginia Community College System has defined student directory information as a student's name, electronic mail address, address, telephone numbers, semesters of attendance, full- or part-time status, date of admission, date of expected or actual graduation, major, freshman or sophomore classification, and any degrees, honors, and awards received. It is the student's responsibility to notify the Admissions and Records office in writing if this information is not to be released. Currently enrolled students will be required to sign a waiver if they plan to participate in College activities. Questions regarding FERPA should be directed to the director/registrar or assistant director/assistant registrar of Admissions and Records.

## EDUCATIONAL PROGRAMS

### Types of Programs

- **College Transfer Program**

College transfer programs include college freshman and sophomore courses in general studies, liberal arts, business administration, engineering and other disciplines, meeting standards acceptable for transfer to baccalaureate degree programs at four-year colleges and universities. Students who complete these programs are awarded the Associate of Arts (A.A.) or the Associate of Science (A.S.) degree. These degrees include a core of at least fifteen semester hours of general education courses.

- **Occupational and Technical Programs**

The occupational and technical educational programs are designed to meet the increasing demand for technicians, semi-professional workers and skilled workers for employment in industry, business, the professions and government. The curricula are planned primarily to provide workers for the region being served by John Tyler Community College. Some degrees do provide transfer opportunities to selected four-year colleges and universities.

### – Associate of Applied Arts Degree

The Associate of Applied Arts (AAA) degree is awarded to students majoring in one of the occupational-technical curricula whose primary goal usually is to obtain full-time employment immediately upon graduation from the College, although a substantial number of students in certain AAA degree programs transfer to four-year colleges and universities. All of the AAA degrees include a core of at least 15 semester hours of general education courses.

### – Associate of Applied Science Degree

The Associate of Applied Science (AAS) degree is awarded to students majoring in one of the occupational-technical curricula whose primary goal usually is to obtain full-time employment immediately upon graduation from the College, although a substantial number of students in certain AAS degree programs transfer to four-year colleges and universities. All of the AAS degrees include a core of at least 15 semester hours of general education courses.

### – Certificate

The certificate (C) is awarded to students who complete an approved, curriculum of at least 30 credits but less than 59 credits.

### – Career Studies Certificate

The career studies certificate (CSC) is awarded to students who complete an approved curriculum with between 9 and 29 credits. Note for CSC programs only: Financial aid may be available for CSCs that have at least 16 total credit hours.

### – Industry Certification

Within some of our majors, students have the opportunity to earn an industry certification. Instructors will provide students with information about how and where relevant certification tests are conducted. Most industry certifications have a financial cost which is the student's responsibility. Certification costs are not covered by financial aid.

### • Developmental Education

Developmental courses are offered to prepare individuals for admission to John Tyler Community College curricula. These courses are designed to assist the individual with the development of the basic skills and knowledge necessary in reading, writing and mathematics to succeed in academic programs.

## GRADES

### Grading System

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. There is no designated grading scale at the College. Faculty develop the grading scale for each course.

The following grade options are applicable only in the case of college credit courses:

- A Excellent. 4 quality points per credit.
- B Good. 3 quality points per credit.
- C Average. 2 quality points per credit.

D Poor. 1 quality point per credit.

F Failure. 0 quality points per credit.

I Incomplete. No credit. An incomplete grade may be given when a student has been unable to complete a course because of an emergency situation. The time and condition of removal of the grade is a matter of contract between the student and the instructor. Generally, a grade of "I" will not be awarded unless a majority of the coursework has been satisfactorily completed and the remainder of the work can be completed within the following semester.

P No grade point credit/noncredit courses. This is used in orientation and specialized courses and seminars at the discretion of John Tyler Community College.

W Grade assigned when a withdrawal form is received in the Admissions and Records office during the first 60 percent of the course. (After this period of time, a "W" may be assigned by an instructor with the approval of the dean if there are mitigating circumstances; documentation must be placed in the student's academic file.)

X Audit. No credit.

XY Senior Citizen/No Credit.

The following grade options are applicable only in the case of developmental courses:

R Re-enroll. The student made satisfactory progress but did not complete all of the course objectives. The student must re-enroll to meet the course objectives.

S No grade point credit. This is used only for satisfactory computation of the Developmental Studies Courses (numbered 1–9).

U Unsatisfactory. The student did not make satisfactory progress in the course. The grade of W, as described above, also applies.

### Grade Point Average

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. (Developmental credits are not included in this computation.) An overall GPA including all courses completed is computed each semester. See the next section for repeated course grade point averaging. Grade points are computed by multiplying the number of credits completed by the points for the grades earned. For example, for BIO 102-01 (4 credits), the student earned a B grade (3 points) = 12 grade points.

### Grade Reports

Reports of final grades are available to students online at the end of each semester via the myTyler portal. Students are responsible for viewing their grades at the end of each term. The grade point average (GPA) for the semester is determined by dividing the total number of credits attempted for the semester into the total number of quality points earned for the semester. The cumulative grade point average is determined by dividing the total number of credits attempted

at the College into the total number of quality points earned at John Tyler Community College. Courses for which R, P, S and U grades are awarded (courses numbered 1–9) are not totaled as credits attempted and are not computed in the grade point averages. If there is reason to believe that a grade is incorrect, the instructor should be contacted as soon as possible.

## ON-CAMPUS STUDENT INFORMATION

### Student Identification Cards

Student IDs can be picked up from the Office of Student Activities during normal business hours. There is no charge for a student ID. Student IDs may also be required to attend certain student activities on campus. If you have questions about getting a student ID, please email [success@jtcc.edu](mailto:success@jtcc.edu).

### Parking

Adequate parking is provided for students. Parking decals are recommended for all students and may be obtained from the Business Office.

Parking is available to handicapped individuals whose vehicles display the appropriate state issued permits. Applications for Fuel Efficient parking permits should be made through Campus Security.

Parking is enforced by Campus Security and violations in designated handicapped, fire lanes or in staff/faculty parking spaces will be subject to citations.

### Unscheduled Closings

When severe weather or emergencies (snow, ice, power failures) require reduced operations, notification will be made on the College web site ([www.jtcc.edu](http://www.jtcc.edu)), on Tyler Alert ([www.jtcc.edu/tyleralert](http://www.jtcc.edu/tyleralert)), on the College's Facebook ([www.facebook.com/johntylerrcc](http://www.facebook.com/johntylerrcc)) and Twitter ([www.twitter.com/johntylerrcc](http://www.twitter.com/johntylerrcc)) pages, through College e-mail, and through announcements by local radio and television stations. Information also may be obtained by calling the College information number, [804-796-4000](tel:804-796-4000). In the absence of any announcement, the College is open.

Students are expected to exercise judgment when hazardous conditions exist in their own areas. If a student must miss a class for any reason, the instructor should be contacted as soon as possible and arrangements made for appropriate make-up work.

### Cellular Phones

The unauthorized use of cell phones in classrooms and prohibited areas is a violation of the student conduct code.

### Bulletin Boards

Bulletin boards designated for student use are provided in all the College buildings. Approval for posting is granted only by the dean of students and the coordinator of student activities. Commercial notices generally are not permitted. Printed material may remain posted only for a period specified by the dean or coordinator. This period normally will not exceed one month. Materials may only be posted on bulletin boards and should not be posted to walls, glass surfaces or parked vehicles. Material that is not removed in accordance with the specified expiration date will be removed and disposed of by College personnel.

### Lost & Found

At the Chester and Midlothian campuses, items that are found should be turned over to Campus Security. Efforts will be made to locate the owner, and students should report to Campus Security to reclaim lost articles.

### Campus Maps

- Chester Campus - [www.jtcc.edu/locations](http://www.jtcc.edu/locations)
- Midlothian Campus - [www.jtcc.edu/locations](http://www.jtcc.edu/locations)

### Student Lounges

Student lounges are located on both the Chester and Midlothian campuses. On the Chester Campus, the lounge is located in the Nicholas Center; on the Midlothian Campus, the lounge is located in Hamel Hall, first floor (H106). All students are expected to conduct themselves in a manner consistent with the community standards of a postsecondary public academic institution. The code of conduct by which all students are expected to comply may be found in the Student Handbook.

### Eating and Drinking in Classrooms

Students are not permitted to eat or drink in any laboratories at the institution. These include all computer labs, science labs, drafting labs, industrial labs, and engineering labs. Signs are posted on the doors of all rooms and facilities in which eating and drinking are forbidden.

Students are asked to exercise great care and adhere to appropriate classroom decorum when consuming food and beverages in permissible classrooms at the institution.

### Minors on Campus

The College is not responsible for visiting minors who are left unattended. Accordingly, all parents and accompanying adults should be aware of the following policy:

John Tyler Community College disclaims any responsibility for injury to visiting minors when the injury may have been prevented by appropriate parental supervision. In order to protect both visitors and the College, the following are in effect:

- Persons under age 18 who are enrolled students at John Tyler Community College may use the appropriate and authorized College facilities without being supervised by a parent or an accompanying adult.
- Persons under age 18 who are not enrolled students at John Tyler Community College may use the appropriate and authorized College facilities only when supervised by a parent or an accompanying adult.
- Parents and accompanying adults are requested to make appropriate arrangements for the supervision of minors, particularly small children, to avoid the disruption of College activities and potential injury to the child. Specifically, minor children should not be brought into classrooms during instructional periods or the testing centers at any time.
- No children will be allowed in the buildings during normal closed hours during the week or on weekends.

## CAMPUS SAFETY AND SECURITY

### Freedom and Responsibility

John Tyler Community College affords you considerable freedom to develop or redefine your lifestyle. You are encouraged to get your own schedule, develop new friendships, and manage the complexities of home, classroom, and work. Faculty, staff and other students provide a support network, but ultimately you must make your own decisions. With this freedom comes increased responsibility for your coursework, your co-curricular involvements, and the security of you and your fellow students.

Security at John Tyler Community College is the shared responsibility of students, faculty, and staff. Our institution has an excellent record of safety and security, but the campus will remain safe only if we take our responsibilities to ourselves and others seriously.

### Being Safe around Campus

You can help maintain safety for everyone at JTCC by following some simple common sense tips:

- Walk with a friend when you leave evening classes. If a companion is unavailable, stay in lighted areas and be aware of who is in your general vicinity and what is going on around you. If you feel uncomfortable or notice something that is unusual, ask one of the security officers to escort you to your car.
- Know the people who offer you rides or invite you to visit them off campus.
- Be aware and concerned about the use and abuse of alcohol or other drugs. Violent acts occur more often when people are under the influence of alcohol or other drugs. The College complies with the Drug-Free Schools and Communities Act in specifically discouraging violations of alcohol and drug laws. Please refer to the College policies on Substance Abuse in the Student Handbook for additional information on these matters.
- Remember that violence is an unacceptable means to conflict resolution. Student Services personnel are always ready to help you and other students find effective, non-violent ways to resolve disagreements.
- Take advantage of information programs offered by Campus Security and the office of the Dean of Students.
- Discussions on security awareness and crime prevention, substance abuse, sexual harassment, and victims' rights are addressed in special programs and in student orientation classes. This type of information could make a difference for you or a friend in a crisis.
- Pay attention to campus-wide memos and classroom announcements that concern a potential threat to your security. Such proclamations fortunately are rare, but they may contain information crucial to your safety.
- Remember that the campus is accessible by foot from any direction at any time. While the nearby off-campus areas may appear relatively secure and safe, threats can arise from people and circumstances at any time and any place.

## EMERGENCY QUICK REFERENCE

### In the Event of an Emergency

Call 911, or call the appropriate security number below. Note: If you call 911, you must still report the incident to College Security Services. You may also contact College Security Services by using one of the emergency call boxes located in each building on the Chester and Midlothian campuses.

### College Security Information

If using a campus phone, dial 9 first to get an outside line. NOTE: If your call is not immediately answered, do not hang up. The security officer may be handling other calls or may be away from the desk. If he/she is away from the desk, your call will forward to the cell phone carried by the officer.

#### • Chester Campus

Phone: [804-796-4025](tel:804-796-4025)

Desk locations: Moyar Hall – 1st floor (beside M101);  
Nicholas Center – inside main entrance

#### • Midlothian Campus

Phone: [804-897-6678](tel:804-897-6678)

Desk locations: Administration Bldg. – Atrium; Eliades Hall – 2nd floor (next to E215); Hamel Hall – 1<sup>st</sup> floor (near H109); T Building – 1<sup>st</sup> floor (near stairway)

#### • JTCC Nursing Education Center

Phone: [804-622-8730](tel:804-622-8730)

Desk location: inside main entrance

### Power Outage and Telephone Use

If an emergency occurs that causes a power outage, campus phones may not operate. In such case, if you need to report emergency information, the following locations have phones that will work:

- **Chester** - Nicholas Center Security Desk
- **Midlothian** – Administration Building Security Desk
- **Nursing Education Center** – Reception Area

### Emergency Notification

John Tyler Community College uses the following tools to notify employees, students and the public of an emergency situation: Tyler Alert, fire alarms, public address system, e-mail, employee voicemail, indoor security call boxes, electronic bulletin boards, web site ([www.jtcc.edu](http://www.jtcc.edu)), security staff, area emergency coordinators, Facebook, Twitter and media outlets.

### Tyler Alert

Tyler Alert is one of the notification tools the College will use to alert students, faculty and staff of an emergency situation and of closings and delays due to inclement weather. Tyler Alert allows the College to send urgent text messages and e-mails to those who are registered in the system. This is a voluntary system, so if you would like to receive these messages, you must register at [www.jtcc.edu/tyleralert](http://www.jtcc.edu/tyleralert). You may register multiple devices – such as cell phones and smart phones – as well as e-mail addresses. There is

no fee to register for Tyler Alert, but your carrier may charge fees for receiving messages on your wireless device. If you need technical assistance, please call 804-706-5096 or e-mail [tyleralert@jtcc.edu](mailto:tyleralert@jtcc.edu).

### Evacuation of Building(s)

If a fire alarm sounds or you are ordered to evacuate by security, leave the building by the nearest marked exit (noted on the evacuation maps posted in each room). Do not use elevators. Unless otherwise instructed, you should proceed to the following locations:

#### • Chester Campus

- Bird Hall – Parking Lot F
- Facilities – Parking Lot H
- Godwin Hall – Parking Lot C
- Goyne Hall – Parking Lot A
- Moyar Hall – Parking Lot F
- Nicholas Center – Parking Lot A
- Trailers near Bird – Parking Lot F

#### • Midlothian Campus

- Administration Building – Parking Lot C
- Eliades Hall – Parking Lot A
- Facilities – Parking lot next to Facilities building
- Hamel Hall – Parking Lot D
- T Building – Parking Lot C

#### • JTCC Nursing Education Center

- Front parking lot, assembling as close as possible to Johnston-Willis Drive

### Severe Weather/Tornado Warnings

In the case of severe weather, you may be instructed to proceed to the College's severe weather shelters. Go to the shelter closest to where you are at the time of the warning.

#### • Chester Campus

- Bird Hall – B124, B132
- Facilities – Moyar Hall, M114
- Godwin Hall – G125, G128
- Goyne Hall – Bird Hall, B124, B132
- Moyar Hall – M122, M130, M134, M136
- Nicholas Center – N102, N102a
- Trailers near Bird – Bird Hall, B102, B104, B116
- Trailers near Nicholas – Nicholas Center, N102, N102a

#### • Midlothian Campus

- Administration Building – B115b, 1<sup>st</sup> floor hallway next to Career Center
- Eliades Hall – E113, E115, E117
- Facilities – Restrooms
- Hamel Hall – H105, H107, H109
- T Building – Black Box Theatre

#### • JTCC Nursing Education Center

- J114, J129, interior office behind receptionist desk

### Earthquakes

If an earthquake occurs, immediately take the following steps:

- If you are indoors:
  - Drop to the ground.
  - Take cover by getting under a sturdy desk or table.
  - Hold on until the shaking stops.
- If you are outdoors: Move quickly away from buildings, utility poles and other structures.
- If you are in an automobile: Stop in the safest place available, preferably away from power lines and trees, and stay in your vehicle for shelter.

After the earthquake stops, College personnel will examine JTCC's facilities to determine if evacuations are needed.

### Lockdown

Certain emergency situations may require the College to go on lockdown. If a lockdown is issued, you must remain in your office or classroom and lock or barricade all doors and windows. You must remain in place until an all clear is given by the incident commander or authorized College personnel.

### Fire

In the case of a fire, follow these steps as you evacuate the building:

- If it can be done safely, close all windows and internal doors.
- If you are in an area filled with smoke, drop to the floor, and keep your head no more than 8 – 12 inches off the floor.
- Before opening any door, feel it for heat. Do not open doors that are hot.
- Do not use elevators.

### Bomb Threat or Suspicious Device/Package Found

If you find a suspicious device/package, do not attempt to pick up the device/package. Do NOT sound the fire alarm, use 2-way radios or use cell phones as they may trigger an explosive device. Evacuate the immediate area, and report the device to the nearest security officer. Should you receive a phoned-in bomb threat, try to get as much information as possible from the caller, and immediately report the call to Security Services.

### Hazardous Spill

In the event of a hazardous or suspected hazardous spill, secure the area, notify the nearest College faculty or staff member, who will then report the incident to Security Services.

### Suspicious/Disruptive Person on Campus

If you have reason to believe that a person at a John Tyler facility may represent a potential danger to himself/herself or others, or if you have concerns about a person or his/her behavior, please report your concerns to the Threat Assessment Team. An incident report form may be found at [www.jtcc.edu/tat](http://www.jtcc.edu/tat). If the threat is immediate, call 911 or College Security Services.

**Active Shooter**

If an active shooter is in your vicinity, quickly determine the most reasonable way to protect your life.

- Evacuate the area if possible.
  - Have an escape route and plan in mind before attempting to evacuate.
  - Leave your belongings behind.
  - Keep your hands visible.
- If it is too dangerous to leave the area, hide.
  - Do not remain in an open hallway or area.
  - Hide in an area out of the shooter's view.
  - Block entry to your hiding place by barricading and/or locking the doors.
  - Silence your cell phone and/or pager.
- Take action as a last resort and only if your life is in imminent danger.
  - Attempt to incapacitate the shooter.
  - Act with physical aggression and throw items at the active shooter.
- Call 911 when it is safe to do so.

*Please note, the previous information cannot cover every possible situation that might occur.*

**Automated External Defibrillator Locations**

- **Chester Campus**
  - Bird Hall – outside B120
  - Facilities
  - Godwin Hall – wall outside restrooms
  - Goyne Hall – outside A101
  - Moyar Hall – behind security desk (1st floor), outside M216 (2nd floor)
  - Nicholas Center – behind security desk
- **Midlothian Campus**
  - Administration Building - behind security desk (1st floor), next to stairwell (2nd floor)
  - Eliades Hall – outside E117 (1st floor), outside E217 (2nd floor), outside E321 (3rd floor)
  - Facilities
  - Hamel Hall – outside H110 (1st floor), outside H206 (2nd floor), outside H320 (3rd floor)
  - T Building – behind security desk (1st floor), 1st floor Fitness Center, next to elevators 2nd floor and next to elevators 3rd floor
- **JTCC Nursing Education Center**
  - Inside main entrance

**First Aid Kits**

- **Chester Campus**
  - Moyar Hall – security officer's desk
  - Nicholas Center – security officer's desk
  - Facilities
- **Midlothian Campus**
  - Administration Building – Lobby (security officer's desk)
  - T Building – Lobby (security officer's desk), Fitness Center
  - Facilities

**Key People to Contact**

- **Security Staff**
  - Chester Campus: Nicholas Center, [804-796-4025](tel:804-796-4025)
  - Midlothian Campus: Administration Building, [804-897-6678](tel:804-897-6678)
  - Assistant Director of College Safety and Security Tanya Brown: [804-594-1414](tel:804-594-1414) (Midlothian)
- **Security Manager**
  - Tom Kearns: [804-594-1415](tel:804-594-1415) (Midlothian) or [804-706-5018](tel:804-706-5018) (Chester)
- **Chesterfield County Police Department**
  - Emergency: 911
  - Non-Emergency: [804-748-1251](tel:804-748-1251)



# Step 9: Be Successful

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## ATTENDANCE

While individual instructor policies may vary, punctual and regular attendance is expected. Check your course syllabus for your instructor's attendance policy. Instructors are required to submit Never Attended Forms on or before the census date of each session if a student has never attended their course. Attendance policy plays no role in submitting a Never Attended Form. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all coursework missed during an absence. Frequent absences may result in administrative withdrawal from a class and the termination or reduction of veterans' benefits and other programs of financial assistance.

## STUDENTS WITH DISABILITIES

### Purpose

To provide appropriate Instruction Accommodation Plans (IAPs) to students with documented disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 (as amended).

### Procedure

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 (as amended), John Tyler Community College (the "college") guarantees that no qualified individual shall by reason of disability be denied access to, participation in, or the benefits of college. Each qualified person shall receive appropriate, reasonable accommodations upon request to insure full and equal access to educational opportunities, programs, and activities. Further, "reasonable accommodations" must be instituted in institutional programs and departmental policies in order to ensure full educational opportunities for all students. The intent of these accommodations is not to alter the academic standards of the college, but to allow the unique needs of students to be met. This policy applies to all credit and non-credit classes offered at the college.

It is the responsibility of a student with a disability to self-identify and provide appropriate documentation, if requested, to support reasonable accommodations to the Disability Support Services (DSS) professional counselor at either Chester or Midlothian campuses. Per VCCS policy, in order to provide appropriate and reasonable accommodations to the students with disabilities who seek them, the college requires documentation from a qualified professional that includes a full clinical description and current functional limitations. This documentation should also include information about the methodology used to make a diagnosis, specific results of the assessments used, summary data, and specific assessment scores based on adult norms where having such additional information will assist the DSS professional counselor in engaging in a deliberative and collaborative decision-making process that considers each student's unique situation and experience, but not where requesting such information becomes overly burdensome to the student.

1. Once a student with a disability self-identifies, it is the responsibility of the DSS professional counselor charged with the review of disability documentation to consult with the student and prepare a specific Instructional Accommodation Plan (IAP). The Professional Counselor will provide the student with copies of his or her IAP to present to the student's instructors.
2. Requests for IAPs will be processed by the DSS professional counselor in a timely fashion; however, the college reserves the right to take up to thirty (30) days from the initial intake appointment to develop and provide the appropriate accommodations. A student with a disability who requires assistance should contact the DSS professional counselor at least thirty (30) days prior to the need for accommodations.
3. Faculty are required to comply immediately with the IAP and only provide the accommodations that are authorized. Upon receipt of the IAP, faculty should meet privately with the student, as soon as possible, to discuss the accommodations and should maintain and respect student privacy. Faculty should contact a DSS professional counselor with any questions or concerns regarding the IAP or if they need support in providing the approved accommodations.

### Disability Services

John Tyler Community College has an institutional commitment to serving students with disabilities and to assisting those students in pursuit of their education beyond high school. To support this commitment:

- The College has designated a counselor as a disabilities support services specialist at each campus.
- The College's campuses and physical environment are fully accessible.

Other support services available include:

- Accommodations on placement testing
- Instructional accommodations plans
- Consultation services for faculty and staff
- Assistance with registration
- Career counseling
- Instructional support services as required, such as:
  - Note-taking support
  - Use of alternate text
  - Electronic readers
  - Testing accommodations
  - Approval to record lectures
  - Tutors
  - Additional time on tests
  - Other approved services as needed

## Differences between high school and college

As students make the transition from high school to college, it is important to recognize the significant differences between the two education levels.

By law, public high schools guarantee all students an education until age 21. Schools are required to screen and evaluate students who may have a disability. An Individual Education Plan (IEP) shall be developed for any student identified as having a disability, and schools shall provide appropriate fundamental services and accommodations to meet that student's needs.

While they are not guaranteed an education at a college, students cannot be discriminated against. Colleges are not obligated to screen or evaluate students for possible disabilities. Students are responsible for providing documentation, if required, to the College's disability support specialists, and the college shall provide "reasonable accommodations" to students with disabilities.

### Taking a lead role

Self-advocacy is key for any student entering college. Students are encouraged to articulate their needs. Doing so will help students gain confidence, assist them in taking responsibility for their college choices, and help them realistically plan for their futures. Family members can help with the transition by offering support and encouragement.

### The student's obligations

A student with a disability has an obligation to:

- Meet with the disability support specialist in the Advising Center to identify that she/he has a disability;
- Identify the need for accommodations;
- Provide documentation that supports the request for accommodations at least 30 days prior to the need for accommodations, and

### Contacts for Disability Services:

#### Chester Campus

Counselor, Disability Support Specialist  
Chester Campus, Moyar Hall  
[804-706-5226](tel:804-706-5226)

#### Midlothian Campus

Counselor, Disability Support Specialist  
Midlothian Campus, Administration Building  
[804-594-1561](tel:804-594-1561)

### The College's obligation

Under Section 504 and the Americans with Disabilities Act, the College has an obligation to provide reasonable accommodations in order to afford the student an equal opportunity to participate in the college's programs, courses and activities.

## EXAMINATIONS

All students are expected to take their final examinations at the scheduled time. No exceptions will be made for a student without the permission of the division dean. The exam times are published in SIS, on the web site, and in course syllabi.

## GREAT EXPECTATIONS PROGRAM

The Great Expectations Program helps foster youth gain access to a community college education and transition successfully from the foster care system to living independently. Individuals eligible for the program include foster youth between the ages of 17 and 24 who are or were affiliated with the Virginia Foster Care System, youth adopted after the age of 13, or special needs adoptions. The program provides assistance with the financial aid process, monitoring of academic progress and assistance with accessing college support services. Professional tutoring and a mentoring program are also available for eligible students. To learn more about the Great Expectations Program, go to [www.jtcc.edu/greatexpectations](http://www.jtcc.edu/greatexpectations) or contact the Great Expectations coach at [804-594-1507](tel:804-594-1507), or by e-mail at [vmuensterman@jtcc.edu](mailto:vmuensterman@jtcc.edu).

## LIBRARIES

The library welcomes all John Tyler students on campus and online. Libraries on both campuses have computers for student use, laptops and tablets for use in the library, study tables, and comfortable seating. Wi-fi is available.

The library web site is the student's gateway to the digital and print resources necessary for their coursework, and library staff are glad to assist students with their assignments. A technology staff member is available in each campus library to assist students with tech problems.

The Chester Campus Library is on the second floor of Moyar Hall. The Midlothian Campus Library is on the second floor of Hamel Hall.

- The Library schedule is the same during fall and spring semesters:

Monday – Thursday: 7:30 a.m. – 9:00 p.m.

Friday: 7:30 a.m. – 5:00 p.m.

Saturday: 10:00 a.m. – 2:00 p.m.

- During the summer semester, the library schedule is:

Monday – Thursday: 8:00 a.m. – 8:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 10:00 a.m. – 2:00 p.m.

Hours vary during breaks and holiday periods. Any changes are posted on the web site. The libraries have approximately 67,000 books, DVDs and videos that can be accessed through the library website site. More than 100 subscription databases are available for academic work. These products provide the full text of more than 10,000 magazines, journals, and newspapers as well as collections of streaming media, audio files and reference sources. Students may access the subscription

databases both on campus and on their own devices. Ask a Librarian, a 24/7 chat reference service, is available on the Library website, <http://library.jtcc.edu>. Student conduct in the Library is governed by the policies stated elsewhere in this handbook. All library computers have MS Office software. Computer use is in accordance with the VCCS Computer Ethics Policy, also in this Catalog and Student Handbook.

Library contact information:

Chester [\(804\) 706-5195](tel:8047065195)

Midlothian [\(804\) 594-1519](tel:8045941519)

[library@jtcc.edu](mailto:library@jtcc.edu)

<http://library.jtcc.edu>

## STUDENT ASSISTANCE AND INTERVENTION FOR LEARNING SUCCESS (SAILS)

SAILS is a VCCS early alert system that allows faculty and staff to identify students who are at risk of not succeeding academically by raising flags, as well as recognize students' academic success or improvement by raising kudos. Students are informed of the flags and kudos raised by instructors via email, phone, and postcards. During interventions, students are encouraged to use the campus resources available to assist them with their learning success. Flag raisers are apprised of the outcomes of interventions.

## STUDENT INFORMATION CENTER

The Information Center representatives are able to answer a wide range of questions about the College using various databases, web pages and printed documentation. The Information Center also serves as the helpdesk for students needing access to MyTyler. The Information Center, located on the Chester Campus in the Admissions and Records office, provides services for both Chester and Midlothian campuses via [804-796-4000](tel:8047964000), [mytylerhelpdesk@jtcc.edu](mailto:mytylerhelpdesk@jtcc.edu), and the web. Hours of operation are Monday, 8:00 a.m. – 7:00 p.m. and Tuesday through Friday from 8:00 a.m. to 5:00 p.m. Those seeking assistance from outside the college may also submit an online Help Request Form found online at [www.jtcc.edu/mytylerhelp](http://www.jtcc.edu/mytylerhelp). For more about the Information Center, visit [www.jtcc.edu/services/information-center](http://www.jtcc.edu/services/information-center).

## TESTING CENTER

The College operates Testing Centers on both the Chester and Midlothian campuses. The Chester Testing Center is located in Trailer B and the Midlothian Testing Center is in T Building, room T215. At the centers, students are able to take various types of tests, including placement, proctored, TEAS and College Level Examination Program (CLEP) tests. Placement tests may be taken by students entering the College for the first time and by home-schooled/high school students wanting to enroll in concurrent and dual enrollment coursework. A select number of online tests are proctored in the College's Testing Centers for students taking online courses at John Tyler, as well as other community colleges in Virginia.

## Testing for Online Classes

The Testing Centers provide testing for students enrolled in online classes. The following guidelines apply to students who wish to take a test for an online class:

1. Students must make an appointment for an online test by completing an appointment request at <https://apps.jtcc.edu/TestingServicesStudent/> including all information needed. Please note the following testing center hours:
2. A student must present a photo ID and sign in to receive his/ her test.
3. A student must furnish his/her own pencils and/or pens or anything else the instructor may allow.
4. All books, papers and other items are prohibited from the testing room unless specifically authorized by the instructor.
5. A student may not begin a test unless the full time permitted by the instructor for the test exists prior to the closing of the Testing Center.
6. All test materials, including scrap paper, will be collected following the administration of a test when instructed to do so by the Instructor.
7. A student may not bring children to the Testing Center or leave them unsupervised outside the Testing Center.

### Chester Testing Center (Trailer B)

### Midlothian Testing Center T Building, (T215)

Mondays: 8:00 a.m. – 8:00 p.m.

Tuesdays: 8:00 a.m. – 8:00 p.m.

Wednesdays: 8:00 a.m. – 8:00 p.m.

Thursdays: 8:00 a.m. – 8:00 p.m.

Fridays: 8:00 a.m. – 5:00 p.m.

Saturdays: 8:00 a.m. – 5:00 p.m.

**(Times are subject to last-minute emergency changes.)**

### Online Test Proctoring

JTCC offers access to online proctoring that allows students to complete computer-based exams in the comfort of their own home. A reliable internet connection, webcam, and other technical requirements are necessary. Students are observed via a remote connection to the student's machine to view computer and student activity. The use of this tool is at the discretion of each instructor and may not be available in all courses.

## TUTORING & LEARNING SUPPORT

### Academic Resource Centers/Tutoring

Students can receive free tutoring services in the Academic Resource Centers (ARC) located in Moyar Hall room M222 on the Chester Campus and in Eliades Hall room E117 on the Midlothian Campus. In addition, students can receive assistance with test-taking skills and study skills.

Hours: M-Th 9 a.m. – 6 p.m.; Fri 9 a.m. – 3 p.m.

### Online Learning Support

Blackboard is an online course management system used by the College. If you would like to determine if hybrid or online courses are for you, consider enrolling in the free, five-day introduction to online and hybrid learning. Learn more by visiting <http://bit.ly/jtcc-online>. JTCC also offers a one-credit course, SDV 101 – Orientation to Online Learning, which covers topics such as time management, electronic communication and topics related to online learning.

Students can locate tutorials on how to navigate Blackboard on the JTCC web site or by clicking on the Help and Support button in the course menu of every course in Blackboard. Students may also download free antivirus software and locate student computing discounts in the Blackboard system. Students may receive assistance during business hours with Blackboard or their student Gmail accounts by filling out this help request form: <http://www.jtcc.edu/mytyler/mytyler-help-forms/>

## VETERANS SERVICES

The Military & Veterans Education Office (MVEO) helps connect active duty military, eligible veterans, reservists/guardsman, disabled veterans (with service-connected disabilities) and dependents to a world of opportunity through U.S. Department of Veterans Affairs (VA) Educational benefits and related services. John Tyler support services include:

- Tutoring in the Academic Resource Center
- Disabilities Support Services
- Career Services
- Student Information Center
- Student Veterans Organization

Chester Campus  
M132a, Moyar Hall [804-706-5031](tel:804-706-5031)

Chester Campus  
M101f, Moyar Hall [804-706-5213](tel:804-706-5213)

Midlothian Campus  
B107a, Administration Building [804-594-1582](tel:804-594-1582)





# Step 10: Graduation

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## GRADUATION PROCEDURES

### Graduation Requirements

To be awarded an associate degree, certificate or career studies certificate, a student must:

1. Fulfill all course and credit hour requirements specified in the John Tyler Community College Catalog at the time of his or her official placement in the curriculum major. Subsequent program changes may necessitate course substitutions, but these can only be made with the recommendation of the student's academic advisor and the approval of the appropriate division dean.
2. Earn a minimum of 25 percent of the total semester credits required for the degree, certificate, or career studies certificate at John Tyler Community College.  
Note: Credits earned via experiential learning are not considered residency credits and do not constitute courses earned at John Tyler Community College. In addition, experiential learning credits may be used to satisfy no more than 25 percent of the requirements for a degree, certificate, or career studies certificate.
3. Have a cumulative grade point average of at least 2.0 in all courses that are applicable toward graduation in the curriculum (major).
4. Resolve any financial obligations to the College, and return all library books and other materials.
5. Participate in the institution's assessments of its academic programs prior to graduation. Information will be sent to students outlining specific information about the process. Failure to complete required assessment activities may result in transcripts and/or diplomas being withheld until this requirement is fulfilled.

### Applying for Graduation

To be considered for graduation, a student must:

1. Obtain an Application for Graduation from his or her faculty advisor or Admissions and Records.
2. Be officially in the major (curriculum or career plan) for which he or she is seeking graduation. Request Faculty advisor or Advising staff to attach an advising transcript to the Application for Graduation.
3. Complete all designated sections of the Application for Graduation.
4. Submit the completed Application for Graduation to the Admissions and Records office by the appropriate deadline to receive an audit report:
  - For summer semester candidates: February 15
  - For fall semester candidates: June 15
  - For spring semester candidates: September 15

NOTE: Please see the Graduation Deadlines and FAQs page at [www.jtcc.edu/services/graduation/](http://www.jtcc.edu/services/graduation/)

NOTE: Applications for Graduation for spring semester candidates will be accepted until early February, but no official graduation audit reports advising candidates of outstanding course requirements will be forwarded to students who

submit graduation applications after September 15. See the Graduation Deadlines and FAQs page at [www.jtcc.edu/services/graduation/graduation-deadlines-and-faqs/](http://www.jtcc.edu/services/graduation/graduation-deadlines-and-faqs/) for more information on audit reports.

5. Ensure that all course waiver and substitution forms are submitted by his or her faculty advisor and dean to the Admissions and Records office by the appropriate deadline:
  - For summer semester candidates: June 15
  - For fall semester candidates: November 1
  - For spring semester candidates: March 1

NOTE: If form is submitted late, you will not be processed for spring semester graduation and will not be permitted to participate in commencement until the following year.

### Multiple Awards

- Students seeking to graduate with two degrees and/or certificates must submit graduation applications for both awards.
- Current State Council of Higher Education for Virginia (SCHEV) procedures limit the number of awards (degrees and certificates) that can be officially reported by VCCS institutions for a student within an academic year (summer, fall, spring) to no more than two.
- Students may only graduate with one specialization within a single degree.
- All subsequent awards (degrees, certificates, career studies certificates) must differ from prior awards by at least 25 percent.

### Participating in Commencement

- John Tyler Community College's annual Commencement Ceremony is held each May. Students who graduate in the preceding summer, fall and spring semesters may participate.
- Students who wish to participate in the annual Commencement Ceremony must indicate on their graduation applications that they intend to participate in the ceremony, and submit a R.S.V.P. There are no exceptions to this requirement.
- Information about the Commencement Ceremony and the purchase of caps, gowns and announcements is mailed to all participants during the spring semester.

### Diplomas

- The Admissions and Records office will notify graduates when their diplomas are ready for distribution. Candidates should make certain that their mailing addresses are accurate at the institution. Students who require official verification of their graduation should request official transcripts and note that the transcript must show the degree conferred.
- All graduation honors reflect all coursework attempted at John Tyler Community College. This includes courses that may not be used in satisfying specific graduation requirements.

- To be eligible for academic honors (summa cum laude, magna cum laude, cum laude), students must complete at least 50 percent of the courses used to satisfy the requirements of their degrees and/or certificates at John Tyler Community College.

## OUTCOMES

### General Education Outcomes

John Tyler Community College is committed to providing its students a broad and integrated educational experience that will enable them to acquire the knowledge, skills, attitudes and values associated with a productive and fulfilling life.

Graduates of John Tyler Community College's associate degree programs should have developed capabilities in the following areas:

#### 1. Communication

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. Degree graduates will demonstrate the ability to:

- Understand and interpret complex materials
- Assimilate, organize, develop, and present an idea formally and informally
- Use standard English
- Use appropriate verbal and non-verbal responses in interpersonal relations and group discussions
- Use listening skills
- Recognize the role of culture in communication

#### 2. Critical Thinking

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. Degree graduates will demonstrate the ability to:

- Discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data
- Recognize parallels, assumptions, or presuppositions in any given source of information
- Evaluate the strengths and relevance of arguments on a particular question or issue
- Weigh evidence and decide if generalizations or conclusions based on the given data are warranted
- Determine whether certain conclusions or consequences are supported by the information provided
- Use problem-solving skills

#### 3. Cultural and Social Understanding

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. Degree graduates will demonstrate the ability to:

- Assess the impact that social institutions have on individuals and culture—past, present, and future

- Describe their own as well as others' personal ethical systems and values within social institutions
- Recognize the impact that arts and humanities have upon individuals and cultures
- Recognize the role of language in social and cultural contexts
- Recognize the interdependence of distinctive world-wide social, economic, geopolitical, and cultural systems

#### 4. Information Literacy

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. (Adapted from the American Library Association definition.) Degree graduates will demonstrate the ability to:

- Determine the nature and extent of the information needed
- Access needed information effectively and efficiently
- Evaluate information and its sources critically and incorporate selected information into his or her knowledge base
- Use information effectively, individually or as a member of a group, to accomplish a specific purpose
- Understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally

#### 5. Personal Development

An individual engaged in personal development strives for physical well-being and emotional maturity. Degree graduates will demonstrate the ability to:

- Develop and/or refine personal wellness goals
- Develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions

#### 6. Quantitative Reasoning

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. Degree graduates will demonstrate the ability to:

- Use logical and mathematical reasoning within the context of various disciplines
- Interpret and use mathematical formulas
- Interpret mathematical models such as graphs, tables and schematics and draw inferences from them
- Use graphical, symbolic, and numerical methods to analyze, organize, and interpret data
- Estimate and consider answers to mathematical problems in order to determine reasonableness
- Represent mathematical information numerically, symbolically, and visually, using graphs and charts

**7. Scientific Reasoning**

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. Degree graduates will demonstrate the ability to:

- Generate an empirically evidenced and logical argument
- Distinguish a scientific argument from a non-scientific argument
- Reason by deduction, induction and analogy
- Distinguish between causal and correlational relationships
- Recognize methods of inquiry that lead to scientific knowledge

**Program Specific Outcomes**

John Tyler Community College also conducts program level assessment which focuses on what and how an academic program is contributing to the learning, growth, and development of students as a group. Assessment plans reflect specific program goals, measurable student learning outcomes, and a well-articulated plan for timely implementation, strategic data collection, and analysis.

Findings are then used to inform, confirm, and support program level change and facilitate continuous program level improvement.

**ASSESSMENT ACTIVITIES**

John Tyler Community College engages in continuous study of its internal and external environment through a number of assessment activities. Students are required to participate in these activities for the purposes of program evaluation and improvement. All Spring candidates for graduation with an Associates Degree are required to participate in the institution's assessment of its academic programs prior to graduation. Failure to complete required assessment activities may result in transcripts and/or diplomas being withheld until this requirement is fulfilled.





# Step 11: Next Steps- Career or Transfer

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## TRANSFERRING TO OTHER INSTITUTIONS

Coursework in the AA and AS degree programs at John Tyler Community College will transfer to most four-year colleges and universities. Some four-year schools will accept certain AAS degree programs in transfer, but this policy will vary by institution. Normally, courses in which students have earned grades below a “C” are not accepted at other institutions. The advising center staff is available to help students planning to transfer with gathering information and reviewing alternatives. Each student, however, is responsible for becoming acquainted with the course requirements for an intended major at a transfer institution and for planning a major at John Tyler that meets the four-year institution’s transfer requirements. Working with their faculty advisor, students can receive beneficial advice about transfer options in their desired major.

### Guaranteed Admissions Agreements

Guaranteed admissions agreements allow John Tyler students who graduate with an associate degree and who meet specific criteria to seamlessly transfer to more than 35 four-year colleges. Information about these transfer agreements may be found at [www.jtcc.edu/transfer](http://www.jtcc.edu/transfer). Students who have questions about the transferability of certain courses also may find the State Council of Higher Education for Virginia (SCHEV) Transfer Tool to be helpful. This tool provides information on the transferability of more than 60 commonly offered courses from the VCCS. A link to this tool may be found at [www.jtcc.edu/transfer](http://www.jtcc.edu/transfer).

### Academic Transcripts

The Admissions and Records office is the repository of all student academic records. Records are retained in accordance with VCCS policy. An academic transcript is the official and permanent record of a student’s academic history. John Tyler Community College permanently retains each student’s academic transcript.

Students may request official copies of their transcripts either online, in person or by mail. Online requests are made at [www.parchment.com](http://www.parchment.com). Parchment charges a fee of \$3.00 for each transcript sent electronically and \$5.00 for each transcript sent via the U.S. Postal Service. In person and mail-in requests are handled by the Admissions and Records Office at a charge of \$3.00 per transcript. Transcripts are mailed within 7 business days of the receipt of the request.

Unofficial transcripts are not available online to students who have not attended John Tyler within the past three years. Students who have outstanding financial obligations from previous semesters with the John Tyler Community College Business office, Bookstore or Library or have outstanding financial obligations for parking violations are not permitted to register for classes or obtain transcripts until their accounts have been paid in full.

## CAREER DEVELOPMENT SERVICES

Students seeking assistance with career development should contact the career and internship coordinator at [asorensen@jtcc.edu](mailto:asorensen@jtcc.edu). With the assistance of the coordinator or professional counselors in the advising centers, students can determine the career that best suits their interests, determine the best curriculum to follow, and find out about job opportunities in that area. We also provide resources to assist students in

resume writing, interview skills, and the best way to dress for their interview. We have employers that come to campus to discuss openings and provide interview opportunities and hold Career Fairs each year. Take a look at the Career Center on Blackboard and get started on preparation for your career. Take a number of assessment instruments, access career and college search systems, explore current job listings and refine their job-seeking skills. Advising personnel also present special programs about interviewing and resumé writing.

### Internships

Internship opportunities are available for students looking for the chance to experience time in the workplace putting lessons learned into action. Openings can be found by talking with the Coordinator or going to the electronic job board at [www.collegecentral.com/jtcc](http://www.collegecentral.com/jtcc). Opportunities to meet area employers are offered at the Career Fair in April of each year.

### Career Placement/College Central

College Central is your connection to the working world. Connect with over 500,000 job opportunities, and access resume building resources and internship opportunities – all in one place!

College Central features:

- An online job board with over 500,000 opportunities
- Resume building resources
- Capability to make your resume searchable by local employers
- Internship opportunities
- Announcements and information about upcoming job-related events
- Much, much more

Go to [www.collegecentral.com/jtcc](http://www.collegecentral.com/jtcc) and create your CCN account by entering your John Tyler EMPLID and creating a password.

### Transfer Institutions on Campus

The College often hosts visiting four-year institutions on campus. The transfer institution representatives may provide materials and one-on-one advising to students. Students are generally informed of these visits through posters, e-boards around campus, and by e-mail from the Student Activities Coordinator.

### Old Dominion University Information

John Tyler Community College serves as a host for Old Dominion University’s (ODU) distance learning program. This interactive program enables students to earn undergraduate, graduate, and doctoral degrees from a fully-accredited University without leaving their area of residence. Students complete the first two years of coursework through the Virginia Community College System, and then complete the remaining required coursework for an undergraduate degree through ODU’s distance learning program. Courses are offered using synchronous (live) web-based conferencing and asynchronous online formats.

Students interested in ODU admission or course registration should contact ODU Online at (800) 968-2638 or <https://online.odu.edu/inquiries> to speak to an enrollment coordinator. The site office at John Tyler Community College is located on the Chester Campus in Moyer Hall, room M108.



# Community College Workforce Alliance

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## COMMUNITY COLLEGE WORKFORCE ALLIANCE

A comprehensive workforce development entity, the Community College Workforce Alliance (CCWA) was created in 2003 as a partnership between John Tyler Community College and J. Sargeant Reynolds Community College. It merged the workforce development operations of both institutions into one unit, providing the Richmond metropolitan, Tri-Cities and Gateway Virginia region with a single point of contact for workforce services. CCWA optimizes the training programs, consulting services and instructional talents of both institutions, thus providing its clients with the best workforce development in the area.

CCWA has a combined workforce development service area that includes four cities (Colonial Heights, Hopewell, Petersburg and Richmond) and 12 counties (Amelia, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, Louisa, Powhatan, Prince George, Surry and Sussex). Annually, CCWA serves approximately 800 employers and provides skills training to approximately 10,000 individuals. For more information, please visit the CCWA web site ([www.ccwatraining.org](http://www.ccwatraining.org)). CCWA can be reached at [804-523-CCWA \(523-2292\)](tel:804-523-CCWA).

### Workforce Development

John Tyler Community College and the VCCS believe that a competent workforce is the main ingredient in ensuring a competitive economic future for the Commonwealth. A skilled workforce is the competitive edge in the high performance, global economy faced by the state and the nation. Workforce development programs and services provided by the College must be at the heart of Virginia's job strategy for the 21st century. The College is committed to the development and delivery of programs and services that prepare the emerging workforce and retool the existing workforce.

Workforce development at John Tyler Community College is integral to all programs as its credit and noncredit students learn and demonstrate the skills for the present and future workplace. Business and industry representatives serve on advisory councils to John Tyler Community College in many areas of workforce development and program requirements. The College has implemented and continuously expands the array of business and industry training programs, partnerships and services to be flexible and responsive to industry demands.

These specialized and tailored programs and services are supported through CCWA and through academic programs and course offerings. CCWA offers classes at three convenient locations throughout the region.

### Economic Development

The College and CCWA work closely with state, regional and local economic development organizations to advise and assist new or expanding companies and respond to their start-up and long-term training requirements. The College will provide a Rapid Workforce Response Team to meet the demand and urgency of the region's industry. Both John Tyler Community College and CCWA will honor and respect a company's request for nondisclosure and the safeguarding of proprietary information.

### Ongoing Business and Industry Training

CCWA schedules open-enrollment training for business and industry in many areas such as technology software

applications, manufacturing and trades, quality improvement, healthcare, business administration and management, communication skills and many other professional programs. CCWA trains more than 10,000 employees annually in short-term courses and provides custom-designed programs for many organizations.

### Tailored Training Programs

CCWA provides tailored noncredit programs unique to specific employer requirements on campus or at the workplace. An employer, industry or government agency requesting assistance from the College can select the best combination of programs and services, credit or noncredit, to meet its specific needs.

### WorkKeys®

CCWA is a certified WorkKeys® assessment center and can provide WorkKeys® job profiling and basic skill-level assessment in eight areas (applied mathematics, applied technology, observation, listening and/or writing, locating information, reading for information and teamwork). Many companies have added WorkKeys® as a highly effective tool in their hiring and training programs.

### Assessment Testing

In addition to WorkKeys®, the College will test applicants using standardized tests or specialized tests prescribed by the hiring company.

### Apprenticeship and Student Apprenticeship Training

The College and CCWA offer both adult and student apprenticeship training programs. The College designed and implemented the model student apprenticeship program for the Commonwealth and effectively implemented it on campus and in area secondary school systems. CCWA works closely with companies and school systems to design full or student apprenticeship programs to meet company and student needs.

### Consulting Support to Industry

The College and CCWA work with individual employers and area industries to understand their ongoing training and consulting requirements. CCWA uses industry trainers, experienced managers, consultants and technicians to provide up-to-date concepts, assistance and training development support and advice to the region's industry.

### Customer Service Academy

CCWA offers training in customer service skills through a modularized program called the Customer Service Academy. Companies can choose to focus on a single area of concern or schedule employees to participate in the entire curriculum as a way of addressing this most critical workforce skill area. Modules include communications, managing job stress, exceeding customer expectations, and more.

### Information Technology

CCWA offers an array of Information Technology (IT) career tracks in areas such as Comp TIA, ITIL, CISSP, Adobe and WordPress, and an array of Microsoft Office programs.

### Tractor Trailer Driving School

CCWA offers at the Chester Campus a commercial tractor trailer driving school for full-time and part-time students who want to earn their CDL (Commercial Drivers License).



# Majors

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## TRANSFER DEGREES

John Tyler offers eighteen (18) degrees specifically designed for broad transfer to four-year institutions. Another twelve (12) degrees have transfer options to a smaller scope of institutions. These degrees span a wide variety of knowledge bases and career interests. Most of these degrees are found within a relevant career cluster section of this catalog.

In order to transfer seamlessly to a four-year institution, students should consult regularly with their faculty advisor. Each senior institution provides transfer information on their websites with which students should also become acquainted. Each degree page provides notes that clarify questions about transfer-level coursework and specific institution level requirements.

Obtaining an Associate Degree from the College opens the door to many opportunities for transfer to four-year institutions. The College has also negotiated articulation agreements with four-year institutions that specify requirements such as minimum GPA and/or transfer course requirements. Students should also verify whether an institution requests a Letter of Intent (or Interest) prior to transfer. Each four-year institution publishes a calendar with application deadlines especially for transfer students. Students must be aware of the requirements of agreements in order to successfully transfer. Students must entirely complete programs here at John Tyler to earn the benefit of these agreements.

**Guaranteed Admission Agreements:** The Virginia Community College System (VCCS) has negotiated broad transfer agreements with institutions within the Commonwealth and beyond. These agreements allow for general admission to an institution but may not provide for guaranteed admission to programs with special entry requirements.

**Articulation Agreements:** John Tyler has entered into formal agreements with certain institutions allowing for seamless admission to certain disciplines and degree programs at that four-year institution. Schools and departments within an institution set specific entry requirements for their degrees, and John Tyler has developed degree programs that provide students with a solid foundation for success in the senior institution's programs. Students should follow the degree plan under the guidance of their faculty advisor to ensure admission to their desired program.

Detailed information about these agreements can be found on our website at: <http://www.jtcc.edu/academics/transfer/>

Two degrees and one certificate that provide the broad foundation of many bachelor's degree programs are found in this catalog section. Students should consult with their faculty advisor for advice regarding the appropriate elective choices depending on their four institution's requirements and their academic and career interests.

- *General Studies AS*
- *Liberal Arts AA*
- *General Studies Certificate*

### Where to find the Transfer Degrees:

Business Administration AS.....	104
Engineering AS.....	127
General Studies AS.....	62
General Studies, Computer Science Specialization AS .....	129
General Studies, Mass Communications Specialization AS.....	144
General Studies, Music Specialization AS.....	89
General Studies, Pre-BSN Specialization AS.....	132
General Studies, Psychology Specialization AS.....	145
General Studies, Science Specialization AS .....	130
General Studies, Secondary Teacher Education Specialization in Mathematics AS .....	120
General Studies, Teacher Education Specialization – Elementary (K-6) AS.....	119
General Studies, Theatre Arts Specialization AS .....	90
Liberal Arts AA.....	64
Liberal Arts, Music Specialization AA .....	91
Liberal Arts, Secondary Teacher Education Specialization in English AA .....	121
Liberal Arts, Secondary Teacher Education Specialization in History AA .....	122
Liberal Arts, Theatre Arts Specialization AA.....	92

(continued)

# TRANSFER DEGREES



**AAS Degrees That May Transfer to Designated Institutions:**

Architectural Engineering  
Technology AAS (ODU) ..... 128

Business Administration,  
Paralegal Studies Specialization AS (UR)..... 149

Business Management AAS (UR) ..... 105

Criminal Justice AAS (ODU and VSU)..... 147

General Studies,  
Logistics Specialization AS (VSU)..... 109

Human Services AAS (ODU)..... 151

Human Services,  
Criminology Specialization AAS (ODU) ..... 153

Human Services, Pre-Social Work  
Specialization AAS (VCU and VSU) ..... 155

Information Systems AS (UR and VCU) ..... 110

Information Technology AAS (ODU)..... 111

Mechanical Engineering Technology AAS (ODU) ..... 71

Mechanical Engineering Technology,  
Mechatronics Specialization AAS (ODU) ..... 72

Nursing AAS (Multiple)..... 133





# GENERAL STUDIES

Associate of Science (AS)

Also available online.

**PURPOSE:** This program is intended to provide students with a general course of study that parallels the freshman and sophomore years at most colleges and universities. The courses in this program are specifically selected for ease of transfer to most four-year colleges and universities. Following the prescribed coursework in this program will result in graduation with the associate of science degree (A.S.). Students should consult with their advisors to ensure that they select general electives that best prepare them for the specific requirements of their intended transfer college or university programs of study.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 170 Foundations in Contemporary Mathematics	3	See Placement Requirements	MTH 163, See Note 2
History Elective	3		See Note 3
Laboratory Science Elective	4		See Note 4
ENG 112 College Composition II	3	ENG 111	
MTH 157 Elementary Statistics	3	See Placement Requirements	MTH 164, See Note 2
History Elective	3		See Note 3
Laboratory Science Elective	4		See Note 4
Humanities Elective	3		See Note 5
Social/Behavioral Science Elective	3		See Note 6
<b>MILESTONE: General Education Certificate (see faculty advisor)</b>			
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 7
Humanities Elective	3		See Note 5
Literature Elective	3	ENG 112	See Note 8
Social/Behavioral Science Elective	3		See Note 6
Transfer Electives	15		See Note 9
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students interested in science, technology, engineering, and math (STEM)-related transfer degrees should consider taking MTH 163 and MTH 164 to fulfill their math requirements. STEM students who need to complete developmental math modules 6–9 may elect to take MTH 158 instead and use it as a prerequisite for the MTH 163 course. Students pursuing non-STEM majors (i.e. liberal arts, social sciences, communication, etc.) should take MTH 157 and MTH 170. Please note that students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
- The history elective requirement can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242. STEM track majors should take CHM 111-112.
- See web site [www.jtcc.edu/humanitieselectives](http://www.jtcc.edu/humanitieselectives) for a list of approved humanities electives. Students should consult with intended four-year transfer institutions regarding foreign language requirements.
- The social/behavioral sciences elective requirements can be satisfied by taking approved transfer courses with the following prefixes: PSY, SOC, ECO, GEO, PLS and HIS.
- Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- Students should consult with prospective four-year transfer institutions to determine degree requirements when selecting electives. Some majors have foreign language and/or health and physical education requirements. See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.
- Related Certificate (C) – General Education
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.



# GENERAL EDUCATION

## Certificate (C)

**PURPOSE:** This program provides students with a coherent set of university parallel courses corresponding to the first year of study at a four-year college or university. It is intended for students who plan to transfer into a baccalaureate program after completing the equivalent of one year of full-time study at the community college. The program addresses many of the general education requirements at senior institutions and is most appropriate for individuals who anticipate majoring in fields in the humanities, sciences, and mathematics.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES (IF APPLICABLE)	APPROVED COURSE SUBSTITUTIONS
ENG 111 College Composition I	3	See Placement Requirements	
MTH 157 Elementary Statistics or MTH 163 Precalculus I	3	See Placement Requirements	MTH 170 , See Note 2
History Elective	3		See Note 3
Laboratory Science Elective	4		See Note 4
Social/Behavioral Science Elective	3		See Note 5
ENG 112 College Composition I	3	ENG 111	
History Elective	3		See Note 3
Humanities Elective	3		See Note 6
Laboratory Science Elective	4		See Note 4
Social/Behavioral Science or Humanities Elective	3		See Notes 5 and 6
<b>Total Minimum Credits to Complete</b>	<b>32</b>		

**NOTES:**

1. Students are strongly encouraged to complete their ENG and MTH requirements first.
2. Students interested in science, technology, engineering, and math (STEM)-related transfer degrees should consider taking MTH 163 and MTH 164 to fulfill their math requirements. STEM students who need to complete developmental math modules 6 – 9 may elect to take MTH 158 instead and use it as a prerequisite for the MTH 163 course. Students pursuing non-STEM majors (i.e. liberal arts, social sciences, communication, etc.) should take MTH 157 and MTH 170. Please note that students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
3. The history elective requirements can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
4. The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242.
5. The social/behavioral science elective can be satisfied by taking an approved transfer course with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC.
6. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See <http://www.jtcc.edu/humanitieselectives> for a list of approved conceptual and applied humanities electives.
7. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.



# LIBERAL ARTS

Associate of Arts (AA)

Also available online.

**PURPOSE:** The associate of arts curriculum in liberal arts is designed for students who plan to transfer to four-year colleges or universities and seek bachelor's degrees in fields, such as English, history, philosophy, political science, archaeology, art history, foreign languages, religious studies and other majors that require foreign language as part of their general education requirements.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 170 Foundations in Contemporary Mathematics or MTH 157 Elementary Statistics	3	See Placement Requirements	See Note 2
Foreign Language (101)	4		See Note 3
Laboratory Science Elective	4		See Note 4
ENG 112 College Composition II	3	ENG 111	
Foreign Language (102)	4		See Note 3
History Elective	3		See Note 5
Laboratory Science Elective	4		See Note 4
Social/Behavioral Science Elective	3		See Note 6
History Elective	3		See Note 5
Philosophy/Religion Elective	3		See Note 7
<b>MILESTONE: General Education Certificate (See faculty advisor)</b>			
Literature Elective	3	ENG 112	See Note 8
Foreign Language (201)	3		See Note 3
Health/Physical Education/Dance Elective	1		
CST 100 Principles of Public Speaking	3		CST 110
Foreign Language (202)	3		See Note 3
Transfer Electives	6		See Note 9
Visual & Performing Art Elective	3		See Note 10
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
- Students must demonstrate competency in a foreign language through the 202 level by completing appropriate courses and/or examinations. Placement in foreign language is by SAT II Subject Test score or departmental recommendation. Students who are not required to take introductory level courses must substitute other approved transfer electives.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242.
- The history elective requirement can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
- The social/behavioral science elective can be satisfied taking by an approved transfer course with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC.
- The philosophy/religion elective requirement can be satisfied by courses with the following prefixes: PHI and REL.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- Transfer institutions may have computer competency or additional mathematics or literature requirements. Students must consult with their advisor to determine the best option. See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.
- The visual and performing arts elective can be satisfied by any ART or MUS course or any CST acting or theatre course to include CST 130, CST 131, CST 132, CST 136, CST 210, CST 231 and CST 232.
- Related Certificate (C) – General Education.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.

## ADVANCED MANUFACTURING AND SKILLED TRADES



Degree programs in the areas of Advanced Manufacturing and Skilled Trades are administered by the Division of Engineering, Business and Public Services. For additional information on these programs, please contact the Division: 804.706.5121 (Chester Campus, Godwin Hall, G108) or 804.594.1480 (Midlothian Campus, Hamel Hall, H206).

The **Advanced Manufacturing Management** career studies certificate is offered as professional development certificate for those already working in the advanced manufacturing field. This certificate offers coursework that exposes the student to business processes, teamwork, and quality assurance techniques.

The **Machining Technology Program** is a program that prepares students for immediate work in the field of machining. Graduates may enter the field in such positions as machine tool operators, CNC operators, and CNC programmers. After further study, graduates may continue their education and on the job training to acquire an apprenticeship and become journeyman level machinist. Students can earn nationally recognized credentials through **NIMS (National Institute of Metalworking Skills)**. Metalworking companies may use the credentials as a basis for recruiting, hiring, placement and promotion. The following certificates prepare students for this field:

- *Basic Precision Machining Technology CSC*
- *Precision Machining Technology Certificate*
- *Computer Numerical Control CSC*

The **Mechanical Engineering Tech, Mechatronics Technician Specialization** is a two-year applied degree program that prepares students to work as technicians in the field of mechanical-electrical manufacturing. Graduates will be able to specify maintenance processes, solve problems in fabrication, and troubleshoot mechanical processes.

- *Mechanical Engineering Technology AAS*
- *Mechanical Engineering Technology - Mechatronics Specialization AAS*

*(continued)*

# ADVANCED MANUFACTURING & SKILLED TRADES



The **Mechanical Maintenance program** is a career studies certificate that provides mechanical maintenance basics, and prepares students for company-specific training.

- *Mechanical Maintenance CSC*

Careers in the Skilled Trades offer workers many ways to use their minds and their hands to earn a good living. Most of the Career Studies Certificate programs listed below may take as little time as two semesters of coursework. Students who wish to improve their upward mobility at work, increase their skills, and broaden their academic knowledge base may wish to continue on to complete an AAS in Technical Studies or Electrical Engineering Technology.

#### Electrical

- *Electrical Engineering Technology AAS*
- *Electricity CSC*
- *Industrial Electricity CSC*
- *Residential Electricity CSC*
- *Energy Technology CSC*

#### Heating, Ventilation, and Air Conditioning

- *Heating and Air Conditioning CSC - Certification for EPA 608 by ESCO available*

#### Welding (American Welding Society Certified)

- *Welding Certificate*
- *Welding CSC*

#### Technical Studies with Skilled Trades Tracks

- *Technical Studies AAS*
  - Heating, Ventilation and Air Conditioning Track
  - Industrial Electricity Track
  - Mechanical Maintenance Track
  - Precision Machining Computer Numerical Control (CNC) Track
  - Precision Machining Technology Track
  - Residential Electricity Track
  - Welding Track

The **Building Construction Certificate Program** is a one-year certificate program that prepares students as construction inspector, construction supervisor, or Residential CAD Designer, materials testing technician. Students may gain certifications in Autodesk Certified AutoCAD User Exam. A student may earn this certificate while also completing the Architectural Engineering Technology associate of applied science degree.

The **Computer Aided Drafting and Modeling Program** is a career studies certificate that prepares students for immediate work in architectural, mechanical and civil firms. Instruction is provided in three tracks architectural, civil and mechanical including the following software: AutoCAD, AutoCAD Architecture, Revit, Microstation, and Inventor. Students may obtain certification as an Autodesk Certified User of AutoCAD, Revit or Inventor.

The **Geographic Information Systems** degree is an applied degree program that prepares students for immediate entry employment to edit and prepare maps with data using ArcGIS software. Students may gain certifications through the Autodesk Certified AutoCAD User Exams.

The **Surveying** program is a career studies certificate which provides students with skills and knowledge of horizontal and vertical surveys for entry level employment in a surveying firm. The program also includes instruction in the use of computer-aided drafting using AutoCAD, Microstation and ArcGIS. Students may gain certifications through the Autodesk Certified AutoCAD User Exams.





# ADVANCED MANUFACTURING MANAGEMENT

Career Studies Certificate (CSC)

**PURPOSE:** Upgrade skills needed for supervisory positions in a manufacturing setting.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
BUS 234 Supply Chain Management <i>Offered Spring Only</i>	3		BUS 266
IND 101 Quality Assurance Technology I <i>Offered Summer &amp; Fall Only</i>	3		BUS 208
IND 137 Team Concepts & Problem Solving <i>Offered Spring Only</i>	3		
IND 181 World Class Manufacturing	3		
IND 250 Introduction to Basic Computer Integrated Manufacturing	3		
PSY 126 Psychology of Business & Industry	3		PSY 200
<b>Total Minimum Credits to Complete</b>	<b>18</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# BASIC PRECISION MACHINING TECHNOLOGY

Career Studies Certificate (CSC)

**PURPOSE:** To prepare students for basic precision machining positions.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
MAC 161 Machine Shop Practices I <i>Offered Fall Only</i>	3		
MAC 162 Machine Shop Practices II <i>Offered Spring Only</i>	3	MAC161	
MAC 163 Machine Shop Practices III <i>Offered Fall Only</i>	3	MAC 161 & MAC 162	
MAC 164 Machine Shop Practices IV <i>Offered Spring Only</i>	3	MAC 161 ,MAC 162 & MAC 163	
<b>Total Minimum Credits to Complete</b>	<b>12</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# PRECISION MACHINING TECHNOLOGY

Certificate (C)

**PURPOSE:** This program provides workforce readiness skills for a career in advanced manufacturing and/or manual machining. It is the recommended curriculum for machinist apprentices as identified by the Virginia Department of Labor and Industry. The curriculum is based on the standards of the National Institute for Metalworking Skills, Inc. (NIMS) with the opportunity to earn Level I industry credentials for manual and CNC.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 115 Technical Writing	3	See Placement Requirements	ENG 111
MTH 103 Applied Technical Mathematics	3	See Placement Requirements	MTH 157, MTH 158, MTH 163, MTH 270
MAC 161 Machine Shop Practices I <i>Offered Fall Only</i>	3		
MAC 162 Machine Shop Practices II <i>Offered Spring Only</i>	3	MAC 161	
MAC 163 Machine Shop Practices III <i>Offered Fall Only</i>	3	MAC 161 & MAC 162	
MAC 164 Machine Shop Practices IV <i>Offered Spring Only</i>	3	Mac 161, MAC 162 & MAC 163	
<b>MILESTONE: Basic Precision Machining Technology Career Studies Certificate (See faculty advisor)</b>			
MAC 181 Machine Blueprint Reading I	3		
MAC 121 Computer Numerical Control I <i>Offered Spring Only</i>	3		
MAC 122 Computer Numerical Control II <i>Offered Fall Only</i>	3	MAC 121	
MAC 123 Computer Numerical Control III <i>Offered Spring Only</i>	3	MAC 121 & MAC 122	
MAC 130 Introduction to Electric Discharge Machining (EDM) <i>Offered Fall Only</i>	2	MAC 121	
MAC 134 CMM Operation and Programming <i>Offered Fall Only</i>	2	MAC 121	
MAC 150 Introduction to Computer-Aided Manufacturing <i>Offered Spring Only</i>	3	MAC 121	
<b>MILESTONE: Computer Numerical Control Career Studies Certificate (See faculty advisor)</b>			
Precision Machining Technology Elective <i>Offered Spring Only</i>	3	MAC 161 & MAC 162	See Note 2
<b>MILESTONE: Earn NIMS Level 1 Certifications</b>			
PSY 126 Psychology of Business & Industry	3		PSY 200
<b>Total Minimum Credits to Complete</b>	<b>44</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. The Precision Machining Technology elective requirement may be satisfied by a three-credit course with any of the following prefixes: MAC 195 NIMS Level I Review and MAC 295 Industry Certification.
3. Related Career Studies Certificates (CSC) – Basic Precision Machining Technology and Computer Numerical Control
4. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
5. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# COMPUTER NUMERICAL CONTROL

Career Studies Certificate (CSC)

**PURPOSE:** To provide students with numerical control techniques in metal forming and machine processes.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
MAC 181 Machine Blueprint Reading I	3		
MAC 121 Computer Numerical Control I <i>Offered Spring Only</i>	3		
MAC 122 Computer Numerical Control II <i>Offered Fall Only</i>	3	MAC 121	
MAC 123 Computer Numerical Control III <i>Offered Spring Only</i>	3	MAC 121 & MAC 122	
MAC 130 EDM and CAM <i>Offered Fall Only</i>	2	MAC 121	
MAC 134 CMM Operation and Programming <i>Offered Fall Only</i>	2	MAC 121	
MAC 150 Introduction to Computer-Aided Manufacturing <i>Offered Spring Only</i>	3	MAC 121	
<b>Total Credits to Complete</b>	<b>19</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# MECHANICAL ENGINEERING TECHNOLOGY

Associate of Applied Science (A.A.S.)

**PURPOSE:** This program prepares students to work as technicians in the field of mechanical-electrical engineering. Graduates will be able to specify maintenance processes, solve problems in fabrication, design mechanical devices for manufacturing, and troubleshoot mechanical processes. Students find jobs as Engineering assistants, planners, designers, and CAD operators. This program is an excellent stepping stone to further personal development as a technologist and to gaining employment as an engineer.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
MTH 103 Applied Technical Mathematics I	3	See Placement Requirements	MTH 120, MTH 158, MTH 163 and MTH 170
ENG 111 College Composition I	3	See Placement Requirements	
MEC 101 Introduction to Engineering Technology I <i>Offered Fall Only</i>	2		
CAD 151 Engineering Drawing Fundamentals I <i>Offered Fall Only</i>	3		CAD 201
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 2
MEC 113 Materials and Processes of Industry	3		
CAD 152 Engineering Drawing Fundamentals II <i>Offered Spring Only</i>	3		CAD 202
ELE 150 A.C. and D.C. Circuit Fundamentals	4		
MEC 102 Introduction to Engineering Technology II <i>Offered Spring Only</i>	2	MEC 101	
MTH 104 Applied Technical Mathematics II <i>Offered Spring Only</i>	3	MTH 103	MTH 120, MTH 157, MTH 158, MTH 164, MTH 170
CAD 241 Parametric Solid Modeling I	3		
ELE 159 Electrical Motors	3	ELE 150	
Humanities Elective	3		See Note 3
MEC 131 Mechanics I – Statics for Engineering Technology	3		
MEC 211 Machine Design I <i>Offered Fall Only</i>	4		
Health/Physical Education Elective	1		
Laboratory Science Elective	4		See Note 4
MEC 270 Computations for Engineering Technology	3		
MEC 132 Mechanics II – Strength of Materials for Engineering Technology <i>Offered Spring Only</i>	3	MEC 131	
MEC 212 Machine Design II <i>Offered Spring Only</i>	4		
MEC 266 Applications of Fluid Mechanics	3		
Social/Behavioral Science Elective	3		See Note 5
<b>Total Credits For Program</b>	<b>67</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. Students with good computer skills may seek to satisfy this requirement by CLEP.
3. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See web site ([www.jtcc.edu/humanitieselectives](http://www.jtcc.edu/humanitieselectives)) for a list of approved conceptual and applied humanities electives.
4. The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242.
5. The social/behavioral science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, SOC.
6. This program is not intended for transfer. Students desiring to transfer should consult their faculty advisor and their intended transfer institutions
7. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
8. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# MECHANICAL ENGINEERING TECHNOLOGY MECHATRONICS SPECIALIZATION

Associate in Applied Science (AAS)

**PURPOSE:** Mechatronics engineering is a multidisciplinary segment of the engineering field. Rather than embrace traditional divisions of engineering as distinct entities, it combines electrical engineering, computer engineering, mechanical engineering, and control engineering. This curriculum combines computer control and electrical sensors with the study of mechanical devices to provide accurate motion control of industrial, medical and residential systems.

A mechatronic engineer's role is to unite various principles from all the above engineering disciplines to create more economic, reliable, and simplified systems. Industrial robots, anti-lock brakes and ordinary electronic products such as PC hard drives and CD players all represent hybrid forms of mechatronics. Graduates may assist engineers in the design and testing of systems, installation of new systems, and troubleshooting and repair of existing systems.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 103 Applied Technical Mathematics I	3	See Placement Requirements	MTH 120, MTH 157, MTH 158, MTH 163, MTH 170
CAD 151 Engineering Drawing Fundamentals I	3		CAD 201
MEC 101 Introduction to Engineering Technology I <i>Offered Fall Only</i>	2		
MEC 113 Materials and Processes of Industry	3		
ELE 150 A.C. and D.C. Circuit Fundamentals	4		
ELE 239 Programmable Controllers <i>Offered Fall Only</i>	3		
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 2
ELE 159 Electrical Motors	3	ELE 150	
MEC 102 Introduction to Engineering Technology II <i>Offered Spring Only</i>	2		
MTH 104 Applied Technical Mathematics II <i>Offered Spring Only</i>	3		MTH 120, MTH 157, MTH 158, MTH 164, MTH 170, MTH 173
Health/Physical Education Elective	1		
CAD 241 Parametric Solid Modeling I	3		
MEC 140 Introduction of Mechatronics	3	ELE 150, ELE 239 or instructor permission	
Humanities Elective	3		See Note 4
MEC 230 Mechatronics Process Control	3		
MEC 211 Machine Design I <i>Offered Fall Only</i>	4		
Social/Behavioral Science Elective	3		See Note 5
ELE 240 Advanced Programmable Logic Controllers <i>Offered Spring Only</i>	3	ELE 239	
MEC 266 Applications of Fluid Mechanics	3		
MEC 270 Computations for Engineering Technology	3		
MEC 212 Machine Design II <i>Offered Spring Only</i>	4	MEC 211	
<b>Total Minimum Credits to Complete</b>	<b>66</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. Students with good computer skills may seek to satisfy this requirement by CLEP.
3. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See web site ([www.jtcc.edu/humanitieselectives](http://www.jtcc.edu/humanitieselectives)) for a list of approved conceptual and applied humanities electives.
4. The laboratory science requirements can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242.
5. The social/behavioral science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, SOC.
6. This program is not intended for transfer. Students desiring to transfer should consult their academic advisors and their intended transfer institutions.
7. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
8. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# MECHANICAL MAINTENANCE

Career Studies Certificate (CSC)

**PURPOSE:** Train graduates to perform the challenging task associated with supporting industrial production operations. Basic principles of mechanical component, such as gears, bearings, belts and chains, are presented in a hands-on, learn by doing environment. Key elements of reliability, laser alignment for example, are practiced in a laboratory setting with actual industrial components. Advanced techniques of preventative and predictive maintenance give the graduate a headstart on the needs of high tech production.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
MTH 103 Applied Technical Mathematics I	3	See Placement Requirements	
IND 116 Applied Technology	3		
DRF 160 Machine Blueprint Reading <i>Offered Spring Only</i>	3		
MEC 154 Mechanical Maintenance I <i>Offered Fall Only</i>	3		
ELE 150 A.C. and D.C. Circuit Fundamentals	4		
MEC 252 - Mechanical Systems Maintenance <i>Offered Fall Only</i>	3		
MEC 254 Mechanical Maintenance II <i>Offered Spring Only</i>	3	MEC 154 or instructor permission	
ELE 159 Electrical Motors <i>Offered Spring Only</i>	3	ELE 150 or equivalent or instructor permission	
MEC 253 - Preventative and Predictive Maintenance <i>Offered Spring Only</i>	3		
<b>Total Minimum Credits to Complete</b>	<b>28</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# ELECTRICAL ENGINEERING TECHNOLOGY

Associate in Applied Science (AAS)

**PURPOSE:** The Electrical Engineering Technology degree prepares individuals for employment as commercial, industrial and residential electricians or electrician helpers. Completion of this degree will also expedite the certification process set by the Department of Professional and Occupational Regulation (DPOR) providing the graduate a two year path to becoming state certified as a journey electrician rather than completing a four-year DPOR experience requirement.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	ENG 115-Technical Writing
MTH 103 Applied Technical Mathematics I	3	See Placement Requirements	MTH 120, MTH 158, MTH 163, or higher
SAF 130 Industrial Safety-OSHA 10	1		See Note 5
ELE-110 Home Electric Power	3		
ELE-118 Practical Electricity <i>Offered Fall only</i>	2		
ELE-127 Residential Wiring Methods	3		
ELE-131 National Electrical Code I	3		
ELE-150 A.C. and D.C. Circuit Fundamentals	4		
ELE-151 Electrical Troubleshooting <i>Offered Spring only</i>	3		
<b>MILESTONE: Residential Electricity Career Studies Certificate (See faculty advisor)</b>			
ITE 115 Introduction to Computer Applications & Concepts	3		See Note 2
MEC 154 Mechanical Maintenance I	3		
Health/Physical Education Elective	1		
Social/Behavioral Science Elective	3		See Note 4
ELE-137 National Electrical Code-Industrial	3		
ELE-138 National Electrical Code Review I <i>Offered Spring only</i>	3		
ELE-156 Electrical Control Systems	3		
ELE-159 Electric Motors	3		
Humanities Elective	3		See Note 3
Restricted Business Elective	3		BUS 116, BUS 125, BUS 200, BUS 205
Restricted Technical Electives	9		ELE, CAD, IND, MEC, AIR
<b>Total Minimum Credits to Complete</b>	<b>63</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. Students with good computer skills may seek to satisfy this requirement by CLEP.
3. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See website (<http://www.jtcc.edu/humanitieselectives>) for a list of approved conceptual and applied humanities electives.
4. The social/behavioral science elective can be satisfied with the following prefixes: PSY, SOC, ECO, GEO, PLS, and HIS. Students in apprenticeship programs should take PSY 126.
5. Credit for SAF 130 will be granted with a prior OSHA 10 or 30 certification. Proof of successful completion with a valid OSHA issued card will be required.
6. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
7. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# ELECTRICITY

Career Studies Certificate (CSC)

**PURPOSE:** Introduction to the fundamentals of electrical wiring. Provides the classroom training required by the state to sit for the journeyman electrician licensing exam. Provides review of the National Electrical Code.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ELE 131 National Electrical Code I	3		
ELE 138 National Electrical Code Review I <i>Offered Spring only</i>	3		
ELE 150 A.C. and D.C. Circuit Fundamentals	4		
ELE 151 Electrical Troubleshooting <i>Offered Spring only</i>	3		ELE 156-Electric Control Systems
<b>Total Credits For Program</b>	<b>13</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# INDUSTRIAL ELECTRICITY

Career Studies Certificate (CSC)

**PURPOSE:** Provides electrical maintenance basics.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ELE 118-Practical Electricity <i>Offered Fall Only</i>	2		
ELE 137 National Electric Code – Industrial <i>Offered Fall Only</i>	3		
ELE 150 A.C. and D.C. Circuit Fundamentals	4		
ELE 156 Electrical Control Systems <i>Offered Fall Only</i>	3		
ELE 159 Electrical Motors <i>Offered Spring Only</i>	3		
ELE 239 Programmable Controllers <i>Offered Fall Only</i>	3	ELE 150 or equivalent or instructor's permission	
ELE 240 Programmable Controllers <i>Offered Spring Only</i>	3	ELE 239 or instructor's permission	
<b>Total Credits For Program</b>	<b>21</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# RESIDENTIAL ELECTRICITY

Career Studies Certificate (CSC)

**PURPOSE:** Provides electrical maintenance basics.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ELE 110 Home Electric Power	3		
ELE 118 Practical Electricity <i>Offered Fall Only</i>	2		
ELE 127 Residential Wiring Methods	3		
ELE 131 National Electrical Code I	3		
ELE 150 A.C. and D.C. Circuit Fundamentals	4		
ELE 151 Electrical Troubleshooting	3		
<b>Total Minimum Credits to Complete</b>	<b>18</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# ENERGY TECHNOLOGY

Career Studies Certificate (CSC)

**PURPOSE:** This career studies certificate is designed for a student who wishes to obtain the skills necessary to work in the energy industry as an entry level technician.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ELE 118 Practical Electricity	2		
ELE 123 Electrical Applications I	2		
MTH 103 Applied Technical Mathematics I	3	See Placement Requirements	MTH 120 or higher
SAF 130 Industry Safety - OSHA-10	1		See Note 3
ENE 104 Energy Industry Fundamentals	5		
MEC 154 Mechanical Maintenance I	3		
<b>Total Minimum Credits to Complete</b>	<b>16</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
3. Credit for the SAF 130 class can be awarded with a prior OSHA 10 or 30 certification. Proof of successful completion with a valid OSHA issued card will be required.





# HEATING AND AIR CONDITIONING

Career Studies Certificate (CSC)

**PURPOSE:** To prepare students for entry level positions in heating, AIR conditioning and refrigeration repair and servicing.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES (See special notes about limited course offerings)	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
AIR 121 AIR Conditioning and Refrigeration I <i>Offered Fall only</i>	3		
AIR 122 AIR Conditioning and Refrigeration II <i>Offered Spring only</i>	3	AIR 121	
AIR 134 Circuits and Controls I <i>Offered Spring only</i>	3		
AIR 154 Heating Systems I <i>Offered Fall only</i>	3	AIR 121, AIR 122, AIR 134	
ELE 131 National Electrical Code I	3		
ELE 150 A.C. and D.C. Circuit Fundamentals	4		
<b>Total Credits to Complete Program</b>	<b>19</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# WELDING

Career Studies Certificate (CSC)

**PURPOSE:** The certificate in welding prepares students for work as an apprentice welder. The Welding Program is accredited by the American Welding Society (AWS) Schools Excelling through National Skills Standards Education (SENSE) program.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must also meet JTCC admission requirements. Students must provide their own personal protection safety equipment. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SAF 130 Industrial Safety OSHA-10	1		See Note 4
WEL 150 Welding Drawing and Interpretation	2		
WEL 116 Oxyfuel Welding <i>Offered Fall only</i>	2	SAF 130, WEL 150	
WEL 123 Shielded Metal ARC Welding <i>Offered Fall only</i>	3	SAF 130, WEL 150	
WEL 160 Gas Metal Arc Welding <i>Offered Fall only</i>	3	SAF 130, WEL 150	
WEL 130 Inert Gas Welding <i>Offered Spring only</i>	3	SAF 130, WEL 150	
WEL 244 Weld Testing and Codes <i>Offered Spring only</i>	2	SAF 130	
WEL 247 Welding Layout and Fabrication I <i>Offered Fall only</i>	2	SAF 130, WEL 150, WEL 247	
WEL 141 Welder Qualification Tests I <i>Offered Spring only</i>	3	SAF 130, WEL 150, WEL 248	
<b>Total Minimum Credits to Complete</b>	<b>21</b>		

**NOTES:**

1. To achieve American Welding Society SENSE certification, the student must successfully complete workmanship samples and weld tests throughout the program.
2. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
3. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
4. The SAF 130 class will be waived with a prior OSHA 10 or 30 certification. Proof of successful completion with a valid OSHA issued card will be required.



# WELDING

Certificate (C)

**PURPOSE:** The certificate in welding prepares students for work as an apprentice welder. The Welding Program is accredited by the American Welding Society (AWS) Schools Excelling through National Skills Standards Education (SENSE) program.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students must provide their own personal protection safety equipment. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SAF 130 Industrial Safety OSHA-10	1		See Note 6
WEL 150 Welding Drawing and Interpretation	2		
WEL 116 Oxyfuel Welding <i>Offered Fall only</i>	2	SAF 130, WEL 150	
WEL 123 Shielded Metal ARC Welding <i>Offered Fall only</i>	3	SAF 130, WEL 150	
WEL 160 Gas Metal Arc Welding <i>Offered Fall only</i>	3	SAF 130, WEL 150	
WEL 130 Inert Gas Welding <i>Offered Spring only</i>	3	SAF 130, WEL 150	
WEL 244 Weld Testing and Codes <i>Offered Spring only</i>	2	SAF 130	
WEL 247 Welding Layout and Fabrication I <i>Offered Fall only</i>	2	SAF 130, WEL 150, WEL 247	
WEL 248 Welding Layout and Fabrication II <i>Offered Spring only</i>	2	SAF 130, WEL 150	
WEL 141 Welder Qualification Tests I <i>Offered Spring only</i>	3	SAF 130, WEL 150, WEL 248	
<b>MILESTONE: Welding Career Studies Certificate (see faculty advisor)</b>			
SDV 100 College Success Skills	1		SDV 101
ENG 115 Technical Writing	3	See Placement Test Scores	ENG 111
MTH 103 Applied Technical Mathematics I	3	See Placement Test Scores	MTH 120 or higher
PSY 126 Psychology for Business and Industry	3		
<b>MILESTONE: Optional (Recommended) American Welding Society Certification (See Note 3) (see faculty advisor)</b>			
<b>Total Minimum Credits to Complete</b>	<b>33</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
3. To achieve American Welding Society SENSE certification, the student must successfully complete workmanship samples and weld tests throughout the program.
4. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
5. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
6. The SAF 130 class will be waived with a prior OSHA 10 or 30 certification. Proof of successful completion with a valid OSHA issued card will be required.



# TECHNICAL STUDIES

Associate in Applied Science (AAS)

**PURPOSE:** The Technical Studies degree is designed to meet the rapidly changing workforce needs of business and industry. Focused on meeting short term educational needs, the degree can be used as a general or individualized studies degree to enhance the education and training of current employees or to ensure basic technical and general work-based skills for new employees. The curriculum allows employers and employees to develop specific plans of study negotiated with, and approved by, appropriate college faculty and administrators.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. Work-based learning is a required component of the program. Students without current or recent related work experience are responsible for securing their own internships, assisted by JTCC faculty. Students with current or recent work experience are responsible for working with the faculty advisor to secure appropriate documentation.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ENG 111 College Composition I	3	See Placement Requirements	
ENG 115 Technical Writing	3	See Placement Requirements	ENG 112
MTH 103 Applied Technical Mathematics I	3	See Placement Requirements	Math 120 or higher
SDV 100 College Success Skills	1		SDV 101
Technical Electives	21		See Note 2
<b>MILESTONE: See technical elective requirements to earn a Career Studies Certificate (CSC) (See faculty advisor)</b>			
CAD 201 Computer Aided Drafting and Design 1	3		
IND 101 Quality Assurance Technology I	3		
IND 116 Applied Technology	3		
IND 137 Team Concepts and Problem Solving	3		
IND 197 Cooperative Education	3		IND 198 Seminar and Project
IND 297 Cooperative Education	3		IND 298 Seminar and Project
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 9
IT Elective	3		See Note 3
Health or Physical Education Elective	1		
Humanities Elective	3		See Note 4
PSY 126 Psychology for Business and Industry	3		
SAF 130 Industrial Safety OSHA-10	1		See Note 10
Social/Behavioral Science Elective	3		See Note 5
<b>Total Minimum Credits to Complete</b>	<b>66</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. The technical elective requirement can be satisfied by courses with the following prefixes: AIR, ARC, CAD, OK, EGR, ELE, ENE, IND, MAC, MEC, SAF or WEL. Selection must be approved in advance by the faculty advisor.
3. The information technology (IT) elective requirement can be satisfied by appropriate computer-related courses with the following prefixes: ARC, CAD, EGR, ITD, ITE, ITN, ITP or MAC. Selection must be approved in advance by the faculty advisor. Pre-requisites for selected course, if any, must also be satisfied.
4. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See website (<http://www.jtcc.edu/humanitieselectives>) for a list of approved conceptual and applied humanities electives.
5. The social/behavioral science elective can be satisfied with the following prefixes: PSY, SOC, ECO, GEO, PLS or HIS.
6. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
7. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
8. This program is not intended for transfer to four-year colleges and universities. Students desiring to transfer should contact their academic advisors and their intended transfer institutions for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.
9. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
10. The SAF 130 class will be waived with a prior OSHA 10 or 30 certification. Proof of successful completion with a valid OSHA issued card will be required.



# TECHNICAL STUDIES

Associate in Applied Science (AAS)

## SUGGESTED TECHNICAL ELECTIVES:

### Heating, Ventilation and Air Conditioning

AIR 121 Air Conditioning and Refrigeration I	3
AIR 122 Air Conditioning and Refrigeration II	3
AIR 134 Circuits and Controls I	3
AIR 154 Heating Systems I	3
ELE 131 National Electrical Code I	3
ELE 150 A.C. and D. C. Circuit Fundamentals	4
Technical Elective	2
<b>Total</b>	<b>21</b>

### Industrial Electricity

ELE 118 Practical Electricity	2
ELE 137 National Electrical Code – Industrial	3
ELE 150 A.C. and D. C. Circuit Fundamentals	4
ELE 156 Electrical Control Systems	3
ELE 159 Electrical Motors	3
ELE 239 Programmable Logic Controllers	3
ELE 240 Advanced Programmable Controllers	3
<b>Total</b>	<b>21</b>

### Mechanical Maintenance

DRF 160 Machine Blueprint Reading	3
ELE 150 A.C. and D. C. Circuit Fundamentals	4
ELE 159 Electrical Motors	3
MEC 113 Materials and Processes of Industry	3
MEC Elective	2
MEC 154 Mechanical Maintenance I	3
MEC 254 Mechanical Maintenance II	3
<b>Total</b>	<b>21</b>

### Precision Machining Technology

MAC 121 Computer Numerical Control I	3
MAC 122 Computer Numerical Control II	3
MAC 123 Computer Numerical Control III	3
MAC 161 Machine Shop Practices I	3
MAC 162 Machine Shop Practices II	3
MAC 163 Machine Shop Practices III	3
MAC 164 Machine Shop Practices IV	3
<b>Total</b>	<b>21</b>

### Precision Machining Computer Numerical Control (CNC)

MAC 181 Machine Blueprint Reading I	2
MAC 121 Computer Numerical Control I	3
MAC 122 Computer Numerical Control II	3
MAC 123 Computer Numerical Control III	3
MAC 130 Introduction to Electric Discharge Machining	2
MAC 134 CMM Operation and Programming	2
MAC 161 Machine Shop Practices I	3
MAC 162 Machine Shop Practices II	3
<b>Total</b>	<b>21</b>

### Residential Electricity

ELE 110 Home Electric Power	3
ELE 118 Practical Electricity	2
ELE 127 Residential Wiring Methods	3
ELE 131 National Electrical Code I	3
ELE 138 National Electrical Code Review I	3
ELE 150 A.C. and D. C. Circuit Fundamentals	4
ELE 151 Electrical Troubleshooting	3
<b>Total</b>	<b>21</b>

### Welding

WEL 123 Shielded Metal Arc Welding (Basic)	3
WEL 130 Inert Gas Welding	3
WEL 141 Welder Qualification Test I	3
WEL 150 Welding Drawing Interpretation	2
WEL 160 Gas Metal Arc Welding	3
WEL 175 Semi-Automatic Processes	3
WEL 250 Welding Quality Control & Inspection	3
Technical Elective	1
<b>Total</b>	<b>21</b>



# BUILDING CONSTRUCTION

Certificate (C)

**PURPOSE:** Graduates with certificates in building construction will be able to: (1) evaluate a building design using building codes and zoning regulations; (2) perform basic surveying operations; (3) perform tests on materials such as concrete, metals and wood; and (4) produce a representative set of working drawings for a small building using computer-aided drafting software.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers remedial courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 103 Applied Technical Mathematics I	3	See Placement Requirements	MTH 115, MTH 163, MTH 273
ARC 121 Architectural Drafting I <i>Offered Fall only</i>	3		
ARC 122 Architectural Drafting II <i>Offered Spring only</i>	3	ARC 121	
ARC 221 Architectural CAD Applications Software I <i>Offered Fall only</i>	3		
ARC 246 Materials and Methods of Construction <i>Offered Fall only</i>	4		
ARC 258 Building Codes, Contract Documents and Professional Office Practices <i>Offered Fall only</i>	3		
CIV 171 Surveying I <i>Offered Fall only</i>	3		GIS 101
Health/Physical Education Elective	2		
Technical Elective	3		See Note 2
<b>Total Minimum Credits to Complete</b>	<b>31</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. The technical elective requirement can be satisfied by courses with the following prefixes: AIR, ARC, DRF, ELE, EGR, IND, MAC, MEC or WEL.
3. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
4. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# COMPUTER-AIDED DRAFTING & MODELING

Career Studies Certificate (CSC)

**PURPOSE:** Introduces students to the operations and applications of a typical computer-aided drafting system (CAD) and three dimensional modeling of design components. The program is structured to allow draftsmen and designers to update their software skills. Students may choose technical electives focusing on the following disciplines: architectural, civil or mechanical. The civil electives will prepare certificate holders to perform CAD and terrain modeling activities within a civil engineering or survey office. The architectural electives provide building information modeling (BIM) and parametric modeling. The mechanical electives provide students with skills in two dimensional drafting and parametric modeling of machine components.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
CAD 201 Computer-Aided Drafting and Design I	3		
CAD 202 Computer-Aided Drafting and Design II	3		
CAD 231 Computer-Aided Drafting I <i>Offered Fall only</i>	3		
Restricted Technical Electives	9		See Note 1
<b>Total Minimum Credits to Complete</b>	<b>18</b>		

**NOTES:**

1. Students should select three three-credit courses in a single track under the guidance of a faculty advisor. Architectural Track: ARC 221, ARC 222, ARC elective; Civil Terrain Modeling Track: CAD 260, CIV 171, GIS 101; Mechanical (Parametric Modeling) Track: CAD 151, CAD 241, MAC 150. Students should make note of any course pre-requisites within the tracks when choosing course sequences.
2. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
3. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# GEOGRAPHIC INFORMATION SYSTEMS

Career Studies Certificate (CSC)

**PURPOSE:** To provide an introduction to the concepts of Geographic Information Systems (GIS), Global Positioning Systems (GPS) and remote sensing components of Geospatial Technology. The curriculum provides applications of the technology to site development, business and security.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
CAD 201 Computer-Aided Drafting and Design I	3		
CIV 171 Surveying I <i>Offered Fall only</i>	3		
GIS 101 Introduction to Geospatial Technology I <i>Offered Spring only</i>	3		
Technical Electives	9		See Note 1
<b>Total Credits to Complete</b>	<b>18</b>		

**NOTES:**

1. Recommended technical elective courses: GIS 102, ARC 221, CAD 202. Students should consult with their faculty advisor to determine the appropriate technical electives.
2. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
3. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# SURVEYING

Career Studies Certificate (CSC)

**PURPOSE:** Provides skills for initial employment or advancement in a surveying company. Instruction is provided in computer aided drafting, the use of surveying equipment and traverse calculations to include COGO and latitude/departures.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
CAD 201 Computer-Aided Drafting and Design I	3		
CIV 171 Surveying I <i>Offered Fall only</i>	3		
CIV 172 Surveying II	3	CIV 171	
GIS 101 Introduction to Geospatial Technology I <i>Offered Spring only</i>	3		
Technical Electives	6		See Note 1
<b>Total Credits For Program</b>	<b>18</b>		

**NOTES:**

1. Recommended technical elective courses: GIS 102, CIV 190, CIV 196. Students should consult with their faculty advisor to determine the appropriate technical electives.
2. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
3. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



## ARTS

Degree programs in the areas of visual and performing arts are administered by the Division of Arts, Humanities, and Social Sciences.

### Arts, Humanities, and Social Sciences

Chester Campus, Moyar Hall M131  
13101 Jefferson Davis Hwy  
Chester, Virginia 23831  
Ph. 804-706-5086  
Fax 804-768-6616

Midlothian Campus, Eliades Hall E308  
800 Charter Colony Parkway  
Midlothian, Virginia 23114  
Ph. 804-594-1509  
Fax 804-594-1505

**The Performing Arts Programs** are associate of art and associate of science degree programs that prepare students for transfer into four-year degree programs in music or theatre. Students are typically prepared to enter at a junior level and specialize in their field in their final two years at a four-year institution. Faculty advisors are extremely important in the process of determining appropriate transfer courses. The following degrees prepare students for these fields: music educator, conductor, composer, performer, actor, director, music director, technical director, stage manager, lighting designer, set designer, sound designer, costume designer, make-up artist, playwright, theatrical marketing/publicity director. The following degrees prepare students for transfer into baccalaureate degree programs in the performing arts.

- *General Studies, Music Specialization AS - TRANSFER*
- *General Studies, Theatre Arts Specialization AS - TRANSFER*
- *Liberal Arts, Music Specialization AA - TRANSFER*
- *Liberal Arts, Theatre Arts Specialization AA - TRANSFER*

**The Visual Arts Programs** are applied degree programs that prepare students for a variety of entry-level positions in the field of their specialization. Graduates may enter the field in such positions as exhibitors and marketers of art, graphic designers, digital filmmakers, photographers, and publishers. After further study, graduates may continue their education to acquire the baccalaureate degree and become gallery assistants/directors, coordinators, writers, producers, directors, graphic designers, illustrators, interior designers, fashion designers, consultants, managers, and art educators. The following degrees prepare students for this field:

- *Visual Arts AAA*
- *Visual Arts, Film Specialization AAA*
- *Visual Arts, Photography Specialization AAA*
- *Visual Arts, Visual Communications Specialization AAA*
- *Filmmaking CSC*
- *Fine Arts Certificate C*
- *Museum Studies CSC*
- *Photography CSC*



# ARTS



# GENERAL STUDIES

## MUSIC SPECIALIZATION

Associate of Science (AS)

**PURPOSE:** The associate of science curriculum in general studies with a specialization in music is designed for students who plan to transfer to four-year colleges or universities and seek bachelor's degrees in music or music education. This program is intended to provide students with a general course of study that parallels the freshman and sophomore years at most colleges and universities. The courses in this program are specifically selected for ease of transfer to most four-year colleges and universities. Following the prescribed coursework in this program will result in graduation with the associate of science degree (AS). Students should consult with their advisors to ensure that they select general electives that best prepare them for the specific requirements of their intended transfer college or university programs of study.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Visual and Performing Arts Programs	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
MTH 170 Foundations in Contemporary Mathematics	3	See Placement Requirements	See note 2
History Elective	3		See Note 3
Laboratory Science Elective	4		See Note 4
MUS 111 Music Theory I <i>Offered Fall only</i>	4		
ENG 112 College Composition II	3	ENG 111	
History Elective	3		See Note 3
Laboratory Science Elective	4		See Note 4
MUS 221 History of Music I	3		MUS 121, MUS 125, MUS 225
Social/Behavioral Science Elective	3		See Note 5
<b>MILESTONE: General Education Certificate (See faculty advisor)</b>			
Literature Elective	3	ENG 112	See Note 6
MTH 157 Elementary Statistics	3	See Placement Test Scores	See Note 2
MUS 112 Music Theory II <i>Offered Spring only</i>	4	MUS 111	
Social/Behavioral Science Elective	3		See Note 5
Music Electives	4		See Note 7
Transfer Electives	9		See Note 8
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
- The history elective requirement can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242.
- The social/behavioral science elective can be satisfied by taking approved transfer courses with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC. Students interested in pursuing a degree in music education should take PSY 230.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- The music elective requirements must include 2 credits of applied music. See advisor to determine best options for transfer.
- See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives. Students should see their advisor and check with intended transfer institution(s) regarding foreign language requirements.
- Related Certificate (C) – General Education
- Students should regularly meet with their academic advisor and check their advisement report in MyTyler – SIS.
- Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# GENERAL STUDIES THEATRE ARTS SPECIALIZATION

Associate of Science (AS)

**PURPOSE:** The associate of science curriculum in general studies with a specialization in theatre arts is designed for students who plan to transfer to four-year colleges or universities and seek a bachelor's degree in theatre. This program is intended to provide students with a general course of study that parallels the freshman and sophomore years at most colleges and universities. The courses in this program are specifically selected for ease of transfer to most four-year colleges and universities. Following the prescribed coursework in this program will result in graduation with the associate of science degree (A.S.). Students should consult with their advisors to ensure that they select general electives that best prepare them for the specific requirements of their intended transfer college or university programs of study.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Visual & Performing Arts Programs	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
MTH 170 Foundations in Contemporary Mathematics	3	See Placement Requirements	See Note 2
CST 131 Acting I	3		
History Elective	3		See Note 3
Laboratory Science Elective	4		See Note 4
ENG 112 College Composition II	3	ENG 111	
CST 132 Acting II	3	CST 131	
History Elective	3		See Note 3
Laboratory Science Elective	4		See Note 4
Social/Behavioral Science Elective	3		See Note 5
<b>MILESTONE: General Education Certificate (see faculty advisor)</b>			
Literature Elective	3	ENG 112	See Note 6
Social/Behavioral Science Elective	3		See Note 5
CST 160 Improvisation I <i>Offered Fall only</i>	3		CST 140
MTH 157 Elementary Statistics	3	See Placement Requirements	See Note 2
CST 136 Theatre Workshop	3		CST 145, CST 147, CST 149
CST 210 Theatre Aesthetics <i>Offered Spring only</i>	3		CST 130, CST 231, CST 232
Transfer Electives	9		See Note 7
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
- The history elective requirement can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242. Students seeking to transfer to VCU and major in Psychology should take BIO 101.
- The social/behavioral science elective can be satisfied by taking approved transfer courses with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC. Students interested in pursuing a degree in theatre education should take PSY 230.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives. Students should check with intended transfer institutions(s) regarding foreign language requirements.
- Related Certificate (C) – General Education
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS
- Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# LIBERAL ARTS MUSIC SPECIALIZATION

Associate of Arts (AA)

**PURPOSE:** The associate of arts curriculum in liberal arts with a specialization in music is designed for students who plan to transfer to four-year colleges or universities and seek bachelor's degrees in music or music education, particularly in programs that require foreign language as part of their general education requirements.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Visual and Performing Arts Programs	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
MTH 170 Foundations in Contemporary Mathematics or MTH 157 Elementary Statistics	3	See Placement Requirements	See Note 2
Foreign Language (101)	4		See Note 3
Laboratory Science Elective	4		See Note 4
MUS 111 Music Theory I <i>Offered Fall only</i>	4		
ENG 112 College Composition II	3	ENG 111	
History Elective	3		See Note 5
Laboratory Science Elective	4		See Note 4
History Elective	3		See Note 5
Social/Behavioral Science Elective	3		See Note 6
<b>MILESTONE: General Education Certificate (See faculty advisor)</b>			
Foreign Language (102)	4		See Note 3
MUS 112 Music Theory II <i>Offered Spring only</i>	4	MUS 111	
Music Electives	5		See Note 7
Foreign Language (201)	3		See Note 3
Literature Elective	3	ENG 112	See Note 8
Transfer Elective	3		See Note 9
Foreign Language (202)	3		See Note 3
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
- Students must demonstrate competency in a foreign language through the 202 level by completing appropriate courses and/or examinations. Placement in foreign language is by SAT II Subject Test score or departmental recommendation. Students who are not required to take introductory level courses must substitute other approved transfer electives. See Note 9.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242.
- The history elective requirement can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
- The social/behavioral science elective can be satisfied by taking an approved transfer course with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC. Students interested in pursuing a degree in music education should take PSY 230.
- The music elective requirements must include 2 credits of applied music. See advisor to determine best options for transfer.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- Students should consult with prospective four-year transfer institutions to determine degree requirements when selecting electives. See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.
- Related Certificate (C) – General Education
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
- Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# LIBERAL ARTS THEATRE ARTS SPECIALIZATION

Associate of Arts (AA)

**PURPOSE:** The associate of arts curriculum in liberal arts with a specialization in theatre arts is designed for students who plan to transfer to four-year colleges or universities and seek a bachelor's degree in theatre, particularly in programs that require foreign language as part of their general education requirements.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Visual and Performing Arts Programs	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
MTH 170 Foundations in Contemporary Mathematics or MTH 157 Elementary Statistics	3	See Placement Requirements	See Note 2
CST 131 Acting I	3		
Foreign Language (101)	4		See Note 3
Laboratory Science Elective	4		See Note 4
ENG 112 College Composition II	3	ENG 111	
CST 132 Acting II	3	CST 131	
Foreign Language (102)	4		See Note 3
History Elective	3		See Note 5
Laboratory Science Elective	4		See Note 4
Literature Elective	3	ENG 112	See Note 6
History Elective	3		See Note 5
Social/Behavioral Science Elective	3		See Note 7
<b>MILESTONE: General Education Certificate (See faculty advisor)</b>			
CST 210 Theatre Aesthetics <i>Offered Spring only</i>	3		CST 130, CST 231, CST 232
Foreign Language (201)	3		See Note 3
Transfer Elective	3		See Note 8
CST 136 Theatre Workshop	3		CST 145, CST 147, CST 149
Foreign Language (202)	3		See Note 3
Health/Physical Education Elective/Dance	1		
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
- Students must demonstrate competency in a foreign language through the 202 level by completing appropriate courses and/or examinations. Placement in foreign language is by SAT II Subject Test score or departmental recommendation. Students who are not required to take introductory level courses must substitute other approved transfer electives. See Note 8.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242.
- The history elective requirement can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- The social/behavioral sciences elective requirement can be satisfied by taking an approved transfer course with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC. Students interested in pursuing a degree in theatre education should take PSY 230.
- Students should consult with prospective four-year transfer institutions to determine degree requirements when selecting electives. See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.
- Related Certificate (C) – General Education
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
- Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



## VISUAL ARTS

Associate of Applied Arts (AAA)

**PURPOSE:** In addition to developing their creative abilities, students gain experiences with the tools and processes associated with various visual arts media and learn about the exhibition and marketing of artwork.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES (See special notes about limited course offerings)	CR	PRE-REQUISITE COURSES (IF APPLICABLE)	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Visual & Performing Arts Programs	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
ART 101 History and Appreciation of Art I	3		
ART 180 Introduction to Computer Graphics	3		
ART 121 Drawing I	3		
ART 131 Fundamentals of Design I	3		
ENG 112 College Composition II	3	ENG 111	
ART 102 History and Appreciation of Art II	3		
ART 122 Drawing II	3	ART 121	
ART 132 Fundamentals of Design II	3		
ART 130 Introduction to Multimedia	4		
<b>MILESTONE: Complete ART 287 to earn Fine Arts Certificate</b>			
Mathematics or Science Elective	3	See Placement Requirements	See Note 2
ART Elective	3		See Note 3
ART Elective	3		See Note 3
Communications Studies and Theatre Elective	3		
ART Elective	3		See Note 3
ART Elective	3		See Note 4
General Elective	3		
Photography or Film Elective	3		See Note 5
Social/Behavioral Science Elective	3		See Note 6
ART 287 Portfolio and Resume Preparation	1	Majors only – Taken in last semester	See Note 7
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- The mathematics/science elective requirement can be satisfied by courses with the following prefixes: BIO, CHM, ENV, GOL, MTH, NAS and PHY. Students should consult with their faculty advisors to determine the best option.
- Acceptable art electives include the following: ART 138, ART 153, ART 154, ART 180, ART 203, ART 204, ART 217, ART 218, ART 231, ART 232, ART 241, ART 242, ART 243, ART 244, ART 245, ART 246, ART 248, ART 249, ART 259. Students should consult with their faculty advisors about other options.
- Must be a culminating experience course (2nd in a sequence or higher): ART 154, ART 204, ART 218, ART 232, ART 242, ART 244, ART 248 or ART 249. Students should consult with their faculty advisors about other options.
- Approved ART or CST courses may be used to satisfy the photography or film elective. Students should consult with their faculty advisors to determine the best option.
- The social/behavioral science elective can be satisfied with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC.
- Student must develop a portfolio during their last semester of study.
- Related Award – Fine Arts Certificate (C)
- Students should regularly meet with their academic advisor and check their advisement report in MyTyler – SIS.
- Transfer to Four-Year Colleges and Universities – This program is not intended for transfer. Students desiring to transfer should consult their academic advisors and their intended transfer institution for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.



# VISUAL ARTS FILM SPECIALIZATION

Associate of Applied Arts (AAA)

**PURPOSE:** For students who intend to pursue careers in film production. Program coursework provides a foundation for the fine and applied arts and allows students to learn techniques specific to digital filmmaking. Students are required to prepare portfolios of their work.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES (See special notes about limited course offerings)	CR	PRE-REQUISITE COURSES (IF APPLICABLE)	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Visual & Performing Arts Programs	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
ART 101 History and Appreciation of Art I	3		
CST 151 Film Appreciation I	3		
ART 121 Drawing I	3		
ART 131 Fundamentals of Design I	3		
ENG 112 College Composition II	3	ENG 111	
ART 102 History and Appreciation of Art II	3		
ART 132 Fundamentals of Design II	3		
ART 130 Introduction to Multimedia	4		
Mathematics or Science Elective	3	See Placement Requirements	See Note 2
Communication Studies and Theatre Elective	3		See Note 3
ART 150 History of Film and Animation	3		
PHT 150 Film Production I <i>Offered Fall only</i>	3		
Art Elective	3		See Note 4
Art Elective	3		See Note 4
Photography or Film Elective	3		See Note 4
Social/Behavioral Science Elective	3		See Note 5
PHT 151 Film Production II <i>Offered Spring only</i>	3	PHT 150	
PHT 274 Digital Film Editing and Post Production <i>Offered Spring only</i>	3		
ART 287 Portfolio and Resume Preparation	1	Majors only – Taken during last semester	See Note 6
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

Transfer to Four-Year Colleges and Universities – This program is not intended for transfer. Students desiring to transfer should consult their academic advisors and their intended transfer institution for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. The mathematics/science elective requirement can be satisfied by courses with the following prefixes: BIO, CHM, ENV, GOL, MTH, NAS and PHY. Students should consult with their faculty advisors to determine the best option.
3. Film students are encouraged to take CST 140 Acting for the Camera.
4. Approved ART, CST, or PHT courses may be used to satisfy both the Art and Photography/Film Electives. Students should consult with their faculty advisors to determine the best option.
5. The social/behavioral science elective can be satisfied with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC.
6. Student must develop a portfolio during their last semester of study.
7. Related Awards – Fine Arts Certificate (C), Filmmaking Career Studies Certificate (CSC)
8. Students should regularly meet with their academic advisor and check their advisement report in MyTyler – SIS.



# FILMMAKING

Career Studies Certificate (CSC)

**PURPOSE:** For students interested in a career in film and video production. Program coursework allows students to learn techniques specific to digital filmmaking. Course content covers the practice, theory, and history of film and film production, to include screenwriting, acting for the camera, and the effective use of filmmaking technology in the studio and on location. Students are required to complete either a supervised independent study or an internship in the field.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ART 150 History of Film and Animation	3		
CST 151 Film Appreciation I	3		
PHT 120 Screenwriting <i>Offered Spring only</i>	3		
PHT 150 Film Production I <i>Offered Fall only</i>	3		
CST 140 Acting for the Camera <i>Offered Fall only</i>	3		
PHT 151 Film Production II <i>Offered Spring only</i>	3	PHT 150	
PHT 274 Digital Film Editing and Post Production <i>Offered Spring only</i>	3		
PHT 296 Filmmaking Internship <i>Offered Spring only</i>	3	Majors only – Taken during last semester	PHT 299
<b>Total Minimum Credits to Complete</b>	<b>24</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# VISUAL ARTS

## GRAPHIC DESIGN SPECIALIZATION

Associate of Applied Arts (AAA)

**PURPOSE:** For students who intend to pursue careers in graphic design. Program coursework allows students to learn techniques specific to computer-generated design and imagery and explore all stages of publication, from creative inception to pre-press. Students are required to prepare portfolios of their work.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES (See special notes about limited course offerings)	CR	PRE-REQUISITE COURSES (IF APPLICABLE)	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Visual & Performing Arts Programs	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
ART 101 History and Appreciation of Art I	3		
ART 180 Introduction to Computer Graphics	3		
ART 121 Drawing I	3		
ART 131 Fundamentals of Design I	3		
ENG 112 College Composition II	3	ENG 111	
ART 102 History and Appreciation of Art II	3		
ART 122 Drawing II	3	ART 121	
ART 132 Fundamentals of Design II	3		
ART 130 Introduction to Multimedia	4		
<b>MILESTONE: Complete ART 287 to earn Fine Arts Certificate</b>			
Mathematics or Science Elective	3		See Note 2
ART 141 Typography I <i>Offered Fall only</i>	3		
ART 217 Electronic Graphic Design I	4	ART 180	
Art Elective	3		See Note 3
ART 218 Electronic Graphic Design II <i>Offered Spring only</i>	4	ART 217	
ART 291 Computerized Graphic Design I <i>Offered Spring only</i>	4		
Communication Studies and Theatre Elective	3		
Photography or Film Elective	3		
Social/Behavioral Science Elective	3		See Note 4
<b>Total Minimum Credits to Complete</b>	<b>62</b>		

**NOTES:**

Transfer to Four-Year Colleges and Universities – This program is not intended for transfer. Students desiring to transfer should consult their faculty advisors and their intended transfer institution for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. The mathematics/science elective requirement can be satisfied by courses with the following prefixes: BIO, CHM, ENV, GOL, MTH, NAS and PHY. Students should meet with their faculty advisors to determine the best option.
3. Students interested in a career in graphic design are strongly encouraged to take ART 250 History of Design and should consult with their faculty advisors.
4. The social/behavioral science elective can be satisfied with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC.
5. Related Award – Fine Arts Certificate (C)
6. Students should regularly meet with their academic advisor and check their advisement report in MyTyler – SIS.
7. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# VISUAL ARTS PHOTOGRAPHY SPECIALIZATION

Associate of Applied Arts (AAA)

**PURPOSE:** For students who intend to pursue careers in photography. Program coursework provides a foundation for the fine and applied arts and allows students to learn techniques specific to photography. Students are required to prepare portfolios of their work.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES (See special notes about limited course offerings)	CR	PRE-REQUISITE COURSES (IF APPLICABLE)	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Visual & Performing Arts Programs	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
ART 101 History and Appreciation of Art I	3		
ART 180 Introduction to Computer Graphics	3		
ART 121 Drawing I	3		
ART 131 Fundamentals of Design I	3		
ENG 112 College Composition II	3	ENG 111	
ART 102 History and Appreciation of Art II	3		
ART 132 Fundamentals of Design II	3		
ART 130 Introduction to Multimedia	4		
<b>MILESTONE: Complete ART 122 as a General Elective and ART 287 to earn Fine Arts Certificate</b>			
Mathematics or Science Elective	3	See Placement Requirements	See Note 2
PHT 110 History of Photography	3		
PHT 135 Electronic Darkroom	3		
PHT 164 Introduction to Digital Photography	3		
Social/Behavioral Science Elective	3		See Note 3
ART Elective	3		See Note 4
Communication Studies and Theatre Elective	3		
Photography or Film Elective	3		See Note 5
PHT 221 Studio Lighting I <i>Offered Spring only</i>	3		
PHT 264 Digital Photography II <i>Offered Spring only</i>	3	ART 164	
ART 287 Portfolio and Resume Preparation	1	Majors only – Taken during last semester	See Note 6
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

Transfer to Four-Year Colleges and Universities – This program is not intended for transfer. Students desiring to transfer should consult their faculty advisors and their intended transfer institution for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. The mathematics/science elective requirement can be satisfied by courses with the following prefixes: BIO, CHM, ENV, GOL, MTH, NAS and PHY. Students should consult with their faculty advisors to determine the best option.
3. The social/behavioral science elective can be satisfied with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC.
4. Approved Photography courses may be used to fulfill the Art elective requirement. Students should consult with their faculty advisors.
5. Approved ART or CST courses may be used to satisfy the photography or film elective. Students should consult with their faculty advisors.
6. Student must develop a portfolio during their last semester of study.
7. Related Awards – Fine Arts Certificate (C), Photography Career Studies Certificate (CSC)
8. Students should regularly meet with their academic advisor and check their advisement report in MyTyler – SIS.



# PHOTOGRAPHY

Career Studies Certificate (CSC)

**PURPOSE:** For students interested in a career in photography. Program coursework allows students to learn techniques specific to photography. It covers the practice, theory, and history of photography, emphasizing photography as a visual language and the creative use of digital cameras in the studio and on location. Students are required to either prepare portfolios of their work or complete an internship in the field.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ART 180 Intro to Computer Graphics	3		Approved Art Elective
PHT 110 History of Photography	3		
PHT 135 Electronic Darkroom	3		
PHT 164 Introduction to Digital Photography	3		
PHT 221 Studio Lighting I <i>Offered Spring only</i>	3		
PHT 264 Digital Photography II <i>Offered Spring only</i>	3		
Photography or Film Elective	3		
Photography or Film Elective	3		
ART 287 Portfolio and Resume Preparation	1	Majors only – Take in final semester	PHT 296, See Note 1
<b>Total Minimum Credits to Complete</b>	<b>25</b>		

**NOTES:**

1. Student must develop a transfer portfolio during their last semester of study.
2. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
3. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





## FINE ARTS

Certificate (C)

**PURPOSE:** This program provides a coherent set of university parallel courses corresponding to the first year of art foundation study. It is intended for students who plan to transfer into a baccalaureate degree program in the visual arts. The program may be applied toward majors in art education, art history, crafts, fashion design, filmmaking, graphic design, illustration, interior design, museum studies, painting, photography, printmaking, sculpture and other art-related fields. It also helps students develop the fundamental knowledge and skills necessary for careers in art and design.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Visual and Performing Arts	1		SDV 100
ENG 111 College Composition	3	See Placement Requirements	
ART 101 History and Appreciation of Art I	3		
ART 180 Introduction to Computer Graphics	3		
ART 121 Drawing I	3		
ART 131 Fundamentals of Design I	3		
ENG 112 College Composition II	3	ENG 111	
ART 102 History and Appreciation of Art II	3		
ART 122 Drawing II	3	ART 121	
ART 132 Fundamentals of Design II	3		
ART 130 Introduction to Multimedia	4	ART 131 or ART 132	
ART 287 Portfolio and Resume Preparation	1	Majors only – Taken during last semester	See Note 2
<b>Total Minimum Credits to Complete</b>	<b>33</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV and ENG requirements first.
2. Student must develop a portfolio during their last semester of study.
3. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.



# MUSEUM STUDIES

Career Studies Certificate (CSC)

Also available online.

**PURPOSE:** Introduces students to the museum field. Also offers professional development for students already employed by museums and other cultural organizations engaged in the display and maintenance of collections. Program may be completed online.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ART 184 Survey of Museum Practice	3		HIS 183, See Note 1
ART 185 Introduction to Museum Education <i>Offered Fall only</i>	3		HIS 185, See Note 2
Topics in Museum Studies	1		See Note 3
Topics in Museum Studies	1		See Note 3
Topics in Museum Studies	1		See Note 3
ART 186 Collections Management <i>Offered Spring only</i>	3		HIS 186, See Note 4
ART 296 Museum Studies Internship <i>Offered Spring only</i>	3	ART 184/HIS 183 Majors only – Taken during last semester	HIS 296
<b>Total Minimum Credits to Complete</b>	<b>15</b>		

**NOTES:**

1. ART 184 Survey of Museum Practice is cross-listed with HIS 183 Survey of Museum Practice. Credit will not be awarded for both. Contact your advisor or the division office for more information.
2. ART 185 Introduction to Museum Education is cross-listed with HIS 185 Introduction to Museum Education. Credit will not be awarded for both. Contact your advisor or the division office for more information.
3. One-credit ART 195 and/or HIS 195 Topics in Museum Studies courses will be regularly offered online and will cover a range of subjects relevant to current issues in the museum field.
4. ART 186 Collections Management is cross-listed with HIS 186 Collections Management. Credit will not be awarded for both. Contact your advisor or the division office for more information.
5. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
6. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



## BUSINESS AND INFORMATION TECHNOLOGY

Degree programs in the areas of accounting, business, information systems, and information technology are administered by the Division of Engineering, Business and Public Services. For additional information on these programs, please contact the Division of Engineering, Business & Public Services: 804.706.5121 (Chester Campus, Godwin Hall, G108) or 804.594.1480 (Midlothian Campus, Hamel Hall, H206).

The **Accounting Program** is an applied degree program that prepares students for immediate work in the field of accounting. Graduates may enter the field in such positions as bookkeepers, cost accounting clerks, and junior accountants. The following degrees prepare students for this field:

- *Accounting AAS*
- *Accounting CSC*

\*\*Students wishing to become a Certified Public Accountant should major in Business Administration at John Tyler and work toward satisfying the requirements of the four-year institution. With a Bachelor's degree in Accounting, students may become business managers, budget analysts, accountants, auditors, controllers or tax examiners for government agencies.

The **Business Administration degree** is intended for transfer to a four-year institution. Students should consult with their faculty advisor and the intended four-year institution to determine appropriate transfer elective courses. Students with a Bachelor's degree in Business Administration may be prepared to work in a wide variety of business functions, including management, marketing, finance and banking.

The **Business Management degree** is an applied degree program that prepares students for immediate work in a variety of entry-level supervisory positions in primarily retail and office environments. The following degrees prepare students for this field:

- *Business Management AAS*
- *Business Entrepreneurship CSC*
- *Business Information Management CSC*
- *Supervision CSC*

The **Information Systems AS** is intended to provide the student with a general course of study that parallels the freshman and sophomore years at several colleges and universities and prepares the student for a baccalaureate degree program in information systems, management information systems, information technology, or business. The IS degree program is designed for transfer to Virginia Commonwealth University and the University of Richmond. Students should consult with their intended college or university regarding transfer.

The **Information Technology Program** gives the student a broad range of employment opportunities. There is an increasingly wide range of information technology job opportunities in both the private and public sectors in areas involving business, computer applications, database, networking, programming, and cyber security. The Information Technology (IT) degree is designed to meet the rapidly changing workforce needs of business and industry. The curriculum has been designed to prepare students for employment in the business information and computer technology fields. The IT AAS degree curriculum allows students to gain an overall understanding of the IT field in addition to pursuing a particular track, which represents an area of interest or specialization.

The five tracks are: Cisco network, computer applications, cyber security, network support and program development. The following degree and respective career studies certificates prepare students for this field:

- *Information Technology AAS*
- *Business Information Management CSC*
- *Cisco Network CSC*
- *Computer Applications CSC*
- *Cyber Security CSC*
- *Network Support CSC*
- *Program Development CSC*

# BUSINESS AND INFORMATION TECHNOLOGY





# ACCOUNTING

Associate in Applied Science (AAS)

**PURPOSE:** This program is designed both for students seeking first-time employment in the accounting field and for those already working in accounting, to provide opportunities to develop and improve skills necessary for advancement. Included in the program are activities that enhance analytical, technical, communication, leadership and human-relations skills. Graduates will be able to: (1) use all the steps of the accounting cycle for various business entities, including sole proprietorships, partnerships and corporations; (2) analyze and interpret financial statements; (3) use accounting computer software to maintain accounting records and to prepare financial statements; (4) prepare the Federal Tax Form 1040 and supporting schedules to include Schedule C for sole proprietorships and Schedule SE for self-employment tax and to research basic tax questions; and (5) apply theory in the practice of job-order and standard cost-accounting systems.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 120 Introduction to Mathematics	3	See Placement Requirements	MTH 158, MTH 163, MTH 170
ACC 211 Principles of Accounting I	3		
ACC 212 Principles of Accounting II	3	ACC 211	
ACC 215 Computerized Accounting	3	ACC 211	
ACC 221 Intermediate Accounting I <i>Offered Fall only</i>	3	ACC 212	
ACC 231 Cost Accounting I <i>Offered Fall only</i>	3	ACC 212	
ACC 222 Intermediate Accounting II <i>Offered Spring only</i>	3	ACC 221	
ACC 261 Principles of Federal Taxation I	3		
BUS 241 Business Law I	3		
Restricted Elective	3		ITE 140, any Accounting elective
<b>MILESTONE: Accounting Career Studies Certificate (See faculty advisor)</b>			
BUS 100 Introduction to Business	3		
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 4
BUS 125 Applied Business Mathematics	3		
BUS 200 Principles of Management	3		
ECO 120 Survey of Economics	3		ECO 201, ECO 202
BUS 220 Introduction to Business Statistics	3		
BUS 236 Communications in Management	3		
PSY 126 Psychology for Business and Industry	3		PSY 200
CST 100 Principles of Public Speaking	3		CST 110
Health or Physical Education Elective	1		
Philosophy or Religion Elective	3		See Note 2
<b>Total Minimum Credits to Complete</b>	<b>65</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, MTH, and ENG requirements first.
2. The philosophy or religion elective requirement can be satisfied by courses with a PHI or REL prefix.
3. Students with good computer skills may seek to satisfy this requirement by CLEP.
4. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
5. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
6. This program is not intended for transfer. Students desiring to transfer should consult their faculty advisors and their intended transfer institution for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.



# ACCOUNTING

Career Studies Certificate (CSC)

**PURPOSE:** Provides skills for entry-level work and advancement with accounting departments.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ACC 211 Principles of Accounting I	3		
ACC 212 Principles of Accounting II	3	ACC 211	
ACC 215 Computerized Accounting	3	ACC 211	
ACC 221 Intermediate Accounting I <i>Offered Fall only</i>	3	ACC 212	
ACC 231 Cost Accounting I <i>Offered Fall only</i>	3	ACC 212	
ACC 222 Intermediate Accounting II <i>Offered Spring only</i>	3	ACC 221	
ACC 261 Principles of Federal Taxation I	3		
Accounting Elective	3	ACC 212	BUS 241
<b>Total Minimum Credits For Program</b>	<b>24</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
2. Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.





# BUSINESS ADMINISTRATION

Associate in Science (AS) Also available online.

**PURPOSE:** The associate of science curriculum in Business Administration is designed for students who plan to transfer to four-year colleges or universities and seek bachelor's degrees in fields such as accounting, business management, international business, economics, marketing, finance or related fields.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 163 Precalculus I	3	See Placement Requirements	
BUS 100 Introduction to Business	3		
ACC 211 Principles of Accounting I	3		
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 4
ACC 212 Principles of Accounting II	3	ACC 211	
ECO 201 Principles of Economics I: Macroeconomics	3		
ENG 112 College Composition II	3	ENG 111	
MTH 270 Applied Calculus	3	MTH 163	
CST 100 Principles of Public Speaking	3		CST 110
ECO 202 Principles of Economics II: Microeconomics	3		
Health/Physical Education Elective	1		
Humanities Elective	3		See Note 3
History/Political Science Elective	3		See Note 6
Laboratory Science Elective	4		See Note 5
Laboratory Science Elective	4		See Note 5
Social/Behavioral Science Elective	3		See Note 2
Transfer Electives	9		See Note 7
<b>Total Minimum Credits For Program</b>	<b>61</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- The social/behavioral sciences elective requirement can be satisfied by approved transfer courses with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC.
- The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See <http://www.jtcc.edu/humanitieselectives> for a list of approved conceptual and applied humanities electives.
- Students with good computer skills may seek to satisfy this requirement by CLEP or our internal exam.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, PHY 242. Students should check pre-requisites for science courses before enrolling.
- The history/political science elective requirement can be satisfied by the following courses: PLS 135, PLS 211, PLS 212, PLS 241, HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122, or any other HIS course approved by the student's advisor.
- Students should consult with their faculty advisor about recommended transfer electives for transfer institutions of interest.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.



# BUSINESS MANAGEMENT

Associate in Applied Science (AAS)

Also available online.

**PURPOSE:** All organizations require individuals who possess good managerial skills. This program provides students with opportunities to develop and improve skills necessary for success as a supervisor or manager. Included in the program are activities that enhance analytical, technical, communication, leadership and human relations skills. Graduates will be able to: (1) communicate effectively in business environments, using common terminology; (2) analyze and resolve problems common to entry-level business positions; (3) utilize basic management principles in first-line supervisory situations; (4) analyze a managerial situation to determine fact from opinion; (5) analyze a business situation financially, organizationally and behaviorally; (6) utilize good human relations skills in a managerial role; and (7) apply computer skills to the solution of management-related problems.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ENG 111 College Composition I	3	See Placement Requirements	
BUS 100 Introduction to Business	3		
BUS 125 Applied Business Mathematics	3		
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 2
BUS 200 Principles of Management	3		
ACC 211 Principles of Accounting I	3		
ITE __ Information Technology Restricted Elective	3	ITE 115	ITE 130, ITE 140, ITE 150, ITE 215
<b>MILESTONE: Business Information Management Career Studies Certificate (See faculty advisor)</b>			
SDV 100 College Success Skills	1		
MTH 120 Introduction to Mathematics	3	See Placement Requirements	MTH 158 or higher
MKT 100 Principles of Marketing	3		
BUS 205 Human Resource Management <i>Offered Spring only</i>	3		
BUS 236 Communications in Management	3	ENG 111	
Business Elective	3		See Note 3
<b>MILESTONE: Take either BUS 111 or BUS 116 and earn Career Studies Certificate:-Supervision or Business Entrepreneurship (See faculty advisor)</b>			
ACC 212 Principles of Accounting II	3	ACC 211	
CST 100 Principles of Public Speaking	3		CST 110
BUS 220 Introduction to Business Statistics	3	MTH 120	
BUS 241 Business Law I	3		
BUS 266 Production and Operations Management <i>Offered Fall only</i>	3	BUS 220	BUS 234
ECO 120 Survey of Economics	3		ECO 201, ECO 202
Health/Physical Education Elective	1		
Philosophy or Religion Elective	3		
PSY 126 Psychology for Business and Industry	3		PSY 200
BUS 298 Seminar and Project	3	In last 15 credits	
<b>Total Credits to Complete</b>	<b>65</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
- The business elective requirement may be satisfied by a three-credit course with any of the following prefixes: ACC, BUS, FIN, ITD, ITE, ITN, ITP, and MKT. See Milestone Note about satisfying requirement for a Career Studies Certificate.
- This program is not intended for transfer. Students desiring to transfer should consult their faculty advisors and their intended transfer institution for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.
- Related Career Studies Certificates (CSC) – Business Entrepreneurship; Supervision; Business Information Management
- Students should regularly meet with their academic advisor and check their advisement report in MyTyler – SIS.
- Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.



# BUSINESS ENTREPRENEURSHIP

Career Studies Certificate (CSC)

Also available online.

**PURPOSE:** This program provides students with opportunities to develop and improve skills necessary for success as a business owner. Included in the coursework are activities that enhance analytical, technical, communication, leadership and human relations skills.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ENG 111 College Composition I	3	See Placement Requirements	
BUS 116 Entrepreneurship	3		BUS 165
BUS 125 Applied Business Math	3		
BUS 236 Communications in Management	3		
ITE 115 Intro to Computer Applications	3		See Note 1
MKT 100 Principles of Marketing	3		
Restricted Elective	3		See Note 2
<b>Total Credits For Program</b>	<b>21</b>		

**NOTES:**

1. Students with good computer skills may seek to satisfy this requirement with CLEP.
2. The restricted elective requirement may be satisfied by ACC 211, BUS 205, BUS 241, or any MKT 200-level course.
3. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.





# BUSINESS INFORMATION MANAGEMENT

Career Studies Certificate (CSC)

Also available online.

**PURPOSE:** A cross-discipline curriculum designed to provide a foundation in business management and information technology. This career studies certificate program recognizes the blend between information technology skills and business management knowledge and practice. Most managers find technology an integral part of their work, while IT professionals find that information technology specialists require an understanding of the management of both data and people. This is a first level program for a person who intends to pursue a certificate and/or associate degree in either business or information technology.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ENG 111 College Composition I	3	See Placement Requirements	
BUS 100 Introduction to Business	3		
Business Elective	3		BUS 200, BUS 205, or BUS 236
Business/Information Technology Elective	3		See Note 1
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 3
Information Technology Elective	3		ITE 140, ITE 150, or ITE 215. See Note 4
<b>Total Minimum Credits For Program</b>	<b>18</b>		

**NOTES:**

1. The business/information technology elective requirement can be satisfied by courses with the following prefixes: BUS, ITD, ITE, ITN or ITP. Selection must be approved by the faculty advisor. When selecting electives, the student must consider the prerequisite courses that apply to some BUS and IT courses.
2. The courses in this career studies certificate program provide foundations in basic business practices and information technology that can be applied to other certificate and degree programs.
3. Students with good computer skills may seek to satisfy this requirement by CLEP.
4. Students may not substitute ITE 130 for this IT Elective.
5. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.



## SUPERVISION

Career Studies Certificate (CSC)

Also available online.

**PURPOSE:** Upgrades skills needed for supervisory positions within business.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ENG 111 College Composition I	3	See Placement Requirements	
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 1
BUS 111 Principles of Supervision I <i>Offered Spring only</i>	3		
BUS 200 Principles of Management	3		
BUS 205 Human Resource Management <i>Offered Spring only</i>	3		
Business 236 Communications in Management	3		
Business Electives	6		See Note 2
<b>Total Credits For Program</b>	<b>24</b>		

**NOTES:**

1. Students with good computer skills may seek to satisfy this requirement by CLEP.
2. The business elective requirements can be satisfied by any 100 or 200 level course in the following areas: ACC, BUS, ITE, or MKT. Students on a path to the A.A.S. degree in Business Management should select suitable business electives for that program.
3. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
4. Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.





# GENERAL STUDIES LOGISTICS SPECIALIZATION

Associate in Science (AS)

**PURPOSE:** This program is intended to provide the student with a general course of study that parallels the freshman and sophomore years at most colleges and universities. The courses in this program are specifically selected for ease of transfer to some four-year colleges and universities. Completing the prescribed coursework in this program will result in graduation with the associate of science degree (A.S.). Students should consult with their advisors to ensure that they select general electives that best prepare them for the specific requirements for their intended transfer college or university programs of study.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 163 Precalculus I	3	See Placement Requirements	MTH 164, MTH 170, MTH 173
CON 100 Shaping Business Arrangements <i>Offered Fall only</i>	3		
MTH 157 Elementary Statistics	3	See Placement Requirements	
ENG 112 College Composition II	3	ENG 111	
MTH 270 Applied Calculus	3	MTH 163	
BUS 208 Quality and Productivity Management	3		
BUS 234 Supply Chain Management <i>Offered Spring only</i>	3		
CST 100 Principles of Public Speaking	3		CST 110
IND 116 Applied Technology	3		
Humanities Elective	3		See Note 5
Literature Elective	3	ENG 112	See Note 3
History Elective	3		See Note 2
Laboratory Science Elective	4		See Note 6
Laboratory Science Elective	4		See Note 6
Physical Education/Health Elective	1		
Social/Behavioral Science Elective	3		See Note 4
Social/Behavioral Science Elective	3		See Note 4
Transfer Electives	6		See Note 7
<b>Total Credits For Program</b>	<b>61</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students who plan to transfer to Virginia State University to pursue a Logistics degree should enroll in a U.S. History course to satisfy this requirement.
- The literature elective requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- The social/behavioral sciences elective requirements can be satisfied by approved transfer courses with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC. Students transferring to Virginia State University should complete ECO 202 and a global studies course (World Geography, World Government, Political Science (International), or World History).
- See website <http://www.jtcc.edu/humanitieselectives> for a list of approved conceptual and applied humanities electives. Students who plan to transfer to VSU should enroll in a Philosophy elective.
- The laboratory science requirements can be satisfied by the following courses; BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242. STEM track majors should take CHM 111-112 plus PHY 201-202 (or PHY 241-242). Students who plan to transfer to VSU should enroll in PHY 201-202.
- Students should select a suitable transfer elective by consulting their faculty advisor and the transfer institution. See approved transfer electives at <http://www.jtcc.edu/transferelectives>. Students who plan to transfer to VSU should enroll in ACC 211 and ITE 115 to satisfy Transfer Elective requirements.
- Students should regularly meet with their academic advisor and check their advisement report in MyTyler – SIS.
- Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.



# INFORMATION SYSTEMS

Associate of Science (AS)

**PURPOSE:** This program is intended to provide the student with a general course of study that parallels the freshman and sophomore years at some colleges and universities and prepares the student for a baccalaureate degree program in information systems, management information systems, information technology, or business.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
ENG 112 College Composition II	3	ENG 111	
MTH 163 Precalculus I	3	See Placement Requirements	See Note 5
MTH 270 Applied Calculus	3	MTH 163	
BUS 100 Introduction to Business	3		
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 6
ACC 211 Principles of Accounting I	3		
ACC 212 Principles of Accounting II	3	ACC 211	
BIO 101 General Biology	4		CHM 111, PHY 201
BIO 102 General Biology II	4	BIO 101	CHM 112, PHY 202
ITP 120 Java Programming I	3		See Note 2
ITP 100 Software Design	3		See Note 2
ITP 251 Systems Analysis and Design	3		See Note 2
ITD 136 Database Management Software <i>Offered Fall only</i>	3		See Note 2
CST 110 Introduction to Communication	3		
PSY 126 Psychology for Business and Industry	3		
Humanities Elective	3		See Note 3
ECO 201 Principles of Macroeconomics	3		
ECO 202 Principles of Microeconomics	3		
Health/Physical Education Elective	1		
Total Minimum Credits to Complete	61		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. All information technology courses must be completed within five years of a student's intended graduation date.
3. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See <http://www.jtcc.edu/humanitieselectives> for a list of approved conceptual and applied humanities electives.
4. Students should consult their faculty advisors about math requirements at their intended transfer institution.
5. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
6. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
7. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# INFORMATION TECHNOLOGY

Associate In Applied Science (AAS)

**PURPOSE:** The Information Technology (IT) degree is designed to meet the rapidly changing workforce needs of business and industry. The curriculum has been designed to prepare students for employment in the business information and computer technology fields. The curriculum allows students to gain an overall understanding of the IT field in addition to pursuing a particular track, which represents an area of interest or specialization. The five tracks are: Cisco Network, computer applications, cyber security, network support and program development.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 115 Technical Writing	3	See Placement Requirements	ENG 111
MTH 158 College Algebra	3	See Placement Requirements	MTH 163
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 4
ECO 120 Survey of Economics	3		ECO 201, ECO 202
BUS 100 Introduction to Business	3		
PHI 111 Logic I	3		PHI 220
ITE 130 Introduction to Internet Services	3		
ITE 215 Advanced Computer Applications & Integration	3	ITE 115	
ACC 211 Principles of Accounting I	3		
ACC 212 Principles of Accounting II	3	ACC 211	
ITE 221 PC Hardware and OS Architecture <i>Offered Spring only</i>	3		
ITN 101 Introduction to Network Concepts	3		
ITP 100 Software Design	3		
ITP 251 Systems Analysis and Design	3		
ITN 260 Network Security Basics	3	Co or Pre: ITN 101	
IT Track Courses	15/16		See Note 8 and tracks on next page
PSY 126 Psychology for Business and Industry	3		PSY 200
Health/Physical Education Elective	1		
ITE 290 Coordinated Internship <i>Offered Spring Only</i>	1		See Note 1
<b>Total Minimum Credits to Complete</b>	<b>66/67</b>		

**NOTES:**

- ITE 290 represents a one-credit internship that will focus on student's particular track. Students must have completed all coursework or be concurrently completing coursework in present semester for graduation with advisor's approval.
- All information technology courses must be completed within five years of student's intended graduation date.
- Prerequisite requirement(s) must be met for all classes.
- Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
- Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
- Transfer to Four-Year Colleges and Universities – This program is not intended for transfer. Students desiring to transfer should consult their faculty advisor and their intended transfer institutions for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.
- Students must complete all courses within a track in order to meet graduation requirements.
- Track courses are related to specific Career Studies Certificates (CSC). Students should consult with their faculty advisors about completing a certificate milestone prior to completing the AAS.



# INFORMATION TECHNOLOGY

Associate In Applied Science (AAS)

## IT REQUIRED TRACK COURSES:

<b>Cisco Network Track:</b>	<b>Credits</b>
ITN 154 Networking Fundamentals - Cisco	4
ITN 155 Introductory Routing - Cisco	3
ITN 156 Basic Switching and Routing - Cisco	3
ITN 157 WAN Technologies - Cisco	3
ITN 267 Legal Topics in Network Security	3
<b>Total</b>	<b>16</b>

<b>Computer Applications Track:</b>	<b>Credits</b>
ITD 110 Web Page Design I	3
ITD 136 Database Software Management	3
ITD 132 Structured Query Language	3
ITD 210 Web Page Design II	3
ITE Elective Track Course (ITE 140 OR ITE 150)	3
<b>Total</b>	<b>15</b>

<b>Cyber Security Track:</b>	<b>Credits</b>
ITN 261 Network Attacks, Computer Crime and Hacking	3
ITN 262 Network Communication, Security and Authentication	3
ITN 263 Internet/Intranet Firewalls and E-Commerce Security	3
ITN 266 Network Security Layers	3
ITN 267 Legal Topics in Network Security	3
<b>Total</b>	<b>15</b>

<b>Network Support Track:</b>	<b>Credits</b>
ITN 111 Server Administration Windows 2012	3
ITN 171 Unix I	3
ITN 245 Network Troubleshooting	3
ITN 267 Legal Topics in Network Security	3
ITP 136 C# Programming I	3
<b>Total</b>	<b>15</b>

<b>Program Development Track:</b>	<b>Credits</b>
ITP 136 C# Programming I	3
ITP 120 Java Programming I	3
ITP 160 Introduction to Game Design and Development	3
ITP 220 Java Programming II	3
ITD 132 Structured Query Language	3
<b>Total</b>	<b>15</b>





## CISCO NETWORK

Career Studies Certificate (CSC)

**PURPOSE:** This program is designed to prepare individuals for employment in the computer networking field.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 1
ITN 101 Introduction to Network Concepts	3		
ITN 154 Networking Fundamentals-Cisco <i>Offered Fall only</i>	4		
ITN 155 Introductory Routing-Cisco <i>Offered Fall only</i>	3		
ITN 156 Basic Switching and Routing-Cisco <i>Offered Spring only</i>	3		
ITN 157 WAN Technologies-Cisco <i>Offered Spring only</i>	3		
ITE 290 Coordinated Internship <i>Offered Spring only</i>	1		See Note 2
<b>Total Minimum Credits to Complete</b>	<b>20</b>		

**NOTES:**

1. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
2. ITE 290 represents a one-credit internship that will focus on student's particular track. Students must have completed all coursework or be concurrently completing coursework in present semester for graduation with advisor's approval.
3. All information technology courses must be completed within five years of student's intended graduation date.
4. Credit for prior certifications may be granted. See faculty advisor for details.
5. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
6. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# COMPUTER APPLICATIONS

Career Studies Certificate (CSC)

**PURPOSE:** Prepares students for entry-level positions in Web and database microcomputer applications.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 1
ITE 215 Advanced Computer Applications and Integration	3	ITE 115	
ITE 130 Introduction to Internet Services	3		
ITE 140 Spreadsheet Software I	3	Co or Pre: ITE 115	ITE 150
ITD 110 Web Page Design I <i>Offered Fall and Summer only</i>	3	Co or Pre: ITE 130	
ITD 210 Web Page Design II <i>Offered Spring only</i>	3	ITD 110	
ITD 136 Database Management Software <i>Offered Fall only</i>	3	ITE 115	
ITD 132 Structured Query Design <i>Offered Spring only</i>	3	Co or Pre: ITE 215	
ITE 290 Coordinated Internship <i>Offered Spring only</i>	1		See Note 6
<b>Total Minimum Credits to Complete</b>	<b>25</b>		

**NOTES:**

1. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
2. All information technology courses must be completed within five years of student's intended graduation date.
3. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
4. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
5. Credit for prior certifications may be granted. See faculty advisor for details.
6. ITE 290 represents a one-credit internship that will focus on student's particular track. Students must have completed all coursework or be concurrently completing coursework in present semester for graduation with advisor's approval.



# CYBER SECURITY

Career Studies Certificate (CSC)

Available online.

**PURPOSE:** Prepare students for careers in cyber security and networking.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ITN 101 Introduction to Network Concepts	3		
ITN 260 Network Security Basics	3		
ITN 261 Network Attacks, Computer Crimes and Hacking <i>Offered Fall only</i>	3		
ITN 262 Network Communications, Security and Authentication <i>Offered Spring only</i>	3		
ITN 263 Internet/Intranet Firewalls and E-Commerce Security <i>Offered Spring only</i>	3		
ITN 266 Network Security Layers <i>Offered Spring only</i>	3		
ITN 267 Legal Topics in Network Security <i>Offered Fall only</i>	3		
ITE 290 Coordinated Internship <i>Offered Spring only</i>	1		See Note 2
<b>Total Minimum Credits to Complete</b>	<b>22</b>		

**NOTES:**

1. All information technology courses must be completed within five years of student's intended graduation date.
2. ITE 290 represents a one-credit internship that will focus on student's particular track. Students must have completed all coursework or be concurrently completing coursework in present semester for graduation with advisor's approval.
3. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
4. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



## NETWORK SUPPORT

Career Studies Certificate (CSC)

**PURPOSE:** Prepare students for entry level positions in computer networking.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 1
ITE 215 Advanced Computer Applications and Integration	3	ITE 115	
ITN 101 Introduction to Network Concepts	3		
ITN 111 Server Administration Windows 2012 <i>Offered Fall only</i>	3	Co or Pre: ITN 101	
ITN 171 UNIX I <i>Offered Spring only</i>	3	Co or Pre: ITN 101	
ITN 245 Network Troubleshooting <i>Offered Fall only</i>	3	ITN 101	
ITN 260 Network Security Basics	3	Co or Pre: ITN 101	
ITE 221 PC Hardware and OS Architecture <i>Offered Spring only</i>	3	ITE 115	
ITE 290 Coordinated Internship <i>Offered Spring only</i>	1		See Note 3
<b>Total Minimum Credits to Complete</b>	<b>25</b>		

**NOTES:**

1. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
2. All information technology courses must be completed within five years of student's intended graduation date.
3. ITE 290 represents a one-credit internship that will focus on student's particular track. Students must have completed all coursework or be concurrently completing coursework in present semester for graduation with advisor's approval.
4. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
5. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# PROGRAM DEVELOPMENT

## Career Studies Certificate (CSC)

**PURPOSE:** Prepare students for entry level positions in computer programming.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 1
ITE 215 Advanced Computer Applications and Integration	3	ITE 115	
ITP 100 Software Design	3		
ITP 136 C# Programming I	3	Co or Pre: ITP 100	
ITP 120 Java Programming I <i>Offered Fall only</i>	3	Co or Pre: ITP 100	
ITP 160 Introduction to Game Design and Development <i>Offered Spring Only</i>	3	ITE 115	
ITP 220 Java Programming II <i>Offered Spring only</i>	3	ITP 120	
ITP 251 Systems Analysis and Design	3	ITP 100	
ITE 290 Coordinated Internship <i>Offered Spring only</i>	1		See Note 3
<b>Total Minimum Credits to Complete</b>	<b>25</b>		

**NOTES:**

1. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
2. All information technology courses must be completed within five years of student's intended graduation date.
3. ITE 290 represents a one-credit internship that will focus on student's particular track. Students must have completed all coursework or be concurrently completing coursework in present semester for graduation with advisor's approval.
4. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
5. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



## EDUCATION

### Early Childhood Development Program

For additional information on the Early Childhood programs, please contact the Division of Engineering, Business & Public Services: 804.706.5121 (Chester Campus, Godwin Hall, G108) or 804.594.1480 (Midlothian Campus, Hamel Hall, H206).

The **Early Childhood Development Program** is an applied degree program that prepares students for immediate work in the early childhood field. The curriculum is designed for persons seeking employment in the care, education, and supervision of young children birth to age eight, or for those persons currently employed who want to update and enhance their skills. Occupational opportunities include administrator, director, assistant director, lead teacher, or assistant teacher in settings such as preschools, child care centers and homes, Head Start and Early Head Start programs, public schools, and before-and after-school programs. The following degrees align with the Virginia Career Pathways for Early Childhood and Out-of-School Time Practitioners, where Level 3 is a Child Development Associate (CDA) Credential and Level 9 a doctoral degree.

- *Early Childhood Development AAS (Pathways Level 6)*
- *Early Childhood Development Certificate (Pathways Level 5)*
- *Early Childhood CSC (Pathways Level 4)*

Students interested in working in a public school setting as a teacher assistant (paraprofessional) should enroll in the Early Childhood Development AAS degree program. The Virginia Department of Education require an Associate degree for paraprofessionals, but the degree does not have to be a teacher assistant or paraprofessional specialization. The ECD AAS degree prepares students to work in a variety of settings such as preschools, childcare centers and homes, Head Start and Early Head Start programs, public schools, and before-and after-school programs. If a student is interested in employment in public schools, he/she should communicate that to the faculty advisor, so she can place them in a public school setting for one of the two required practicums.

### Teacher Education Program (K-12)

For additional information on the transfer Teacher Education programs, please contact the Division of Arts, Humanities, and Social Sciences: 804.706.5086 (Chester Campus, Moyer Hall, M131) or 804.594.1509 (Midlothian Campus, Eliades Hall, E308).

#### The General Studies, Teacher Education

**Specialization in Elementary (K-6)** is a transfer degree that is intended to provide the student with a general course of study that parallels the freshman and sophomore years at most colleges and universities and prepares the student for a baccalaureate degree program in K-6. Students who wish to complete this program will be required to pass the Praxis Core Academic Skills exams prior to transferring to the four-year institution.

#### The General Studies, Secondary Teacher Education

**Specialization in Mathematics** is a transfer degree that is specifically designed for students who plan to transfer into a math major at most four-year colleges and plan to teach in mathematics at the secondary level. Students who complete this program will be required to pass the Praxis Core Academic Skills exams for acceptance into teacher education programs at senior institutions.

#### The Liberal Arts, Secondary Teacher Education

**Specialization in English** is a transfer degree that is specifically designed for students who plan to transfer into an English major at most four-year universities and plan to teach English at the secondary level. Students who complete this program will be required to pass the Praxis Core Academic Skills exams for acceptance into teacher education programs at four-year universities.

#### The Liberal Arts, Secondary Teacher Education

**Specialization in History** is a transfer degree that is specifically designed for students who plan to transfer into a History major at most four-year universities and plan to teach history at the secondary level. Students who complete this program will be required to pass the Praxis Core Academic Skills exams for acceptance into teacher education programs at four-year universities.

## EDUCATION



# GENERAL STUDIES

## TEACHER EDUCATION SPECIALIZATION ELEMENTARY (K-6)

Associate of Science (AS)

**PURPOSE:** This program is intended to provide the student with a general course of study that parallels the freshman and sophomore years at most colleges and universities and prepares the student for a baccalaureate degree program in K-6. Students who wish to complete this program will be required to pass the Praxis Core Academic Skills exams test prior to transferring to the four-year institution. Students should consult with their advisors to ensure that they select courses that best prepare them for the specific requirements of their intended transfer college or university. Note that special education, physical education, health, art and music education majors must follow a different curriculum as determined by each transfer institution. Specific elementary teacher education requirements vary at senior institutions, however, and students should consult with senior institutions for additional guidance regarding pre-teacher preparation.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. Students who register in this program need to know which four-year college/university they plan to attend so they can select the most appropriate courses in areas where there are choices. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Future Teachers	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
MTH 170 Foundations in Contemporary Mathematics or MTH 163 Precalculus I	3	See Placement Requirements	See Note 2
HIS 121 United States History I or HIS 122 United States History II	3		See Note 3
BIO 101 General Biology I	4		See Note 4
ART 101 History and Appreciation of Art or ART 102 History and Appreciation of Art II	3		MUS 121
ENG 112 College Composition II	3	ENG 111	
MTH 157 Elementary Statistics or MTH 164 Precalculus II	3	See Placement Requirements	See Note 2
HIS 111 History of World Civilization I or HIS 112 History of World Civilization II	3		HIS 101, HIS 102 See Note 3
PHY 101 Introduction to Physics I	4		See Note 4
PSY 230 Developmental Psychology or PSY 235 Child Psychology	3		
<b>MILESTONE: General Education Certificate (see faculty advisor)</b>			
CST 100 Principles of Public Speaking	3		
ECO 201 Principles of Economics I: Macroeconomics	3		See Note 5
ENG 241 Survey of American Literature I	3	ENG 112	ENG 242, ENG 243, ENG 244, ENG 251, ENG 252
GEO 210 People and the Land: Cultural Geography	3		
PLS 135 American National Politics	3		
Transfer Electives	9		See Note 6
EDU 200 Introduction to Teaching as a Profession	3	24 credits of transfer courses	
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. Students pursuing non-STEM majors (i.e. liberal arts, social sciences, communication, etc.) should take MTH 157 and MTH 170. Please note that students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
3. It is recommended that the HIS requirement include American history and world history. Students should consult with prospective four-year institutions to determine best options for transfer.
4. Two different science disciplines are recommended and are even required at some transfer institutions. Students should consult with their prospective four-year institutions.
5. ECO 120 may be used as a standard course option for some colleges and universities. Students should consult with their prospective four-year institutions.
6. Transfer institutions may have foreign language, computer competency or health/physical education requirements. Students must consult with their advisor to determine the best option. See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.
7. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.



# GENERAL STUDIES SECONDARY TEACHER EDUCATION SPECIALIZATION IN MATHEMATICS

Associate of Science (AS)

**PURPOSE:** This program is specifically designed for students who plan to transfer into a math major at most four-year colleges and plan to teach mathematics at the secondary level. Following the prescribed coursework in this program will result in graduation with the Associate in Science Degree (A.S.) in General Studies with a Specialization in Secondary Teacher Education in Mathematics. Students who complete this program will be required to pass the Praxis Core Academic Skills exams for acceptance into teacher education programs at senior institutions. Students should consult with their advisor to ensure that they select courses that best prepare them for the specific requirements of their intended transfer college or university. Specific secondary teacher education requirements vary at senior institutions, however, and students should consult with senior institutions for additional guidance regarding electives for pre-teacher preparation.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Future Teachers	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
Mathematics Electives	14-15		See Note 2
HIS 121 United States History I or HIS 122 United States History II	3		See Note 3
Laboratory Science Elective	4		See Note 4
ENG 112 College Composition II	3	ENG 111	
HIS 111 History of World Civilization I or HIS 112 History of World Civilization II	3		See Note 3
CST 100 Principles of Public Speaking	3		
ART 101 History and Appreciation of Art I or ART 102 History and Appreciation of Art II	3		MUS 121
PSY 230 Developmental Psychology or PSY 235 Child Psychology	3		
Literature Elective	3	ENG 112	See Note 5
Laboratory Science Elective	4		See Note 4
Transfer Electives	9-10		See Note 6
EDU 200 Introduction to Teaching as a Profession	3	24 credits of transfer courses	
<b>Total Minimum Credits for Completion</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Math majors are required to take a minimum of 14 credits from the Mathematics Electives List, starting their first semester with the highest level class for which they are prepared. Please see below. If possible students are encouraged to take MTH 173, MTH 174, MTH 277, and MTH 285 in order to be on schedule after transfer to a university.
- It is recommended that the history elective include American history and world history. Students should consult with prospective four-year institutions.
- Math majors should take BIO 101-102 **or** CHM 111-112 **or either** PHY 201-202 or PHY 241-242. Students should consult their prospective four-year institutions to determine best options for transfer.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- Students should consult with prospective four-year institutions to determine **foreign language** and other degree requirements when selecting electives. See [www.jtcc.edu/transferelectives](http://www.jtcc.edu/transferelectives) for options.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.

Math Electives List—Choose minimum 14 credits	CR	Pre-requisite Courses
MTH 163 Precalculus I	3	Modules 1-9
MTH 164 Precalculus II	3	MTH 163
MTH 166 Precalculus (equivalent of MTH 163 + MTH 164)	5	Modules 1-9
MTH 173 Calculus I	5	MTH 164
MTH 174 Calculus II	5	MTH 173
MTH 277 Vector Calculus	4	MTH 174
MTH 285 Linear Algebra	4	MTH 174



# LIBERAL ARTS SECONDARY TEACHER EDUCATION SPECIALIZATION IN ENGLISH

Associate of Arts (AA)

**PURPOSE:** This program is specifically designed for students who plan to transfer into an English major at most four-year universities and plan to teach English at the secondary level. Following the prescribed coursework in this program will result in graduation with the Associate in Arts Degree (A.A.) in Liberal Arts with a Specialization in Secondary Teacher Education in English. Students who complete this program will be required to pass the Praxis Core Academic Skills exams for acceptance into teacher education programs at four-year universities. Students should consult with their faculty advisors to ensure that they select courses that best prepare them for the specific requirements of their intended transfer college or university for a major in English. Specific secondary teacher education requirements vary at universities; however, and students should consult with four-year universities for additional guidance regarding electives for pre-teacher preparation.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Future Teachers	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
MTH 170 Foundations in Contemporary Mathematics	3	See Placement Requirements	MTH 157, MTH 163, See Note 2
HIS 121 United States History I	3		HIS 122 See Note 3
Foreign Language (101)	4		See Note 4
Laboratory Science Elective	4		See Note 5
ENG 112 College Composition II	3	ENG 111	
HIS 101 History of Western Civilization	3		HIS 102, HIS 111, HIS 112, See Note 3
Foreign Language (102)	4		See Note 4
Laboratory Science Elective	4		See Note 5
ART 101 History and Appreciation of Art I or ART 102 History and Appreciation of Art II	3		MUS 121
PSY 230 Developmental Psychology or PSY 235 Child Psychology	3		
<b>MILESTONE: General Education Certificate (See faculty advisor)</b>			
ENG 241 Survey of American Literature I or ENG 242 Survey of American Literature II	3	ENG 112	See Note 6
CST 100 Principles of Public Speaking	3		
Foreign Language (201)	3		See Note 4
Health/Physical Education/ Dance elective	1		
Literature Elective	3	ENG 112	See Note 6
Transfer Elective	3		See Note 7
Foreign Language (202)	3		See Note 4
EDU 200 Introduction to Teaching as a Profession	3	24 credits of transfer courses	
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
- It is recommended that the HIS requirement include United States History and History of Western or World Civilizations. Students should consult prospective four-year institutions.
- Students must demonstrate competency in a foreign language through the 202 level by completing appropriate courses and/or examinations. Placement in foreign language is by SAT II Subject Test score or departmental recommendation. Students who are not required to take introductory-level courses should substitute other approved transfer electives. See Note 7.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242. Two different science disciplines are recommended and are even required at some transfer institutions.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses. Students should consult with prospective four-year institutions to determine specific literature requirements for the degree.
- Some senior institutions require a second math course or a computer literacy course. Students planning to transfer to Virginia Commonwealth University may need to take ENG 210. Students should review the requirements for an English major at their prospective four-year institution. See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.



# LIBERAL ARTS SECONDARY TEACHER EDUCATION SPECIALIZATION IN HISTORY

Associate of Arts (AA)

**PURPOSE:** This program is specifically designed for students who plan to transfer into a History major at most four-year universities and plan to teach history at the secondary level. Following the prescribed coursework in this program will result in graduation with the Associate in Art Degree (A.A.) in Liberal Arts with a Secondary Teacher Education Specialization in History. Students who complete this program will be required to pass the Praxis Core Academic Skills exams for acceptance into teacher education programs at four-year universities. Students should consult with their advisors to ensure that they select courses that best prepare them for the specific requirements of their intended transfer college or university for a major in history. Specific secondary teacher education requirements vary at universities; however, and students should consult with four-year universities for additional guidance regarding electives for pre-teacher preparation.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Future Teachers	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
MTH 170 Foundations in Contemporary Mathematics or MTH 157 Elementary Statistics	3	See Placement Requirements	MTH 163 See Note 2
HIS 121 United States History I or HIS 122 United States History II	3		See Note 3
Foreign Language (101)	4		See Note 4
Laboratory Science Elective	4		See Note 5
ENG 112 College Composition II	3	ENG 111	
History 101 History of Western Civilization I or HIS 102 History of Western Civilization II	3		HIS 111, HIS 112 See Note 3
Foreign Language (102)	4		See Note 4
PSY 230 Developmental Psychology or PSY 235 Child Psychology	3		
ART 101 History and Appreciation of Art I Or ART 102 history and Appreciation of Art II	3		MUS 121
Laboratory Science Elective	4		See Note 5
<b>MILESTONE: General Education Certificate (See faculty advisor)</b>			
GEO 210 People and the Land: Cultural Geography	3		
Foreign Language (201)	3		See Note 4
ECO 201 Principles of Macroeconomics or PLS 135 American National Politics	3		ECO 120, ECO 202 See Note 6
Literature Elective	3	ENG 112	See Note 7
Health/Physical Education/Dance elective	1		
Transfer Elective	3		See Note 8
Foreign Language (202)	3		See Note 4
EDU 200 Introduction to Teaching as a Profession	3	24 credits of transfer courses	
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students must consult with an advisor since math requirements of different majors vary by program and transfer institution.
- It is recommended that the history requirement include American History and History of Western Civilizations or History of World Civilizations. Students should consult prospective four-year institutions.
- Students must demonstrate competency in a foreign language through the 202 level by completing appropriate courses and/or examinations. Placement in foreign language is by SAT II Subject Test score or departmental recommendation. Students who are not required to take introductory-level courses should substitute other approved electives. See Note 8.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242. Two different science disciplines are recommended and even required at some transfer institutions.
- ECO 120 may be used as a standard course option for some colleges and universities. Please consult with your transfer institution.
- The literature elective requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- Some senior institutions require a philosophy or religion course, a second math course, a public speaking course, or a computer literacy course. Students planning to transfer to Virginia Commonwealth University may need to take ENG 210. Students should review the requirements for a history or social studies major at their prospective four-year institution. See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.



# EARLY CHILDHOOD DEVELOPMENT

Associate of Applied Science (AAS)

**PURPOSE:** This program prepares student in the care, education, and supervision of young children birth to age eight. The curriculum is designed for persons seeking employment in the early care and education field, or for those persons currently employed who want to update and enhance their skills. Occupational opportunities include administrator, director, assistant director, lead teacher, or assistant teacher in settings such as preschools, child care centers and homes, Head Start and Early Head Start programs, public schools, and before-and after-school programs. The AAS degree is at Level 6 of the Virginia Career Pathways for Early Childhood and Out-of-School Time Practitioners, where Level 3 is a Child Development Associate (CDA) Credential and Level 9 a doctoral degree.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		SDV 101
CHD 120 Introduction to Early Childhood Education	3		
CHD 145 Teaching Art, Music, and Movement to Children	3		
CHD 165 Observation and Participation in Early Childhood/Primary Settings	3		See Notes 1 and 2
CHD 205 Guiding the Behavior of Children	3		
EDU 235 Health, Safety, and Nutrition Education	3		
<b>MILESTONE: Early Childhood Career Studies Certificate (See faculty advisor)</b>			
ENG 111 College Composition I	3	See Placement Requirements	
HLT 106 First Aid and Safety	2		See Note 3
CHD 118 Teaching Language Arts	3		
CHD 146 Math, Science, and Social Studies for Children	3		
CHD 210 Introduction to Exceptional Children	3		
CHD 216 Early Childhood Programs, Schools, and Social Change	3		
IT Elective (Certificate Requirement Only)	1		
<b>MILESTONE: Early Childhood Development Certificate (See faculty advisor)</b>			
CST 100 Principles of Public Speaking	3		CST 110
ENG 112 College Composition II	3	ENG 111	
Humanities Elective	3		See Note 4
PSY 235 Child Psychology	3		
MTH 120 Introduction to Mathematics	3	See Placement Requirements	MTH 157 or higher
SOC 215 Sociology of the Family	3		
CHD 119 Introduction to Reading Methods	3		
CHD 166 Infant and Toddler Programs	3		
CHD 215 Models of Early Childhood Programs	3		
CHD 270 Administration of Child Care Programs	1		
CHD 265 Advanced Observation and Participation in Early Childhood/Primary Settings	3	Final spring semester	See Notes 1 and 2
CHD 298 Portfolio Development	3	Final spring semester	See Note 5
<b>Total Minimum Credits to Complete</b>	<b>67-68</b>		

**NOTES:**

- CHD 165 and CHD 265 are observation and participation practicum classes that require students to observe young children in settings approved by the program chair. CHD 165 must be taken before CHD 265 and CHD 298.
- To enroll in CHD 165 and CHD 265 students must have a declared early childhood major and complete a TB screening, a criminal background check and a sex offender registry check, as a condition of placement in a practicum site. Students are expected to cover all costs for these procedures.
- Students who have current certifications in First Aid and Safety and CPR (child or adult) can use these to fulfill the two-credit HLT 106 requirement. The original cards must be presented to the Admissions and Records office. No online First Aid/CPR cards will be accepted for credit at JTCC.
- The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See website (<http://www.jtcc.edu/humanitiesselectives>) for a list of approved conceptual humanities electives.
- CHD 298 must be taken in conjunction with CHD 265.
- This program is not intended for transfer. Students desiring to transfer should consult their faculty advisor and their intended transfer institution for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.



# EARLY CHILDHOOD DEVELOPMENT

Certificate (C)

**PURPOSE:** This program trains students in the care, education, and supervision of young children birth to age eight. The curriculum is designed to develop and improve the skills of persons seeking employment in early care and education, or for those persons currently employed who wish to update and enhance their skills. Occupational opportunities include lead teacher or assistant teacher in settings such as preschools, childcare centers and homes, Head Start/Early Head Start programs, and before-and after-school programs.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
CHD 120 Introduction to Early Childhood Education	3		
CHD 145 Teaching Art, Music, and Movement to Children	3		
CHD 165 Observation and Participation in Early Childhood/Primary Settings	3		See Notes 1 and 2
CHD 205 Guiding the Behavior of Children	3		
EDU 235 Health, Safety, and Nutrition Education	3		
<b>MILESTONE: Early Childhood Career Studies Certificate (see faculty advisor)</b>			
ENG 111 College Composition I	3	See Placement Requirements	
HLT 106 First Aid and Safety	2		See Note 3
IT Elective	1		
CHD 118 Teaching Language Arts	3		
CHD 146 Math, Science, and Social Studies for Children	3		
CHD 210 Introduction to Exceptional Children	3		
CHD 216 Early Childhood Programs, Schools, and Social Change	3		
<b>Total Minimum Credits to Complete</b>	<b>34</b>		

**NOTES:**

1. CHD 165 is an observation and participation practicum class that requires students to observe young children in settings approved by the program chair.
2. To enroll in CHD 165 students must have a declared early childhood major and complete a TB screening, a criminal background check and a sex offender registry check, as a condition of placement in a practicum site. Students are expected to cover all costs for these procedures.
3. Students who have current certifications in First Aid and Safety and CPR (child or adult) can use these to fulfill the two-credit HLT 106 requirement. The original cards must be presented to the Admissions and Records office. No online First Aid/CPR cards will be accepted for credit at JTCC.
4. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
5. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



## EARLY CHILDHOOD

Career Studies Certificate (CSC)

Also available online.

**PURPOSE:** This Career Studies Certificate (CSC) provides students with the knowledge and skills required to work with young children birth to age eight and is at Level 4 of the Virginia Career Pathways for Early Childhood and Out-of-School Time Practitioners, where Level 3 is a Child Development Associate (CDA) Credential and Level 9 a doctoral degree. The curriculum is designed to benefit persons currently employed or seeking employment working with young children in settings such as preschools, child care centers and homes, Head Start and Early Head Start programs, and before-and-after school programs. Students completing this program will have earned 16 of the 34 credits needed for the Early Childhood Certificate (Pathways Level 5) and 16 of the 67 credits required for the Early Childhood Development Associate of Applied Science degree (Pathways Level 6).

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center or contact the program chair at [804-706-5132](tel:804-706-5132) or [bhooper@jtcc.edu](mailto:bhooper@jtcc.edu) for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
CHD 120 Introduction to Early Childhood Education	3		
CHD 145 Teaching Art, Music, and Movement to Children	3		
CHD 165 Observation and Participation in Early Childhood/ Primary Settings	3		See Notes 1 and 2
CHD 205 Guiding the Behavior of Children	3		
EDU 235 Health, Safety, and Nutrition Education	3		
<b>Total Credits to Complete</b>	<b>16</b>		

**NOTES:**

1. CHD 165 is an observation and participation practicum class that requires students to observe young children in settings approved by the program chair.
2. To enroll in CHD 165 students must have a declared early childhood major and complete a TB screening, a criminal background check and a sex offender registry check, as a condition of placement in a practicum site. Students are expected to cover all costs for these procedures.
3. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.

## ENGINEERING, COMPUTER SCIENCE, AND NATURAL SCIENCE

Degree programs in the areas of Engineering and Computer Science are administered by the Division of Engineering, Business and Public Services. For additional information on these programs, please contact the Division of Engineering, Business & Public Services: 804.706.5121 (Chester Campus, Godwin Hall, G108) or 804.594.1480 (Midlothian Campus, Hamel Hall, H206).

The **Engineering AS** is a transfer degree designed to give students a path to a baccalaureate degree in Engineering. The AS degree is suitable for continuing study of any branch of engineering. While pursuing AS degree, students are given option to concentrate on:

- *General Engineering (mechanical, civil and aeronautical engineering)*
- *Electrical and Computer Engineering*
- *Chemical Engineering*
- *Biomedical Engineering*

The College has a number of articulation agreements with four-year institutions in Virginia.

The **Architectural Engineering Technology AAS** is an applied science degree program that prepares students for immediate employment as a designer, construction inspector for civil engineering, or architect with construction companies and suppliers. Graduates may also develop and edit digital models for Building Information Modeling. Graduates may elect to participate in the articulated transfer program at Old Dominion University in the BSCET program. The program includes preparation and testing in the Autodesk Certified User Exams in AutoCAD and Revit. Graduates employed in building construction may apply for the Certified Construction Inspector.

The **Computer Science Specialization, General Studies AS degree** is designed for students who plan to transfer to a four-year college or university to major in computer science or a related field. The program emphasizes the study of the science of computing and the use of computing in a scientific setting. The CS degree program is designed for transfer to VCU. Students should consult with their intended college or university regarding transfer. Potential jobs include software applications developer, computer systems analyst, computer programmer, and cyber security analyst.

The degree program in Science is administered by the Division of Mathematics, Natural and Health Sciences. For additional information on that programs, please contact the Division of Mathematics, Natural and Health Sciences: 804.706.5084 (Chester Campus, Moyer Hall, M129) or 804.622.8700 (Nursing Education Center) or 804.594.1500 (Midlothian Campus, Hamel Hall, H320).

The **General Studies – Science Specialization AS degree** is intended for transfer into science Bachelor's degrees at most four-year colleges. Possible majors include biology, chemistry, physics, forensic science, pre-med, environmental science and geology. Students should consult with their faculty advisor and the intended senior institution to determine appropriate transfer elective courses. Graduates with a science degree might pursue a position as a researcher, meteorologist, scientific analyst, laboratory technician, chemist, geologist, biologist, and many other fields in science.

# ENGINEERING, COMPUTER SCIENCE AND NATURAL SCIENCE





# ENGINEERING

Associate in Science (AS)

**PURPOSE:** The associate of science curriculum in engineering is designed for students who plan to transfer to four-year colleges or universities to complete baccalaureate degree programs in engineering. Course options exist to prepare students for majoring in mechanical, chemical, computer, and electrical engineering.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning Engineering students are strongly urged to consult their Engineering faculty advisor for help in structuring an academic schedule that best fits their math readiness, and intended major and transfer university.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 101 Orientation to Engineering and Technologies	1		SDV 100
ENG 111 College Composition I	3	See Placement Requirements	
Math Elective Courses	18-21	See Note 1	
EGR 120 Introduction to Engineering	2	MTH 163 (corequisite)	
EGR 126 Computer Programming for Engineers	3		
CHM 111 General Chemistry I	4	Math Modules 1-9	
ENG 112 College Composition II	3	ENG 111	
PHY 241 General University Physics I	4	MTH 173	
PHY 242 General University Physics II	4	PHY 241, MTH 174	
Engineering Elective Courses	15	See Note 2	
Social/Behavioral Science Electives	6	See Note 3	
Humanities Electives	6	See Note 4	
<b>Total Credits For Program</b>	<b>69-72</b>		

**NOTES:**

- Math Course Electives:** EGR majors are required to take a minimum of 18 credits from the Mathematics Electives List, starting their first semester, with the highest-level class for which they are prepared. Please see below. Students are encouraged to take two math classes beyond MTH 174 Calculus II, in order to be on schedule after transfer to the university. MTH 277, MTH 279, and MTH 285 may be taken in any order.
- EGR Course Electives:** Students earn an AS in Engineering by taking EGR 120, EGR 126, plus 15 credits from the Engineering Electives List. Please see below. Specific sets of courses are designed to prepare students for specific majors at transfer universities. Please see your faculty advisor. The two-course series EGR 120-124 is required by some universities. EGR 248 may be taken out of numerical order with EGR 245 and EGR 246. EGR 270 may be taken out of numerical order with EGR 251/255 and EGR 261/263. EGR 251 and EGR 255 must be taken together. EGR 261 and EGR 263 must be taken together.
- Social/Behavioral Science Electives:** This requirement can be satisfied by courses with the following prefixes: ECO, GEO, PLS, HIS, PSY (except PSY 100), and SOC.
- Humanities Electives:** This requirement must be satisfied by completing one 3-credit conceptual humanities course that offers breadth of knowledge. Additional humanities electives may be conceptual or applied with a focus on skills, techniques and procedures. See website (<http://www.jtcc.edu/humanitieselectives>) for a list of approved conceptual and applied humanities electives.

Math Electives List — Choose minimum 18 credits	CR	Prerequisite Courses	Corequisite Courses
MTH 163 Precalculus I	3	Math Modules 1-9	
MTH 164 Precalculus II	3	MTH 163	
MTH 166 Precalculus (equivalent to MTH 163 + MTH 164)	5	Math Modules 1-9	
MTH 173 Calculus I	5	MTH 164 or MTH 166	
MTH 174 Calculus II	5	MTH 173	
MTH 277 Vector Calculus	4	MTH 174	
MTH 279 Ordinary Differential Equations	4	MTH 174	
MTH 285 Linear Algebra	3	MTH 174	
EGR Electives List — Choose minimum 15 credits	CR	Prerequisite Courses	Corequisite Courses
General Engineering			
EGR 124 Introduction to Engineering Methods	3	EGR 120	
EGR 140 Engineering Mechanics – Statics	3	EGR 120	MTH 173
EGR 245 Engineering Mechanics-Dynamics	3	EGR 140, MTH 174, PHY 241	
EGR 246 Mechanics of Materials	3	EGR 140	MTH 174
EGR 248 Thermodynamics for Engineers	3		
Electrical and Computer Engineering			
EGR 270 Fundamentals of Computer Engineering	4	EGR 126 (or instructor permission)	
EGR 251 Basic Electric Circuits I	3	EGR 120, MTH 173, PHY 241	EGR 255
EGR 255 Electric Circuits Laboratory	1	EGR 120, MTH 173, PHY 241	EGR 251
EGR 261 Signals and Systems	3	EGR 251, MTH 279, EGR 126	EGR 263
EGR 263 Signals and Systems Laboratory	1	EGR 251, MTH 279, EGR 126	EGR 261
EGR Electives	3		
Biomedical, Biological Systems and Chemical Engineering			
CHM 112 General Chemistry II	4	CHM 111	
CHM 241 / CHM 245 Organic Chemistry & Lab I	5	CHM 112	
EGR Electives	6		



# ARCHITECTURAL ENGINEERING TECHNOLOGY

Associate in Applied Science (AAS)

**PURPOSE:** Building design and land development require a large number of professionals with a wide range of skills. This program prepares students for many of these careers, including architectural drafter, engineering drafter, computer-aided drafter, civil or surveying drafter, architectural engineering technologist, design assistant, specifications assistant and field inspector/ contract administrator. Graduates will be able to: (1) using computer-aided drafting, produce a representative set of accurate working drawings for a house and a small commercial building; (2) apply principles of mechanical and electrical systems to the design of a building; (3) apply principles of mechanics to the design of building elements; (4) perform tests on materials such as concrete, metals and wood; (5) perform basic surveying operations; (6) write technical computer programs; (7) apply principles of sustainable design to buildings; (8) evaluate a building design using building codes and zoning regulations; and (9) use communication skills effectively in the work environment.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers remedial courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 163 Precalculus I	3	See Placement Requirements	MTH 173
ARC 121 Architectural Drafting I <i>Offered Fall only</i>	3		
ARC 122 Architectural Drafting II <i>Offered Spring only</i>	3	ARC 121	
ARC 221 Architectural CAD Applications Software I <i>Offered Fall Only</i>	3		
ARC 246 Materials and Methods of Construction <i>Offered Fall only</i>	4		
ARC 258 Building Codes, Contract Documents and Professional Office Practices	3		
Health/Physical Education Elective	2		
CIV 171 Surveying I <i>Offered Fall only</i>	3		GIS 101
<b>MILESTONE: Building Construction Technology Certificate (See Note 8) (See faculty advisor)</b>			
MTH 164 Precalculus II	3	MTH 163	MTH 174
ARC 222 Architectural CAD Applications Software II <i>Offered Spring Only</i>	3		
ARC 231 Advanced Architectural Drafting I <i>Offered Fall only</i>	4		
ARC 232 Advanced Architectural Drafting II <i>Offered Spring only</i>	4	ARC 231	
ARC 243 Environmental Systems <i>Offered Spring only</i>	4		
CST 100 Principles of Public Speaking	3		
Humanities Elective	3		See Note 3
Lab Sciences Elective	4		See Note 4
MEC 131 Mechanics I – Statics for Engineering Technology <i>Offered Fall Only</i>	3		EGR 140
MEC 270 Computations for Engineering Technology	3		
Social/Behavioral Science Elective	3		See Note 5
<b>Total Minimum Credits to Complete</b>	<b>65</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- This program is not intended for transfer. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.
- The humanities elective must be satisfied by completing one 3-credit conceptual humanities course. See web site ([www.jtcc.edu/humanitiesselectives](http://www.jtcc.edu/humanitiesselectives)) for a list of approved conceptual and applied humanities electives.
- The lab science elective requirement can be satisfied by courses with the following prefixes: CHM and PHY.
- The social science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, and SOC.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
- Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
- Building Construction Technology Certificate is earned by completing the listed courses and a technical elective from the listed ARC or MEC courses.



# GENERAL STUDIES COMPUTER SCIENCE SPECIALIZATION

Associate in Science (AS)

**PURPOSE:** The Computer Science specialization is designed for students who plan to transfer to a four-year college or university to major in computer science or related field. The program emphasizes the study of the science of computing and the use of computing in a scientific setting.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the advising center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 163 Precalculus I	3	See Placement Requirements	
CSC 200 Introduction to Computer Science	3		
History Elective	3		See Note 5
Laboratory Science Elective	4		See Note 4
ENG 112 College Composition II	3	ENG 111	
MTH 164 Precalculus II	3	MTH 163	
History Elective	3		See Note 5
Laboratory Science Elective	4		See Note 4
CSC 201 Computer Science I	4	Co-req MTH 173 or approval	
Transfer Elective MTH 173 Calculus with Analytic Geometry I	5	MTH 164	
Transfer Elective CSC 202 Computer Science II	4	CSC 201	
Humanities Elective	3		See Note 3
Humanities Elective	3		See Note 3
Social/Behavioral Science Elective	3		See Note 2
Transfer Elective CSC 205 Computer Organization	3		
Transfer Elective MTH 174 Calculus with Analytic Geometry II	5	MTH 173	
Physical Education Elective	1		
<b>Total Minimum Credits to Complete</b>	<b>61</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. The social/behavioral sciences elective requirement can be satisfied by approved transfer courses with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC.
3. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See <http://www.jtcc.edu/humanitieselectives> for a list of approved conceptual and applied humanities electives.
4. The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, CHM 129, CHM 130, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242. Students should confer with their intended transfer institution to ensure transferability into the desired program. Students interested in transferring to VCU should complete BIO 101-102 or CHM 111-112.
5. The history elective requirements can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
6. Transfer Electives: Students should consider appropriate electives for their intended transfer institution. Students planning to transfer to VCU's Computer Science program should take the following transfer electives: CSC 202, CSC 205, MTH 173, MTH 174. Students should regularly confer with their faculty advisor to keep up with program updates and to ensure they are meeting VCU's transfer requirements.
7. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
8. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# GENERAL STUDIES SCIENCE SPECIALIZATION

Associate of Science (AS)

**PURPOSE:** This program is specifically designed for transfer into a science major at most four-year colleges. Following the prescribed coursework in this program will result in graduation with the Associate in Science Degree (A.S.) in General Studies with a Specialization in Science. Students should consult with their advisors to ensure that they select courses that best prepare them for the specific requirements of their intended transfer college or university for majors in biology, chemistry, physics, forensic science, clinical lab science, pre-med, environmental science or geology.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information. Many of the required courses will require that a student test out of or complete developmental courses prior to taking the course.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
ENG 112 College Composition II	3	ENG 111	
MTH 163 Precalculus I	3		See Note 1
MTH 164 Precalculus II	3	MTH 163	See Note 1
CHM 111 General Chemistry I	4	MTH 163 Readiness	
CHM 112 General Chemistry II	4	CHM 111	
BIO 101 General Biology I or PHY 201 General College Physics I or PHY 241 University Physics I	4	Math Modules 1-3 and ENG 111-readiness; MTH 163 or MTH 173; MTH 173	See Note 2
BIO 102 General Biology II or PHY 202 General College Physics II or PHY 242 University Physics II	4	BIO 101; PHY 201; PHY 241	See Note 2
Laboratory Science or Advanced Math Elective	4		See Note 3
Laboratory Science or Advanced Math Elective	3		See Note 3
History Elective	3		See Note 4
History Elective	3		See Note 4
Social/Behavioral Science Elective	3		See Note 5
Social/Behavioral Science Elective	3		See Note 5
Literature Elective	3		See Note 6
Humanities Elective	3		See Note 7
Transfer Elective	3		See Note 8, Note 9
Transfer Elective	3		See Note 9
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Science students must complete two of the following math courses: MTH 157, MTH 163, MTH 164, MTH 166, MTH 173, MTH 174, MTH 270, MTH 277, or MTH 279. Please note that students cannot receive credit for both MTH 166 and MTH 163/MTH 164. Students intending to transfer to VCU must take MTH 163 and MTH 164 to receive credit for the VCU Precalculus course. MTH 173 and MTH 174 are recommended for chemistry and physics majors. Biology majors should consult with their intended transfer institution and their advisor to choose the most appropriate math courses.
- Students must complete one of the following lab sequences: BIO 101/102, PHY 201/202, or PHY 241/242. In general, biology majors should choose BIO 101/102. Physics majors should complete PHY 241/242.
- Science students need 7 credits of science/advanced math electives and may choose from the following courses: BIO 101, BIO 102, BIO 170, BIO 206, BIO 256, CHM 241, CHM 245, PHY 201, PHY 202, PHY 241, PHY 242, MTH 157, MTH 173, MTH 174, MTH 277, and MTH 279. Please note that students cannot count both PHY 201/202 and PHY 241/242 toward their degree. Please note that many of the listed course have prerequisites. Students intending to major in environmental science should consult with their advisor and transfer institution on whether ENV 121 and ENV 122 may be appropriate courses for them. Physics majors should consider choosing the advanced math electives from the list above. With permission from the Division of Mathematics, Natural and Health Sciences, students intending to major in certain health science majors such as Clinical Laboratory Science, Dental Hygiene, Radiation Science, Occupational Therapy, or Exercise Science may use BIO 141/BIO 142 or to count as these science electives. BIO 150 may also be used as a science elective for Health Science majors. Please check with your advisor to plan out your classes.
- The history elective requirements can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
- The social/behavioral science elective can be satisfied by approved transfer courses with the following prefixes: PSY, SOC, ECO, GEO, PLS, and HIS.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- See website ([www.jtcc.edu/humanitieselectives](http://www.jtcc.edu/humanitieselectives)) for a list of approved conceptual and applied humanities electives.
- Students who are interested in pursuing a career in science education should take EDU 200 for this course.
- See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.

## HEALTH SCIENCES

Programs in the areas of nursing, emergency medical services (EMS) and funeral services (FNS) are administered by the Division of Mathematics, Natural and Health Sciences. For additional information on these programs, please contact the Division of Mathematics, Natural and Health Sciences: 804.706.5084 (Chester Campus, Moyer Hall, M129) or 804.622.8700 (Nursing Education Center) or 804.594.1500 (Midlothian Campus, Hamel Hall, H320).

Our **Nursing-related** degrees prepare students for entry in a wide range of careers. The following degrees prepare students for some of the jobs in the health science field:

- **The General Studies – Pre-BSN Specialization AS degree** (along with an AAS in Nursing) is intended for transfer into Bachelor of Nursing (BSN) degrees at many four-year colleges. Students are eligible to apply to our Associates of Nursing degree during their first semester of study. If accepted, they should plan on completing both degrees. Students can then complete their Bachelor's degree in one year at several of our transfer partner schools. Students who are planning on entering into non-nursing health occupations (respiratory therapy, dental hygiene, etc.) may find that this degree contains all the required prerequisites for their intended program.
- **The Certified Nurse Aide/Medication Aide CSC** is a Career Studies Certificate (CSC) designed to provide entry-level training for nurse aides and for occupational progression to become a Medication Aide. This program prepares students for the Virginia Board of Nursing's occupational exams for Certified Nursing Assistant and Registered Medication Aide.
- **The Nursing AAS degree** is an applied degree that prepares students to become a registered nurse. Students should consult the degree description for admission requirements.



The **Emergency Medical Services Program** prepares students for employment with ambulances, fire and rescue, air medical, community health systems and hospitals under various levels of government, private, and non-profit entities. Students who bring in prior EMS certifications are eligible to receive credit for these courses upon completion of the other courses in their EMS curricula. All programs include credentialing as Emergency Medical Technician in the first part of the program. The following programs prepare students for this field:

- **The Emergency Medical Services – Paramedic AAS degree** is intended for students entering into the Paramedic career.
- **The Emergency Medical Services – Intermediate CSC** produces entry-level Emergency Medical Technician – Intermediates.
- **The Emergency Medical Services – Advanced Emergency Medical Technician CSC** produces entry-level Advanced Emergency Medical Technicians.

The **Funeral Services program** prepares students for entry into careers in funeral services. The following degree prepares students for this field:

- **The Funeral Services AAS degree** is an applied degree program that prepares students to become licensed funeral directors. In order to become a licensed funeral services director, students need to complete the AAS in Funeral Services, pass the National Board Exam, and complete an extensive internship.

# HEALTH SCIENCES



## GENERAL STUDIES PRE-BSN SPECIALIZATION

Associate of Science (AS)

**PURPOSE:** This program is intended to prepare students for entry into a Bachelor's of Science in Nursing (BSN) program. This curriculum is designed to serve as the first two years of the Bachelor's degree and incorporates the general education courses required by most BSN programs. When taken concurrently with the Associate of Applied Science (A.A.S.) in Nursing, the student in this curriculum can complete the first three years of a BSN program at JTCC. This program is also appropriate for Associated Degree Registered Nurses who wish to enter into BSN Bridge programs. This program may appropriate preparation for some non-nursing health sciences programs.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. Students planning to complete a BSN should meet with their faculty advisor to decide on the courses that best match the requirements of their intended transfer institution.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 157 Elementary Statistics	3	See Placement Requirements	MTH 240
BIO 141 Human Anatomy & Physiology I	4		
PSY 230 Developmental Psychology	3		
<b>Milestone: Eligible to Apply for JTCC Nursing Program (see Note 1)</b>			
ART 101 History and Appreciation of Art I or ART 102 History and Appreciation of Art II	3		
BIO 101 General Biology I	4	Math modules 1-3 and eligible for ENG 111	See Note 2
BIO 102 General Biology II or CHM 101 Introductory Chemistry I	4	BIO 101	See Note 2
BIO 142 Human Anatomy and Physiology II	4	BIO 141	
BIO 150 General Microbiology	4		
ENG 112 College Composition II	3	ENG 111	
HLT 230 Principles Of Nutrition & Human Development	3		
History Elective	3		See Note 3
MTH Elective	3	See Placement Requirements	MTH 158 or higher
Literature Elective	3	ENG 112	See Note 4
PHI 101 Introduction to Philosophy I or PHI 220 Ethics	3		
PSY 200 Principles of Psychology	3	Eligible for ENG 111	
SOC 200 Principles of Sociology	3		
Transfer Elective	3		See Note 5
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES AND ADDITIONAL CURRICULUM OPTIONS:**

1. Students applying for January admission to the JTCC Nursing Program must complete (with a minimum grade of "C" or better) or be enrolled in the first five prerequisites to APPLY to the Nursing Program. Students applying for August admission must have completed (with a grade of "C" or better) the first five prerequisites by the end of the spring semester (see Nursing Eligibility requirements for more details).
2. Students are reminded to consult with their transfer institution and faculty advisors about the varying science requirements of BSN programs.
3. The history elective requirement can be satisfied with HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other course approved by the student's advisor.
4. The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
5. See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.
6. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.

For additional information on this program, please contact the Division of Mathematics, Natural and Health Sciences: 804-706-5084 (Chester) or 804-594-1500 (Midlothian).



# NURSING

Associate of Applied Science (AAS)

**PURPOSE:** The JTCC Nursing Program prepares individuals to enter the registered nursing profession and teaches students to deliver quality patient care. At the conclusion of the program, the student will:

1. Patient-Centered Care Outcome: Provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
2. Safety Outcome: Practice safe nursing care that minimizes risk of harm across systems and client populations.
3. Clinical Judgment Outcome: Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.
4. Professionalism Outcome: Practice professional behaviors that encompass the legal-ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning.
5. Quality & Informatics Outcome: Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
6. Teamwork and Collaboration Outcome: Demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:**

1. High school diploma or equivalent must be documented.
2. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options.

**GENERAL REQUIREMENTS:**

1. Detailed information for interested applicants is located at [www.jtcc.edu/nursing](http://www.jtcc.edu/nursing).
2. Students must be able to fulfill all Essential Functions as outlined in the program materials located on the web site.
3. All applicants must take a nursing pre-entrance test. Specific details regarding the required entrance test are located on the program website. Test results must be no older than 3 years at the time of application. Students must submit a copy of test results with application.
4. Math and science courses must have been taken within the past ten years of program start date be considered for meeting prerequisite or transfer course requirements.
5. All accepted students must have current CPR certification through the American Heart Association: BLS Healthcare Provider. Internet courses are not acceptable unless there is a supervised demonstration component.
6. All accepted students must submit to a criminal background check, drug screening and physical examination with immunizations as indicated. Additional testing may be required. See Nursing Handbook for additional information. Evidence of hepatitis-B and influenza vaccination or declination statement must be provided. Results of screenings must be available and evaluated as satisfactory by the dates given each semester. Students who fail to meet this requirement will not be allowed to remain in the program.
7. Applicants must have an overall GPA of at least 2.0 from previous coursework and a curricular GPA of at least 2.5 to be considered for admission. The admission process is competitive and selective. Official transcripts of both high school and college records must be on file in the Admissions and Records office in order for a student to be considered for admission.
8. Students must maintain a 2.0 GPA to be eligible to continue in the Nursing Program and may not have more than two attempts at any course. Students cannot remain in the program if they fail two (2) nursing courses. See the Nursing Student Handbook for all program policies and procedures.
9. Students are responsible for additional expenses mandated by the program and these include, but are not limited to: course materials, uniforms, lab kits, nursing equipment, current computer and electronic tablet, hardware, software and internet access. Expenses associated with the acceptance process are the burden of the student including, but not limited to: the criminal background check, drug screening, physical examination, etc.
10. Students may wish to consider the purchase of accident insurance and personal health insurance due to the inherent risk of exposure to disease. John Tyler Community College does not assume responsibility for accidents/incidents which occur in the clinical setting nor does it provide any student health services. The student assumes financial responsibility for accidents/incidents requiring medical attention.
11. It is the student's responsibility to review all program materials, including materials found on the program web page, and to stay current with the program requirements, policies and procedures. It is recommended that students read posted materials at least once a semester.
12. Students must view/attend the mandatory Information Session within six months of submitting an application and document the date viewed or attended on the application.
13. Students have Nursing Program advisors assigned after they have been curriculum placed by the Advising office. Students are strongly encouraged to seek guidance from nursing advisors while preparing for the application process.



# NURSING

Associate of Applied Science (AAS)

## TRACKS AVAILABLE:

- Traditional Track: Typical classroom sessions are Monday through Friday during the day. Clinical experiences may be days, evenings and/or weekends.
- Hybrid Distance Education Track (HDET): Theory is delivered in a virtual format. Blackboard Collaborate is used for course meetings and office hours. Faculty may require mandatory on-campus activities and/or mandatory Blackboard Collaborate participation. Clinical experiences may be days, evenings, and/or weekends.

**SPECIAL ACCREDITATION STATUS:** The Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. ACEN can be contacted by Phone: (404) 975-5000, by Email: [info@acenursing.org](mailto:info@acenursing.org) or Web: <http://www.acenursing.org>. The registered nursing program is approved by the Virginia State Board of Nursing, Perimeter Center, 9960 Maryland Drive, Suite 300, Richmond, VA 23233-1463, (804) 367-4515.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
<b>Pre-Requisite Courses</b>			
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 157 Introductory Statistics	3	See Placement Requirements	MTH 158, See Note 1
BIO 141 Human Anatomy & Physiology I	4		See Note 1
PSY 230 Developmental Psychology	3		
<b>First Semester</b>			
BIO 142 Human Anatomy & Physiology II	4	BIO 141	
NSG 100 Introduction to Nursing Concepts	4		
NSG 106 Competencies for Nursing Practice	2		
NSG 130 Professional Concepts	1		
NSG 200 Health Promotion & Assessment	3		
<b>Second Semester</b>			
BIO 150 Introductory Microbiology	4		BIO 205, See Note 2
NSG 152 Health Care Recipient	3	See Note 7	
NSG 170 Health-Illness Concepts	6	See Note 7	
<b>Third Semester</b>			
ENG 112 College Composition II	3	ENG 111	HLT 230, See Notes 2 and 3
NSG 210 Health Care Concepts I	5	See Note 7	
NSG 211 Health Care Concepts II	5	See Note 7	
<b>Fourth Semester</b>			
NSG 230 Advanced Professional Nursing Concepts	2	See Note 7	
NSG 252 Complex Health Care Concepts	4	See Note 7	
NSG 270 Nursing Capstone	4	See Note 7	
Humanities Elective	3		See Note 4.
<b>Total Minimum Credits to Complete</b>	<b>67</b>		

## NOTES:

1. A student must have completed BIO 141 and MTH 157 or MTH 158 within 10 years prior to acceptance to the Nursing Program.
2. BIO 150 must be taken concurrently or prior to the second semester and ENG 112 or HLT 230 must be taken concurrently or prior to the third semester.
3. Students planning to transfer to VCU should take HLT 230.
4. The Humanities Elective must be taken concurrently prior to fourth semester. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course that offers breadth of knowledge. PHI 220 courses may be required by some four-year universities for those pursuing the Bachelor's of Science in Nursing. See website (<http://www.jtcc.edu/humanitieselectives>) for a list of approved conceptual humanities electives.
5. Part-time students should consult their faculty advisors regarding appropriate course sequences.
6. Students are eligible to apply to the nursing program while enrolled in or after completion of the first semester prerequisites courses.
7. The NSG courses are sequential and must be taken in the semester listed.
8. Successful completion of MTE 1-5 or placing out of MTE 1-5 is required in order to apply for the AAS-Registered Nursing Program, or completion of MTH 157 or a higher level math course with a "C" or better.



# NURSE AIDE

Career Studies Certificate (CSC)

**PURPOSE:** The Certified Nurse Aide/Medication Aide Career Studies Certificate is designed to provide entry-level training for nurse aides and for occupational progression to become a Medication Aide. This program prepares students for the Virginia Board of Nursing's occupational exams for Certified Nursing Assistant and Registered Medication Aide.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:**

1. Students must meet JTCC admission requirements.
2. Students must be able to fulfill all essential functions as outlined in the program materials located on the web site.
3. Before enrolling in HCT 101 & HCT 102 all students must have current CPR certification through the American Heart Association: BLS Healthcare Provider. Internet courses are not acceptable unless there is a supervised demonstration component.
4. Before enrolling in HCT 101 & HCT 102 students must submit to a criminal background check, drug screening and physical examination with immunization as indicated. Additional testing may be required. Evidence of hepatitis-B vaccination or declination statement must be provided. Results of screenings must be available and evaluated as satisfactory by the dates provided at the time of enrollment. Students who fail to meet this requirement will not be allowed to enroll in HCT 101 and HCT 102.
5. The criminal background and physical examination requirements are conducted by an independent company not associated with JTCC and is considered to be part of the expenses students are responsible for prior to enrolling in HCT 101 and HCT 102. This process can take 30 days to complete. Students should contact the nursing department at [804-622-8700](tel:804-622-8700) and refer to the CNA Student Handbook for more information.
6. The program requires additional expenditures for the student's health assessment, immunizations, urine drug screen, criminal background check, CPR certification, student liability, uniforms, supplies, and equipment, which are required for clinical assignments in HCT 101 and HCT 102.
7. A prospective student with a felony/misdemeanor conviction needs to see the HCT course instructor/program advisor. Certain convictions will prevent an individual from being certified as a nurse aide in Virginia and other states.
8. Students who plan to apply to the AAS in Nursing Program will need to complete the following pre-requisite courses before starting the Program: SDV 100, BIO 141, ENG 111, MTH 157, and PSY 230.
9. To become a certified nurse aide (CNA), a student must satisfactorily complete HCT 101 and HCT 102 and pass a national exam that includes both written and practical components.
10. To enroll in HCT 115, students must be a Certified Nursing Assistant (CNA).
11. To become a Medication Aide a student must satisfactorily have passed the CNA exam and the PSI Medication Aide exam.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES (IF APPLICABLE)	CO-REQUISITE COURSES (IF APPLICABLE)	APPROVED COURSE SUBSTITUTIONS
HLT 143 Medical Terminology	3			
HCT 101 Health Care Technician I	3	See Note 1	HCT 102	
HCT 102 Health Care Technician II	4	See Note 1	HCT 101	
<b>MILESTONE: Eligible to Sit for Certified Nursing Assistant Exam</b>				
HCT 115 Medication Administration Training	3	HCT 101, HCT 102, See Notes 2 and 3	HCT 190	
HCT 190 Coordinated Internship	2	HCT 101, HCT 102, See Notes 2 and 3	HCT 115	
NUR 31 Advanced Skills for Nurse Aide	2	HCT 101, HCT 102, See Notes 1 and 2		
<b>MILESTONE: Eligible to Sit for the Medication Aide Exam</b>				
<b>Total Minimum Credits</b>	<b>17</b>			

**NOTES:**

1. Students must be able to pass background check and drug screen before taking HCT 101 and HCT 102. These courses must be taken concurrently.
2. Students cannot register for HCT 115, HCT 190, or NUR 31 until they have successfully passed the CNA certification exam.
3. Students who are already Certified Nursing Assistants in Virginia maybe considered for credit for prior learning and eligible to enroll in HCT 115, HCT 190, and NUR 31.
4. Students are eligible to take the PSI Medication Aide exam after completion of HCT 115 and HCT 190.

For additional information on this program, please contact the Division of Mathematics, Natural and Health Sciences: [804-706-5084](tel:804-706-5084) (Chester) or [804-594-1500](tel:804-594-1500) (Midlothian).



# EMERGENCY MEDICAL SERVICES

## PARAMEDIC

Associate of Applied Science (AAS)

**PURPOSE:** The purpose of this curriculum is to produce competent entry-level Paramedics who can service the community with advanced life support care via the Emergency Medical Services (EMS) infrastructure. Upon completion of the program, students will be eligible for National registry testing and certification in the Commonwealth of Virginia. Employment opportunities for Paramedics are available with ambulance, aeromedical, fire and rescue services hospitals, local, state and federal government agencies and humanitarian relief organizations.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information. To be eligible to begin taking EMS courses, students are required to have transcripts of previous high school and college courses sent to John Tyler Community College, and apply for admission to the program. Per Virginia OEMS Regulation students must be a minimum of 18 years of age at the beginning of any ALS certification program and hold, at a minimum, a high school or general equivalency diploma.

**SPECIAL ACCREDITATION STATUS:** The John Tyler Community College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
[214-703-8445](tel:214-703-8445)  
FAX 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	CO-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
EMS 111 Emergency Medical Technician – Basic	7	See Placement Requirements; EMS 100 or CPR Certification	EMS 120	EMS 112 and EMS 113
EMS 120 Emergency medical Technician – Basic Clinical *	1	See Placement Requirements; EMS 112 or Co-Requisites	EMS 111 or EMS 113	See Note 1
<b>Eligible to Test for EMT Certification (REQUIRED before taking EMS 151 and higher, and must be maintained throughout the program – See Note 2)</b>				
HLT 143 Medical Terminology	3			HIM 111
SDV 101 Orientation to Health Sciences	1			SDV 100
ENG 111 College Composition I	3	See Placement Requirements		
PED 116 Lifetime Fitness and Wellness	2			HLT 116
EMS 151 Introduction to Advanced Life Support	4		EMS 170	See Note 3
EMS 152 Advanced Medical Care	2	Current EMT Certification; EMS 151	EMS 151	See Note 4
EMS 170 ALS Internship I	1			
<b>Eligible to Test for Advanced EMT Certification – See Note 2</b>				
EMS 153 Basic ECG Recognition	2	EMS 111 and EMS 120	EMS 151 and EMS 170	
EMS 154 ALS Cardiac Care	2	EMS 153		See Note 4
EMS 157 ALS Trauma Care	3	EMT-B Certification and EMS 151		
EMS 159 ALS Special Populations	3	EMS 151 and EMS 153, EMS 154		
EMS 172 ALS Clinical Internship II	1	EMT-B Certification	EMS 170	
EMS 173 ALS Field Internship II	1	EMT-B Certification, EMS 170 and EMS 172		
<b>Eligible to Test for Intermediate Certification – See Note 2</b>				
BIO 145 Anatomy & Physiology for Health Sciences	4 - 8			BIO 141 AND BIO 142, See Note 3
EMS 213 ALS Skills Development	0-1			See Note 5
EMS 201 EMS Professional Development	3	EMT-B Certification		



# EMERGENCY MEDICAL SERVICES

## PARAMEDIC

Associate of Applied Science (AAS)

EMS 205 Advanced Pathophysiology	4	EMT-B Certification , BIO 145, HLT 143		
EMS 207 Advanced Patient Assessment	3	EMT Certification		
EMS 242 ALS Clinical Internship III	1	EMS 159, EMS 172 and EMS 173	EMS 201, EMS 207 and EMS 243	
EMS 243 ALS Field Internship III	1	EMS 159, EMS 172 and EMS 173	EMS 201, EMS 207 and EMS 242	
Humanities/Fine Arts Elective	3			See Note 6
Social/Behavioral Science Elective	3			See Note 7
EMS 209 Advanced Pharmacology	4	EMT Certification; EMS 151, EMS 205, EMS 207, BIO 145		
EMS 211 Operations	2	EMS 201, EMS 207, EMS 242, and EMS 243	EMS 209, EMS 244 and EMS 245	
EMS 244 ALS Clinical Internship IV	1	EMS 201, EMS 207, EMS 242 and EMS 243	EMS 209, EMS 211 and EMS 245	
EMS 245 ALS Clinical Internship V	1	EMS 201, EMS 207, EMS 242 and EMS 243	EMS 209, EMS 211 and EMS 244	
Total Minimum Credit to Complete	66 - 71			

### NOTES:

- EMS 120 must be taken concurrently with EMS 111 or EMS 113.
- Students must pass cognitive and practical capstone assessments to obtain eligibility to test for all certification levels.
- EMT Certification is required in order to begin ALS courses. Students must earn a "C" or better for Anatomy and Physiology and all EMS coursework for eligibility to test for State and/or National Certification.
- Students who have completed EMS 155 will receive credit for EMS 152 and 154
- Students transferring with AEMT or Intermediate Credentials will be required to take EMS 213 to satisfy NREMT Portfolio Requirements.
- The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course that offers breadth of knowledge. Additional humanities electives may be conceptual or applied with a focus on skills, techniques and procedures. See website for a list of approved conceptual and applied humanities electives.
- The social/behavioral science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY and SOC. PSY 230 will fulfill a pre-nursing PSY requirement.

**Additional Resource:** EMS Application Packet

**For additional information on this program, please contact the Division of Mathematics, Natural and Health Sciences: [804-706-5084](tel:804-706-5084) (Chester) or [804-594-1500](tel:804-594-1500) (Midlothian).**



# EMERGENCY MEDICAL SERVICES

## INTERMEDIATE

Career Studies Certificate (CSC)

**PURPOSE:** The purpose of this curriculum is to produce competent entry-level Emergency Medical Technician-Intermediates who can serve the community with advanced life support care via the Emergency Medical Services (EMS) infrastructure. Upon completion of the program, students will be eligible for National Registry testing and certification in the Commonwealth of Virginia. Employment opportunities for EMT-Intermediates are available with ambulance, fire and rescue services; hospitals; local, state and federal government agencies; and humanitarian relief organizations.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information. To be eligible to begin taking EMS courses, students are required to have transcripts of previous high school and college courses sent to John Tyler Community College, and apply for admission to the program. Per Virginia OEMS Regulation students must be a minimum of 18 years of age at the beginning of any ALS certification program and hold, at a minimum, a high school or general equivalency diploma.

**SPECIAL ACCREDITATION STATUS:** The John Tyler Community College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
[214-703-8445](tel:214-703-8445)  
FAX 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	CO-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
EMS 111 Emergency Medical Technician – Basic	7	See Placement Requirements; EMS 100 or CPR Certification	EMS 120	EMS 112 and EMS 113
EMS 120 Emergency medical Technician – Basic Clinical *	1	See Placement Requirements; EMS 112 or Co-Requisites	EMS 111 or EMS 113	See Note 1
<b>Eligible to Test for EMT Certification (REQUIRED before taking EMS 151 and higher, and must be maintained throughout the program – See Note 2)</b>				
SDV 101 Orientation to Health Sciences	1			SDV 100
EMS 151 Introduction to Advanced Life Support	4		EMS 170	See Note 3
EMS 152 Advanced Medical Care	2	Current EMT Certification; EMS 151	EMS 151	See Note 4
EMS 170 ALS Internship I	1			
<b>Eligible to Test for Advanced EMT Certification – See Note 2</b>				
EMS 153 Basic ECG Recognition	2	EMS 111 and EMS 120	EMS 151 and EMS 170	
EMS 154 ALS Cardiac Care	2	EMS 153		See Note 4
EMS 157 ALS Trauma Care	3	EMT-B Certification and EMS 151		
EMS 159 ALS Special Populations	3	EMS 151 and EMS 153, EMS 154		
EMS 172 ALS Clinical Internship II	1	EMT-B Certification	EMS 170	
EMS 173 ALS Field Internship II	1	EMT-B Certification, EMS 170 and EMS 172		
<b>Eligible to Test for Intermediate Certification – See Note 2</b>				
<b>Total Minimum Credit to Complete</b>	<b>28</b>			

**NOTES:**

- EMS 120 must be taken concurrently with EMS 111 or EMS 113.
- Students must pass cognitive and practical capstone assessments to obtain eligibility to test for all certification levels.
- EMT Certification is required in order to begin ALS courses. Students must earn a "C" or better in EMS coursework for eligibility to test for State and/or National Certification.
- Students who have completed EMS 155 will receive credit for EMS 152 and 154

**ADDITIONAL RESOURCE:** Fall 2017 EMS Application

**For additional information on this program, please contact the Division of Mathematics, Natural and Health Sciences: [804-706-5084](tel:804-706-5084) (Chester) or [804-594-1500](tel:804-594-1500) (Midlothian).**



# EMERGENCY MEDICAL SERVICES

## ADVANCED EMERGENCY MEDICAL TECHNICIAN

Career Studies Certificate (CSC)

**PURPOSE:** The purpose of this curriculum is to produce competent entry-level Advanced Emergency Medical Technicians who can service the community with advanced life support care via the Emergency Medical Services (EMS) infrastructure. Upon successful completion of the program, students will be eligible for National Registry testing and certification in the Commonwealth of Virginia. Employment opportunities for Advanced EMTs are available with ambulance, fire and rescue services; hospitals; local, state and federal government agencies; and humanitarian relief organizations.

**ADMISSION REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information. To be eligible to begin taking EMS courses, students are required to have transcripts of previous high school and college courses sent to John Tyler Community College, and apply for admission to the program. Per Virginia OEMS Regulation students must be a minimum of 18 years of age at the beginning of any ALS certification program and hold, at a minimum, a high school or general equivalency diploma.

**SPECIAL ACCREDITATION STATUS:** The John Tyler Community College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
[214-703-8445](tel:214-703-8445)  
FAX 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	CO-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
EMS 111 Emergency Medical Technician – Basic	7	See Placement Requirements; EMS 100 or CPR Certification	EMS 120	EMS 112 and EMS 113
EMS 120 Emergency medical Technician – Basic Clinical *	1	See Placement Requirements; EMS 112 or Co-Requisites	EMS 111 or EMS 113	See Note 1
<b>Eligible to Test for EMT Certification (REQUIRED before taking EMS 151 and higher, and must be maintained throughout the program – See Note 2)</b>				
SDV 101 Orientation to Health Sciences	1			SDV 100
EMS 151 Introduction to Advanced Life Support	4		EMS 170	See Note 3
EMS 152 Advanced Medical Care	2	Current EMT Certification; EMS 151	EMS 151	See Note 4
EMS 170 ALS Internship I	1			
<b>Eligible to Test for Advanced EMT Certification –See Note 2</b>				
<b>Total Minimum Credit to Complete</b>	<b>16</b>			

**NOTES:**

- EMS 120 must be taken concurrently with EMS 111 or EMS 113.
- Students must pass cognitive and practical capstone assessments to obtain eligibility to test for all certification levels.
- EMT Certification is required in order to begin ALS courses. Students must earn a "C" or better in EMS coursework for eligibility to test for State and/or National Certification.
- Students who have completed EMS 155 will receive credit for EMS 152 and 154

**ADDITIONAL RESOURCE:** Fall 2017 EMS Application

**For additional information on this program, please contact the Division of Mathematics, Natural and Health Sciences: [804-706-5084](tel:804-706-5084) (Chester) or [804-594-1500](tel:804-594-1500) (Midlothian).**



# FUNERAL SERVICES

Associate of Applied Science (AAS)

**PURPOSE:** The Funeral Services Program is designed to provide the necessary technical skills, academic background, hands-on experience, and professional attitudes that will help the student become a fully-licensed funeral director and embalmer. The Funeral Services Program aims are to help students:

1. Recognize the importance of funeral service personnel as members of a human services profession.
2. Recognize the importance of funeral service personnel as members of the community in which they serve.
3. Recognize the importance of funeral service personnel as participants in the relationship between bereaved families and those engaged in the funeral service profession.
4. Recognize the importance of funeral service personnel as professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice.
5. Recognize the importance of funeral service personnel as professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

The Funeral Services Program objectives are:

1. To enlarge the background and knowledge of students about the funeral service profession.
2. To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession.
3. To educate students concerning the responsibilities of the funeral service profession to the community at large.
4. To emphasize high standards of ethical conduct.
5. To provide a curriculum at the post-secondary level of instruction.
6. To encourage student and faculty research in the field of funeral services.

Graduates of the funeral services program will be able to:

1. Describe the service needs for the pre-need, at-need, and aftercare time frames by evaluating the needs of those who are making funeral arrangements.
2. Create and plan activities and ceremonies designed to meet the needs of those who mourn.
3. Demonstrate knowledge of funeral and cremation memorialization and merchandise options.
4. Conduct an analysis of the human remains to determine the proper current embalming and restorative art procedures.
5. Demonstrate knowledge of safety requirements when working in the preparation room.
6. List necessary information for death certificates.
7. Demonstrate understanding of legal, professional, and ethical issues regarding funeral service.
8. Demonstrate the "soft skills" required to be an effective member of the funeral service profession including having effective verbal and written communication skills, collegiality, and a professional work ethic and behavior.

**ACCREDITATION:** The Funeral Service degree program at John Tyler Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: [www.abfse.org](http://www.abfse.org).

The program is also approved and recognized by the Board of Funeral Directors and Embalmers of the Commonwealth of Virginia and is a member of the National Association of Colleges of Mortuary Science.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program's rates, go to Moyer Hall, Room 117 D (Chester Campus) or [www.jtcc.edu/academics/funeralservices](http://www.jtcc.edu/academics/funeralservices) or by e-mail at [jstephens@jtcc.edu](mailto:jstephens@jtcc.edu) or by telephone at (804) 706-5066.

**UNIQUE ASPECTS OF THE FUNERAL SERVICES PROGRAM:** The Funeral Services Program at John Tyler has been in existence for over 45 years, and is one of two funeral services programs in Virginia. Because there are limited options for studying funeral services in the Commonwealth, the College's program is designed to be accommodating for students who may be traveling for class and/or working while enrolled in the program. Traditional classroom funeral services courses at John Tyler are offered in a one-day-a-week format, rather than the traditional two- or three-day-a-week format. This type of scheduling alleviates the need for students to attend classes on the Chester Campus more than three times per week. In addition, the program offers some evening courses and courses during the summer semester. The program has an on-site embalming lab that is used to train students through hands-on experiences.

### Program Requirements and Special Conditions

1. Students must contact the Advising Center about placement in the Funeral Services Program. In addition to completing a general application to JTCC, students must also complete a Funeral Services Program Interest Form before being placed into the Funeral Services Program. Students who do not meet the requirements for full admission to the Program (see below) will be provisionally admitted.
2. To be considered for full admission into the Program, students must:
  - a. Be 18 years of age or older.



# FUNERAL SERVICES

Associate of Applied Science (AAS)

- b. Complete all the non-FNS classes as well as FNS 110, FNS 121 (or its equivalent BIO 145) and CHM 110 with a grade of "C" or better. Please note that students applying to the Program for Fall 2017 admission will be required to have completed only CHM 110, FNS 121, and FNS 110 with a "C" or better prior to being considered for full admission.
  - c. Have at least a 2.5 cumulative GPA in all courses that count toward the A.A.S. in Funeral Services. Multiple course attempts will be averaged.
  - d. All official transcripts from high school and other colleges attended must be received by the registrar prior to full admission.
  - e. Must provide documentation of completion of the Hepatitis-B vaccination series (have completed two of three doses) prior to beginning FNS 113, FNS 114 or FNS 214. Students who do not wish to receive the Hepatitis-B vaccination must sign a declination statement.
3. If there are a limited number of slots for full-admission into the A.A.S. in Funeral Services Program, students will be ranked by GPA, the number of general education courses completed, and whether they are currently employed in a funeral home.
  4. Students must maintain a 2.0 GPA to continue in the Program. Students who fail to receive a minimum grade of "C" in any two courses with the prefix FNS will be removed from the Program. A minimum grade of "C" is required for all FNS classes.
  5. Once receiving full admission into the Funeral Services Program, students will have 4 semesters to complete the Program. Exceptions may be made by the Funeral Services Dept. Chair on a case-by-case basis.
  6. All Funeral Services courses taken previously at JTCC or any other ABFSE accredited program must have been completed within 5 years of applying for full admission to the Program.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	CO-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
<b>Students who have not completed the following 12 Pre-FNS courses will be admitted to the Funeral Services Program on a Provisional Basis (see Note 1)</b>				
ACC 211 Principles of Accounting I	3			
BUS 100 Introduction to Business	3			
BUS 241 Business Law I	3			
CHM 110 Survey of Chemistry	3			
ENG 111 College Composition	3			
FNS 121 Anatomy for Funeral Services	3			BIO 145
FNS 110 Introduction to Funeral Service	2			
ITE 101 Introduction to Microcomputers	1			Any ITE course
PSY 116 Psychology of Death and Dying	3			
REL elective	3			
SDV 100 College Success Skills	1			SDV 101
SOC 200 Principles of Sociology	3			
<b>MILESTONE: Students who complete the above courses are eligible to apply for full admission into the A.A.S. in Funeral Services Program (see Note 2)</b>				
FNS 111 Theory of Embalming I	3	Full Admission to FNS Program	FNS 113	
FNS 113 Theory of Embalming Laboratory I	1	Full Admission to FNS Program	FNS 111	
FNS 112 Theory of Embalming II	3	FNS 111, FNS 113	FNS 114	
FNS 114 Theory of Embalming Laboratory II	1	FNS 111, FNS 113	FNS 112	
FNS 125 Microbiology for Funeral Service	3	Full Admission to FNS Program		
FNS 126 Pathology for Funeral Service	3	Full Admission to FNS Program		
FNS 213 Restorative Art	3	Full Admission to FNS Program		
FNS 214 Restorative Art Technical Applications	1	FNS 213		
FNS 231 Principles of Funeral Management I	4	Full Admission to FNS Program		
FNS 232 Principles of Funeral Management II	4	FNS 231		
FNS 236 Funeral Service Law	3	Full Admission to FNS Program		
FNS 270 Funeral Service Review	3	See Note 6		
FNS 290 Coordinated Internship	1	See Note 6		
<b>Total Minimum Credits to Complete</b>	<b>64</b>			



## FUNERAL SERVICES

Associate of Applied Science (AAS)

### ADDITIONAL INFORMATION:

1. General courses and prerequisite courses can be taken in any order.
2. Completion of the general education, FNS 110, FNS 121 and CHM 110 courses does not guarantee full admission to the Funeral Services Program (see admission requirements above).
3. The Funeral Services Program at John Tyler Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, [816-233-3747](tel:816-233-3747); Web: <http://www.abfse.org/> and is approved by the State Board of Funeral Directors and Embalmers. The program also is a member of the National Association of Colleges of Mortuary Science.
4. In order to receive the Funeral Service license in the Commonwealth of Virginia, an individual must:
  - Complete an accredited program of mortuary science or funeral services;
  - Pass the National Board Examination for funeral services as administered by the International Conference of Funeral Service Examining with a minimum score of 75 on the Arts Section and 75 on the Science Section.;
  - Complete a 3000-hour internship with a licensed funeral services provider in the Commonwealth of Virginia as prescribed by the Regulations of the Board of Funeral Directors and Embalmers; and
  - Pass the Virginia State Board Examination after completing the educational requirements, the internship, applying and being approved by the Board.
5. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (<http://www.abfse.org/>).
6. FNS 270 and FNS 290 can only be taken in the last semester and not without prior approval from the Funeral Services Program department chair.
7. For additional information on this program, contact the Division of Mathematics, Natural and Health Sciences at [804-706-5084](tel:804-706-5084) (Chester) or [804-594-1500](tel:804-594-1500) (Midlothian).



## HUMANITIES AND SOCIAL SCIENCES

Degree programs in the areas of humanities and social sciences are administered by the Division of Arts, Humanities, and Social Sciences.

### Arts, Humanities, and Social Sciences

Chester Campus, Moyer Hall M131  
13101 Jefferson Davis Hwy  
Chester, Virginia 23831  
Ph. 804-706-5086  
Fax 804-768-6616

Midlothian Campus, E308  
800 Charter Colony Parkway  
Midlothian, Virginia 23114  
Ph. 804-594-1509  
Fax 804-594-1505

The **General Studies Programs** are associate of science degree programs that prepare students wishing to transfer to a four-year institution to pursue degrees in mass communications, psychology or other social sciences, and are also appropriate for students who undecided about a major. Students are typically prepared to enter at a junior level and specialize in their field in their final two years at a four-year institution. Faculty advisors are extremely important in the process of determining appropriate transfer courses. The following degrees prepare students for transfer into baccalaureate programs:

- *General Studies AS - TRANSFER*
- *General Studies, Mass Communications Specialization AS - TRANSFER*
- *General Studies, Psychology Specialization AS - TRANSFER*
- *General Education Certificate C*

\*\*Students wishing to transfer to a four-year institution that require foreign language as part of their general education requirements should consider the Liberal Arts Degree.

The **Liberal Arts Program** is an associate of art degree program that prepares students wishing to transfer to a four-year institution to pursue degrees requiring intermediate-level foreign language, such as English, history, philosophy, political science, archaeology, art history, foreign languages, religious studies, and other humanities or liberal arts program/majors. Students are typically prepared to enter at a junior level and specialize in their field in their final two years. Faculty advisors are extremely important in the process of determining appropriate transfer courses. The following degrees prepare students for transfer into baccalaureate programs:

- *Liberal Arts AA - TRANSFER*



# HUMANITIES AND SOCIAL SCIENCES



## GENERAL STUDIES MASS COMMUNICATIONS

Associate of Science (AS)

**PURPOSE:** The associate of science curriculum in general studies with a specialization in mass communications is designed for students who plan to transfer to four-year colleges or universities and seek a bachelor's degree in communications with a focus on media, advertising, or public relations. This program is intended to provide students with a general course of study that parallels the freshman and sophomore years at most colleges and universities. The courses in this program are specifically selected for ease of transfer to most four-year colleges and universities. Following the prescribed coursework in this program will result in graduation with the associate of science degree (A.S.). Students should consult with their advisors to ensure that they select general electives that best prepare them for the specific requirements of their intended transfer college or university programs of study.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 157 Elementary Statistics	3	See Placement Requirements	See Note 2
CST 100 Principles of Public Speaking or CST 110 Introduction to Communication	3		
History Elective	3		See Note 3
Laboratory Science Elective	4		See Note 4
ENG 112 College Composition II	3	ENG 111	
CST 114 Survey of Mass Media	3		
History Elective	3		See Note 3
Laboratory Science Elective	4		See Note 4
Social/Behavioral Science Elective	3		See Note 5
<b>MILESTONE: General Education Certificate (see faculty advisor)</b>			
Literature Elective	3	ENG 112	See Note 6
MTH 170 Foundations in Contemporary Mathematics	3	See Placement Requirements	See Note 2
MKT 221 Public Relations	3		
PHI 220 Ethics	3		
Transfer Elective	3		See Note 7
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 8
Communication Studies and Theatre Elective	3		See Note 9
Social/Behavioral Science Elective	3		See Note 5
Transfer Elective	3		See Note 7
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
- Students pursuing non-STEM majors (i.e. liberal arts, social sciences, communication, etc.) should take MTH 157 and MTH 170. Please note that students must consult with an advisor since math requirements of different majors vary by program and transfer institution. Students seeking transfer to VCU School of Mass Communications should take MTH 157.
- The history elective requirements can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor. Students seeking transfer to VCU to major in Mass Communications should take HIS 121 and HIS 122.
- The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242.
- The social/behavioral sciences elective requirement can be satisfied by taking approved transfer courses with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC. Students seeking transfer to VCU to major in Mass Communications should take ECO 120 and PLS 135.
- The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
- See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives. Students should meet with academic advisors to determine best options for transfer and check with intended transfer institution(s) regarding foreign language requirements. Students seeking transfer to VCU should take ENG 210.
- Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
- Students should meet with academic advisors to discuss options.
- Related Certificate (C) – General Education
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.



# GENERAL STUDIES PSYCHOLOGY SPECIALIZATION

Associate of Science (AS)

**PURPOSE:** This program is intended to provide students with a general course of study that parallels the freshman and sophomore years at most colleges and universities for degrees in psychology and related disciplines. The courses in this program are specifically selected for ease of transfer to most four-year colleges and universities. Following the prescribed coursework in this program will result in graduation with the associate of science degree (A.S.). Students should consult with their advisors to ensure that they select general electives that best prepare them for the specific requirements of their intended transfer college or university programs of study.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition I	3	See Placement Requirements	
MTH 157 Elementary Statistics	3	See Placement Requirements	
History Elective	3		See Note 2
Laboratory Science Elective	4		See Note 3
PSY 200 Principles of Psychology	3		
ENG 112 College Composition II	3	ENG 111	
History Elective	3		See Note 2
Humanities Elective	3		See Note 4
Laboratory Science Elective	4		See Note 3
PSY 230 Developmental Psychology	3		
<b>MILESTONE: Take an approved conceptual humanities to fulfill the Humanities Elective and earn General Education Certificate (See faculty advisor)</b>			
Literature Elective	3	ENG 112	See Note 5
MTH 170 Foundations in Contemporary Mathematics	3	See Placement Requirements	MTH 158, MTH 163
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 6
PSY 213 Statistics for Behavioral Sciences	3	PSY 200 and MTH 157 with a minimum grade of C in both courses	
Social/Behavioral Science Elective	3		See Note 7
Humanities Elective	3		See Note 4
PSY 211 Research Methodology for Behavioral Sciences	3	PSY 213 with a minimum grade of C	
PSY 225 Theories of Personality	3	PSY 200 with a minimum grade of C / Take in last 15 credits	
Transfer Elective	3		See Note 8
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. The history elective requirement can be satisfied by the following courses: HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122 or any other HIS course approved by the student's advisor.
3. The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, ENV 121, ENV 122, GOL 105, NAS 125, PHY 101, PHY 102, PHY 150, PHY 201, PHY 202, PHY 241, and PHY 242. Students seeking transfer to VCU to major in Psychology should take BIO 101 and BIO 102.
4. See [www.jtcc.edu/humanitieselectives](http://www.jtcc.edu/humanitieselectives) for a list of approved humanities electives. Students should check with their transfer institutions about foreign language requirements.
5. The literature requirement can be satisfied by any 200-level English literature course, exclusive of composition and creative writing courses.
6. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
7. The social/behavioral science elective can be satisfied by taking approved transfer courses with the following prefixes: ECO, GEO, PLS, HIS, PSY, and SOC.
8. See <http://www.jtcc.edu/transferelectives> for list of Approved Transfer Electives.
9. Related Certificate (C) – General Education
10. Students should regularly meet with their academic advisor and check their advisement report in MyTyler – SIS.

## PUBLIC SERVICES

Degree programs in the areas of public service include criminal justice, human services social work and paralegal studies. They are administered by the Division of Engineering, Business and Public Services. For additional information about these programs, please contact the Division of Engineering, Business and Public Services: (804) 706-5121 (Chester Campus, Godwin Hall, G108) or (804) 594-1480 (Midlothian Campus, Hamel Hall, H206).

The **Criminal Justice program** provides students with opportunities to develop and improve skills necessary for successful employment as local, state or federal law enforcement or correctional officers; commercial and industrial security officers; and private or government investigators. The following degrees prepare students for this field:

- *Criminal Justice AAS*
- *Criminal Justice CSC*

The **Paralegal Studies Program** gives the student a broad range of employment opportunities. There is an increasingly wide range of paralegal job opportunities in both the private and public sectors. Law firms, banks, accounting firms, the court system, and national, state and city government agencies all employ Paralegals. The following degrees prepare students for this field:

- *Business Administration - Paralegal Specialization AS*
- *Paralegal Studies CSC*

The **Human Services program** provides students with essential skills and knowledge to work in a variety of human services positions. The course structure enables students to integrate theory into practice for effective problem solving and intervention skills.

Students can choose from a number of career studies certificates, applied associates degrees, or an associate degree for transfer to a four-year university:

- *Human Services AAS*
- *Human Services, Criminology Specialization AAS*
- *Human Services, Pre-Social Work Specialization AAS - TRANSFER*
- *Adult Home Administration CSC*
- *Bereavement and Grief Counseling CSC*
- *Human Services, Administration and Supervision CSC*
- *Substance Abuse Assistant CSC*

Students who have a felony, fail background checks, or are 18 years of age or under may not be able to secure a practicum site which in turn would prevent them from completing the requirements for the degrees and certifications in the Human Services Social Work program.



# PUBLIC SERVICES





# CRIMINAL JUSTICE

Associate in Applied Science (AAS)

Also available online.

**PURPOSE:** This program provides students with opportunities to develop and improve skills necessary for success as local, state or federal law enforcement or correctional officers; commercial and industrial security officers; and private or government investigators.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information. Persons entering the public or private sectors of criminal justice employment will be subjected to intensive physical agility tests, background investigations, psychological testing, personal interviews, physical examinations and polygraph examinations. New students should visit the Advising Center and returning students their faculty advisor.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
ENG 111 College Composition	3	See Placement Requirements	
MTH 157 Elementary Statistics	3	See Placement Requirements	MTH 158, MTH 163, MTH 170
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 1
ADJ 100 Survey of Criminal Justice	3		
ADJ 105 The Juvenile Justice System <i>Offered Fall only</i>	3		
ADJ 111 Law Enforcement Organization & Administration I <i>Offered Fall only</i>	3		ADJ 245
ADJ 133 Ethics and the Criminal Justice Professional	3		
ADJ 211 Criminal Law, Evidence and Procedures I	3		
ADJ 227 Constitutional Law for Justice Personnel	3		ADJ 241
ADJ 229 Law Enforcement and the Community	3		ADJ 145
ADJ 236 Principles of Criminal Investigation	3		
<b>MILESTONE: Criminal Justice Career Studies Certificate</b>			
SOC 200 Principles of Sociology	3		
PSY 200 Principles of Applied Psychology	3		
Philosophy or Religion Elective	3		See Note 2
CST 100 Principles of Public Speaking	3		
Health/Physical Education Elective	2		
ADJ 107 Survey of Criminology	3		
ADJ 247 Criminal Behavior	3		
ADJ Elective	3		
ADJ Elective	3		
<b>Total Minimum Credits to Complete</b>	<b>60</b>		

**NOTES:**

1. Students with strong computer skills may seek to satisfy this requirement by CLEP.
2. The philosophy or religion elective requirement can be satisfied by courses with a PHI or REL prefix
3. Students are strongly encouraged to take their SDV, ENG, and MTH requirements first.
4. Part-time students should consult their faculty advisors regarding appropriate course sequences.
5. Transfer to Four-Year Colleges and Universities – Students should consult their academic advisors and their intended transfer institutions for specific direction in course selection. Required courses for any major at four-year institutions may vary.
6. Students should regularly check their advisement report in MyTyler-SIS.



# CRIMINAL JUSTICE

Career Studies Certificate (CSC)

Also available online.

**PURPOSE:** This program provides students with opportunities to develop and improve skills necessary for success as local, state or federal law enforcement or corrections officers; commercial and industrial security officers and private or government investigators.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ADJ 100 Survey of Criminal Justice	3		
ADJ 105 The Juvenile Justice System <i>Offered Fall only</i>	3		
ADJ 111 Law Enforcement Organization & Administration I <i>Offered Fall only</i>	3		ADJ 245
ADJ 133 Ethics and the Criminal Justice Professional	3		
ADJ 211 Criminal Law, Evidence and Procedures I	3		
ADJ 227 Constitutional Law for Justice Personnel	3		ADJ 241
ADJ 229 Law Enforcement and the Community	3		ADJ 145
ADJ 236 Principles of Criminal Investigation	3		
<b>Total Minimum Credits to Complete</b>	<b>24</b>		

**NOTES:**

1. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
2. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# BUSINESS ADMINISTRATION PARALEGAL STUDIES SPECIALIZATION

Associate of Science (AS)

**PURPOSE:** This program is intended to provide the student with a general course of study in paralegal studies at the freshman and sophomore levels and prepares the student for a baccalaureate degree program in paralegal studies at select colleges and universities.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ENG 111 College Composition I	3	See Placement Requirements	
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 5
LGL 110 Introduction to Law and the Legal Assistant	3		
LGL 125 Legal Research	3		
LGL 126 Legal Writing	3	ENG 111	
LGL Elective (any LGL course)	3		
<b>MILESTONE: Paralegal Studies Career Studies Certificate (See faculty advisor)</b>			
SDV 100 College Success Skills	1		
ENG 112 College Composition II	3	ENG 111	
MTH 163 Precalculus I	3	See Placement Requirements	
BUS 100 Introduction to Business	3		
BIO 101 General Biology I	4		CHM 111, PHY 201
ACC 211 Principles of Accounting I	3		
CST 100 Principles of Public Speaking or CST 110 Introduction to Communication	3		
Health/Physical Education Elective	1		
MTH 164 Precalculus II or MTH 270 Applied Calculus	3	MTH 163	
BIO 102 General Biology II	4	BIO 101	CHM 112, PHY 202
ACC 212 Principles of Accounting II	3	ACC 211	
Humanities Elective	3		See Note 3
Psychology or Sociology Elective	3		See Note 2
Social/Behavioral Science Elective	3		See Note 2
Social/Behavioral Science Elective	3		See Note 2
<b>Total Minimum Credits to Complete</b>	<b>61</b>		

**NOTES:**

1. Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
2. The social/behavioral sciences elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, or SOC.
3. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See <http://www.jtcc.edu/humanitieselectives> for a list of approved conceptual and applied humanities electives.
4. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
5. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
6. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
7. Related Career Studies Certificate (CSC) – Paralegal Studies.



# PARALEGAL STUDIES

Career Studies Certificate (CSC)

**PURPOSE:** This program is designed to prepare individuals for employment in the legal field as a paralegal or legal assistant. This is a first-level program for a person who intends to pursue a certificate and/or associate degree in paralegal studies or legal assisting.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students must also complete placement tests (or equivalent) in English and scores will be used for appropriate course placement. If students have deficiencies in English, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ENG 111 College Composition I	3	See Placement Requirements	
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 1
LGL 110 Introduction to Law and the Legal Assistant	3		
LGL 125 Legal Research	3		
LGL 126 Legal Writing	3		
LGL Elective (any LGL course)	3		
<b>Total Minimum Credits to Complete</b>	<b>18</b>		

**NOTES:**

1. Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
2. Students may desire to continue with the Business Administration, Paralegal Studies Specialization. Consult with your advisor.
3. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
4. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.





# HUMAN SERVICES

Associate in Applied Science (AAS)

**PURPOSE:** Human services is a rapidly growing career areas with a broad range of applications. Graduates will be able to work in the fields of social services, substance abuse, physical disabilities and gerontology. Students will function effectively in therapeutic, remedial and rehabilitative activities.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
HMS 100 Introduction to Human Services	3		See Notes 1, 2, and 3
HMS/MEN Electives	9		See Notes 6, 15, 16, and 17
MEN 101 Mental Health Skill Training I	3	HMS 100	HMS 121. See Notes 1, 3, and 4
MEN 102 Mental Health Skill Training II	3	HMS 101	MEN 198, HMS 227. See Notes 1, 4, and 5
MEN 190 Coordinated Practice	3	HMS 102, MEN 190 and MEN 196 are corequisites	MEN 290. See Notes 1, 5, 9, 10, and 14
MEN 196 On-Site Training	3	HMS 102,, MEN 190 and MEN 196 are corequisites	MEN 296. See Notes 1, 5, 9, 10, and 14
<b>MILESTONE: Substance Abuse Assistant CSC when completing HMS 251, HMS 252, and HMS 258 for HMS electives. See Faculty Advisor. See Note 15</b>			
Social Science Elective	3		See Notes 6, 11, and 13
<b>MILESTONE: Bereavement &amp; Grief Counseling CSC when completing HMS 106 and SOC 246 for Social Science and HMS electives. See Faculty Advisor. See Note 16</b>			
General Elective	3		See Notes 6, 11, and 17
<b>MILESTONE: Adult Home Administration CSC when completing MKT 100, HMS 106, HMS 225 for General and HMS electives. See Faculty Advisor. See Note 17</b>			
Mathematics/Science Elective	3	See Placement Requirements	See Note 6. MTH 120, MTH 158, MTH 163, MTH 170, BIO 101, CHM 101, CHM 111, PHY 101, PHY 201
ENG 111 College Composition I	3	See Placement Requirements	
ENG 112 College Composition II	3	ENG 111	
Humanities Elective	3		See Notes 6 and 7
HMS 251 Substance Abuse I	3		ADJ 228, HMS 258 See note 15
SDV 100 College Success Skills	1		
Information Technology Elective	3		See Note 12
General Electives	6		See Notes 6 and 11
Health/Physical Education Elective	2		See Note 8
PSY 200 Principles of Psychology	3		See Note 6
PSY 215 Abnormal Psychology	3		PSY 230, SOC 268
SOC 200 Principles of Sociology	3		
<b>Total Minimum Credits to Complete</b>	<b>66</b>		

**NOTES:**

- Students must obtain a grade of "C" or better in the human services sequence courses (HMS 100, MEN 101, and MEN 102) in order to remain in the program.
- Students must complete all developmental coursework before enrolling in HMS 100.
- Students must complete HMS 100 with a grade of "C" or better prior to enrolling in MEN 101.
- Students must complete MEN 101 with a grade of "C" or better prior to enrolling in MEN 102.
- MEN 102 must be taken prior to enrolling in MEN 190 and MEN 196 or MEN 290 and 296. MEN 190 and MEN 196 are co requisites and must be taken in the same semester. MEN 290 and MEN 296 are co requisites and must be taken in the same semester. In these courses, students will complete 100 hours of practical hands-on training. Students will secure their own internship sites prior to the start of their MEN 190 and MEN 196 classes or their MEN 290 and MEN 296 classes. All internships must be approved by the Human Services and Mental Health Program Chair.
- Full and part-time students desiring to transfer to four-year programs should consult with their academic advisors for appropriate mathematics, psychology and general elective courses. In addition, students should consult their intended transfer institutions for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.
- The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course that offers breadth of knowledge. Additional humanities electives may be conceptual or applied with a focus on skills, techniques and procedures. See website (<http://www.jtcc.edu/humanitiesselectives>) for a list of approved conceptual and applied humanities electives.



## HUMAN SERVICES

Associate in Applied Science (AAS)

8. Students who have current certifications in First Aid and Safety and CPR (Child or Adult) can use these to fulfill the two credit HLT/PE elective requirement. The original cards must be presented to the faculty advisor. Students planning to transfer to four-year programs should choose options and substitutions with the assistance of the program head.
9. Students entering the public or private sectors of human services will be subjected to criminal background and sex offender registry checks and a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. Depending on the training/practicum site additional tests may be required. Plan accordingly. This may will also be required as a condition of employment.
10. Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. This will prevent them from completing requirements for the Human Services degrees and certificates.
11. Students planning to pursue four year degrees are encouraged to take a course in history, economics or political science.
12. Students who have strong computer skills may seek to satisfy this requirement by CLEP.
13. The social science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, and SOC.
14. Students who are 18 years of age or younger will not be able to secure an internship. Should students be unable to secure an internship, they will be unable to complete the requirements of the Human Services degree and therefore be unable to graduate.
15. Students can complete a Substance Abuse Certificate by taking the following sequence of courses in appropriate order: HMS 100, HMS 251, HMS 252, HMS 258, MEN 101, MEN 102 and secure an internship in a Substance Abuse Facility for MEN 190 and MEN 196 ( MEN 290, MEN 296), prior to completing their HMS degree.
16. Students who wish to finish their Bereavement and Grief Counseling Certificate may do so by taking HMS 100, HMS 106, HMS 101, HMS 102, SOC 246 and securing an internship in hospice, or related facilities (MEN 190, MEN 196 or MEN 290, MEN 296).
17. Students can complete an Adult Home Administration Certificate prior to completing their degree by taking the following sequence of courses: HMS 100, HMS 106, HMS 225, HMS 236 or MEN 121 or MEN 122, MKT 100, MEN 101, MEN 102, and completing an internship in an adult home or assisted living facility.





# HUMAN SERVICES CRIMINOLOGY SPECIALIZATION

Associate in Applied Science (AAS)

**PURPOSE:** Human Services is a rapidly growing career area with a broad range of applications. Graduates will be able to work in the fields of social services, substance abuse, criminology, corrections, and residential forensic settings. Students will function effectively in a variety of therapeutic, corrections and rehabilitative activities.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
SDV 100 College Success Skills	1		
Mathematics/Science Elective	3	See Placement Requirements	See Note 6. MTH 120, MTH 158, MTH 163, MTH 170, BIO 101, CHM 101, CHM 111, PHY 101, PHY 201
ENG 111 College Composition I	3	See Placement Requirements	
ADJ 100 Survey of Criminal Justice or ADJ 105 The Juvenile Justice System	3		
ADJ 107 Survey of Criminology	3		
ADJ 211 Criminal Law, Evidence and Procedures I	3		
MEN 225 Family Function Intervention or HMS 106 Working with Death and Dying	3		
General Elective	6		See Notes 6 and 11
Health/Physical Education Elective	2		See Note 8
HMS 100 Introduction to Human Services	3		See Notes 1, 2, and 3
HMS 251 Substance Abuse I	3		ADJ 228, HMS 258
HMS/MEN/ADJ Elective	3		See Note 15
Humanities Elective	3		See Notes 6 and 7
IT Elective	3		See Note 12
MEN 101 Mental Health Skill Training I	3	HMS 100	HMS 121. See Notes 1, 3, and 4
MEN 102 Mental Health Skill Training II	3	HMS 100, MEN 101	HMS 227, MEN 198. See Notes 1, 4, and 5
MEN 190 Coordinated Practice	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 290. See Notes 1, 5, 9, 10, and 14
MEN 196 On-Site Training	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 296. See Notes 1, 5, 9, 10, and 14
PSY 200 Principles of Psychology	3		See Note 6
PSY 215 Abnormal Psychology	3		SOC 268, PSY 230
SOC 200 Principles of Sociology	3		
Social Science Elective	3		See Note 13
<b>Total Credits For Program</b>	<b>66</b>		

**NOTES:**

1. Students must obtain a grade of "C" or better in the human services sequence courses (HMS 100, MEN 101, and MEN 102) in order to remain in the program.
2. Students must complete all developmental coursework before enrolling in HMS 100.
3. Students must complete HMS 100 with a grade of "C" or better prior to enrolling in MEN 101.
4. Students must complete MEN 101 with a grade of "C" or better prior to enrolling in MEN 102.
5. MEN 102 must be taken prior to enrolling in MEN 190 and MEN 196 or MEN 290 and 296. MEN 190 and MEN 196 are co-requisites and must be taken in the same semester. In these courses, students will complete 100 hours of practical hands-on training. Students will secure their own internship sites prior to the start of their MEN 190 and MEN 196 classes or their MEN 290 and MEN 296 classes. All internships must be approved by the Human Services and Mental Health program chair.
6. Full and part-time students desiring to transfer to four-year programs should consult with their academic advisors for appropriate mathematics, psychology and general elective courses. In addition, students should consult their intended transfer institutions for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.
7. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course that offers breadth of knowledge. Additional humanities electives may be conceptual or applied with a focus on skills, techniques and procedures. See website (<http://www.jtcc.edu/humanitiesselectives>) for a list of approved conceptual and applied humanities electives.
8. Students who have current certifications in First Aid and Safety and CPR (Child or Adult) can use these to fulfill the two credit HLT/PE elective requirement. The original cards must be presented to the faculty advisor.



## HUMAN SERVICES CRIMINOLOGY SPECIALIZATION

Associate in Applied Science (AAS)

9. Students entering the public or private sectors of human services will be subjected to criminal background and sex offender registry checks and a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. Depending on the training practicum site additional tests may be required. Plan accordingly. This may will also be required as a condition of employment.
10. Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. This will prevent them from completing requirements for the Human Services degrees and certificates.
11. Students planning to pursue 4 year degrees in Criminology will need a course in History, Economics or Political Science.
12. Students who have strong computer skills may seek to satisfy this requirement by CLEP.
13. The social science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, and SOC.
14. Students who are 18 years of age or younger will not be able to secure an internship. Should students be unable to secure an internship, they will be unable to complete the requirements of the Human Services degree and therefore be unable to graduate.
15. Students can take ADJ 228 or HMS 252 as an elective, this would enable them to work toward their Substance Abuse Certificate at JTCC. In order to complete the Substance Abuse Certificate, students will need HMS 251, HMS 252 or ADJ 228, HMS 258 and an internship (MEN 190, MEN 196 or MEN 290, MEN 296) at a Substance Abuse Treatment facility.
16. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.



# HUMAN SERVICES

## PRE-SOCIAL WORK SPECIALIZATION

Associate of Applied Science (AAS)

**PURPOSE:** Human services is a rapidly growing career area with a broad range of applications. Graduates will be able to work in a variety of mental health and social services fields. Students will be able to function effectively in therapeutic, medical, residential and rehabilitative settings. This specialization is intended for students who plan to pursue a bachelor's degree in social work.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Students may need to complete placement tests in English and mathematics. Visit [www.jtcc.edu/placement](http://www.jtcc.edu/placement) for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
ENG 111 College Composition I	3	See Placement Requirements	
Mathematics/Science Elective	3	See Placement Requirements	MTH 120, MTH 158, MTH 163, MTH 170, See Note 12
SDV 100 College Success Skills	1		
HMS 100 Introduction to Human Services	3		See Notes 1, 2, 3, 4, 5, 13, 18
BIO 101 General Biology I	4		See Note 11
Foreign Language 101 course	4		See Notes 14, 15
ENG 112 College Composition II	3	See Placement Requirements	
General Elective	3		See Note 10
Health/Physical Education Elective	2		
HMS 251 Substance Abuse I	3		
Humanities Elective	3		See Note 8
Mathematics/Science Elective	3-4		See Note 12
MEN 101 Mental Health Skill Training I	3	HMS 100	See Notes 1, 5, 13, 17, 18
MEN 102 Mental Health Skill Training II	3	MEN 101	See Notes 1, 5, 12, 13, 17, 18
MEN 190 Coordinated Practice	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 290. See Notes 1, 5, 9, 10, and 14
MEN 196 On-Site Training	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 296. See Notes 1, 5, 9, 10, and 14
PHI Ethics	3		See Note 16
PSY 200 Principles of Psychology	3	See Placement Requirements	
PSY 230 Developmental Psychology	3	PSY 200	
Social Science Elective	3		See Note 9
SOC 211 Principles of Anthropology 1	3		
SOC 200 Principles of Sociology	3		SOC 201, SOC 202
<b>Total Credits For Program</b>	<b>65 - 66</b>		

**NOTES:**

- Students planning to transfer to VCU School of Social Work or VSU Department of Social Work must maintain a grade of "B" or better in the following HMS/MEN core sequence courses: HMS 100, MEN 101, MEN 102, MEN 190 and MEN 196 or MEN 290 and MEN 296. All other students must obtain a grade of "C" or better in the following core sequence courses in order to remain in the Human Services program: HMS 100, MEN 101, MEN 102, MEN 190 and MEN 196 or MEN 290 and MEN 296.
- Students who plan to transfer to VCU or VSU must have a cumulative GPA of 2.5 or better to transfer to their respective BSW programs.
- It is strongly recommended that students complete all developmental coursework in English before enrolling in HMS 100.
- Students who plan to transfer to VCU School of Social Work or VSU Department of Social Work Program must enroll in a Social Work designated section of HMS 100 and earn a minimum grade of "B".
- Students planning to transfer to VCU School of Social Work or VSU Department of Social Work programs must follow the HMS/MEN core sequence and complete HMS 100 prior to enrolling into MEN 101 and complete HMS 100, and MEN 101 prior to enrolling in MEN 102. In addition, MEN 102 should be completed prior to enrolling into MEN 190 and MEN 196.
- Students who are not planning to transfer to VCU or VSU may take MEN 198 in place of MEN 102.



# HUMAN SERVICES

## PRE-SOCIAL WORK SPECIALIZATION

Associate of Applied Science (AAS)

7. The coordinated practice courses, MEN 190 and MEN 196, are co-requisites and must be taken in the same semester. Students, (under professional supervision) engage in practical hands-on training consisting of 100 hours in outside agencies. All coordinated practice placements must be pre-approved by the course instructor and Program Head. Students are expected to interview for and be accepted into a practicum prior to the first day of their MEN 190 and MEN 196 classes. Students completing a coordinated practice in human services may be subjected to criminal background checks as well as, sex offender registry checks and/or a TB screening or other health tests as a condition of their placement into training sites. Students will be expected to cover any costs incurred for these procedures. Background checks may also be required as a condition of employment. Students must be 18 years or older to complete an internship. Students who are not yet 18 years of age or who are convicted felons or are on the sex offender registry in any state may not be able to secure training sites/practicums. This in turn, will prevent them from completing the requirements for the Human Services degrees and certificates.
8. Students who plan to transfer to VCU School of Social Work will require one of the following courses: Art History (Art 101, 102, 103, 104, or 150), any course in Religious Studies (REL), any course designated English Literature, or any course in Philosophy (excluding ethics PHI, which is already part of curriculum. Students planning to transfer to VSU must take an English Literature course. All other students can satisfy the humanities elective requirement by completing literature (ENG), foreign language, humanities (HUM), philosophy (PHI), Art (ART), music (MUS), speech courses addressing performing arts and the history of theatre (CST), or religion (REL) courses. ENG 112, CST 100, CST 105 and CST 115 may not be used to satisfy humanities elective requirements.
9. Students who plan to transfer to VCU School of Social Work must take an ECO, HIS, or PLS course for transfer. Students planning to transfer to VSU Department of Social Work must take a history elective. All other students can consider the following social science electives with these prefixes: ECO, GEO, HIS, PLS, PSY, or SOC. It is recommended that students select electives with the assistance of their faculty advisors.
10. Students who plan to transfer to VCU School of Social Work must take ENG 210 Advanced Composition as a general elective. Students planning to transfer to the VSU Department of Social Work must take CST 100 Principles of Public Speaking as a general elective. All other students can select a general elective with the assistance of their faculty advisors.
11. Students who plan to transfer to VCU may take BIO 141 or BIO 142 in place of BIO 101 and BIO 102, as students going to the VCU School of Social Work are required to have two Human Biology Sciences as noted above. Students planning to transfer to VCU School of Social Work program must complete a second Human Biology lab science elective course. While students who plan to transfer to VSU Department of Social Work must take one Human Biology lab science, BIO 101. In addition, students planning to transfer to VSU Department of Social Work are required to complete MTH 240, a statistics course as a requirement for admission and do not need a second lab science course.
12. Students who plan to transfer to VCU School of Social Work or VSU Department of Social Work must take MTH 158, MTH 163 or MTH 170 for transfer. For the second math/science electives, please note: VCU requires students to complete a second science course, for example BIO 102 or BIO 141 or BIO 142. However, VSU requires their incoming students to take a math- statistics 240, in place of a second science course. Students who are not planning to transfer to VCU or VSU can fulfill the Math/Science elective requirement by completing MTH 120, MTH 158, MTH 163 or MTH 170 or BIO 110, BIO 120, CHM 101, CHM 102, CHM 111, CHM 112, PHY 101 or PHY 102.
13. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
14. Students should consult with their faculty advisors about appropriate language courses. Students who plan to transfer to VCU School of Social work must take a foreign language. Sign Language is an acceptable elective for VCU. Students who plan to transfer to VSU Department of Social Work may take a global studies course in place of a foreign language. Some of the Global Studies courses include courses such as: Survey of African-American Literature, Mythology, World Geography, World History, History of Music, or Political Science International Relations.
15. All students including transfer students who complete Sign Language as their language requirement, and all students who plan to transfer to VSU and take a three credit Global Studies course, will need to take an additional one credit course to fulfill the missing fourth credit requirement for language and for graduation.
16. All students may choose one course from the following PHI Ethics options: PHI 220, 225, or 226.
17. Students who plan to transfer to VCU School of Social Work or VSU Department of Social Work must complete a Letter of Interest after successfully completing 15 credits toward the Pre-Social Work Specialization Degree at John Tyler Community College and send it to the Office of Undergraduate Admissions at VCU Office of Undergraduate Admissions or VSU Office of Undergraduate Admissions.
18. This Specialization is in part for Human Services students and for students who plan to transfer to the \*School of Social Work at Virginia Commonwealth University or the Virginia State University Department of Social Work. Students who are interested in completing bachelor's degrees in social work at other four-year colleges and universities should confer with their faculty advisors before pursuing this program.
19. Students planning to transfer to VSU must complete a 3 credit, SOWK 260: History of Social Welfare (1600 to the present) course as a prerequisite to admission into the Department of Social Work at VSU. VSU will be offering this course so that incoming students can complete it prior to their first semester in the VSU, Department of Social Work program.



# ADULT HOME ADMINISTRATION

## Career Studies Certificate (CSC)

**PURPOSE:** For students who are currently working in or wish to pursue employment in adult home facilities. This program fulfills some of Virginia's requirements for certification in Adult Home Administration.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Persons entering the public or private sectors of human services will be subjected to criminal background and sex offender registry checks, as well as a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. These tests will be required as a condition of employment. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
HMS 100 Introduction to Human Services	3		
HMS 106 Working with Death and Dying <i>Offered Fall only</i>	3		PSY 116, SOC 246
HMS 225 Functional Family Intervention <i>Offered Spring only</i>	3		SOC 215, SOC 268
HMS 236 Gerontology <i>Offered Fall &amp; Summer only</i>	3		MEN 121, MEN 122
MKT 100 Principles of Marketing	3		BUS 111, BUS 165, BUS 200
MEN 101 Mental Health Skill Training I	3	HMS 100	HMS 121
MEN 102 Mental Health Skill Training II	3	MEN 101	HMS 227, MEN 198
MEN 190 Coordinated Practice	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 290. See Notes 3 and 4.
MEN 196 On-Site Training	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 296. See Notes 3 and 4
<b>Total Minimum Credits for Completion</b>	<b>27</b>		

**NOTES:**

1. Students must obtain a grade of "C" or better in the human services sequence courses (HMS 100, MEN 101 and MEN 102) in order to remain in the program.
2. This program is in compliance with State of Virginia requirements for Adult Home Administration.
3. MEN 190 and MEN 196 are requisites and must be taken in the same semester. All students who plan to pursue a degree or certification in Human Services are required to complete a 100 hour internship. Students will secure their own internship sites prior to the start of their MEN 190 and MEN 196 classes or their MEN 290 and MEN 296 classes. All internships must be approved by the Human Services and Mental Health Program chair.
4. Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. Students who are 18 years of age or younger may not be able to secure an internship. Should students be unable to secure an internship because of the above reasons, they will be unable to complete the requirements of this certificate and therefore be unable to graduate.
5. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
6. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# BEREAVEMENT AND GRIEF COUNSELING

## Career Studies Certificate (CSC)

**PURPOSE:** Bereavement and grief counseling is one of the fastest growing areas in the human services field. This career studies certificate provides advanced training to those currently working in the human services field and to students who are interested in working in hospice care, AIDS treatment, terminal illness, funeral services, hospitals and long-term care facilities. Students earning a certificate in bereavement and grief counseling will be able to employ the professional techniques of bereavement counseling and grief work, as well as develop an understanding of the emotional, psychological, physical and social aspects of death, dying, loss and grief.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. Persons entering the public or private sectors of human services will be subjected to criminal background and sex offender registry checks, as well as a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. These tests will be required as a condition of employment. New students should visit the Advising Center and returning students their faculty advisor.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
HMS 100 Introduction to Human Services	3		
HMS 106 Working with Death and Dying <i>Offered Fall only</i>	3		
MEN 101 Mental Health Skill Training I	3	HMS 100	HMS 121
MEN 102 Mental Health Skill Training II	3	MEN 101	HMS 227, MEN 198
MEN 190 Coordinated Practice	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 290. See Notes 3 and 7
MEN 196 On-Site Training	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 296. See Notes 3 and 7
SOC 246 Sociology of Death and Dying	3		PSY 116
<b>Total Credits For Completion</b>	<b>21</b>		

**NOTES:**

1. Students must obtain a grade of "C" or better in the human services sequence courses (HMS 100, MEN 101 and MEN 102) in order to remain in the program.
2. Students must take HMS 100, HMS 106 and MEN 101 prior to enrolling in the coordinated practice courses MEN 190 and MEN 196.
3. MEN 190 and MEN 196 are corequisites and must be taken in the same semester. All students who plan to pursue a degree or certification in Human Services are required to complete a 100-hour internship. Students will secure their own internship sites prior to the start of their MEN 190 and MEN 196 classes. All internships must be approved by the Human Services Mental Health Program chair.
4. Students entering the public or private sectors of human services may be subjected to criminal background and sex offender registry checks and a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. This may also be required as a condition of employment.
5. Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. This will prevent them from completing requirements for the Human Services degrees and certificates.
6. Students who are 18 years of age or younger may not be able to secure an internship. Should students be unable to secure an internship, they will be unable to complete the requirements of the Human Services degree and therefore be unable to graduate.
7. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
8. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# HUMAN SERVICES ADMINISTRATION & SUPERVISION

## Career Studies Certificate (CSC)

**PURPOSE:** This certificate provides students with the fundamentals necessary to make a successful transition from human services professions into a management and/or supervisory level position in the human services field.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
BUS 111 Principles of Supervision <i>Offered Spring only</i>	3		
BUS 200 Principles of Management	3		BUS 201
MEN 102 Mental Health Skills Training II	3		HMS 227, MEN 198
MEN 190 Coordinated Practice	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 290. See Notes 1—6
MEN 196 On-Site Training	3	MEN 190 and MEN 196 are corequisites	MEN 296. See Notes 1—6
PSY 126 Psychology for Business and Industry	3		
<b>Total Minimum Credits to Complete</b>	<b>18</b>		

**NOTES:**

1. Students must obtain a grade of "C" or better in the human services sequence courses (HMS 100, MEN 101 and MEN 102) in order to remain in the program.
2. MEN 102 must be successfully completed before enrolling in MEN 190 and MEN 196 (or MEN 290 and MEN 296).
3. Students entering the public or private sectors of human services will be subjected to criminal background and sex offender registry checks and a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. This may also be required as a condition of employment.
4. Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. Students must be 18 years or older prior to securing an internship. If students are unable to secure an internship because of the above conditions, they will be unable to complete this certificate. This will prevent them from completing requirements for the Human Services certificate and in turn prevent graduation.
5. All students who plan to pursue a degree or certification in Human Services are required to complete a 100 hour internship. Students will secure their own internship sites prior to the start of their MEN 190 and MEN 196 classes (or their MEN 290 and MEN 296 classes). All internships must be approved by the Human Services and Mental Health Program Chair.
6. Students who are 18 years of age or younger will not be able to secure an internship. Should students be unable to secure an internship, they will be unable to complete the requirements of the Human Services degree and therefore be unable to graduate.
7. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler—SIS.



# SUBSTANCE ABUSE ASSISTANT

Career Studies Certificate (CSC)

**PURPOSE:** Provides a strong educational component and hands-on training to students who are interested in working in substance abuse. It fulfills some of the requirements needed for certification in Virginia as a substance abuse assistant.

**PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:** Students must meet JTCC admission requirements. New students should visit the Advising Center and returning students their faculty advisor for more information.

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS
HMS 100 Introduction to Human Services	3		See Note 1
HMS 251 Substance Abuse I	3		
HMS 252 Substance Abuse II <i>Offered Spring only</i>	3		ADJ 228
HMS 258 Case Management and Substance Abuse	3		
MEN 101 Mental Health Skill Training I	3		HMS 121. See Note 1
MEN 102 Mental Health Skill Training II	3	MEN 101	HMS 227, MEN 198. See Notes 1 and 2
MEN 190 Coordinated Practice	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 290. See Notes 3, 4 and 7
MEN 196 On-Site Training	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 296. See Notes 3, 4 and 7
<b>Total Credits for Completion</b>	<b>24</b>		

**NOTES:**

1. Students must obtain a grade of "C" or better in all Human Services sequence courses (HMS 100, MEN 101, and MEN 102) in order to remain in the program.
2. Students must complete HMS 100 and MEN 101 prior to enrolling in MEN 102.
3. MEN 101 and HMS 251 must be completed prior to enrolling in MEN 190 and MEN 196 or MEN 290 and MEN 296. Students must meet with their advisor prior to enrolling in MEN 190 and MEN 196 or MEN 290 and MEN 296.
4. MEN 190 and MEN 196 are corequisites and must be taken in the same semester. (MEN 290 and MEN 296 are corequisites and must be taken the same semester.) All students who plan to pursue a degree or certificate in Human Services are required to complete a 100 hour internship. Students will secure their own internship sites prior to the start of their MEN 190 and MEN 196 classes or their MEN 290 and MEN 296 classes. All internships must be approved by the Human Services and Mental Health Program Chair.
5. This program is in compliance with State of Virginia requirements for certification as a Substance Abuse Assistant.
6. Students entering the public or private sectors of human services will be subjected to criminal background and sex offender registry checks and a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. This may also be required as a condition of employment.
7. Students who are 18 years of age or younger will not be able to secure an internship. Should students be unable to secure an internship, they will be unable to complete the requirements of the Human Services degree and therefore unable to graduate.
8. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler –SIS.
9. Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.



# Course Descriptions



## COURSE NUMBERS

Course numbers appear before the course titles. Courses numbered 1 – 9 are developmental courses. The credits earned in these courses cannot be applied toward a degree, certificate or diploma. Courses numbered 10 – 99 are first level courses for certificate programs. The credits earned cannot be applied toward an associate degree program. Courses numbered 100 – 299 can be applied to an appropriate associate degree program, and they may also be used in certificate programs.

## COURSE CREDITS

Course credits are provided after the course titles. One credit is equivalent to one collegiate semester hour credit.

## COURSE HOURS

The number of lecture and laboratory hours is shown at the end of each course description. The total number of lecture and laboratory hours is referred to as “contact” hours since it reflects the time spent each week under the supervision of a faculty member.

## PREREQUISITES

Prerequisites are identified in the course description and must normally be met prior to enrollment. If a co-requisite is identified, it means the two courses should be taken at the same time.

## GENERAL USAGE COURSES

The General Usage Courses apply to multiple programs of study and all course prefixes.

## COURSES

*Click a category below to view courses*

General Usage Courses	Dance (DAN)	German (GER)	Mechanical Engineering Technology (MEC)
Accounting (ACC)	Drafting (DRF)	Health (HLT)	Mental Health (MEN)
Air Conditioning (AIR)	Economics (ECO)	Health Care Technology (HCT)	Music (MUS)
Architecture (ARC)	Education (EDU)	History (HIS)	Natural Science (NAS)
Art (ART)	Electrical Technology (ELE)	Human Services (HMS)	Nursing (NSG & NUR)
Basic Skills (BSK)	Emergency Medical Services (EMS)	Humanities (HUM)	Philosophy (PHI)
Biology (BIO)	Energy Technology (ENE)	Industrial Engineering Technology (IND)	Photography (PHT)
Business Management and Administration (BUS)	Engineering (EGR)	Information Technology Database Processing (ITD)	Physical Education and Recreation (PED)
Chemistry (CHM)	English (ENG)	Information Technology Essentials (ITE)	Physics (PHY)
Childhood Development (CHD)	English Fundamentals (ENF)	Information Technology Networking (ITN)	Political Science (PLS)
Chinese (CHI)	Environmental Science (ENV)	Information Technology Programming (ITP)	Psychology (PSY)
Civil Engineering (CIV)	English as a Second Language (ESL)	Japanese (JPN)	Recreation and Parks (RPK)
Communications Studies and Theatre (CST)	Financial Services (FIN)	Legal Administration (LGL)	Religion (REL)
Computer-Aided Drafting and Design (CAD)	French (FRE)	Machine Technology (MAC)	Russian (RUS)
Computer Science (CSC)	Funeral Services (FNS)	Marketing (MKT)	Safety (SAF)
Contracting (CON)	Geography (GEO)	Mathematics (MTH)	Sociology (SOC)
Criminal Justice (ADJ)	Geographic Information Systems (GIS)	Math Essentials (MTE)	Spanish (SPA)
	Geology (GOL)		Student Development (SDV)
			Welding (WEL)



## General Usage Courses

**90 – 190 – 290**

### Coordinated Practice

*(1 – 5 credits)*

Includes supervised practice in selected health agencies and supervised on-the-job training coordinated by the College in selected business, industrial or service firms. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

**95 – 195 – 295**

### Topics

*(1 – 5 credits)*

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

**96 – 196 – 296**

### On-Site Training

*(1 – 5 credits)*

Specializes in career orientation and training program (without pay) supervised and coordinated by the College in selected local businesses and industries. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**97 – 197 – 297**

### Cooperative Education

*(1 – 5 credits)*

Supervised on-the-job training for pay coordinated by the Cooperative Education Office in approved business, industrial and service firms. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**98 – 198 – 298**

### Seminar and Project

*(1 – 5 credits)*

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**99 – 199 – 299**

### Supervised Study

*(1 – 5 credits)*

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

## Accounting

**ACC 211**

### Principles of Accounting I

*(3 credits)*

Introduces accounting principles with respect to financial reporting. Demonstrates how decision makers use accounting information for reporting purposes. Focuses on the preparation of accounting information and its use in the operation of organizations, as well as methods of analysis and interpretation of accounting information.

**ACC 212**

### Principles of Accounting II

*(3 credits)*

Introduces accounting principles with respect to cost and managerial accounting. Focuses on the application of accounting information with respect to product costing, as well as its use within the organization to provide direction and to judge performance. Prerequisite: ACC 211 or equivalent. Lecture: 3 hours per week.

**ACC 215**

### Computerized Accounting

*(3 credits)*

Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite: ACC 211 or equivalent. Lecture: 3 hours per week.

**ACC 221**

### Intermediate Accounting I

*(3 credits)*

Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. Prerequisite: ACC 212 or equivalent. Lecture: 3 hours per week.

**ACC 222**

### Intermediate Accounting II

*(3 credits)*

Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities and investments. Prerequisite: ACC 221 or equivalent. Lecture: 3 hours per week.

**ACC 230****Advanced Accounting***(3 credits)*

Develops the skills necessary to prepare financial statements for complex business organizations. Includes the preparation of consolidated financial statements focusing on business combinations, multinational corporations and foreign currency translation. Covers accounting for partnerships, state and local governments and nonprofit organizations.

Prerequisite: ACC222. Lecture 3 hours. Total 3 hours per week.

**ACC 231****Cost Accounting I***(3 credits)*

Studies cost accounting methods and reporting as applied to job order, process and standard cost accounting systems. Includes cost control and other topics. Prerequisite: ACC 212 or equivalent. Lecture: 3 hours per week.

**ACC 261****Principles of Federal Taxation I***(3 credits)*

Presents the study of federal taxation as it relates to individuals and related entities. Includes tax planning, compliance and reporting. Lecture: 3 hours per week.

## Air Conditioning

**AIR 121 – 122****Air Conditioning and Refrigeration I – II***(3 credits each)*

Studies refrigeration theory; characteristics of refrigerants, temperature and pressure; tools and equipment; soldering; brazing; refrigeration systems; system components; compressors; evaporators; and metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week. AIR 122 prerequisite: AIR 121 or by permission of the instructor.

**AIR 134****Circuits and Controls I***(3 credits)*

Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning system. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**AIR 154****Heating Systems I***(3 credits)*

Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Part I of II. Prerequisites: AIR 121, AIR 122, AIR 134 or Instructor Permission. Lecture: 2 hours and Laboratory: 2 hours. Total: 4 hours per week.

## Architecture

**ARC 121 – 122****Architectural Drafting I – II***(3 credits each)*

Introduces techniques of architectural drafting, including lettering, dimensioning and symbols. Requires production of plans, sections and elevations of a simple building. Studies use of common reference material and the organization of architectural working drawings. Requires development of a limited set of working drawings, including a site plan, related details and pictorial drawings. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week. ARC 121 co-requisite: ARC 221 or the equivalent. ARC 122 prerequisite: ARC 121 or by permission of the instructor.

**ARC 211****Computer Aided Drafting Applications***(3 credits)*

Utilizes computer's hardware and software to create orthographic and pictorial drawings. Requires creation of working drawings by adding the necessary sections, dimensions, and notes to the computer generated views. Prerequisite ARC 210 or equivalent. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**ARC 221****Architectural CAD Applications Software I***(3 credits)*

Teaches the principles and techniques of architectural drawing practices through the use of architecture specific CAD software. Utilizes the commands and features of the software to generate drawings that emphasize architectural design and structural systems. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**ARC 222****Architectural CAD Applications Software II***(3 credits)*

Uses advanced features of architectural CAD software to teach students to develop working drawings and details that adhere to the practices and techniques of architectural drawing principles. Use local prerequisites. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**ARC 231****Advanced Architectural Drafting I***(4 credits)*

Provides fundamental knowledge of the principles and techniques of architectural drawing procedures. Familiarizes student with design process. Provides a better understanding of the relation between architectural design and structural systems. Prerequisite: ARC 122 or approval of the instructor. Lecture: 2 hours. Laboratory: 6 hours. Total: 8 hours per week.

**ARC 232****Advanced Architectural Drafting II***(4 credits)*

Requires development of complete set of working drawings and details according to principles and techniques of architectural drawings and procedures used in professional firms. Prerequisite: ARC 231 or approval of the instructor. Lecture: 2 hours. Laboratory: 6 hours. Total: 8 hours per week.

**ARC 243****Environmental Systems***(4 credits)*

Studies energy sources and strategies for use in buildings; heat loss and heat gain; heating and cooling equipment and system; water supply, distribution and waste systems and equipment; principles of electricity, electrical systems and equipment. Lecture: 4 hours per week.

**ARC 246****Materials and Methods of Construction***(4 credits)*

Introduces the characteristics of building materials and the methods of construction in which these materials are used in the erection of structures. Introduces the physical properties of steel, concrete, timber, glass and related materials as well as methods used in testing materials. All CSI divisions are discussed. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**ARC 258****Building Codes, Contract Documents and Professional Office Practices***(3 credits)*

Covers professional role of the architectural technician with regard to the construction industry. Includes building codes and their effect on specifications and drawings. Teaches purpose and writing of specifications with their legal and practical applications to working drawings. Analyzes contract documents for client-architect-contractor responsibilities and duties. Lecture: 3 hours per week.

# Art

**ART 101 – 102****History and Appreciation of Art I – II***(3 credits each)*

Presents the history and interpretation of architecture, sculpture and painting. Begins with prehistoric art and follows the development of western civilization to the present. Lecture: 3 hours per week.

**ART 103****History of Far Eastern Art I***(3 credits)*

Surveys the history of Far Eastern art from the prehistoric period to the present. Part I focuses on the art of India and Southeast Asia. Part II focuses on the art of China, Japan, and Korea. Emphasizes architecture, painting and sculpture with some instruction in printmaking and decorative arts. Part I of II. Lecture: 3 hours per week.

**ART 104****History of Far Eastern Art II***(3 credits)*

Surveys the history of Far Eastern art from the prehistoric period to the present. Part I focuses on the art of India and Southeast Asia. Part II focuses on the art of China, Japan, and Korea. Emphasizes architecture, painting and sculpture with some instruction in printmaking and decorative arts. Part II of II. Lecture: 3 hours per week.

**ART 106****History of Modern Art***(3 credits)*

Surveys the history of modern architecture, sculpture, painting, and graphic arts in representational and non-representational forms. Focuses on the periods and movements that influenced the arts of the twentieth century. Emphasizes contemporary art forms, particularly the interaction between art and society, industry, and design. Lecture: 3 hours per week.

**ART 109****History of Women Artists***(3 credits)*

Surveys the work of women artists through history, with emphasis on the role of women artists. Lecture: 3 hours per week.

**ART 121 – 122****Drawing I – II***(3 credits each)*

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Lecture: 1 hour. Studio instruction: 4 hours. Total: 5 hours per week.

**ART 125****Introduction to Painting***(3 credits)*

Introduces study of color, composition and painting techniques. Places emphasis on experimentation and enjoyment of oil and/or acrylic paints and the fundamentals of tools and materials. Lecture: 2 hours. Studio instruction: 3 hours. Total: 5 hours per week.

**ART 130****Introduction to Multimedia***(4 credits)*

Introduces the student to the basic components of multimedia: text, graphics, animation, sound, and video, and explores how they combine to create a multimedia product. Emphasizes the design aspects of multimedia projects and teaches the techniques required to develop a presentation. Lecture 2-4 hours. Laboratory 4 hours. Total 4-6 hours per week. Computer literacy is suggested.

**ART 131 – 132****Fundamentals of Design I – II***(3 credits each)*

Explores the concepts of two- and three-dimensional design and color. May include field trips as required. Lecture: 1 hour. Studio instruction: 4 hours. Total: 5 hours per week.

**ART 141****Typography I***(3 credits)*

Studies the history of letterforms and typefaces and examines their uses in contemporary communications media. Emphasizes applications to specific design problems. Includes identification and specification of type and uses current technologies for copy fitting and hands-on typesetting problems. Lecture 2 hours. Lab 2 hours. Total 4 hours per week.

**ART 150****History of Film and Animation***(3 credits)*

Exposes the student to the rich history of temporal imagery from the invention of the zootrope and kinetoscope through the rise of the moving picture industry and the development of the first animated films to present day television. Chronicles the impact of the moving image in the 20th century. Discusses the design and concept of influential works as well as the relationship between these earlier forms of moving graphics and today's innovative video technology. Lecture: 3 hours per week.

**ART 153 – 154****Ceramics I – II***(3 credits each)*

Presents problems in the design and production of functional and non-functional ceramic works. Includes hand-building the potter's wheel and clays and glazes. Lecture: 2 hours. Studio instruction 3 hours. Total: 5 hours per week.

**ART 180****Introduction to Computer Graphics***(3 credits)*

Provides a working introduction to computer-based electronic technology used by visual artists and designers. Presents the basics of operating platforms and standard industry software. Introduces problems in which students can explore creative potential of the new electronic media environment. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**ART 184****Survey of Museum Practice***(3 credits)*

Explores the role of the museum in society and traces the foundations upon which these public, cultural and educational institutions are built. Emphasizes the management and interpretation of historic properties and collections. This course is cross-listed with HIS 183. Credit will not be awarded for both. Lecture: 3 hours per week.

**ART 185****Introduction to Museum Education***(3 credits)*

Explores the basic elements of museum education, the different programming techniques museums use to reach all types of audiences, and the ways museums identify audiences. This course is cross-listed with HIS 185. Credit will not be awarded for both. Lecture: 3 hours per week.

**ART 186****Collections Management***(3 credits)*

Discusses the fundamentals of collections policy, deaccessioning, appraisal, and curatorial management. This course is cross-listed with HIS 186. Credit will not be awarded for both. Lecture: 3 hours per week.

**ART 203****Animation I***(4 credits)*

Introduces the student to the basic techniques of animation, combining traditional and computer-generated skills. Teaches theoretical elements of the aesthetics of sequential imagery. Provides practical experience in two-dimensional and/or three-dimensional animation. Exposes the student to a variety of animation techniques. Lecture: 2 hours. Laboratory: 4 hours. Total: 6 hours per week.

**ART 204****Animation II***(4 credits)*

Builds on the student's skills in the techniques of animation developed in ART 203 Animation 1. Emphasizes computer-generated, high-quality animations. Teaches the advanced techniques of two- and three-dimensional computer animation. Prerequisite(s): ART 203. Lecture: 2 hours. Laboratory: 4 hours. Total: 6 hours per week.

**ART 213****Italian Art I***(3 credits)*

Surveys Italian art from Cimabue to Canaletto. Includes sculpture, painting, and architecture. Part I of II. Lecture: 3 hours.

**ART 217****Graphic Design I***(4 credits)*

Focuses on creative concepts and skills necessary for graphic design problem solving using current technology. Includes techniques specific to computer applications for the production of print design using text and image. Part I of II. Lecture: 2 hours. Laboratory: 4 hours. Total: 6 hours per week.

**ART 218****Graphic Design II***(4 credits)*

Builds on the studies completed in Graphic Design I. Teaches advanced problem solving skills, concept development and project management. Applies intermediate level production techniques to 2D and 3D graphic design using current technologies and principles of pre-press production. Part II of II. Lecture: 2 hours. Laboratory: 4 hours. Total: 6 hours per week.

**ART 241 – 242****Painting I – II***(3 credits each)*

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisites ART 122 or divisional approval. Lecture: 1 hours. Studio instruction: 4 hours. Total: 5 hours per week.

**ART 243 – 244****Watercolor I – II***(3 credits each)*

Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. Prerequisite: ART 131 or divisional approval. Lecture: 2 hours. Studio instruction: 3 hours. Total: 5 hours per week.

**ART 245****Portrait Painting***(3 credits)*

Explores portrait painting as representational and abstract art. Emphasizes analytical study of the head using a variety of mediums. Prerequisites: ART 141 and ART 121. Lecture: 2 hours. Studio instruction: 3 hours. Total: 5 hours per week.

**ART 246****Figure Painting***(3 credits)*

Concentrates on the human figure as subject matter for painting. Emphasizes composition as it relates to figure study. Explores formal and informal approaches to include representation and abstraction using various painting media. Prerequisites: ART 141 and ART 121. Lecture: 2 hours. Studio instruction: 3 hours. Total: 5 hours per week.

**ART 247****Painting Techniques for Illustrators***(3 credits)*

Introduces materials and techniques used by the illustrator. Includes water-soluble paints (watercolor, acrylic, gouache), oil-based paints, and mixed media. Lecture: 1 hour. Studio instruction: 4 hours. Total: 5 hours per week.

**ART 248 – 249****Painting III – IV***(3 credits)*

Introduces advanced concepts and techniques of representational and abstract painting as applied to the head/figure, still-life, landscape and other subject matter including non-objective painting. Gives additional instruction in color, composition, modeling, space and perspective. Encourages individual approaches to painting. Prerequisite: ART 242 to ART 248. Lecture: 3 hours. Laboratory: 2 hours. Total 5 hours per week.

**ART 250****History of Design***(3 credits)*

Surveys the development of graphic design and illustration with emphasis on the 19th and 20th centuries. Analyzes the work of outstanding designers and illustrators. Lecture: 3 hours per week.

**ART 259****Landscape Painting***(3 credits)*

Provides a comprehensive study of the techniques and approaches to the subject of landscape painting from the historic and current perspective. Prerequisite: ART 122. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**ART 263****Interactive Design I***(3 credits)*

Focuses on conceptualization and problem solving for interactive design. Instructs students in techniques specific to web, multimedia for the web and other interactive design projects using current technology and standards. Interactive functionality and usability are covered. Part I of II. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**ART 287****Portfolio and Resume Preparation***(1 credit)*

Focuses on portfolio preparation, resume writing and job interviewing for students. Recommended for final semester program students. Requires instructor's approval. Lecture: 1 hour per week.



**ART 291****Computerized Graphic Design I***(4 credits)*

Introduces students to using the computer as a publishing system. Examines stages of a publication from typesetting, laying out, creating and digitizing of illustrations and photographs, to the final printing. Requires students to write, design, illustrate and print pamphlets on the computer, including one full-color publication. Lecture: 2 hours. Studio instruction: 4 hours. Total: 6 hours per week.

**ART 296****Museum Internship***(3 credits)*

Internship without pay with an approved museum, collection, or historic site, supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**ART 298****Seminar and Project***(1 – 5 credits)*

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

## Basic Skills

**BSK 1****Whole Numbers***(1 credits)*

Covers whole number principles and computations. Credits not applicable toward graduation and are not eligible for financial aid. Lecture: 1 hour. Total: 1 hour per week.

## Biology

**BIO 101****General Biology I***(4 credits)*

Focuses on foundations in cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part I of a two-course sequence. Prerequisite: Readiness to enroll in ENG 111 plus completion of developmental math unit 1-3 or equivalent required or placement in unit 4 or above. Lecture: 3 hours. Recitation and laboratory: 3 hours. Total: 6 hours per week.

**BIO 102****General Biology II***(4 credits)*

Focuses on diversity of life, anatomy and physiology of organisms, and ecosystem organization and processes in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part II of a two-course sequence. Prerequisite: BIO 101. Lecture: 3 hours. Recitation and laboratory: 3 hours. Total: 6 hours per week.

**BIO 141 – 142****Human Anatomy and Physiology I – II***(4 credits each)*

Integrates anatomy and physiology of cells, tissues, organs and systems of the human body. Integrates concepts of chemistry, physics and pathology. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**BIO 150****Introductory Microbiology***(4 credits)*

Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Lecture: 3 hours. Recitation and laboratory: 3 hours. Total: 6 hours per week.

**BIO 170****Biotechnology Methods***(1 credit)*

Provides students with laboratory skills needed for employment in the biotechnology industry. Focuses on widely used biotechnology procedures in areas of DNA analysis, protein analysis, tissue culture, monoclonal antibodies quality control assays and diagnostic procedures. Laboratory: 3 hours per week.

**BIO 206****Cell Biology***(4 credits)*

Introduces the ultrastructure and functions of cells. Emphasizes cell metabolism, cell division, and control of gene expression. Prerequisite: BIO 101 and CHM 111. Lecture: 3 hours. Recitation and laboratory: 3 hours. Total: 6 hours per week.

**BIO 256****General Genetics***(4 credits)*

Explores the principles of genetics ranging from classical Mendelian inheritance to the most recent advances in the biochemical nature and function of the gene. Includes experimental design and statistical analysis. Prerequisite: BIO 101. Lecture: 3 hours. Recitation and laboratory: 3 hours. Total: 6 hours per week.

# Business Management and Administration

## BUS 100

### Introduction to Business

(3 credits)

Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance and risk management. Develops business vocabulary. Lecture: 3 hours per week.

## BUS 111

### Principles of Supervision I

(3 credits)

Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation and effective employee/supervisor relationships. Lecture: 3 hours per week.

## BUS 116

### Entrepreneurship

(3 credits)

Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture: 3 hours per week.

## BUS 125

### Applied Business Mathematics

(3 credits)

Applies mathematical operations to business process and problems such as wages and payroll, sales and property taxes, checkbook records and bank reconciliation, depreciation, overhead, distribution of profit and loss in partnerships, distribution of corporate dividends, commercial discounts, markup, markdown, simple interest, present values, bank discount notes, multiple payment plans, compound interest annuities, sinking funds and amortization. Lecture: 3 hours per week.

## BUS 200

### Principles of Management

(3 credits)

Teaches management and the management functions of planning, organizing, leading and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture: 3 hours per week.

## BUS 205

### Human Resource Management

(3 credits)

Introduces employment, selection and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits and labor relations. Lecture: 3 hours per week.

## BUS 208

### Quality and Productivity Management

(3 credits)

Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and systems and processes that make quality a part of the work life of an organization. Emphasizes the role of teams and a variety of quality improvement tools, charts, matrices, and diagrams. Lecture: 3 hours per week.

## BUS 220

### Introduction to Business Statistics

(3 credits)

Introduces statistics as a tool in decision making. Emphasizes ability to collect, present and analyze data. Employs measures of central tendency and dispersion, statistical inference, index number and time series analysis. Prerequisite: MTH 120. Lecture: 3 hours per week.

## BUS 234

### Supply Chain Management

(3 credits)

Examines the process of planning, organizing, and controlling the flow of materials and services from supplier to end users/customers. Focuses on coordinating supply management, operations and integrated logistics into a seamless pipeline to maintain a continual flow of products and services. Lecture: 3 hours per week.

## BUS 236

### Communication in Management

(3 credits)

Introduces the functions of communication in management with emphasis on gathering, organizing, and transmitting facts and ideas. Teaches the basic techniques of effective oral and written communication. Lecture 3 hours per week. Total 3 hours per week.

## BUS 241

### Business Law I

(3 credits)

Develops a basic understanding of the US business legal environment. Introduces property and contract law, agency and partnership liability and government regulatory law. Students will be able to apply these legal principles to landlord/tenant disputes, consumer rights issues, employment relationships and other business transactions. Lecture: 3 hours per week.

**BUS 266****Production and Operations Management***(3 credits)*

Examines the process by which both goods and services-producing businesses, many not-for-profit institutions and governmental agencies transform resources into an end product to meet the demands of customers or clients. Includes a survey of some of the quantitative methods involved in the process. Prerequisite: MTH 120. Lecture: 3 hours per week.

# Chemistry

**CHM 101****Introductory Chemistry I***(4 credits each)*

Emphasizes experimental and theoretical aspects of inorganic, organic and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Part I of II. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**CHM 102****Introductory Chemistry II***(4 credits each)*

Emphasizes experimental and theoretical aspects of inorganic, organic and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Part II of II. Prerequisite CHM 101. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**CHM 110****Survey of Chemistry***(3 credits each)*

Introduces the basic concepts of general, organic and biochemistry with emphasis on their applications to other disciplines. No previous chemistry background required. Lecture: 3 hours per week.

**CHM 111****General Chemistry I***(4 credits each)*

Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Prerequisite: Must have completed or tested out of Developmental Math Modules 1-9 or equivalent and completed MTH 158 (with a grade C or better). Students must attend both lecture and lab. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**CHM 112****General Chemistry II***(4 credits each)*

Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Prerequisite: CHM 111. Students must attend both lecture and lab. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**CHM 241****Organic Chemistry I***(3 credits each)*

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Prerequisite: CHM 112. Part I of II. Lecture: 3 hours per week.

**CHM 245****Organic Chemistry Laboratory I***(2 credits each)*

Includes qualitative organic analysis. Part I of II. Prerequisite or co-requisite: CHM 241. Lecture: 1 hour per week. Laboratory: 3 hours per week. Total: 4 hours per week.

# Childhood Development

**CHD 118****Language Arts for Young Children***(3 credits)*

Emphasizes the early development of children's language and literacy skills. Presents techniques and methods for supporting all aspects of early literacy. Surveys children's literature, and examines elements of promoting oral literacy, print awareness, phonological awareness, alphabetic principle, quality storytelling and story reading. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CHD 119****Introduction to Reading Methods***(3 credits)*

Focuses on promoting language and literacy skills as the foundation for emergent reading. Emphasizes phonetic awareness and alphabetic principles, print awareness and concepts, comprehension and early reading and writing. Addresses strategies for intervention and support for exceptional children and English Language Learners. Prerequisite: ENG 111. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CHD 120****Introduction to Early Childhood Education***(3 credits)*

Introduces early childhood development through activities and experiences in early childhood, pre-kindergarten, kindergarten and primary programs. Investigates classroom organization and procedures and use of classroom time and materials, approaches to education for young children, professionalism and curricular procedures. Lecture: 3 hours per week.

**CHD 145****Methods and Materials for Teaching Art, Music and Movement to Children***(3 credits)*

Focuses on children's exploration, play, and creative expression in the areas of art, music, and movement. Emphasis will be on developing strategies for using various open-ended media representing a range of approaches in creative thinking. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CHD 146****Teaching Math, Science and Social Studies for Children***(3 credits)*

Provides experiences in content, methods, and materials for the development of math, science, and social studies skills in children. Emphasis will be on developing strategies for using various resources to facilitate children's construction of knowledge. Addresses strategies for intervention and support for children with special needs and English Language Learners. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CHD 165****Observation and Participation in Early Childhood/Primary Settings***(3 credits)*

Focuses on observation as the primary method for gathering information about children in early childhood settings. Emphasizes development of skills in the implementation of a range of observation techniques. One hour seminar, 4 hours field placement. May be taken again for credit. Lecture: 1 hour. Laboratory: 4 hours. Total: 5 hours per week.

**CHD 166****Infant and Toddler Programs***(3 credits)*

Examines child growth and development from birth to 36 months. Focuses on development in the physical, cognitive, social, emotional, and language domains. Emphasizes the importance of the environment and relationships for healthy brain development during the child's first three years of life. Investigates regulatory standards for infant/toddler caregiving. Lecture: 3 hours per week.

**CHD 205****Guiding the Behavior of Children***(3 credits)*

Explores the role of the early childhood educator in supporting emotional and social development of children, and in fostering a sense of community. Presents practical strategies for encouraging prosocial behavior, conflict resolution and problem solving. Emphasizes basic skills and techniques in child guidance. Lecture: 3 hours per week.

**CHD 210****Introduction to Exceptional Children***(3 credits)*

Reviews the history of and legal requirements for providing intervention and educational services for young children with special needs. Studies the characteristics of children with a diverse array of needs and developmental abilities. Explores concepts of early intervention, inclusion, guiding behavior and adapting environments to meet children's needs. Lecture: 3 hours per week.

**CHD 215****Models of Early Childhood Education Programs***(3 credits)*

Surveys and discusses the various models and theories of early childhood education programs including current trends and issues. Reviews state licensing and staff requirements. Lecture: 3 hours per week.

**CHD 216****Early Childhood Programs, School, and Social Change***(3 credits)*

Explores methods of developing positive, effective relations with families to enhance their developmental goals for children. Considers culture and other diverse needs, perspectives, and abilities of families and educators. Emphasizes advocacy and public policy awareness as an important role of early childhood educators. Describes risk factors and identifies community resources. Lecture: 3 hours per week.

**CHD 265****Advanced Observation and Participation in Early Childhood/Primary Settings***(3 credits)*

Focuses on implementation of activity planning and observation of children through participation in early childhood settings. Emphasizes responsive teaching practices and assessment of children's development. Reviews legal and ethical implications of working with children. Prerequisite: CHD 165. Lecture: 1 hour per week. Laboratory: 4 hours. Total: 5 hours per week.

**CHD 270****Administration of Early Childhood Programs***(3 credits)*

Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting and developing forms for recordkeeping. Lecture: 3 hours per week.

**CHD 298****Seminar Portfolio Development***(1 credit)*

This course is taught in conjunction with CHD 265 Advanced Observation and Participation. In CHD 298 the student develops a portfolio to be used as the capstone project in the Early Childhood Development program. Portfolio entries demonstrate the knowledge and skills gained from all courses completed.

## Chinese

**CHI 101****Beginning Chinese I***(5 credits)*

Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence structure. Lecture: 5 hours per week.

**CHI 102****Beginning Chinese II***(5 credits)*

Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence structure. Lecture: 5 hours per week. Prerequisite: CHI 101.

**CHI 201****Intermediate Chinese I***(4 credits)*

Offers intensive practice in comprehending and speaking Chinese, with emphasis on developing structure and fluency. Prerequisite: CHI 102. Part I of II. Lecture: 4 hours per week.

**CHI 202****Intermediate Chinese II***(4 credits)*

Offers intensive practice in comprehending and speaking Chinese, with emphasis on developing structure and fluency. Prerequisite: CHI 201. Part II of II. Lecture: 4 hours per week.

## Civil Engineering

**CIV 171****Surveying I***(3 credits)*

Introduces surveying equipment, procedures and computations including adjustment of instruments, distance measurement, leveling, angle measurement, traversing, traverse adjustments, area computations and introduction to topography. Prerequisite: Engineering Technical Mathematics or divisional approval. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**CIV 172****Surveying II***(3 credits)*

Introduces surveys for transportation systems including the preparation and analysis of topographic maps, horizontal and vertical curves, earthwork and other topics related to transportation construction. Prerequisite: CIV 171 or by permission of instructor. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**CIV 190****Coordinate Internship***(3 credits)*

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Total: 3 hours per week.

## Communication Studies and Theatre

**CST 100****Principles of Public Speaking***(3 credits)*

Applies theory and principles of public address with emphasis on preparation and delivery. Lecture: 3 hours per week.

**CST 110****Introduction to Communication***(3 credits)*

Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture: 3 hours per week.

**CST 111****Voice and Diction I***(3 credits)*

Enables students to improve pronunciation, articulation, and voice quality. Includes applied phonetics. Lecture: 3 hours per week.

**CST 114****Survey of Mass Media***(3 credits)*

Examines the history and current understanding of mass communication. Covers print media (newspapers, magazines, and books), electronic media (radio, television, film, the Internet), advertising, public relations, and mass media theory, research, and ethics. Lecture: 3 hours per week.

**CST 115****Small Group Communication***(3 credits)*

Emphasizes the development of presentational ability in a group, decision-making, group maintenance, and leadership and participant skills. Incorporates a preliminary study of group dynamics. Lecture: 3 hours per week.

**CST 130****Introduction to the Theatre***(3 credits)*

Surveys the principles of drama, the development of theatre production and selected plays to acquaint the student with various types of theatrical presentations. Lecture: 3 hours per week.

**CST 131 – 132****Acting I – II***(3 credits each)*

Develops personal resources and explores performance skills through such activities as theatre games, role playing, improvisation, work on basic script units and performance of scenes. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**CST 136****Theatre Workshop***(1 – 6 credits)*

Enables students to work in various activities of a play production or a musical production including performance, orchestra, set design, stage carpentry, sound, costuming, lighting, stage managing, props, promotion, or stage crew. May be repeated for credit. Variable hours per week. This course is cross-listed with MUS 129. Credit will not be awarded for both.

**CST 137****Oral Interpretation***(3 credits)*

Studies the theory and practice of performing various types of literature: prose, poetry, and drama. Emphasizes the relationship among the oral interpreter, the literary work, and the audience. Lecture: 3 hours per week.

**CST 140****Acting for the Camera***(3 credits)*

Explores the practical and artistic elements involved in acting for the camera through such activities as: performance of commercial, film and television scripts, developing knowledge of the technical side of camera work and the study of the business of acting. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CST 145****Stagecraft***(3 credits)*

Acquaints the student with fundamental methods, materials, and techniques of set construction for the stage. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CST 147****Costume Construction***(3 credits)*

Introduces students to the basic techniques, materials and methods of theatrical costume construction. Covers hand sewing, machine sewing, familiarity with different types of materials and their uses, the use of patterns, shop safety, distressing techniques and wardrobe duties. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CST 149****Introduction to Make-Up for the Theatre***(3 credits)*

Introduces students to the basic anatomy of the human face, and the methods, materials and techniques used to alter the appearance of themselves and others through the use of the fundamentals of stage makeup and prosthetics used to create different characters and looks for different styles and types of theatrical productions. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CST 151****Film Appreciation I***(3 credits)*

Provides students with a critical understanding of film through the discussion and viewing of motion pictures with emphasis upon the study of film history and the forms and functions of film. Students will develop skills to analyze the shared social, cultural and historical influences of films and their contexts. Part I of II. Lecture: 3 hours per week.

**CST 160****Improvisation I***(3 credits)*

Explores the basic techniques of improvisation through short and long form exercises and the study of the history of improvisation and improvisation theory and practices. Lecture: 3 hours per week.



**CST 161****Improvisation II***(3 credits)*

Explores the basic techniques of improvisation through short and long form exercises and the study of the history of improvisation and improvisation theory and practices. Includes more extensive study of long form and in-depth character development. Lecture: 3 hours per week.

**CST 210****Theatre Aesthetics***(3 credits)*

Introduces the study of theatre aesthetics through exploration into the theatrical theories, styles, dramaturgical structures, and types of dramatic literature, which have influenced playwriting and theatrical practice from the ancient Greek to Modern periods. Lecture: 3 hours per week.

**CST 229****Intercultural Communication***(3 credits)*

Emphasizes the influence of culture on the communication process including differences in values, message systems, and communication rules. Lecture: 3 hours per week.

**CST 231 – 232****History of Theatre I – II***(3 credits each)*

Analyzes and studies theatre history to include architecture, performers and performance, playwrights, stage, production methods and audience from the Greeks through modern drama. Lecture: 3 hours per week.

**CST 241****Introduction to Directing I***(3 credits each)*

Introduces theory and practice of stage direction through the study of directing methods as well as the execution and discussion of directing exercises. Prerequisite CST 131-132 or SPD 131-132 or divisional approval. Part 1 of II. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CST 245****Basic Lighting***(3 credits)*

Studies basic techniques and methods of lighting design for the stage. Lecture 3 hours per week.

**CST 256****Costume Design***(3 credits)*

Introduces students to the basics of theatrical costume design including script analysis, theory, research, visual creation and presentation, use of construction techniques in design consideration, budgeting, collaboration and the importance of historical periods in art and fashion Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CST 258****Scenic Design***(3 credits)*

Introduces students to the basics of theatrical scene design including script analysis, theory, research, visual creation and presentation, construction techniques, difficulty and budgeting, collaboration and the importance of historical periods in art and architecture. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CST 267****Creative Drama***(3 credits)*

Explores uses of drama through story dramatization, role-playing, and sensory exercises. Lecture: 3 hours per week.

## Computer-Aided Drafting and Design

**CAD 151****Engineering Drawing Fundamentals I***(3 credits)*

Introduces technical drafting from the fundamentals through advanced drafting practices. Includes lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners. Teaches theory and application of dimensioning and tolerances, pictorial drawing, and preparation of drawings. Part I of II. (Credit will not be awarded for both CAD 151 and DRF 151.) Lecture: 1 hour. Laboratory: 4 hours. Total: 5 hours per week.

**CAD 152****Engineering Drawing Fundamentals II***(3 credits)*

Introduces technical drafting from the fundamentals through advanced drafting practices. Includes lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners. Teaches theory and application of dimensioning and tolerances, pictorial drawing, and preparation of drawings. Part II of II. (Credit will not be awarded for both CAD 152 and DRF 152.) Lecture: 1 hour. Laboratory: 4 hours. Total: 5 hours per week.

**CAD 155****Fundamentals of Architectural Drafting***(3 credits)*

Introduces fundamentals of architectural drafting and planning of functional buildings. Presents architectural lettering, symbols, and dimensioning, and working drawings including site plans, floor plans, elevations, sections, and details. Lecture: 2 hours and Laboratory: 3 hours. Total: 5 hours per week.

**CAD 201****Computer Aided Drafting and Design I***(3 – 4 credits)*

Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. (Credit will not be awarded for both CAD 201 and DRF 201.) Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CAD 202****Computer Aided Drafting and Design II***(3 credits)*

Teaches production drawings and advanced operations in computer aided drafting. (Credit will not be awarded for both CAD 202 and DRF 202.) Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CAD 231****Computer Aided Drafting I***(3 credits)*

Teaches computer aided drafting concepts and equipment designed to develop a general understanding of components and operate a typical CAD system. (Credit will not be awarded for both CAD 231 and DRF 231.) Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CAD 235****Applications for Additive Manufacturing***(3 credits)*

Teaches advanced skills in 3D parametric modeling for the purpose of digital and rapid prototyping and additive manufacturing. Focuses on proper techniques to construct 3D models and assemblies for 3D printing, molding, and casting. Lecture: 2 hours. Laboratory: 2 hours. Total: 4-hours per week.

**CAD 241****Parametric Solid Modeling I***(3 credits)*

Focuses on teaching students the design of parts by parametric solid modeling. Topics covered will include, but not limited to, sketch profiles; geometric and dimensional constraints; 3-D features; model generation by extrusion, revolution and sweep; and the creation of 2-D drawing views that include sections, details and auxiliary. Part I of II. (Credit will not be awarded for both CAD 241 and DRF 241.) Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CAD 260****Computer Applications for Surveyors and Technicians***(3 credits)*

Studies and evaluates numerous COGO software and associated drafting packages. Includes calculations and drafting of traverse adjustment, subdivision, and curves. (Credit will not be awarded for both CAD 260 and DRF 260.) Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**CAD 262****Computer-Aided Civil Design and Hydrology***(3 credits)*

Introduces computer-aided-design for civil/surveying as applied to highway design, site layout, advanced, highway design, hydrology tools, watershed analysis, and pipe sizing. (Credit will not be awarded for both CAD 262 and DRF 262.) Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

## Computer Science

**CSC 200****Introduction To Computer Science***(3 credits)*

Provides broad introduction to computer science. Discusses architecture and function of computer hardware, including networks and operating systems, data and instruction representation and data organization. Covers software, algorithms, programming languages and software engineering. Discusses artificial intelligence and theory of computation. Includes a hand-on component. Prerequisite: MTH 163. Lecture: 3 hours per week.

**CSC 201****Computer Science I***(4 credits)*

Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures and the study and use of a high level programming language. Co-requisite MTH 173 or equivalent or divisional approval. Lecture: 4 hours per week.

**CSC 202****Computer Science II***(4 credits)*

Examines data structures and algorithm analysis. Covers data structures (including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), abstract data types, algorithm analysis (including searching and sorting methods), and file structures. Prerequisite CSC 201. Co-requisite MTH 174. Lecture: 4 hours per week.

**CSC 205****Computer Organization***(3 credits)*

Examines the hierarchical structure of computer architecture. Focuses on multi-level machine organization. Uses a simple assembler language to complete programming projects. Includes processors, instruction, execution, addressing techniques, data representation and digital logic. Lecture: 3 hours per week.

# Contracting

## CON 100

### Shaping Business Arrangements

(3 credits)

Provides an introduction to environment in which contracts function. Develops professional skills for making business decisions and advising other acquisition team members in successfully meeting customers' needs. Introduces students to the different acquisition contracting areas and the types of procurement alternatives that may be selected for each. Presents knowledge and information systems as well as recent acquisition initiatives. Lecture: 3 hours per week.

# Criminal Justice

## ADJ 100

### Survey of Criminal Justice

(3 credits)

Presents an overview of the United States criminal justice system; introduces the major system components-law enforcement, judiciary and corrections. Lecture: 3 hours per week.

## ADJ 105

### The Juvenile Justice System

(3 credits)

Presents the evolution, philosophy, structures and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, rehabilitation methods and current trends. Lecture: 3 hours per week.

## ADJ 107

### Survey of Criminology

(3 credits)

Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Lecture: 3 hours per week.

## ADJ 111 – 112

### Law Enforcement Organization and Administration I – II

(3 credits each)

Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses and apprehension of offenders. ADJ 111 is a prerequisite for ADJ 112. Lecture: 3 hours per week.

## ADJ 133

### Ethics and the Criminal Justice Professional

(3 credits each)

Examines ethical dilemmas pertaining to the criminal justice system, including those in policing, courts and corrections. Focuses on some of the specific ethical choices that must be made by the criminal justice professional. Lecture: 3 hours per week.

## ADJ 145

### Corrections and the Community

(3 credits)

Studies and evaluates the relationships and interactions between correctional organizations and free society. Focuses on the shared responsibility of the community and corrections agencies to develop effective programs of management and treatment of criminal offenders. Lecture: 3 hours per week.

## ADJ 160

### Police Response to Critical Incidents

(3 credits)

Provides a basic introduction to incident command and emerging trends. Addresses bomb threats; hostage/barricade situations; attacks on institutions such as schools and hospitals; criminal hazmat; terrorist, militia/paramilitary, and extended crime scene evidence collection scenarios; and other long term or large scale events. Lecture: 3 hours per week.

## ADJ 163

### Crime Analysis and Intelligence

(3 credits)

Provides a basic introduction to crime analysis and criminal intelligence. Covers the need, structure and function within the law enforcement agency, relevant law, and future trends. Lecture: 3 hours per week.

## ADJ 170

### Street Gangs and Law Enforcement

(3 credits)

Teaches the philosophy and history of gangs in America through the eyes of law enforcement, courts, corrections and the citizenry. Examines methods by which law enforcement defines the gang problem and intervenes in gang membership. Explores gang globalization; differentiates street gangs and terrorist cells. Lecture: 3 hours per week.

## ADJ 211 – 212

### Criminal Law, Evidence and Procedures I – II

(3 credits each)

Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various American court systems with focus on the Virginia jurisdiction. Lecture: 3 hours per week.

**ADJ 227****Constitutional Law for Justice Personnel***(3 credits)*

Surveys the basic guarantees of liberty described in the U.S. Constitution and the historical development of these restrictions on government power, primarily through U.S. Supreme Court decisions. Reviews rights of free speech, press, assembly, as well as criminal procedure guarantees (to counsel, jury trial, habeas corpus, etc.) as they apply to the activities of those in the criminal justice system. Lecture: 3 hours per week.

**ADJ 228****Narcotics and Dangerous Drugs***(3 credits)*

Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage. Lecture: 3 hours per week.

**ADJ 229****Law Enforcement and the Community***(3 credits)*

Considers current efforts by law enforcement personnel to achieve an effective working relationship with the community. Surveys and analyzes various interactive approaches of law enforcement agencies and the citizenry they serve. Lecture: 3 hours per week.

**ADJ 230****Civil Liabilities in Criminal Justice***(3 credits)*

Covers the basic legal concepts, theories and court cases relative to the increasing civil litigation against law enforcement personnel and the representative supportive government agencies that fund them. Lecture: 3 hours.

**ADJ 234****Terrorism and Counter Terrorism***(3 credits)*

Surveys the historical and current practices of terrorism that are national, transnational, or domestic in origin. Includes biological, chemical, nuclear, and cyber-terrorism. Teaches the identification and classification of terrorist organizations, violent political groups and issue-oriented militant movements. Examines investigative methods and procedures utilized in counter terrorist efforts domestically and internationally. Lecture: 3 hours per week.

**ADJ 236****Principles of Criminal Investigation***(3 credits)*

Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Lecture: 3 hours per week.

**ADJ 241****Correctional Law***(3 credits)*

Studies the legal rights and obligations of the convict-probationer, inmate, and parolee. Surveys methods of enforcing both rights and obligations and the responsibilities of corrections agencies and personnel under correctional law (constitutional, statutory, and regulatory provisions). Lecture: 3 hours per week.

**ADJ 244****Terrorism Response Planning***(3 credits)*

Builds an understanding of terrorism, and the past, present, and future national and international responses to terrorism and the defense against it. Teaches the knowledge and skills necessary to assist State and local emergency managers in planning for and managing a response to a terrorist incident. Lecture: 3 hours per week.

**ADJ 245****Management of Correctional Facilities***(3 credits)*

Describes management options and operational implications for staffing, security, safety, and treatment. Considers impact of changes in public policy on corrections. Lecture: 3 hours per week.

**ADJ 247****Criminal Behavior***(3 credits)*

Introduces and evaluates the concepts of normal and abnormal behavior. Focuses on the psychological and sociological aspects of criminal and other deviant behavior patterns. Lecture: 3 hours per week.

## Dance

**DAN 163****Jazz I***(1 credit)*

Introduces dance through contemporary jazz movements. Includes floor stretches, isolations, dance patterns and locomotor movements. Part I of II. Laboratory: 2 hours per week.

**DAN 164****Jazz II***(1 credit)*

Introduces dance through contemporary jazz movements. Includes floor stretches, isolations, dance patterns and locomotor movements. Part II of II. Laboratory: 2 hours per week.

**DAN 166****Ballet***(1 credit)*

Teaches ballet as a discipline with correct alignment and ballet form. Expresses movement through traditional dance form with choreographic emphasis. Laboratory: 2 hours per week.

**DAN 171****Ballroom Dance I***(1 credit)*

Presents the basic step patterns, rhythmic patterns, and positions in ballroom dance. Includes techniques based upon traditional steps with basic choreographic patterns. Part I of II. Laboratory 2 hours.

**DAN 200****History of Modern Dance***(3 credits)*

Explores the origin and development of modern dance, with concentration on American choreographers Doris Humphrey, Isadora Duncan and Martha Graham. Studies the cultural, intellectual and physical influences on the development of different techniques and movement theories as well as modern dance companies. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

## Drafting

**DRF 128****Geometric Dimensioning and Tolerancing***(2 credits)*

Teaches use of a positional tolerance system, its relationship to coordinate tolerance systems, and other aspects of industry standard drafting practices. Lecture: 2 hours per week.

**DRF 160****Machine Blueprint Reading***(3 credits)*

Introduces interpreting of various blueprints and working drawings. Applies basic principles and techniques such as visualization of an object, orthogonal projection, technical sketching and drafting terminology. Requires outside preparation. Lecture: 3 hours per week.

## Economics

**ECO 120****Survey of Economics***(3 credits)*

Presents a broad overview of economic theory, history, development and application. Introduces terms, definitions, policies and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Lecture: 3 hours per week.

**ECO 201****Principles of Macroeconomics***(3 credits)*

Introduces macroeconomics, including the Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking and the role of government spending and taxation, along with international trade and investments. Lecture: 3 hours per week.

**ECO 202****Principles of Microeconomics***(3 credits)*

Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits and production and distribution. Lecture: 3 hours per week.

## Education

**EDU 200****Introduction to Teaching as a Profession***(3 credits)*

Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K – 12 school. Prerequisite: Successful completion of 24 credits of transfer courses. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**EDU 235****Health, Safety, and Nutrition Education***(3 credits)*

Focuses on the health and developmental needs of children and the methods by which these needs are met. Emphasizes positive health, hygiene, nutrition and feeding routines, childhood diseases, and safety issues. Emphasizes supporting the mental and physical well being of children, as well as procedures for reporting child abuse. Lecture: 3 hours. Total: 3 hours per week

## Electrical Technology

**ELE 110****Home Electric Power***(3 credits)*

Covers the fundamentals of residential power distribution, circuits, panels, fuse boxes, breakers, transformers. Includes study of the national electrical code, purpose and interpretation. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**ELE 118****Practical Electricity***(2 credits)*

Teaches fundamentals of electricity, terminology and symbols, diagrams, the principles essential to the understanding of general practices, safety and the practical aspects of residential and non-residential wiring, electrical installation.

Lecture: 1 hour. Laboratory: 2 hours. Total: 3 hours per week.

**ELE 123****Electrical Applications I***(2 credits)*

Provides laboratory and shop assignments/jobs as applied to fundamental principles of electricity with emphasis on measurements and evaluation of electrical components, devices and circuits. Part I of II. Lecture: 1 hour. Laboratory: 2 hours.

Total: 3 hours per week.

**ELE 127****Residential Wiring Methods***(3 credits)*

Studies wiring methods and standards used for residential dwellings. Provides practical experience in design, layout, construction, and testing of residential wiring systems by use of scaled mock-ups. Lecture: 2 hours. Laboratory: 3 hours.

Total: 5 hours per week.

**ELE 131****National Electrical Code I***(3 credits)*

Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods including state and local regulations. Lecture: 3 hours per week.

**ELE 135****National Electrical Code - Residential***(3 credits)*

Studies purposes and interpretations of the national electrical code that deals with single and multi-family dwellings, including state and local regulations. Lecture: 2 hours.

Laboratory: 2 hours. Total: 4 hours per week.

**ELE 137****National Electrical Code – Industrial***(3 credits)*

Provides comprehensive study of the purposes and interpretations of the National Electrical Code that deal primarily with industrial wiring methods, including state and local regulations. Lecture: 2 hours. Laboratory: 2 hours.

Total: 4 hours per week.

**ELE 138****National Electrical Code Review I***(3 credits)*

Covers purpose and interpretation of the National Electrical Code as well as various charts, code rulings and wiring methods. Prepares the student to take the journeyman-level exam. Lecture: 3 hours per week.

**ELE 150****A.C. and D.C. Circuit Fundamentals***(4 credits)*

Provides an intensive study of the fundamentals of direct and alternating current, resistance, magnetism, inductance and capacitance, with emphasis on practical applications.

Focuses on electrical/machines applications. Lecture: 3 hours. Laboratory: 2 hours. Total: 5 hours per week.

**ELE 151****Electrical Troubleshooting***(3 credits)*

Teaches troubleshooting as applied to residential wiring and/or electrical appliances. Lecture: 2 hours. Laboratory: 3 hours.

Total: 5 hours per week.

**ELE 156****Electrical Control Systems***(3 credits)*

Includes troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits. Lecture: 2 hours.

Laboratory: 2 hours. Total: 4 hours per week.

**ELE 159****Electrical Motors***(3 credits)*

Teaches practical applications and fundamentals of A.C. and D.C. machines. Includes the concepts of magnetism and generators used in electrical motor applications.

Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**ELE 239****Programmable Controllers***(3 credits)*

Examines installation, programming, interfacing and concepts of troubleshooting programmable controllers. Lecture: 2 hours.

Laboratory: 2 hours. Total: 4 hours per week.

**ELE 240****Advanced Programmable Logic Controllers***(3 credits)*

Advances further study of Programmable Logic Controllers that was initiated in ELE 239. Students will learn to use more advanced program instructions, including data manipulation, sequences and program control, and advanced PLC features, including timers, counters. Covers connectivity and use of a variety of real world I/O devices. Prerequisite: ELE 239.

Lecture: 2 hours. Laboratory: 1 hour. Total: 3 hours per week.

# Emergency Medical Services

## EMS 110

### Emergency Vehicle Operator's Course (EVOC)

(1 credit)

Prepares the student for certification in the operation of various emergency vehicles. Teaches proper operating procedures in both emergency and non-emergency situations. Lecture: 1 hour per week.

## EMS 111

### Emergency Medical Technician

(7 credits)

Prepares student for certification as a Virginia and National Registry EMT. Focuses on all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician. Prerequisite: Approved Healthcare Provider CPR certification. Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Note: Students less than 18 years of age may enroll in the Emergency Medical Technician (BLS only) courses at age 16 with parental permission. Students less than 18 years of age who complete the course will be eligible for Virginia EMT certification only, and will not be eligible for National Registry Certification. Co-requisite: EMS 120. Lecture: 5 hours. Laboratory: 4 hours. Total: 9 hours per week.

## EMS 112

### Emergency Medical Technician I

(4 credits)

Prepares student for certification as a Virginia and/or National Registry EMT. Focuses on all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician. Lecture: 3 hours. Laboratory: 2 hours. Total: 5 hours per week hours per week. Prerequisite: Approved Healthcare Provider CPR certification. Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Note: Students less than 18 years of age may enroll in the Emergency Medical Technician (BLS only) courses at age 16 with parental permission. Students less than 18 years of age who complete the course will be eligible for Virginia EMT certification only, and will not be eligible for National Registry Certification. Co-requisite: EMS 120. Lecture: 5 hours. Laboratory: 4 hours. Total: 9 hours per week.

## EMS 113

### Emergency Medical Technician II

(3 credits)

Continues preparation of student for certification as a Virginia and/or National Registry EMT. Includes all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician. Prerequisite: EMS 112; Co-requisite: EMS 120. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week

## EMS 120

### Emergency Medical Technician - Basic Clinical

(1 credit)

Observes in a program approved clinical/field setting. Includes topics for both EMS 111 and EMS 113, dependent upon the program in which the student is participating and is a co-requisite to both EMS 111 and EMS 113. Prerequisite: Current approved Healthcare Provider CPR certification. Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Note: Students less than 18 years of age may enroll in the Emergency Medical Technician (BLS only) courses at age 16 with parental permission. Students less than 18 years of age who complete the course will be eligible for Virginia EMT certification only, and will not be eligible for National Registry Certification. Laboratory: 2 hours per week.

## EMS 151

### Introduction to Advanced Life Support

(4 credits)

Begins the sequence for Advanced EMT, Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction, and assessment based management. Conforms at a minimum to the Virginia EMS Education Standards. Prerequisite: EMT Certification, current Healthcare Provider CPR certification. Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Co-requisite: EMS 170. Lecture: 3 hours. Laboratory: 2 hours. Total: 5 hours per week.

## EMS 152

### Advanced EMT Completion

(2 credits)

Continues the Virginia Office of Emergency Medical Services Advanced, Intermediate and/or Paramedic curricula. Includes patient assessment, differential diagnosis and management of multiple complaints. Includes, but are not limited to conditions relating to diabetic, neurological, abdominal pain, environmental, behavioral, gynecology, and toxicological disease conditions. Also includes Advanced EMT level cardiac, trauma and special population topics. Prerequisites: Current EMT certification. Pre/: EMS 151. Lecture: 1 hour. Laboratory: 2 hours. Total: 3 hours per week.

## EMS 153

### Basic ECG Recognition

(2 credits)

Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG. Prerequisite: Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Lecture: 2 hours per week.

**EMS 154****ALS Cardiac Care***(2 credits)*

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Includes Advanced Life Support (ALS) airway management, electrical therapy, pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of cardiovascular emergencies. It will incorporate the current American Heart Association (AHA) - ACLS guidelines and curriculum including stroke management. Lecture: 1 hour. Laboratory: 2 hours. Total: 3 hours per week.

**EMS 157****ALS – Trauma Care***(3 credits)*

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: Current EMT-B certification and EMS 151. Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**EMS 159****ALS – Special Populations***(3 credits)*

Continues the Virginia office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients including obstetrical, neonates, pediatric, and geriatrics. Prerequisites: EMS 151 and EMS 153. Prerequisite: EMS 154. Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**EMS 170****ALS Internship I***(1 credit)*

Begins the first in a series of clinical and field experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the emergency department, critical care units, pediatric, labor and delivery, operating room, trauma centers and various advanced life support units. Prerequisite: Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Laboratory: 3 – 6 hours per week.

**EMS 172****ALS Clinical Internship II***(1 credit)*

Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the emergency department, critical care units, pediatric, labor and delivery, operating room and trauma centers. Prerequisite: Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Co-requisite: EMS 151. Laboratory: 3 – 6 hours per week.

**EMS 173****ALS Field Internship II***(1 credit)*

Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Prerequisite: Before enrolling in this EMS course, students MUST complete or test out of MTE Modules 1 – 4 and must be eligible to enroll in ENG 111. Laboratory: 3 hours per week.

**EMS 201****EMS Professional Development***(3 credits)*

The purpose of this course is to prepare the EMS student to use community resources to facilitate personal and community wellness and fulfills the wellness and resource objectives of the Virginia Office of Emergency Medical Services Intermediate curriculum. Lecture: 3 hours: 3 hours per week.

**EMS 205****Advanced Pathophysiology***(4 credits)*

Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body by systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment. Prerequisite: EMT/B Certification Lecture: 4 hours. 4 hours per week.

**EMS 207****Advanced Patient Assessment***(3 credits)*

Focuses on the principles of normal and abnormal physical exam. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture: 2 hours. Laboratory: 2 hours. 4 hours per week.

**EMS 209****Advanced Pharmacology***(4 credits)*

Focuses on the principles of pharmacokinetics, pharmacodynamics and drug administration. Includes drug legislation, techniques of medication administration, and principles of math calculations. Emphasizes drugs used to manage respiratory, cardiac, neurological, gastrointestinal, fluid and electrolyte and endocrine disorders and includes classification, mechanism of action, indications, contraindications, precautions, and patient education. Incorporates principles related to substance abuse and hazardous materials. Applies principles during the assessment and management of trauma, medical, and specialty patients in a laboratory environment. Lecture: 3 hours. Laboratory: 2 hours. 5 hours per week.

**EMS 211****Operations***(2 credits)*

Prepares the student in the theory and application of the following: medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. (Conforms to the current Virginia Office of Emergency Medical Services curriculum for EMT-Paramedics.) Lecture: 1 hour. Laboratory: 2 hours. 3 hours per week.

**EMS 213****ALS Skills Development***(1 credit)*

Utilizes reinforcement and remediation of additional advanced life support skills, as needed. Laboratory: 2 hours per week.

**EMS 215****Registry Review***(1 credit)*

Reviews material covered in the intermediate/paramedic program. Prepares the student for National Registry testing. Lecture: 1 hour per week.

**EMS 216****Paramedic Review***(1 credit)*

Provides the student with intensive review for the practical and written portions of the National Registry Paramedic exam. May be repeated once, for credit. Lecture 1 hour per week. 1 credit.

**EMS 242****ALS Clinical Internship III***(1 credit)*

Continues with the third in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in-and-out of hospitals. Includes, but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory: 4 hours per week.

**EMS 243****ALS Field Internship III***(1 credit)*

Continues with the third in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory: 3 hours per week.

**EMS 244****ALS Clinical Internship IV***(1 credit)*

The fourth in a series of clinical experiences providing direct patient contact in appropriate patient care facilities in-and-out of hospitals. Includes, but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. May be repeated as necessary. Laboratory: 3 hours per week.

**EMS 245****ALS Field Internship***(1 credit)*

Continues with the fourth in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. May be repeated as necessary. Laboratory: 3 hours per week.

## Energy Technology

**ENE 104****Energy Industry Fundamentals***(5 credits)*

Provides a broad understanding of the electric and natural gas utility industry and the energy generation, transmission, and distribution infrastructure. Covers business models, regulations, types of energy and their conversion to usable energy such as electric power, how generated power is transmitted and distributed to the point of use, emerging technologies, and the connection to careers in the energy industry. Lecture 5 hours per week.

## Engineering

**EGR 120****Introduction to Engineering***(2 credits)*

Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer and operating systems. Includes engineering problem-solving techniques using computer software. : MTH 163. Lecture: 2 hours.

**EGR 124****Introduction to Engineering and Engineering Methods***(3 credits)*

Introduces the engineering profession, professionalism, and ethics. Covers problem presentation, engineering calculations, digital computer applications, word processing, worksheets, programming in FORTRAN or C++, and elementary numerical methods. Prerequisite: EGR 120. Lecture: 3 hours.

**EGR 126****Computer Programming for Engineers***(3 credits)*

Introduces computers, their architecture and software. Teaches program development using flowcharts. Solves engineering problems involving programming in languages such as FORTRAN, PASCAL, or C++. Lecture: 3 hours.

**EGR 140****Engineering Mechanics: Statics***(3 credits)*

Introduces mechanics of vector forces and space, scalar mass and time, including S.I. and U.S. customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia analysis of two-force and multi-force members. Prerequisite: EGR 120 Co-requisite: MTH 173 Lecture: 3 hours per week.

**EGR 245****Engineering Mechanics – Dynamics***(3 credits)*

Presents approach to kinematics of particles in linear and curvilinear motion. Includes kinematics of rigid bodies in plane motion. Teaches Newton's second law, work-energy and power, impulse and momentum, and problem solving using computers. Prerequisite: EGR 140, MTH 174, PHY 241. Lecture: 3 hours per week.

**EGR 246****Mechanics of Materials***(3 credits)*

Teaches concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyzes axial loads, torsion, bending, shear and combined loading. Studies stress transformation and principle stresses, column analysis and energy principles. Prerequisite: EGR 140. Co-requisite: MTH 174. Lecture: 3 hours per week.

**EGR 248****Thermodynamics for Engineering***(3 credits)*

Studies formulation of the first and second law of thermodynamics. Presents energy conversion, concepts of energy, temperature, entropy, and enthalpy, equations of state of fluids. Covers reversibility and irreversibility in processes, closed and open systems, cyclical processes and problem solving using computers. Lecture: 3 hours per week.

**EGR 255****Electrical Circuits Laboratory***(1 credit)*

Teaches principles and operation of laboratory instruments such as VOM, electronic voltmeters, digital multimeters, oscilloscopes, counters, wave generators and power supplies. Presents application to circuit measurements, including transient and steady-state response of simple networks with laboratory applications of laws and theories of circuits plus measurement of AC quantities. Prerequisites: EGR 120, MTH 173, PHY 241. Co-requisite: EGR 251. Laboratory: 3 hours. Total: 3 hours per week.

**EGR 256****Electrical Circuits Laboratory II***(1 credit)*

Builds on laboratory skills introduced in EGR 255: operation of instruments and applications to circuit measurements. Applies laws and theories of circuits, through design, prototyping, and testing of electronic devices and circuits, including diodes and active components such as transistors. Prerequisites: EGR 251, EGR 255. Co-requisite: EGR 252. Laboratory: 3 hours. Total: 3 hours per week.

**EGR 261****Signals and Systems***(3 credits)*

Covers topics including Laplace transforms and Laplace transform analysis of circuits, time and frequency domain representation of linear systems, methods of linear systems analysis including convolution and Laplace transforms, frequency domain representation of signals including frequency response, filters, Fourier series, and Fourier transforms. Prerequisites: EGR 126, EGR 251, MTH 279. Co-requisite: EGR 263. Lecture 3 hours per week.

**EGR 263****Signals and Systems Laboratory***(1 credit)*

Applies analysis techniques for signals and systems using software modeling and circuit analysis, comparing measurements to time- and frequency-domain analytic results; Fourier and Laplace transforms; systems properties such as linearity, time invariance and stability; convolution, transfer functions and frequency response to determine system response. Prerequisites: EGR 126, EGR 251, MTH 279. Co-requisite: EGR 261. Laboratory 3 hours per week.

**EGR 270****Fundamentals of Computer Engineering***(4 credits)*

Covers the design and organization of digital systems, including number systems, Boolean algebra, logic gates, Karnaugh maps, combinational and sequential logic circuits, timing diagrams, and synchronous and asynchronous controllers. Introduces hardware description language (HDL) and assembly language programming. Prerequisite: EGR 126 (or instructor permission) Lecture: 3 hours. Laboratory: 2 hours. Total: 5 hours per week.

# English

## ENG 111

### College Composition I

(3 credits)

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Prerequisite: ENF 1 or ENF 2. Lecture: 3 hours per week.

## ENG 112

### College Composition II

(3 credits)

Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Prerequisite: ENG 111. Total: 3 hours per week.

## ENG 115

### Technical Writing

(3 credits)

Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style and content in formatting, editing and graphics. Introduces students to technical discourse through selected reading. Prerequisite: ENF 1 or ENF 2. Total: 3 hours per week.

## ENG 210

### Advanced Composition

(3 credits)

Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

## ENG 211 – 212

### Creative Writing I – II

(3 credits each)

Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama and essays. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

## ENG 236

### Introduction to the Short Story

(3 credits)

Examines selected short stories emphasizing the history of the genre. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

## ENG 241 – 242

### Survey of American Literature I – II

(3 credits each)

Examines American literary works from Colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

## ENG 243 – 244

### Survey of English Literature I – II

(3 credits each)

Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

## ENG 246

### Major American Writers

(3 credits)

Examines major writers of American literary history. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

## ENG 250

### Children's Literature

(3 credits)

Surveys the history, development and genres of children's literature, focusing on analysis of texts for literary qualities and in terms of audience. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

## ENG 251 – 252

### Survey of World Literature I – II

(3 credits each)

Examines major works of world literature. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

## ENG 253 – 254

### Survey of African – American Literature I – II

(3 credits each)

Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

## ENG 255

### Major Writers in World Literature

(3 credits)

Examines major writers selected from a variety of literary traditions. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

**ENG 256****Literature of Science Fiction***(3 credits)*

Examines the literary and social aspects of science fiction, emphasizing development of ideas and techniques through the history of the genre. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval.

Lecture: 3 hours per week.

**ENG 257****Mythology***(3 credits)*

Studies selected mythologies of the world, emphasizing their common origins and subsequent influence on human thought and expression. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

**ENG 273 – 274****Women in Literature I – II***(3 credits each)*

Examines literature by and about women. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week.

**ENG 279****Film and Literature***(3 credits)*

Examines the translation of literature into film viewing and writing. Prerequisite: ENG 112 or divisional approval.

Lecture: 3 hours per week.

## English Fundamentals

**ENF 1****Preparing for College English I***(8 credits)*

Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into the course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture: 8 hours per week.

**ENF 2****Preparing for College English II***(4 credits)*

Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. Students will place into the course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture: 4 hours per week.

**ENF 3****Preparing for College English III***(2 credits)*

Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation. Co-requisite: ENG 111. Lecture: 2 hours per week.

## Environmental Science

**ENV 121****General Environmental Science I***(4 credits)*

Explores fundamental components and interactions that make up the natural systems of the earth. Introduces the basic science concepts in the discipline of biological, chemical, and earth sciences that are necessary to understand and address environmental issues. Part I of II. Lecture: 3 hours. Recitation and Laboratory: 3 hours. Total: 6 hours per week.

**ENV 122****General Environmental Science II***(4 credits)*

Explores fundamental components and interactions that make up the natural systems of the earth. Introduces the basic science concepts in the disciplines of biological, chemical, and earth sciences that are necessary to understand and address environmental issues. Part II of II. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

## English as a Second Language

**ESL 1****English as a Second Language I***(9 credits)*

Provides intensive instruction at the beginning level. Includes listening comprehension, pronunciation and oral production of basic grammatical structure; reading and vocabulary development; and introduction to the writing process. Credit is not applicable toward graduation. Lecture 9 hours per week.

**ESL 2****English As a Second Language II***(9 credits)*

Provides intensive instruction and practice at the low intermediate level. Provides an introduction to the sound system, stress, intonational and rhythmic patterns of English through listening and speaking exercises. Includes individualized instruction to improve basic reading comprehension. Requires practice in writing with emphasis on building basic sentence structures, grammar and sentence-level writing. Credit is not applicable toward graduation. Lecture: 9 hours per week.

## Financial Services

**FIN 107****Personal Finance***(3 credits)*

Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. Lecture: 3 hours per week.

## French

**FRE 101 – 102****Beginning French I – II***(4 credits)*

Introduces understanding, speaking, reading and writing skills and emphasizes basic French sentence structure. Lecture: 4 hours per week. May include one additional hour of oral practice per week.

**FRE 201-202****Intermediate French I – II***(3 credits each)*

Continues to develop understanding, speaking, reading and writing skills. French is used in the classroom. Prerequisite: FRE 102 or equivalent. Lecture: 3 hours per week. May include one additional hour of oral practice per week.

## Funeral Services

**FNS 110****Introduction to Funeral Service***(2 credits)*

Presents a comprehensive study of the history of funeral service, commencing with the practices of the Egyptians, early Christians, Romans, and Hebrews. Traces funeral practice from its early pagan origins to the modern practices of today. May include the study of the sociology of funeral service. Lecture: 3 hours per week.

**FNS 111****Theory of Embalming I***(2 credits)*

Introduces the purpose and historical background of embalming. Teaches the ethics and sanitary consideration in the handling of human remains, signs and tests of deaths, and postmortem changes in the body. Corequisite: FNS 113. Lecture: 3 hours per week.

**FNS 112****Theory of Embalming II***(3 credits)*

Presents pre-embalming diagnosis, positioning the body and posing the features, linear and anatomical guides for selected blood vessels, and factors that influence fluid distribution and blood drainage. Prerequisites: FNS 111, FNS 113. Co-requisite: FNS 114. Lecture: 3 hours per week.

**FNS 113****Theory of Embalming Laboratory I***(1 credit)*

Teaches the basic procedures of embalming. Presents instruments, equipment, and the types of preservatives and disinfectant chemicals used in embalming. Co-requisite: FNS 111. Laboratory: 3 hours per week.

**FNS 114****Theory of Embalming Laboratory II***(1 credit)*

Teaches through practice and demonstration of various embalming techniques. May include clinical experiences in area funeral homes. Prerequisites: FNS 111, FNS 113. Co-requisite: FNS 112. Laboratory: 3 hours per week.

**FNS 121****Anatomy for Funeral Service I***(3 credits)*

Introduces anatomy and physiology and basic terminology. Presents information about cells, tissues and organs systems. Discusses all systems with emphasis placed on muscular, skeletal and circulatory. Lecture: 3 hours per week.

**FNS 125****Microbiology for Funeral Service***(3 credits)*

Focuses on microscopic forms of life from a morphological, cultural and staining viewpoint. Studies in detail causative agents of disease and their importance to a scientific approach to sanitation. Stresses the need for scientific knowledge concerning disease and its cause. Lecture: 3 hours per week.

**FNS 126****Pathology for Funeral Service***(3 credits)*

Introduces the general processes of disease, stressing their importance to the scientific embalmer and funeral director as health guardians. Studies diseases of specific organs and organ systems with emphasis on the significant structural changes involved and the embalming problems they present. Lecture: 3 hours per week.

**FNS 211****Restorative Art I***(3 credits)*

Presents surface contour; the influence of the bone structure on facial form; and the effect of the facial muscles on the wrinkles, grooves, and folds of the face. Teaches the treatments and techniques for restorations. Introduces wax and non-wax treatments such as swellings, feature corrections, and hair restoration. Studies lip- waxing techniques and the modeling of various forms of the mouth and eyes. Teaches the rudiments of cosmetic knowledge and techniques through lectures, demonstrations, and student participation. Prerequisite: Sophomore standing. Lecture: 2 hours. Laboratory: 2 hours.

Total: 4 hours per week.

**FNS 212****Restorative Art II***(3 credits)*

Studies color principles and their application to funeral work and the funeral establishment. Teaches the basic principles employed in recreating the personalized form and dimensions of each facial feature when restoration is necessary. Focused on problem cases which require illusory corrections, matching wax color skin, and the masking of small and extensive discolorations. Teaches feature construction with restorative wax through demonstrations and laboratory practice.

Lecture: 2 hours. Laboratory: 2 hours. Total 4: hours per week.

**FNS 213****Restorative Art***(3 credits)*

Presents surface contour, the influence of the bone structure on facial form and the effect of facial muscles on the wrinkles, grooves and folds of the face. Studies color principles and their applications. Teaches wax and nonwax treatments for restorations. Studies lip-waxing techniques and the modeling of various forms of the mouth and eyes. Focuses on problem cases which require illusory corrections, matching wax color to skin and masking of discolorations. Lecture: 3 hours.

**FNS 214****Restorative Art Technical Applications***(1 credit)*

Presents the technical application of restorative art theory with special attention to minor and major restorative techniques, was treatments, cosmetic applications, and the presentation of remains. Prerequisite: FNS 213 Laboratory: 3 hours.

**FNS 231****Principles of Funeral Management I***(4 credits)*

Introduces the basic social, religious, ethical and psychological factors that influence funeral service. Teaches telephone techniques and etiquette and acceptable funeral terminology. Studies the various types of religious, fraternal and military funeral services. Prerequisite: sophomore standing.

Lecture: 4 hours per week.

**FNS 232****Principles of Funeral Management II***(4 credits)*

Teaches merchandising, the principles of buying and selling and the techniques of making funeral arrangements. Studies the construction and proper selection of casket, room arrangement and social security and veterans' benefits. Focuses on modern funeral establishment management techniques and procedures. Prerequisite: FNS 231.

Lecture: 4 hours per week.

**FNS 236****Funeral Service Law***(3 credits)*

Focuses on the duties, rights, responsibilities, and liabilities of the funeral director and embalmer. Teaches building and zoning ordinances relating to the funeral establishment, tort liability, cemetery law, wills, and the administration of estates. May include the study of state laws as they pertain to funeral services. Lecture: 3 hours per week.

**FNS 245****Ethics***(3 credits)*

Provides a review of the Funeral Service curriculum by administering a series of exams on required content that the student must successfully pass. Allows students to choose and develop an expanded outline of one specific topic in Funeral Services which will be included in the final grade. Includes a required section on ethics in the field of Funeral Services and prepares the student to sit for the national and state licensing examinations. Lecture: 3 hours per week.

## Geography

**GEO 200****Introduction to Physical Geography***(3 credits)*

Studies major elements of the natural environment including earth sun relationship, land forms, weather and climate, natural vegetation and soils. Introduces the student to types and uses of maps. Lecture: 3 hours per week.

**GEO 210****People and the Land: An Introduction to Cultural Geography***(3 credits)*

Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics and economic activities. Introduces the student to types and uses of maps. Lecture: 3 hours per week.

**GEO 220****World Regional Geography***(3 credits)*

Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps. Lecture: 3 hours per week.

## Geographic Information Systems

**GIS 101****Introduction to Geospatial Technology I***(3 credits)*

Provides an introduction to the concepts of Geographic Information Systems (GIS), Global Positioning Systems (GPS), and remote sensing components of Geospatial Technology. Teaches the introductory concepts of geographic location and problem solving by using GIS and GPS units in demonstrating solutions to cross-curricular applications of the technology. Part I of II. Prerequisite: Basic Computer Literacy. Lecture: 3 hours per week.

**GIS 102****Introduction to Geospatial Technology II***(3 credits)*

Continues with the concepts of Geographic Information Systems (GIS), Global Positioning Systems (GPS) and remote sensing components of Geospatial Technology. Covers additional concepts of geographic location and problem solving by using GIS and GPS units in demonstrating solutions to cross-curricular applications of the technology. Part II of II. Prerequisite: Basic Computer Literacy. Lecture: 3 hours per week.

**GIS 200****Geographical Information Systems I***(3 - 4 credits)*

Provides hands-on introduction to a dynamic desktop GIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. Prerequisite: ITE 115 or ITE 119 or equivalent. Lecture: 3 hours. Laboratory: 2 hours. Total: 5 hours per week.

## Geology

**GOL 105****Physical Geology***(4 credits)*

Introduces the composition and structure of the earth and modifying agents and processes. Investigates the formation of minerals and rocks, weathering, erosion, earthquakes and crustal deformation. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

## German

**GER 101****Beginning German I***(5 credits)*

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part I of II. Lecture: 5 hours per week. May include one additional hour oral practice per week.

**GER 102****Beginning German II***(5 credits)*

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part II of II. Lecture: 5 hours per week. May include one additional hour oral practice per week. Prerequisite: GER 101.

**GER 201****Intermediate German I***(3 credits)*

Continues to develop understanding, speaking, reading, and writing skills. German is used in the classroom. Prerequisite: GER 102 or equivalent. Part I of II. Lecture: 3 hours per week. May include one additional hour oral practice per week.

**GER 202****Intermediate German II***(3 credits)*

Continues to develop understanding, speaking, reading, and writing skills. German is used in the classroom. Prerequisite: GER 201 or equivalent. Part II of II. Lecture: 3 hours per week. May include one additional hour oral practice per week.

# Health

## HLT 106

### First Aid and Safety

(2 credits)

Focuses on the principles and techniques of safety and first aid. Lecture: 2 hours per week.

## HLT 110

### Concepts of Personal and Community Health

(2 credits)

Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture: 2 hours per week.

## HLT 116

### Personal Wellness

(2 credits)

Familiarizes students with the components of wellness, including nutrition, weight control, stress management and physical conditioning. Includes a personal wellness plan. Lecture: 3 hours per week.

## HLT 120

### Foundations and Principles of Sport Coaching

(3 credits)

Explores the foundational knowledge applicable to sports coaching. Presents an overview based on current sport science. Covers the coaching areas of philosophy, pedagogy, physical training, behavioral analysis, and risk management. Includes principles and techniques of coaching. Covers a review of local athletic policies, procedures, regulations, and rules. Fulfills the VHSL Component and the coaching Principles Component required by the state of Virginia for coaching. Lecture: 3 hours per week.

## HLT 143

### Medical Terminology I

(3 credits)

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems and technical terms with emphasis on proper spelling, pronunciation and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture: 3 hours per week.

## HLT 156

### Health Care for Athletic Injuries

(3 credits)

Teaches prevention and care of athletic injuries, recognition and management of head and spinal injuries, fractures, strains, sprains, as well as cardiac emergencies. Discusses taping, protective equipment, and medical referral. Lecture: 3 hours per week.

## HLT 160

### Personal Health and Fitness

(3 credits)

Studies the relationships between health and fitness. Topics include nutrition, disease prevention, weight control, smoking and health, medical care, aerobic and anaerobic conditioning, and the relationship between physical and mental health. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

## HLT 200

### Human Sexuality

(3 credits)

Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture: 3 hours per week.

## HLT 204

### Women's Health

(3 credits)

Explores current issues related to women's health and wellness with an emphasis upon prevention of disease and optimum well being. Takes a multi-ethnic approach to exploring the most up-to-date findings, diagnostic tools and treatments for breast cancer, reproductive tract illness, heart and other common diseases faced by women from puberty through menopause. Lecture: 3 hours per week.

## HLT 206

### Exercise Science

(3 credits)

Surveys scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasizes physiological responses and adaptations to exercise. Addresses basic elements of kinesiology, biomechanics, and motor learning. Presents an introduction to the physical fitness industry. Lecture: 3 hours per week.

## HLT 208

### Fitness and Exercise Training

(3 credits)

Introduces techniques for conducting physical fitness assessments and includes an introduction to electrocardiography. Emphasizes tests of Cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Emphasizes the safety guidelines and precautions used in testing. Covers equipment use and maintenance. Prerequisite: HLT 100 or approval of instructor. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

## HLT 215

### Personal Stress and Stress Management

(3 credits)

Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress, and current coping skills for handling stress. Lecture: 3 hours per week.

**HLT 230****Principles of Nutrition and Human Development***(3 credits)*

Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control and the nutritional needs of an individual. Lecture: 3 hours per week.

**HLT 295****Advanced Topics in Exercise Science***(3 credits)*

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Lecture: 3 hours per week.

## Health Care Technology

**HCT 101****Health Care Technician I***(3 credits)*

Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long and short term care facilities. Lecture 3 hours. Total 3 hours per week.

**HCT 102****Health Care Technician II***(4 credits)*

Applies theory through laboratory experience for health care technicians to work in home health, long and short term facilities. Prerequisite: HCT 101. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**HCT 115****Medication Administration Training***(3 credits)*

Prepares students to safely administer, or to assist in client self-administration of medications in specific settings. Includes practice. Meets curriculum requirements of the State Board of Nursing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HCT 190****Coordinated Internship***(2 credits)*

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Laboratory 6 hours. Total 6 hours per week. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

## History

**HIS 101 – 102****History of Western Civilization I – II***(3 credits each)*

Examines the development of western civilization from ancient times to the present. The first semester ends with the seventeenth century; the second semester continues through modern times. Lecture: 3 hours per week.

**HIS 111 – 112****History of World Civilization I – II***(3 credits each)*

Surveys Asian, African, Latin American and European civilizations from the ancient period to the present. Lecture: 3 hours per week.

**HIS 121 – 122****United States History I – II***(3 credits each)*

Surveys United States history from its beginning to the present. Lecture: 3 hours per week.

**HIS 141 – 142****African-American History I – II***(3 credits each)*

Surveys the history of black Americans from their African origins to the present. Lecture: 3 hours per week.

**HIS 183****Survey of Museum Practice***(3 credits)*

Explores the role of the museum in society and traces the foundations upon which these public, cultural and educational institutions are built. Emphasizes the management and interpretation of historic properties and collections. This course is cross-listed with ART 184. Credit will not be awarded for both. Lecture: 3 hours per week.

**HIS 185****Introduction to Museum Education***(3 credits)*

Explores the basic elements of museum education, the different programming techniques museums use to reach all types of audiences, and the ways museums identify audiences. This course is cross-listed with ART 185. Credit will not be awarded for both. Lecture: 3 hours per week.

**HIS 186****Collections Management***(3 credits)*

Discusses the fundamentals of collections policy, deaccessioning, appraisal, and curatorial management. This course is cross-listed with ART 186. Credit will not be awarded for both. Lecture: 3 hours per week.

**HIS 203****History of African Civilization***(3 credits)*

Examines major social, economic, political and religious developments from earliest times to the present.

Lecture: 3 hours per week.

**HIS 211****History of England***(3 credits)*

Surveys the history of the British Isles from pre-Celtic times to the present. Lecture: 3 hours per week.

**HIS 225****Topics in European History I***(3 credits each)*

Examines selected topics in the history of Europe from ancient times to the present. Part I of II Lecture: 3 hours per week.

**HIS 226****Topics in European History II***(3 credits)*

Examines selected topics in the history of Europe from ancient times to the present. Part II of II Lecture: 3 hours per week.

**HIS 243 – 244****History of the Ancient World I – II***(3 credits each)*

Studies the history of the ancient world from the dawn of civilization in the Near East to the fall of Rome.

Lecture: 3 hours per week.

**HIS 269****Civil War and Reconstruction***(3 credits)*

Studies factors that led to the division between the states. Examines the war, the home fronts and the era of Reconstruction. Lecture: 3 hours per week.

**HIS 276****United States History since World War II***(3 credits)*

Investigates United States history from 1945 to the present, studying both domestic developments and American involvement in international affairs. Lecture: 3 hours per week.

**HIS 281 – 282****History of Virginia I – II***(3 credits each)*

Examines the cultural, political, and economic history of the Commonwealth from its beginning to the present.

Lecture: 3 hours per week.

**HIS 296****Museum Internship***(3 credits)*

Internship without pay with an approved museum, collection, or historic site, supervised and coordinated by the college.

Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

# Human Services

**HMS 100****Introduction to Human Services***(3 credits)*

Introduces human service agencies, roles and careers. Presents a historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations. Lecture: 3 hours per week.

**HMS 106****Working with Death and Dying***(3 credits)*

Studies the hospice concept emphasizing the management of providing services associated with terminal illness, while providing human services for the family as well as the patient. Explores the unique role of each member of the hospice care team as to how each assists the patient and family in coping with the effects of the illness. Emphasizes understanding grief and loss. Focuses on the dying person and emphasizes the social and moral aspects of death and dying. Lecture: 3 hours per week.

**HMS 121****Basic Counseling Skills I***(3 credits)*

Develops skills needed to function in a helping relationship. Emphasizes skills in attending, listening and responding. Clarifies personal skill strengths, deficits and goals for skill improvement. Prerequisite: HMS 100. Lecture: 3 hours per week.

**HMS 225****Functional Family Intervention***(3 credits)*

Provides an understanding of functions and dysfunctions within the family. Emphasizes the development of effective skills through an interpersonal/interactional approach to family intervention. Lecture: 3 hours per week.

**HMS 226****Helping Across Cultures***(3 credits)*

Provides an historical overview of selected cultural and racial groups. Promotes understanding of group differences and the impact on counseling services. Lecture: 3 hours per week.

**HMS 227****The Helper as a Change Agent***(3 credits)*

Teaches the following skills for implementing alternative models of change and influence: action research, problem-solving, consultation, workshop development and outreach and advocacy for diverse client populations. Prerequisite: HMS 100. Lecture: 3 hours per week.

**HMS 236****Gerontology***(3 credits)*

Examines the process of aging; its implications in relation to health, recreation, education, transportation, meaningful work or activity and to community resources. Emphasizes experiencing the aging process, facilitating retirement and application of the helping relationship to work with older adults. Lecture: 3 hours per week.

**HMS 251****Substance Abuse I***(3 credits)*

Provides knowledge, skills and insight for working in drug and alcohol abuse programs. Emphasizes personal growth and client growth measures in helping relationships. Stresses various methods of individual and group techniques for helping the substance abuser. Lecture: 3 hours per week.

**HMS 252****Substance Abuse II***(3 credits)*

Expands knowledge and skill in working with the substance abuser. Focuses on assisting substance abusers in individual and group settings and explores client treatment modalities. May provide opportunities for field experience in treatment centers. Prerequisite: HMS 251. Lecture: 3 hours per week.

**HMS 258****Case Management and Substance Abuse***(3 credits)*

Focuses on the process for interviewing substance abuse clients. Includes intake, assessment, handling denial and ending the interview. Teaches skills for writing short-term goals and treatment plans with emphasis on accountability. Examines various reporting devices. Lecture: 3 hours per week.

## Humanities

**HUM 201****Survey of Western Culture I***(3 credits)*

Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: ancient and classical, early Christian and Byzantine, medieval and early renaissance. Lecture: 3 hours per week.

**HUM 202****Survey of Western Culture II***(3 credits)*

Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Renaissance, Baroque, enlightenment, romantic and modern. Lecture: 3 hours per week.

**HUM 210****Introduction to Women's Studies***(3 credits)*

Introduces interdisciplinary and cross-cultural theories that explore gender, race, and class issues relating to women's lives, past and present. Prerequisite: ENG 112. Lecture: 3 hours per week.

**HUM 241 – 242****Interdisciplinary Principles of the Humanities I – II***(3 credits each)*

Integrates unifying principles of the humanities and related fields of study. Emphasizes the expansion of student's intellectual perspective and development of concepts enabling the integration of knowledge from diverse fields into a unified whole. Lecture: 3 hours per week.

## Industrial Engineering Technology

**IND 101****Quality Assurance Technology I***(3 credits)*

Studies principles and techniques of quality engineering for the management, design engineering economics, production and assurance of quality. Emphasizes fundamentals of total quality assurance for product and process control. May include design review, fundamentals of statistics procurement control, sampling and control chart systems, quality reporting, process capability analysis, tool and gauge control, document control or troubleshooting quality control. Prerequisite: MTH 103 or equivalent. Lecture: 3 hours per week.

**IND 116****Applied Technology***(3 credits)*

Introduces basic information and problem-solving techniques in liquids, gases, solids, metrics, mechanics, forces, simple machines, heat, light, sound and nuclear energy as applied in industrial engineering technologies. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**IND 137****Team Concepts and Problem Solving***(3 credits)*

Studies team concepts and problem-solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture: 3 hours per week.

**IND 181****World Class Manufacturing I***(3 credits)*

Studies the principles and applications of the globalization of industry. Emphasizes the fundamentals of interpersonal/team process, organization skills, total quality tools for continuous improvement, statistical process control, manufacturing resource planning and just-in-time. Lecture: 3 hours per week.

**IND 197****Cooperative Education***(1-5 credits)*

Supervises in on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office. Is applicable to all occupational-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**IND 250****Introduction to Basic Computer Integrated Manufacturing***(3 credits)*

Presents basic principles used in the design and implementation in a computer integrated manufacturing system. Emphasizes team concept and all aspects of a computer integrated manufacturing to include the following: Robotics, Conveyor Control, Machining Center Integration Quality Control, Statistical Quality Control, and Computer Integrated Manufacturing (CIM) software. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**IND 297****Cooperative Education***(1-5 credits)*

Supervises in on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office. Is applicable to all occupational-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

# Information Technology Database Processing

**ITD 110****Web Page Design I***(3 credits)*

Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Includes headings, lists, links, images, image maps, tables, forms, and frames. or prerequisite: ITE 130. Lecture: 3 hours per week.

**ITD 130****Database Fundamentals***(3 credits)*

Introduces the student to relational database and relational database theory. Includes planning, defining and using a database; table design, linking, and normalization; types of databases, database description and definition. Prerequisite: ITE 115. Lecture: 3 hours per week.

**ITD 132****Structured Query Language***(3 credits)*

Incorporates a working introduction to commands, functions and operators used in SQL for extracting data from standard databases. or prerequisite: ITE 215. Lecture: 3 hours per week.

**ITD 136****Database Management Software***(3 credits)*

Covers an introduction to relational database theory and how to administer and query databases using multiple commercial database systems. Lecture: 3 hours per week.

**ITD 210****Web Page Design II***(3 credits)*

Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Prerequisite: ITD 110. Lecture: 3 hours per week.

# Information Technology Essentials

## ITE 101

### Introduction to Microcomputers

(1 credit)

Examines concepts and terminology related to microcomputers and introduces specific uses of microcomputers. Lecture: 1 hour per week.

## ITE 115

### Introduction to Computer Applications and Concepts

(3 credits)

Covers computer concepts and internet skills and use a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Recommended prerequisite keyboarding skills. Lecture: 3 hours per week.

## ITE 119

### Information Literacy

(3 credits)

Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. Lecture: 3 hours per week.

## ITE 127

### Microcomputer Software: Beginning Windows

(1 credit)

Imparts first-time users with sufficient information to make practical use of the Windows software package. Presents the basics of the features and applications included in the Windows operating system package. Lecture: 1 hour per week.

## ITE 130

### Introduction to Internet Services

(3 credits)

Provides students with a working knowledge of Internet terminology and services including e-mail, WWW browsing, search engines, ftp, file compression, and other services using a variety of software packages. Provides instruction for basic web page construction. Lecture: 3 hours per week.

## ITE 131

### Survey of Internet Services

(1 credit)

Introduces students to basic internet terminology and services including e-mail, WWW browsing, search engines, ftp telnet, and other services. Lecture: 1 hour per week.

## ITE 140

### Spreadsheet Software

(3 credits)

Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. or prerequisite: ITE 115. Lecture: 3 hours per week.

## ITE 141

### Microcomputer Software: Spreadsheets

(1 credit)

Provides first-time users with sufficient information to make practical use of spreadsheet software using the basic of building spreadsheets. Lecture: 1 hour per week.

## ITE 150

### Desktop Database Software

(3 credits)

Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Includes database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. or prerequisite: ITE 115. Lecture: 3 hours per week.

## ITE 151

### Microcomputer Software: Database Management

(1 credit)

Presents first-time users with sufficient information to make practical use of database management software using the basics of building databases. Covers specific business applications. Lecture: 1 hour per week.

## ITE 200

### Technology for Teachers (TSIP)

(3 credits)

Provides K – 12 classroom teachers with the knowledge and skills needed to fulfill the Commonwealth of Virginia's Technology Standards for Instructional Personnel. Students will finish the course with a solid understanding of educational technology, including how to use computers, how to access information on the World Wide Web, and how to integrate computers and educational technology into classroom curriculum. Students will learn how to base technology integration decisions on contemporary learning theories. Lecture: 3 hours per week.



**ITE 215****Advanced Computer Applications and Integration***(3 credits)*

Incorporates advanced computer concepts including the integration of a software suite. Prerequisite: ITE 115. Lecture: 3 hours per week.

**ITE 221****PC Hardware and OS Architecture***(3 credits)*

Covers instruction about processors, internal functions, peripheral devices, computer organization, memory management, architecture, instruction format, and basic OS architecture. Prerequisite: ITE 115. Lecture: 3 hours per week.

# Information Technology Networking

**ITN 101****Introduction to Network Concepts***(3 credits)*

Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support and LAN/WAN connectivity. Lecture: 3 hours per week.

**ITN 111****Server Administration***(3 credits)*

Covers basic instruction in various network protocols, name resolution services, remote access, security, and print installation, configuration, administration, monitoring, and troubleshooting of Server Administration software (Specify Version) in an Active Directory domain environment. or prerequisite: ITN 101. Lecture: 3 hours per week.

**ITN 154****Networking Fundamentals – Cisco***(4 credits)*

Provides introduction to networking using the OSI reference model. Includes data encapsulation, TCP/IP suite, routing, IP addressing, and structured cabling design and implementation. or prerequisite: ITN 101. Lecture: 4 hours per week.

**ITN 154L****Networking Fundamentals - CISCO Laboratory***(1 credit)*

Provides problem solving experience to supplement instruction in Networking Fundamentals - Cisco. Co-requisite: ITN 154. Laboratory: 2 hours per week.

**ITN 155****Switching, Wireless, and WAN Technologies (ICND2) - Cisco***(3 credits)*

Provides the skills and knowledge to install, operate, and troubleshoot a small-to-medium sized branch office enterprise network, including configuring several switches and routers, configuring wireless devices, configuring VLANs, connecting to a WAN, and implementing network security. Prerequisite ITN 154. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**ITN 156****Basic Switching and Routing – Cisco***(3 credits)*

Centers instruction in LAN segmentation using bridges, routers, and switches. Includes fast Ethernet, access lists, routing protocols, spanning tree protocol, virtual LANS and network management. Prerequisite: ITN 155. Lecture: 3 hours per week.

**ITN 157****WAN Technologies – Cisco***(3 credits)*

Concentrates on an introduction to Wide Area Networking (WANs). Includes WAN design, LAPB, Frame Relay, ISDN, HDLC, and PPP. Prerequisite: ITN 156. Lecture: 3 hours per week.

**ITN 171****Unix 1***(3 credits)*

Provides an introduction to UNIX operating systems. Teaches login procedures, file creation, UNIX file structure, input/output control, and the UNIX shell. or prerequisite: ITN 101. Lecture: 3 hours per week.

**ITN 245****Network Troubleshooting***(3 credits)*

Focuses on servicing and maintaining local area networks (LANS). Teaches network installation, network troubleshooting, installation of file servers and workstations, configuring of network boards and cables, and diagnosing common network problems. Prerequisite: ITN 101. Lecture: 3 hours per week.

**ITN 260****Network Security Basics***(3 credits)*

Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the give security keys, confidentiality integrity, availability, accountability and auditability. Prerequisite: ITN 101. Lecture: 3 hours per week.

**ITN 261****Network Attacks, Computer Crime and Hacking***(3 credits)*

Encompasses in-depth exploration of various methods for attacking and defending a network. Explores network security concepts from the viewpoint hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime and industrial espionage. Lecture: 3 hours per week.

**ITN 262****Network Communication, Security and Authentication***(3 credits)*

Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis, and the use of various utilities to explore TCP/IP. Lecture: 3 hours per week.

**ITN 263****Internet/Intranet Firewalls and E-Commerce Security***(3 credits)*

Gives an in-depth exploration of firewalls, Web security, and e-commerce security. Explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Includes client/server architecture, the Web server, HTML and HTTP in relation to Web Security, and digital certification, D.509, and public key infrastructure (PKI). Lecture: 3-4 hours per week.

**ITN 266****Network Security Layers***(3 credits)*

Provides an in-depth exploration of various security layers needed to protect the network. Explores Network Security from the viewpoint of the environment in which the network operates and the necessity to secure that environment to lower the security risk to the network. Includes physical security, personnel security, operating system security, software security and database security. Lecture: 3 hours per week.

**ITN 267****Legal Topics in Network Security***(3 credits)*

Conveys an in-depth exploration of the civil and common law issues that apply to network security. Explores statutes, jurisdictional, and constitutional issues related to computer crimes and privacy. Includes rules of evidence, seizure and evidence handling, court presentation and computer privacy in the digital age. Lecture: 3 hours per week.

# Information Technology Programming

**ITP 100****Software Design***(3 credits)*

Introduces principles and practices of software development. Includes instruction in critical thinking, problem-solving skills, and essential programming logic in structured and object-oriented design using contemporary tools. or prerequisite: ITE 115. Lecture: 3 hours per week.

**ITP 110****Visual Basic Programming I***(3 credits)*

Involves instruction in fundamentals of event-driven programming using Visual Basic. Emphasizes program construction, algorithm development, coding, debugging, and documentation of graphical user interface applications. or prerequisite: ITP 100. Lecture: 3 hours per week.

**ITP 120****Java Programming I***(3 credits)*

Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. or prerequisite: ITP 100. Lecture: 3 hours per week.

**ITP 160****Introduction to Game Design & Development***(3 credits)*

Introduces object-oriented game design and development. Provides overview of the electronic game design and development process and underlines the historical context, content creation strategies, game careers, and future trends in the industry. Utilizes a game language environment to introduce game design, object-oriented paradigms, software design, software development and product testing. Teaches skills of writing a game design document and creating a game with several levels and objects. Integrate 2D animations, 3D models, sound effects, and background music as well as graphic backgrounds. Prerequisite: ITE115. Lecture: 3 hours per week.

**ITP 210****Visual Basic Programming II***(3 credits)*

Encompasses instruction in the application of advanced event-driven techniques to application development. Emphasizes database connectivity and advanced controls using Visual Basic. Prerequisite: ITP 110. Lecture: 3 hours per week.

**ITP 220****Java Programming II***(3 credits)*

Imparts instruction in application of advanced object-oriented techniques to application development using Java. Emphasizes database connectivity, inner classes, collection classes, networking, and threads. Prerequisite: ITP 120. Lecture: 3 hours per week.

**ITP 251****Systems Analysis and Design***(3 credits)*

Focuses on application of information technologies (IT) to system life cycle methodology, systems analysis, systems design, and system implementation practices. Covers methodologies related to identification of information requirements, feasibility in the areas of economic, technical and social requirements, and related issues are included in course content. Software applications may be used to enhance student skills. Prerequisite: ITP 100. Lecture: 3 hours per week.

## Japanese

**JPN 101****Beginning Japanese I***(5 credits)*

Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part I of II. Lecture: 5 hours per week. May include one additional hour of oral practice per week.

**JPN 102****Beginning Japanese II***(5 credits)*

Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part II of II. Prerequisite: JPN 101. Lecture: 5 hours per week. May include one additional hour of oral practice per week.

**JPN 201****Intermediate Japanese I***(4 credits)*

Continues the development of the skills of understanding, speaking, reading, and writing of Japanese. Classes conducted in Japanese. Prerequisite: JPN 102. Part I of II. Lecture: 4 hours per week. May include one additional hour of oral practice per week.

**JPN 202****Intermediate Japanese II***(4 credits)*

Continues the development of the skills of understanding, speaking, reading, and writing of Japanese. Classes conducted in Japanese. Prerequisite: JPN 102. Part II of II. Lecture: 4 hours per week. May include one additional hour of oral practice per week.

## Legal Administration

**LGL 110****Introduction to Law and the Legal Assistant***(3 credits)*

Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant, and other areas of interest. Lecture: 3 hours per week.

**LGL 115****Real Estate Law for Legal Assistants***(3 credits)*

Studies law of real property and gives in-depth survey of the more common types of real estate transactions and conveyances such as deeds, contracts, leases, and deeds of trust. Focuses on drafting these various instruments and studies the system of recording and search of public documents. Prerequisite: LGL 110. Lecture: 3 hours per week.

**LGL 117****Family Law***(3 credits)*

Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Includes property settlement, pre- and ante-nuptial agreements, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws. Lecture: 3 hours per week.

**LGL 125****Legal Research***(3 credits)*

Provides an understanding of various components of a law library, and emphasizes research skills through the use of digests, encyclopedias, reporter systems, codes, Shepards' Citations, ALR, and other research tools. May include overview of computer applications and writing projects. : LGL 110. Lecture: 3 hours per week.

**LGL 126****Legal Writing***(3 credits)*

Studies proper preparation of various legal documents, including legal memoranda, letters, and pleadings. Involves practical applications. May include case and appellate briefs. Prerequisite: ENG 111 or permission of instructor. Lecture: 3 hours per week.

**LGL 130****Law Office Administration and Management***(3 credits)*

Introduces management principles and systems applicable to law firms, including record keeping, disbursements, escrow accounts, billing, and purchasing. May include accounting methods and software packages applicable to law firms. Lecture: 3 hours per week.

**LGL 215****Torts***(3 credits)*

Studies fundamental principles of the law of torts. May include preparation and use of pleadings and other documents involved in the trial of a civil action. Emphasizes personal injury, products liability, and malpractice cases. Lecture: 3 hours per week.

**LGL 218****Criminal Law***(3 credits)*

Focuses on major crimes, including their classification, elements of proof, intent, conspiracy, responsibility, parties, and defenses. Emphasizes Virginia law. May include general principles of applicable constitutional law and criminal procedure. Lecture: 3 hours per week.

**LGL 235****Legal Aspects of Business Organizations***(3 credits)*

Studies fundamental principles of agency law and the formation of business organizations. Includes sole proprietorships, partnerships, corporation, limited liability companies, and other business entities. Reviews preparation of the documents necessary for the organization and operation of businesses. Lecture: 3 hours per week.

**LGL 238****Bankruptcy***(3 credits)*

Provides a practical understanding of non-bankruptcy alternatives and the laws of bankruptcy including Chapters 7, 11, 12 and 13 of the Bankruptcy Code. Emphasis will be placed on preparing petitions, schedules, statements, and other forms. Lecture: 3 hours per week.

**LGL 250****Immigration Law***(3 credits)*

Provides an introduction to immigration law and policy, giving an overview of the United States legal system that regulates the admission, exclusion, removal, and naturalization of immigrants. Includes issues concerning refugees, asylum seekers, illegal immigrants, and undocumented aliens. Lecture: 3 hours per week.

## Machine Technology

**MAC 121 – 122****Computer Numerical Control I – II***(3 credits each)*

Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Prerequisite: MAC 161. Lecture: 2 hour. Laboratory: 3 hours. Total: 5 hours per week.

**MAC 131****Machine Lab I***(2 credits each)*

Teaches fundamental machine shop operations, bench work, layout, measuring tools, and safety. Part I of II. Lecture: 2 hours. Total: 2 hours per week.

**MAC 123****Computer Numerical Control III***(3 credits)*

Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Prerequisite: MAC 121 MAC 122. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**MAC 130****Introduction to Electric Discharge Machining (EDM)***(2 credits)*

Introduces the equipment, processes, and components of electric discharge machining. Includes basic operation and programming for computer numerical control (CNC) electric discharge machining (EDM). Prerequisite(s): Basic understanding of computer numerical control (CNC). Lecture: 1 hour. Laboratory: 2 hours. Total: 3 hours per week.

**MAC 131****Machine Lab I***(2 credits)*

Teaches fundamental machine shop operations, bench work, layout, measuring tools, and safety. Lecture: 1 hour. Laboratory: 1 hours. Total: 2 hours per week.

**MAC 134****CMM Operation and Programming***(2 credits)*

Focuses on inspection using a Coordinate Measuring Machine. Includes hands-on demonstration of CMM setup, initialization and operation. Covers the essential aspects of the software and CMM operation, using a sample part for hands-on practice. Lecture: 1 hour. Laboratory: 2 hours. Total: 3 hours per week.

**MAC 150****Introduction to Computer-Aided Manufacturing***(3 credits)*

Introduces computer-aided manufacturing (CAM) with emphasis on programming of numerical control machinery. Teaches program writing procedures using proper language and logic and a CAM programming system to produce numerical control code for machines. Teaches basic computer usage, 2 1/2D and 3D CAD-CAM integration and code-to-machine transfer. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**MAC 161 – 162****Machine Shop Practices I – II***(3 credits each)*

Introduces safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, engine lathes, manual surface grinders and milling machines. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**MAC 163 – 164****Machine Shop Practices III – IV***(3 credits each)*

Offers practice in the operation of the drill press, engine lathe, vertical milling machine, horizontal milling machine and the surface grinder. Introduces practical heat treatment of directly hardenable steels commonly used in machine shops. Prerequisite: MAC 161, MAC 162. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**MAC 181****Machine Blueprint Reading I***(3 credits)*

Introduces reading and interpreting blueprints and working drawings. Applies visualization of objects, sketching, and machine terminology. Part I of II Lecture: 3 hours per week.

**MAC 195****NIMS Level 1 Review***(2 credits each)*

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours 2 credits. Lecture: 2 hour. Total: 2 hours per week.

## Marketing

**MKT 100****Principles of Marketing***(3 credits)*

Presents principles, methods and problems involved in marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion and buyer motivation. Examines variations of marketing research, legal, social, ethical, e-commerce and international considerations in marketing. Lecture: 3 hours per week.

**MKT 220****Principles of Advertising***(3 credits)*

Emphasizes the role of advertising in the marketing of goods, services, and ideas. Discusses the different uses of advertising; types of media; how advertising is created; agency functions; and legal, social, and economic aspects of the industry. Introduces advertising display, copy and art work preparation, printing and selection of media. Lecture: 3 hours per week.

**MKT 221****Public Relations***(3 credits)*

Introduces public relations as a marketing activity and focuses on media relations, publicity, strategic planning, public relations research, communication with multiple audiences, and the elements of an effective public relations campaign to influence public opinion. Equips students with the basic skills for writing publicity materials and coordinating public relations campaigns and media kits. Lecture 3 hours per week.

## Mathematics

**MTH 103 – 104****Applied Technical Mathematics I – II***(3 credits each)*

Presents a review of arithmetic elements of algebra, geometry and trigonometry. Directs applications to specialty areas. Prerequisites: Modules 1–3 or SAT of 520. MTH 104 Prerequisite: MTH 103. Lecture: 3 hours per week.

**MTH 120****Introduction to Mathematics***(3 credits)*

Introduces number systems, logic, basic algebra and descriptive statistics (intended for occupational/technical programs). Prerequisites: Modules 1–3 or SAT of 520. Lecture: 3 hours per week.

**MTH 157****Elementary Statistics***(3 credits)*

Presents elementary statistical methods and concepts including descriptive statistics, estimation, hypothesis testing, linear regression, and categorical data analysis. (Credit will not be awarded for both MTH 157 and MTH 240 or MTH 241.) Prerequisites: Competency in Math Essentials MTE 1–4. Lecture: 3 hours per week.

**MTH 158****College Algebra***(3 credits)*

Covers the structure of complex number systems, polynomials, rational expressions, graphing, systems of equations and inequalities and functions, quadratic and rational equations and inequalities. Prerequisites: Modules 1–5 or SAT of 520. Lecture: 3 hours per week.

**MTH 163****Precalculus I***(3 credits)*

Presents college algebra; matrices; and algebraic, exponential and logarithmic functions. Prerequisites: Modules 1-9, MTH 158 with a grade of C or better, or SAT of 520. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture: 3 hours per week.

**MTH 164****Precalculus II***(3 credits)*

Presents trigonometry, analytic geometry and sequences and series. Prerequisite: MTH 163. (Credit will not be awarded for both MTH 164 and MTH 166.) Lecture: 3 hours per week.

**MTH 166****Precalculus with Trigonometry***(5 credits)*

Presents college algebra, analytic geometry, trigonometry, and algebraic exponential, and logarithmic functions. Prerequisite: Modules 1-9, MTH 158 with grade of C or better or SAT of 520. Lecture: 5 hours per week.

**MTH 170****Foundations in Contemporary Mathematics***(3 credits)*

Covers topics in the mathematics of social choice, management sciences, statistics and growth. Uses physical demonstrations and modeling techniques to teach the power and utility of mathematics. Competency in Math Essentials MTE 1-4. Prerequisite: Modules 1-4 or SAT of 520. Lecture: 3 hours per week.

**MTH 173****Calculus with Analytic Geometry I***(5 credits)*

Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs. Prerequisites: MTH 164 or MTH 166 or VPT Placement. (Credit will not be awarded for more than one of MTH 173, MTH 175, or MTH 273.) Lecture: 5 hours per week.

**MTH 174****Calculus with Analytic Geometry II***(5 credits)*

Continues the study of analytic geometry and the calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 173 or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176 or MTH 274.) Lecture: 5 hours per week.

**MTH 270****Applied Calculus***(3 credits)*

Introduces limits, continuity, differentiation and integration of algebraic and transcendental functions, techniques of integration, and partial differentiation. Prerequisite: MTH 163 or MTH 166. (Credit will not be awarded for both MTH 270 and MTH 271.) Lecture: 3 hours per week.

**MTH 277****Vector Calculus***(4 credits)*

Presents vector valued functions, partial derivatives, multiple integrals, and topics from the calculus vectors. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture: 4 hours per week.

**MTH 279****Ordinary Differential Equations***(4 credits)*

Introduces ordinary differential equations. Includes first order differential equations, second and higher order ordinary differential equations with application. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture: 4 hours per week.

**MTH 285****Linear Algebra***(3 credits)*

Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, Eigenvalues and Eigenvectors. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture: 3 hours per week.

## Math Essentials

**MTE 1****Operations with Positive Fractions***(1 credit)*

Includes operations and problem-solving with proper fractions, improper fractions, and mixed numbers without the use of a calculator. Emphasizes applications and includes U.S. customary units of measure. Credit is not applicable toward graduation. Lecture: 1 hour per week. Prerequisite: Qualifying placement score.

**MTE 2****Operations with Positive Decimals and Percents***(1 credit)*

Includes operations and problem-solving with positive decimals and percents. Emphasizes applications and includes U. S. customary and metric units of measure. Credit is not applicable toward graduation. Prerequisite: MTE 1 or qualifying placement score. Lecture: 1 hour per week.

**MTE 3****Algebra Basics***(1 credit)*

Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credit is not applicable toward graduation. Lecture: 1 hour per week. Prerequisite: MTE 1-2 or qualifying placement score.



**MTE 4****First Degree Equations and Inequalities in One Variable***(1 credit)*

Includes solving first-degree equations and inequalities containing one variable, and using them to solve application problems. Emphasizes applications and problem solving. Credit is not applicable toward graduation. Lecture: 1 hour per week. Prerequisite: MTE1- 3 or qualifying placement score.

**MTE 5****Linear Equations, Inequalities and Systems of Linear Equations in Two Variables***(1 credit)*

Includes finding the equation of a line, graphing linear equations and inequalities in two variables and solving systems of two linear equations. Emphasizes writing and graphing equations using the slope of the line and points on the line, and applications. Credit is not applicable toward graduation. Lecture: 1 hour per week. Prerequisite: MTE 1-4 or qualifying placement score.

**MTE 6****Exponents, Factoring and Polynomial Equations***(1 credit)*

The student will learn to perform operations on exponential expressions and polynomials. Students will also learn techniques to factor polynomials and use these techniques to solve polynomial equations. Emphasis should be on learning all the different factoring methods, and solving application problems using polynomial equations. Credit is not applicable toward graduation. Lecture: 1 hour per week. Prerequisite: MTE1- 5 or qualifying placement score.

**MTE 7****Rational Expressions and Equations***(1 credit)*

Includes simplifying rational algebraic expressions, solving rational algebraic equations and solving applications that use rational algebraic equations. Credit is not applicable toward graduation. Lecture: 1 hour per week. Prerequisite: MTE1- 6 or qualifying placement score.

**MTE 8****Rational Exponents and Radicals***(1 credit)*

Includes simplifying radical expressions, using rational exponents, solving radical equations and solving applications using radical equations. Credit is not applicable toward graduation. Lecture: 1 hour per week. Prerequisite: MTE1- 7 or qualifying placement score.

**MTE 9****Functions, Quadratic Equations and Parabolas***(1 credit)*

Includes an introduction to functions in ordered pair, graph, and equation form. Also introduces quadratic functions, their properties and their graphs. Credit is not applicable toward graduation. Lecture: 1 hour per week. Prerequisite: MTE1- 8 or qualifying placement score.

# Mechanical Engineering Technology

**MEC 101 – 102****Introduction to Engineering Technology I – II***(2 credits each)*

Introduces engineering technology. Provides historical background. Covers such topics as professional ethics; problem-solving techniques involving forces, structures, materials, fluids, energy, and electricity and U.S. Customary and S.I. units, and unit conversions. Lecture: 2 hours per week.

**MEC 113****Materials and Processes of Industry***(3 credits)*

Studies engineering materials and accompanying industrial manufacturing processes. Investigates nature of materials structure and properties from a design standpoint. Analyzes both the effects of various processes on materials and the processes themselves. Includes machining, casting, forming, molding, hot/cold working, machining and welding. Addresses quality assurance and inspection procedures. Lecture: 3 hours per week.

**MEC 131****Mechanics I – Statics for Engineering Technology***(3 credits)*

Teaches Newton's laws, resultants and equilibrium of force systems, trusses and frames, determination of centroids, and distributed loads and moments of inertia. Introduces dry friction and force systems in space. Lecture: 3 hours per week.

**MEC 132****Mechanics II – Strength of Mat. for Eng. Tech***(3 credits)*

Teaches the concepts of stress and strain. Provides an analysis of stresses and deformations in loaded members, connectors, shafts, beams, columns, and combined stress. Lecture: 3 hours per week.

**MEC 140****Introduction to Mechatronics***(3 credits)*

Presents foundational concepts in mechatronics including analog and digital electronics, sensors, actuators, microprocessors, and microprocessor interfacing to electromechanical systems. Surveys components and measurement equipment used in the design, installation, and repair of mechatronic equipment and circuits.

Prerequisite: divisional approval. Lecture: 1 hour.

Laboratory: 3 hours. Total: 4 hours per week.

**MEC 154****Mechanical Maintenance I***(3 credits)*

Provides an overview of basic maintenance techniques and processes for industrial mechanics and technicians who are installing and maintaining industrial mechanical and power transmission components. Lecture: 2 hours.

Laboratory: 1 hour. Total: 3 hours per week.

**MEC 211 – 212****Machine Design I – II***(4 credits each)*

Introduces analytical design of bearings, clutches, coupling, brakes, springs, gearing systems and power shafting.

Emphasizes methods of construction, machine parts and specifications of materials, and manufacturing processes.

MEC 212 prerequisite: MEC 211. Lecture: 3 hours.

Laboratory: 2 hours. Total: 5 hours per week.

**MEC 226****Practical Metallurgy***(3 credits)*

Studies metals and their structure. Focuses on effects of hardening, tempering, and annealing upon the structure and physical properties of ferrous and non-ferrous metals. Covers the equipment and processes in heat treating. Lecture: 3 per week.

**MEC 252****Mechanical Systems Maintenance***(3 credits)*

Covers the application of the principles of mechanical component maintenance as they apply to complete mechanical systems, such as pumps, conveyors, and packaging machines. Lecture: 2 hours. Laboratory: 2 hours. Total 4 hours per week.

**MEC 253****Preventative and Predictive Maintenance***(3 credits)*

Presents the concepts of preventative and predictive maintenance needed to increase machine uptime and reliability, product quality, and plant productivity. Lecture: 2 hours. Laboratory: 2 hours. Total 4 hours per week.

**MEC 254****Mechanical Maintenance II***(3 credits)*

Covers advanced maintenance techniques and processes for industrial mechanics and technicians who are installing and maintaining industrial mechanical and power transmission components. Prerequisite: MEC 154. Lecture: 2 hours.

Laboratory: 2 hours. Total 4 hours per week.

**MEC 266****Applications of Fluid Mechanics***(3 credits)*

Teaches theory of hydraulic and pneumatic circuits including motors, controls, actuators, valves, plumbing, accumulators, reservoirs, pumps, compressors, and filters.

Lecture: 3 hours per week.

**MEC 270****Computations for Engineering Technology***(3 credits)*

Presents the use of spreadsheets and Matlab or equivalent to solve a variety of problems in introductory engineering analysis, such as graphing data, unit conversions, simple statistical analysis, sorting, searching and analyzing data, curve fitting, interpolation, solving algebraic equations, logical decisions, evaluating integrals, comparing economic alternatives, and finding optimum solutions. The acquisition and processing of data as well as macro programming in Basic are also covered. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

## Mental Health

**MEN 101****Mental Health Skill Training I***(3 credits)*

Develops skills necessary to function as a mental health worker, with emphasis on guided practice in counseling skills as well as improved self-awareness. Includes training in problem-solving, goal-setting, and implementation of appropriate strategies and evaluation techniques relating to interaction involving a variety of client needs.

Prerequisite: HMS 100. Lecture: 3 hours per week.

**MEN 102****Mental Health Skill Training II***(3 credits)*

Develops skills necessary to function as a mental health worker, with emphasis on guided practice in counseling skills as well as improved self-awareness. Includes training in problem-solving, goal-setting, and implementation of appropriate strategies and evaluation techniques relating to interaction involving a variety of client needs.

Prerequisite: MEN 101. Lecture: 3 hours per week.

## **MEN 121 – 122** **Intellectual Disabilities I – II**

*(3 credits each)*

Explores current problems and social, cultural and legal issues involved in therapeutic interventions for understanding and programs relating to the mentally retarded.

Prerequisite: HMS 100. Lecture: 3 hours per week.

## **MEN 190** **Coordinated Practice**

*(3 credits)*

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college.

Prerequisite: MEN 102 (Students in HMS CSC may also enroll in MEN 196 during the same semester.)

## **MEN 196** **On-Site Training**

*(3 credits)*

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Prerequisite: MEN 102 (Students in HMS CSC may also enroll in MEN 190 during the same semester.)

## **MEN 198** **Seminar and Project**

*(1 – 5 credits)*

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

## **MEN 290** **Coordinated Practice**

*(3 credits)*

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college.

Prerequisite: MEN 102 (Students in HMS CSC may also enroll in MEN 296 during the same semester.)

## **MEN 296** **On-Site Training**

*(3 credits)*

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Prerequisite: MEN 102 (Students in HMS CSC may also enroll in MEN 290 during the same semester.)

# **Music**

## **MUS 101 – 102** **Basic Musicianship I – II**

*(3 credits)*

Provides exercises leading to knowledge and skill in the rudiments of music. Includes rhythmic notation as well as scales, keys, and intervals along with exercises in sight reading and ear training. Lecture: 3 hours per week.

## **MUS 111 – 112** **Music Theory I – II**

*(4 credits each)*

Discusses elements of musical construction of scales, intervals, triads and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard.

Lecture: 3 hours. Laboratory: 2 hours. Total: 5 hours per week.

## **MUS 121 – 122** **Music Appreciation I – II**

*(3 credits each)*

Increases the variety and depth of the student's interest, knowledge and involvement, in music and related cultural activities. Acquaints the student with traditional and twentieth-century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture: 3 hours per week.

## **MUS 125** **American Music**

*(3 credits)*

Presents the development of music in America from early colonists to the present, in light of philosophical, political, geographical and sociological developments.

Lecture: 3 hours per week.

## **MUS 129** **Theatre/Musical Workshop**

*(1-6 credits)*

Enables students to work in various activities of a play production or a musical production including performance, orchestra, set design, stage carpentry, sound, costuming, lighting, stage managing, props, promotion, or stage crew. May be repeated for credit. Variable hours per week. This course is cross-listed with CST 136. Credit will not be awarded for both. Variable hours per week.

## **MUS 131 – 132** **Class Voice I – II**

*(2 credits each)*

Introduces the many aspects of singing from the physical act through the aesthetic experience. The course is designed for the beginning singer who desires vocal improvement, and for the voice major as an addition to and extension of skills and knowledge necessary for artistic development. Introduces appropriate repertoire. Lecture: 1 hour. Laboratory: 2 hours. Total: 3 hours per week.

## **MUS 137** **Chorus Ensemble**

*(2 credits)*

Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. Divisional approval required. May be repeated for credit. Laboratory: 4 hours per week.

**MUS 141 - 142****Class Piano I – II***(2 credits each)*

Offers the beginning piano student activities in learning musical notation, in accomplishing sight-reading skills, and in mastering techniques of keyboard playing. Presents appropriate literature. Open to all students and may be used to fulfill applied minor instrument requirement for music major. MUS 142 prerequisite: MUS 141. Lecture: 1 hour.

Laboratory 2 hours. Total: 3 hours per week.

**MUS 163****Guitar Theory and Practice I***(3 credits)*

Studies the fundamentals of sound production, music theory, and harmony as they apply to guitar. Builds proficiency in both the techniques of playing the guitar and in the application of music fundamentals to these techniques. Presents different types of guitars and related instruments. Emphasizes music as entertainment and as a communication skill. Part I of II.

Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**MUS 164****Guitar Theory and Practice II***(3 credits)*

Studies the fundamentals of sound production, music theory, and harmony as they apply to guitar. Builds proficiency in both the techniques of playing the guitar and in the application of music fundamentals to these techniques. Presents different types of guitars and related instruments. Emphasizes music as entertainment and as a communication skill. Part II of II.

Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**MUS 174****Afro-Caribbean Drumming***(2 credits)*

Focuses on the drumming traditions of West Africa, the Caribbean Islands, and South America beginning with their roots and continuing through the development of Jazz and African American spirituals. Includes hand drumming, drum materials and construction, and the different purposes of drumming.

Lecture: 1 hour. Laboratory: 2 hours. Total: 3 hours per week.

**MUS 221****History of Music I***(3 credits)*

Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama, and literature. Develops techniques for listening analytically and critically to music. Part I of II. Lecture: 3 hours per week.

**MUS 222****History of Music II***(3 credits)*

Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama, and literature. Develops techniques for listening analytically and critically to music. Part II of II. Lecture: 3 hours per week.

**MUS 225****The History of Jazz***(3 credits)*

Studies the underlying elements of jazz, concentrating on its cultural and historical development from earliest stages to the present. No previous knowledge of music is required. Lecture: 3 hours per week.

## Natural Science

**NAS 125****Meteorology***(4 credits)*

Presents a non-technical survey of fundamental meteorology. Focuses on the effects of weather and climate on humans and their activities. Serves for endorsement or recertification of earth science teachers. Lecture: 3 hours per week. Recitation and laboratory: 2 hours per week. Total: 5 hours per week.

## Nursing

**NSG 100****Introduction to Nursing Concepts***(4 credits)*

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite(s): BIO 141 (or BIO 231 or NAS 161). Lecture: 3 hours. Laboratory: 3 hours.

Total: 6 hours per week.

**NSG 106****Competencies for Nursing Practice***(2 credits)*

Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition. Includes principles of safety, evidence-based practice, informatics and math computational skills. Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Prerequisite(s): MTE 1-5 and BIO 141 (or BIO 231 or NAS 161)

Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**NSG 130****Professional Nursing Concepts***(1 credit)*

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing. Prerequisite(s): BIO 141 or BIO 231 or NAS 161 Lecture 1 hour. Total 1 hour per week.

**NSG 152****Health Care Participant***(3 credits)*

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments. Prerequisite(s): BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130 and NSG 200 Co-requisite(s): BIO 150 or BIO 205. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**NSG 170****Health/Illness Concepts***(6 credits)*

Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite(s): BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130 and NSG 200 Co-requisite(s): BIO 150 or BIO 205 Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

**NSG 200****Health Promotion and Assessment***(3 credits)*

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite(s): BIO 141(or BIO 231 or NAS 161) Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**NSG 210****Health Care Concepts I***(5 credits)*

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part I of II. Prerequisite(s): BIO 150 (or BIO 205), NSG 152, NSG 170 Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

**NSG 211****Health Care Concepts II***(5 credits)*

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part II of II. Prerequisite(s): BIO 150 (or BIO 205), NSG 152 and NSG 170 Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

**NSG 230****Advanced Professional Nursing Concepts***(2 credits)*

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. Prerequisite(s): NSG 210 and NSG 211 Lecture 2 hours. Total 2 hours per week.

**NSG 252****Complex Health Care Concepts***(4 credits)*

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration. Prerequisite(s): NSG 210 and NSG 211 Lecture 4 hours. Total 4 hours per week.

**NSG 270****Nursing Capstone***(4 credits)*

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite(s): NSG 210 and NSG 211. Laboratory 12 hours. Total 12 hours per week.

**NUR 31****Advance Skill for Nurse Aides***(2 credits)*

Teaches advanced level skills for Certified Nurse Aides. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**NUR 111****Nursing I***(7 credits)*

Introduces nursing principles including concepts of health and wellness and the nursing process. Develops nursing skills to meet the biopsychosocial needs of individuals across the lifespan. Includes math computational skills, basic computer instruction related to the delivery of nursing care, communication skills, introduction to nursing, health, the health care system, legal aspects of nursing care, diagnostic testing, assessment, teaching and learning, asepsis, body mechanics and safety, personal care, activity/rest, wound care, nutrition, elimination, oxygenation, fluid and electrolytes, pain control, medication administration, aging populations and pre/post operative care. Provides supervised learning experiences. Lecture: 4 hours. Laboratory: 9 hours. Total: 13 hours per week.

**NUR 221****Second Level Nursing Principles and Concepts***(9 credits)*

Focuses on nursing care of individuals, families, and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills, basic computer instruction related to the delivery of nursing care and nursing care related to infectious, immunological, oncological, hematological, gastrointestinal, vascular, sensory, genitourinary musculoskeletal, regulatory, endocrine, and women's health disorders and pre/intra/post operative care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture: 5 hours. Laboratory: 12 hours. Total: 17 hours per week.

**NUR 223****Second Level Nursing Principles and Concepts III***(9 credits)*

Focuses on nursing care of individuals, families, and/or groups with multidimensional needs related to medical/surgical disorders in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills, basic computer instruction related to the delivery of nursing care; nursing care related to organ procurement; emergency care; and, cardiac, respiratory, endocrine vascular, burn, immunological, neurological, hematological disorders. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture: 4 hours. Laboratory: 15 hours. Total: 19 hours per week.

**NUR 226****Health Assessment***(3 credits)*

Introduces the systematic approach to obtaining a health history and performing a physical assessment. Lecture: 2 hours. Laboratory: 3 hour. Total: 5 hours per week.

**NUR 230****Pharmacology***(3 credits)*

Introduces general principles of drug action, pharmacology of the major drug classes, and specific agents within each class. Includes math calculations necessary to adapt dosages to the multidimensional needs of individuals across the lifespan. Lecture: 3 hours per week.

**NUR 245****Maternal/Newborn Nursing***(3 credits)*

Develops nursing skills in caring for families in the antepartum-, intrapartum-, and post-partum periods. Lecture: 2 hours. Laboratory: 3 hour. Total: 5 hours per week.

**NUR 246****Parent/Child Nursing***(3 credits)*

Develops nursing skills in caring for both well and ill children in a variety of settings. Emphasizes theories of growth and development and the family as a unit. Lecture: 2 hours. Laboratory: 3 hour. Total: 5 hours per week.

**NUR 247****Psychiatric/Mental Health Nursing***(3 credits)*

Develops nursing skills in caring for individuals, families, and/or groups with mental health needs. Explores various treatment models, diagnostic categories, and rehabilitative measures. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**NUR 254****Dimensions of Professional Nursing***(1 credit)*

Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications, and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts, and leadership styles. Lecture: 1 hour per week.

# Philosophy

**PHI 101****Introduction to Philosophy I***(3 credits each)*

Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality and values. Lecture: 3 hours per week.

**PHI 111****Logic I***(3 credits)*

Introduces inductive and deductive reasoning with an emphasis on common errors and fallacies. Lecture: 3 hours per week.

**PHI 112****Logic II***(3 credits)*

Evaluates deductive arguments utilizing methods of symbolic logic. Lecture: 3 hours per week.

**PHI 220****Ethics***(3 credits)*

Provides a systematic study of representative ethical systems. Lecture: 3 hours per week.

**PHI 226****Social Ethics***(3 credits)*

Provides a critical examination of moral problems and studies the application of ethical concepts and principles to decision making. Topics may include abortion, capital punishment, euthanasia, man and the state, sexuality, war and peace, and selected issues of personal concern. Lecture: 3 hours per week.

# Photography

**PHT 105****Basic Photography***(3 credits)*

Studies fundamental techniques of the camera and its expressive possibilities. Lecture: 3 hours. Total: 3 hours per week.

**PHT 107****Nature Photography***(3 credits)*

Teaches fundamentals of 35mm color slide photography of natural objects. Emphasizes selection of equipment and film, compositional theory, and the flash photography formula. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**PHT 110****History of Photography***(3 credits)*

Surveys important photographers, processes, and historical influences of the 19th and 20th centuries. Lecture: 3 hours per week.

**PHT 120****Screenwriting***(3 credits)*

Focuses on the craft of writing for the screen. Examines film and television screenplay structure. Analyzes dramatic strategies in film and television. Learn and apply correct script form and creatively engage in the various stages of original scriptwriting. Lecture: 3 hours per week.

**PHT 135****Electronic Darkroom***(3 credits)*

Teaches students to create and manipulate digital photographs. Covers masking, color corrections, and merging of illustrations with photographs. Examines the ethical and property-rights issues that are raised in the manipulation of images. Lecture: 1 hour. Laboratory: 4 hours. Total: 5 hours per week.

**PHT 150****Film Production I***(3 credits)*

Introduces students to the basic techniques and procedures involved in motion picture production. Emphasizes aspects of filmmaking from scripting and preproduction through editing and postproduction. Includes the exploration of professional film crew roles in grip, lighting, production management, directing, sound and editing. Part I of II. This course is cross-listed with ART 160. Credit will not be awarded for both. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**PHT 151****Film Production II***(3 credits)*

Reinforces techniques covered in Film Production I emphasizing technical and theoretical aspects of the filmmaking process. Requires student collaboration on film assignments from scripting and preproduction through editing and postproduction, and roles in grip, lighting, production management, directing, sound, and editing. Part II of II. This course is cross-listed with ART 161. Credit will not be awarded for both. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**PHT 164****Introduction to Digital Photography***(3 credits)*

Teaches the fundamentals of photography including camera function, composition, and image production as they apply to digital imagery. Lecture: 1 hour. Laboratory: 4 hours. Total: 5 hours per week.

**PHT 216****Wildlife Photography***(3 credits)*

An advanced course in the photography of natural objects. Emphasis will be placed on critiquing the student's photographic work. Offers seminars on specific subject areas such as animals, plants, birds, insects, and wilderness scenes. Prerequisite PHT 117 or divisional permission. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**PHT 221 – 222****Studio Lighting I – II***(3 credits each)*

Examines advanced lighting and camera techniques under controlled studio conditions. Includes view camera use, electronic flash, advanced lighting techniques, color temperature and filtration, and lighting ratios. Requires outside shooting. Prerequisite: PHT 102 or equivalent. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**PHT 247****Alternative Photographic Processes***(3 credits)*

Explores manipulated imagery including traditional and non-traditional processes such as non-silver and electronic imaging. Uses enlarged film negatives in order to investigate a variety of methods. Prerequisite PHT 102 or equivalent. Lecture: 1 hour. Laboratory: 4 hours. Total: 5 hours per week.

**PHT 264****Digital Photography II***(3 credits)*

Teaches theory and practice of digital photography. Emphasizes use of digital cameras in studio and on location. Teaches advanced techniques of image editing. Provides training in digital image transmission from remote locations. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

**PHT 274****Digital Film Editing and Post Production***(3 credits)*

Introduces students to techniques and procedures involved in digital film editing and post production. Covers aspects of editing to include industry standard software packages. Emphasizes the mechanics and obstacles of working with the moving image in the 21st century including available tools and methods, importance of file types, and how to keep things organized. Lecture: 2 hours. Laboratory 2 hours. Total: 4 hours per week.

## Physical Education and Recreation

**PED 101****Fundamentals of Physical Activity I***(2 credits each)*

Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength and flexibility. May include fitness assessment, nutrition and weight control information and concepts of wellness. Lecture: 1 hour. Laboratory: 2 hours. Total: 3 hours per week.

**PED 103****Aerobic Fitness I***(1 credit)*

Develops cardiovascular fitness through activities designed to elevate and sustain heart rates appropriate to age and physical condition. Part I of II. Laboratory: 2 hours. Total: 2 hours per week.

**PED 109****Yoga***(1 credit)*

Focuses on the forms of yoga training emphasizing flexibility. Laboratory: 2 hours. Total: 2 hours per week.

**PED 111****Weight Training I***(1 credit)*

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight equipment. Laboratory: 2 hours. Total: 2 hours per week.

**PED 116****Lifetime Fitness and Wellness***(2 credits)*

Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness, and motivates the student to incorporate physical fitness and wellness into daily living. A personal fitness/wellness plan is required for the 2-credit course. Lecture: 1 hour. Laboratory: 2 hours. Total: 3 hours per week.

**PED 117****Fitness Walking***(1 credit)*

Teaches content and skills needed to design, implement, and evaluate an individualized program of walking, based upon fitness level. Laboratory: 2 hours per week.

**PED 133****Golf I***(1 credit)*

Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Part I of II. Laboratory: 2 hours. Total: 2 hours per week.

**PED 139****Ice Skating***(1 credit)*

Introduces the skills of figure skating with emphasis on form. Includes equipment selection and safety. Laboratory: 2 hours. Total: 2 hours per week.

**PED 149****Cardio Sculpt I***(1 credit)*

Combines strength training and cardiovascular workouts that strengthen the major muscle groups as well as developing endurance. Utilizes the use of weights, balls and bands, fitness equipment or a combination thereof that promote cardiovascular endurance and develops muscle strength. Benefits all levels of participation. Laboratory: 2 hours per week.

**PED 154****Volleyball***(1 credit)*

Introduces skills, techniques, strategies, rules, and scoring. Laboratory: 2 hours. Total: 2 hours per week.

**PED 206****Sports Appreciation***(2 credits)*

Focuses on the history, trends, rules, methods, strategy, and terminology of selected sports activities. Provides student awareness as a spectator and/or participant. Lecture: 2 hours per week.

# Physics

**PHY 101 – 102****Introduction to Physics I – II***(4 credits)*

Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism, and modern physics. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**PHY 150****Elements of Astronomy***(4 credits)*

Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars, and galaxies. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**PHY 201****General College Physics I***(4 credits)*

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism and selected topics in modern physics. Part I of II. Prerequisite: MTH 163 or MTH 173. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**PHY 202****General College Physics II***(4 credits)*

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisite: PHY 201. Part II of II. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**PHY 241****University Physics I***(4 credits)*

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisite: MTH 173 or divisional approval. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

**PHY 242****University Physics II***(4 credits)*

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisite: PHY 241, MTH 174 or divisional approval. Lecture: 3 hours. Laboratory: 3 hours. Total: 6 hours per week.

# Political Science

## PLS 135

### American National Politics

(3 credits)

Teaches political institutions and processes of the national government of the United States, focuses on the U.S. Congress, presidency and the courts and on their interrelationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy and foreign relations. Lecture: 3 hours per week.

## PLS 211 – 212

### U.S. Government I – II

(3 credits each)

Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture: 3 hours per week.

## PLS 241

### International Relations I

(3 credits)

Teaches geographic, demographic, economic, ideological and other factors conditioning the policies of countries and discusses conflicts and their adjustment. Lecture: 3 hours per week.

# Psychology

## PSY 116

### Psychology of Death and Dying

(3 credits)

Focuses on psychological aspects of death and dying. Teaches the meaning of death and ways of handling its personal and social implications. Includes psychological, sociological, cultural, and religious views of death. Lecture: 3 hours per week.

## PSY 126

### Psychology for Business and Industry

(3 credits)

Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship and interpersonal communications. May include techniques for selection and supervision of personnel. Lecture: 3 hours per week.

## PSY 200

### Principles of Psychology

(3 credits)

Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Prerequisite: Eligible for ENG 111.

Lecture: 3 hours per week.

## PSY 211

### Research Methodology for Behavioral Sciences

(3 credits)

Introduces the principles and processes of various research procedures for applying the scientific method to understanding behavior. Includes preparation for conducting, understanding and interpreting laboratory and field studies; documenting principles through research; and applying critical assessment to generic research.

Prerequisite: PSY 213. Lecture: 3 hours per week.

## PSY 213

### Statistics for Behavioral Sciences

(3 credits)

Introduces the principles and processes of statistics within behavioral research. Emphasizes understanding and applying statistical tests to behavioral data, stresses recognition and use of process, based upon knowledge and understanding over mathematical derivation. Focuses on selection of appropriate statistics, their application, and correct decisions of interpretation within a behavioral research experience.

Prerequisites: PSY 200 and MTH 157. Lecture: 3 hours per week.

## PSY 215

### Abnormal Psychology

(3 credits)

Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisite: PSY 200, PSY 201 or PSY 202.

Lecture: 3 hours per week.

## PSY 225

### Theories of Personality

(3 credits)

Studies the major personality theories and their applications. Includes psychodynamic, behavioral, cognitive and humanistic perspectives. Prerequisite: PSY 200, PSY 201 or PSY 202.

Lecture: 3 hours per week.

**PSY 230****Developmental Psychology***(3 credits)*

Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive and psychosocial growth. Lecture: 3 hours per week.

**PSY 235****Child Psychology***(3 credits)*

Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth. Lecture: 3 hours per week.

## Recreation and Parks

**RPK 180****Youth Sports Administration***(3 credits)*

Prepares coaching professionals to develop and implement emotionally and physically healthful youth sports programs. Includes an analysis of the youth sports program planning process including: philosophy development, learning styles and outcomes, managing parents and players, skills development, risk management, financial planning and strategic partnerships and sports event management. Lecture: 3 hours per week.

**RPK 210****Principles and Psychology of Coaching***(3 credits)*

Provides an analysis of volunteer coaching and the coaching profession planning process including; philosophy development, learning styles and outcomes, managing parents and players, skills development, risk management, financial planning, drugs and eating disorders in sport and physical training. Lecture: 2 hours. Laboratory: 2 hours. Total: 4 hours per week.

**RPK 296****On Site Training***(1 credit)*

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college.

## Religion

**REL 100****Introduction to the Study of Religion***(3 Credits)*

Explores various religious perspectives and ways of thinking about religious themes and religious experience. Lecture: 3 hours per week.

**REL 200****Survey of the Old Testament***(3 credits)*

Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Lecture: 3 hours per week.

**REL 210****Survey of the New Testament***(3 credits)*

Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. Lecture: 3 hours per week.

**REL 230****Religions of the World***(3 credits)*

Introduces religions of the world with attention to origin, history and doctrine. Lecture: 3 hours per week.

**REL 233****Introduction to Islam***(3 credits)*

Studies Islam in its historical, religious, and political dimensions and assists in the understanding of its contemporary vitality and attraction as a faith, a culture and a way of life. Lecture: 3 hours per week.

**REL 237****Eastern Religions***(3 credits)*

Studies major religious traditions of the East, including Hinduism, Buddhism, Confucianism, Taoism and Zen Buddhism. Includes an analysis of Eastern philosophy and approach to life. Lecture: 3 hours per week.

**REL 238****Western Religions***(3 credits)*

Studies major traditions of the West that may include, but are not limited to, Judaism, Zoroastrianism, Christianity, Near East, Greek and Roman, African, Native American, European Pagan and New Age spirituality. Lecture: 3 hours per week.

**REL 240****Religions in America***(3 credits)*

Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems and issues of religious pluralism and character of American religious life. Lecture: 3 hours per week.

**REL 247****History of Christianity***(3 credits)*

Surveys the development of Christianity from its origins to the present. Lecture: 3 hours per week.

## Russian

**RUS 101 - 102****Beginning Russian I – II***(5 credits each)*

Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. RUS 102 prerequisite: RUS 101. Lecture: 5 hours per week. May include one additional hour of oral practice per week.

**RUS 201 - 202****Intermediate Russian I – II***(3 credits each)*

Continues the development of the skills of understanding, speaking, reading, and writing of Russian. Class conducted in Russian. RUS 201 prerequisite: RUS 102 or equivalent. RUS 202 prerequisite: RUS 201 or equivalent. May include oral drill and practice. Lecture: 3 hours per week.

## Safety

**SAF 130****Industrial Safety – OSHA 10***(1 credit)*

Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10). Lecture: 1 hour per week.

## Sociology

**SOC 200****Principles of Sociology***(3 credits)*

Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Lecture: 3 hours per week.

**SOC 207****Medical Sociology***(3 credits)*

Surveys the social, economic, cultural, and individual factors in health and illness. Examines issues of wellness, health-care systems, physician-nurse-patient relationships, medical costs, ethics and policy. Lecture: 3 hours per week.

**SOC 211****Principles of Anthropology I***(3 credits)*

Inquires into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Part I of II. Lecture: 3 hours per week.

**SOC 215****Sociology of the Family***(3 credits)*

Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families and alternative lifestyles. Lecture: 3 hours per week.

**SOC 225****Gender and Sex Roles***(3 credits)*

Analyzes influence of major social institutions and socialization in shaping and changing sex roles in contemporary society. Examines differential access to positions of public power and authority for men and women. Lecture: 3 hours per week.

**SOC 226****Human Sexuality***(3 credits)*

Studies sociological research and theory on sexuality. Includes anatomy and physiology, birth control, sexually transmitted diseases and sexual behavior. Lecture: 3 hours per week.

**SOC 266****Race and Ethnicity***(3 credits)*

Considers race and ethnicity as social constructs that deeply affect our personal experience and our social institutions. Examines the relationships of racial and ethnic groups with each other and with the larger society, and the ways in which these relationships are constantly changing. Explores the experience of different groups and examines ideas of racial justice and equality. Introduces significant theoretical approaches to the study of race and ethnicity. Lecture: 3 hours per week.

**SOC 268****Social Problems***(3 credits)*

Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addition, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Lecture: 3 hours per week.

## Spanish

**SPA 101 – 102****Beginning Spanish I – II***(4 credits each)*

Introduces understanding, speaking, reading and writing skills and emphasizes basic Spanish sentence structure. May include one additional hour of oral drill and practice per week. Lecture: 4 hours per week.

**SPA 103 – 104****Basic Spoken Spanish I – II***(3 credits each)*

Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Lecture: 3 hours per week.

**SPA 163 – 164****Spanish for Health Professionals I – II***(3 credits each)*

Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Lecture: 3 hours per week.

**SPA 201 – 202****Intermediate Spanish I – II***(3 credits each)*

Continues to develop understanding, speaking, reading, and writing skills. Prerequisite: SPA 102 or equivalent. May include oral drill and practice. Lecture: 3 hours per week. May include one additional hour of oral practice per week.

**SPA 211 – 212****Intermediate Spanish Conversation I – II***(4 credits)*

Continues to develop fluency through emphasis on idioms and other complex sentence structures. Prerequisite: SPA 202 or equivalent. Lecture: 4 hours per week.

## Student Development

**SDV 100****College Success Skills***(1 credits)*

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contact with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture: 1 hour per week.

**SDV 101****Orientation to Discipline***(1 credit)*

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture: 1 hour per week.

**SDV 108****College Survival Skills***(2 credits)*

Provides an orientation to the college. Introduces study skills, career and life planning. Offers an opportunity to engage in activities aimed at self-discovery. Emphasizes development of "coping skills" such as listening, interpersonal relations, competence, and improved self-concept. Recommended for students enrolled in developmental courses. Lecture: 2 hours per week.

## Welding

**WEL 116****Welding I (Oxyacetylene)***(2 credits)*

Teaches oxygen/acetylene welding and cutting including safety of equipment, welding, brazing and soldering procedures and cutting procedures (Pre or SAF 130 and WEL 150). Lecture: 1 hour. Laboratory: 3 hours. Total: 4 hours per week.

**WEL 123****Shielded Metal Arc Welding (Basic)***(3 credits)*

Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt and fillet welds in all positions. Emphasizes safety procedures (Pre or SAF 130 and WEL 150).  
Lecture: 2 hours. Laboratory: 4 hours. Total: 6 hours per week.

**WEL 124****Shielded Metal Arc Welding (Advanced)***(3 credits)*

Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt and fillet welds in all positions. Emphasizes safety procedures (Pre or SAF 130, WEL 150, WEL 123). Lecture: 2 hours. Laboratory: 4 hours.  
Total: 6 hours per week.

**WEL 130****Inert Gas Welding***(3 credits)*

Introduces practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operations, welding practice in the various positions, process applications and manual and semi-automatic welding (Pre or SAF 130 and WEL 150). Lecture: 2 hours. Laboratory: 4 hours.  
Total: 6 hours per week.

**WEL 141****Welder Qualification Tests I***(3 credits)*

Studies techniques and practices of testing welded joints through destructive and non-destructive testing. Part I of II (Pre or SAF 130, WEL 150, WEL 248).  
Lecture: 2 hours per week. Laboratory 3 hours per week.  
Total: 5 hours per week.

**WEL 150****Welding Drawing and Interpretation***(2 credits)*

Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols.  
Lecture: 2 hours per week.

**WEL 160****Gas Metal Arc Welding***(3 credits)*

Introduces semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes and gases (Pre or SAF 130 and WEL 150). Lecture: 2 hours.  
Laboratory: 4 hours. Total: 6 hours per week.

**WEL 244****Weld Testing and Codes***(2 credits)*

Covers non-destructive (NDT) weld testing and how it plays a critical role in assuring that structural components and materials meet specified requirements. Examines how and why these NDT processes are used and will use them to test welds and weldments. Lecture: 1 hour.  
Laboratory: 3 hours. Total: 4 hours per week.

**WEL 247****Welding Layout and Fabrication I***(2 credits)*

Introduces student to project layout from shop sketches/blueprints, developing templates/patterns and the use of fabrication tools. Covers the safe operation of different types of manual metal fabrication equipment used in the industry. Examines safe and efficient use of the manual metal shear, metal roller, metal break and other fabrication (Pre or SAF 130 and WEL 150). (Part I of II) Lecture: 1 hour. Laboratory: 3 hours.  
Total: 4 hours per week.

**WEL 248****Welding Layout and Fabrication II***(2 credits)*

Applies previously learned skills from Welding and Fabrication I in a job-simulated situation. Focuses on pipe, structural steel and other weldments that will be fabricated using all available equipment and welding processes. Covers job site type blueprints and drawings used in fabrication. Incorporates American Welding Society (AWS) visual inspection, weld measurements and codes. (Pre or SAF 130, WEL 150, WEL 247) (Part II of II) Prerequisite: WEL 247  
Lecture: 1 hour. Laboratory: 3 hours. Total: 4 hours per week.



# Student Handbook

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## STUDENT RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to John Tyler Community College represents a voluntary decision to participate in the programs and courses offered by the institution according to the policies, rules and regulations of the College and the State Board for Community Colleges. The College's approval of the application represents the extension of a privilege to join the JTCC community and to remain a part of it so long as the student meets required academic and behavioral standards. Each student is guaranteed the privilege of exercising his or her rights without fear of prejudice. **Conduct by any student that adversely affects the JTCC community's pursuit of its educational objectives or represents a threat to its students, faculty or staff will result in disciplinary action.** The student conduct code and the student disciplinary policies and procedures can be found in the JTCC Policy Manual, in the current JTCC Student Handbook and on the JTCC website. The dean of students is responsible for the administration of all student disciplinary procedures.

### Student Rights

Each student is guaranteed the privilege of exercising his or her rights without fear of prejudice. Such rights include the following:

- Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the College through the majors offered.
- Free inquiries, expressions and assemblies are guaranteed to all students provided such actions do not interfere with the rights of others or the effective operation of the institution.
- Academic evaluation of student performance shall be neither arbitrary nor capricious.
- Each student will be informed at the beginning of each course as to how the instructor will arrive at the grade for the class. This should be in writing and included in the written outline or syllabus of the course. The student's final grade should be based on total performance for the semester.

### Student Responsibilities

- To know and adhere to the regulations, policies and procedures of the institution addressing academics and student behavior.
- To respect the rights of others to freely express their views and opinions.
- To accept responsibility for the consequences of one's actions.
- To afford appropriate respect to faculty, staff and administrators in the performance of their duties and responsibilities.
- To practice academic integrity in all academic undertakings, avoiding all forms of academic dishonesty, including cheating, plagiarism and furnishing false information.

## STUDENT CONDUCT

Generally, College disciplinary action shall be limited to conduct which adversely affects the College community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

1. All forms of dishonesty, including cheating and plagiarism (see Academic Dishonesty Policy).
2. Knowingly furnishing false information to the College, forgery, alteration, or use of College documents or instruments of identification with intent to defraud.
3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities.
4. Physical, psychological and/or verbal abuse or the threat of such abuse of any person on College premises or at College activities. This includes hazing, sexual harassment and sexual assault. (See Title IX Policy)
5. Participating in or inciting a riot or an unauthorized or disorderly assembly.
6. Seizing, holding or damaging property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction by College officials or other persons authorized by the president.
7. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such, except where specifically authorized within the regulations of the College.
8. Gambling or holding a raffle or lottery on the campus or at any College function without proper College and other necessary approval.
9. Possessing, using, selling or distributing any types of illegal drugs.
10. Possessing on College property or at any College activity any dangerous chemical or explosive elements or component parts thereof, or rifle, shotgun, pistol, revolver or other firearm or weapon not used for lawful College studies without an authorization by the president of the College.
11. Physically detaining or restraining other persons or removing such persons from places where they are authorized to remain or in any way obstructing the free movement of persons or vehicles on College premises or at College activities.
12. Littering, defacing, destroying or damaging property of the College or property under its jurisdiction or removing or using such property without authorization.
13. Willfully encouraging others to commit any of the acts that have been prohibited herein.
14. Violating any local, state or federal laws.
15. Violating any rule or regulation not contained within the official College publications but announced as an administrative edict by a College official or other person authorized by the president.

16. Violation of College parking regulations.
17. Violation of College fire regulations, such as failure to comply with emergency evacuation procedures or tampering with fire protection apparatus.
18. Theft or attempted theft of College or personal property on College premises.
19. Unauthorized entry into or presence in any College building or facility.
20. Violation of College policy on expressive activity.
21. Violation of College policy on solicitation and distribution of materials on College property.

*NOTE: Nursing students should consult the JTCC Nursing Handbook for additional information regarding conduct.*

*NOTE: Emergency Medical – Paramedic and Emergency Medical Technician students should consult the JTCC Emergency Medical Services Student Handbook for additional information regarding student conduct.*

### **Library Group Study Rooms Student Conduct**

The Midlothian and Chester library group study rooms are first-come, first-serve. Reservations are not taken for group study rooms.

Groups of two or more will be given preference. Individuals may be asked to relocate to accommodate group study.

### **Library Food and Drink Policy**

Covered/lidded drinks and snack foods are allowed in the library lounge areas. Food items like pizza, salads, sandwiches, and other meals are not allowed in the library. Please keep all food items away from library computers and workstations. Library staff have the discretion to ask patrons to remove any food or drink item from the library.

## **ACADEMIC DISHONESTY**

Students are expected to conduct themselves in an honorable manner in all of their academic work. All forms of academic dishonesty are prohibited at John Tyler Community College. Cheating on quizzes, tests, and examinations, unauthorized cooperation between students, unauthorized help from others, plagiarism, and the unauthorized use of software, databases, or expert advice that is contrary to the instructions of the professor are acts of academic dishonesty. Nursing students should consult the Nursing Handbook for additional information pertaining to academic dishonesty. Emergency Medical Services-Paramedic and Emergency Medical Technician students should consult the JTCC Emergency Medical Services Student Handbook for additional information pertaining to academic dishonesty.

### **Addressing Allegations of Academic Dishonesty**

If a faculty member has reason to believe that a student has engaged in an act of academic dishonesty, the faculty member should make the student aware of his or her suspicion and do so in a manner and place that ensures the confidentiality of their conversation. Following this discussion, if the faculty member remains convinced of the student's act of academic dishonesty,

the faculty member must inform the student in confidence that the student is being found to have committed an act of academic dishonesty and specify the disciplinary action that is being administered. The faculty member must also inform the student that the dean of students will be notified.

### **Disciplinary Actions**

Faculty members must administer one of the following disciplinary actions if a student is found to have committed an act of academic dishonesty:

1. A formal warning: A written statement to the student that he or she has committed an act of academic dishonesty that is prohibited at the institution and may result in more severe disciplinary action should the student be found to have engaged in any subsequent act of academic dishonesty.
2. A formal warning and the requirement that the student repeat or re-submit an equivalent quiz, test, examination, exercise or assignment in question. The identical quiz, test, examination, exercise or assignment will not be given.
3. A formal warning and the assignment of the grade of F (numeric grade of zero) on the quiz, test, examination, exercise, or assignment in question.
4. Assignment of the grade of F and removal from the course after the appeals process has been exhausted.

### **Reporting Acts of Academic Dishonesty to the Dean of Students**

A faculty member must provide the dean of students and the academic dean with a written report of any disciplinary action taken in response to an act of academic dishonesty within seven (7) business days (a business day is defined as a Monday-Friday when the College is open) of the administration of disciplinary action. The report must include the name of the accused student, the course number and class section number, the student's EMPLID, the nature of the offense, and the specific disciplinary action taken. The report must also include all supportive documentation.

### **Disciplinary Actions that May be Taken by the Dean of Students**

All reports of academic dishonesty will be reviewed by the dean of students. The dean of students may assign a disciplinary action including but not limited to: placing a letter of admonition in the student file, suspending the student from the institution for a period of time not to exceed one year, and/ or dismissing the student from the College. The student will be notified by the dean of students in writing of any action within ten (10) business days. Any student suspended or dismissed will have a statement of the action included on the academic record. In addition, a student who is suspended or dismissed will be withdrawn from all coursework in which he or she is enrolled, after the appeals process has been exhausted, exclusive of the course in which an 'F' may have been assigned as part of disciplinary action.

## Appeals to the Committee on Academic Integrity

A student who has been found to have committed an act of academic dishonesty by a faculty member and/or has been suspended or dismissed from the institution by the dean of students may appeal the sanction(s) to the Committee on Academic Integrity within ten (10) business days of the imposition of the sanction by the faculty member or within ten (10) business days of the receipt of the formal notification by the dean. Students who appeal will be afforded the opportunity of a hearing.

### The Committee on Academic Integrity

The Committee on Academic Integrity is appointed annually and consists of nine members of the faculty. The chair of the committee will select four members of the committee to join the chair in considering a specific appeal

### Appeals Hearings

A student who has made an appeal will receive a written or electronic notification from the chair of the Committee on Academic Integrity of the time, place, and date of the hearing at least five (5) business days before the hearing. The student may elect not to appear at a hearing, but the hearing will be held in his or her absence. If a student elects not to appear at the hearing, the student may submit a signed statement to the committee chair at least 48 hours prior to the hearing. Hearings will be closed to the public.

No tape recorder or other recording devices may be present or utilized during the hearing. The student will be given an opportunity to speak at the hearing and to present witnesses on his or her behalf.

The student may be accompanied by another individual at the hearing, but this person may not participate in the hearing. If the student wishes to be accompanied by another individual at the hearing, a request must be submitted to the chair of the committee no less than 48 hours prior to the hearing.

The faculty member and/or dean of students will be given an opportunity to speak at the hearing and to present witnesses.

The involved faculty member should cooperate with the committee in furtherance of the hearing, including, but not limited to, attendance at the hearing, responsive answers to questions at the hearing, and production of all supporting documentation, if so requested by the committee.

The committee may request the appearance of and question witnesses.

The student may direct questions to such witnesses, the faculty member and the dean through the chair of the committee.

The faculty member may direct questions to the student, witnesses and the dean through the chair of the committee. The committee may affirm, reduce or dismiss the decision of the faculty member or the dean. The student will receive written notification of the committee's decision from the dean of students within fifteen (15) business days of the conclusion of the hearing with a copy to the involved faculty member and the appropriate academic dean.

## Appeals to the Vice President of Learning and Student Success

A student may appeal the decision of the Committee on Academic Integrity in writing to the vice president of learning and student success or designee within ten (10) business days of the receipt of the committee's decision. The vice president or designee will review the entire academic dishonesty proceeding and provide the student with a written notification of the findings and decision within ten (10) business days of the receipt of the appeal. The decision of the vice president or designee is final.

### Records of Academic Dishonesty Actions and Appeals

All records of academic dishonesty actions and appeals will remain confidential and will be maintained in the Office of the Dean of Students. Such information will not be available to unauthorized persons without the express written permission of the student, court subpoena or other exceptions made under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended.

## STUDENT DISCIPLINARY POLICIES AND PROCEDURES

### Purpose

To specify the College's student disciplinary policy and accompanying procedures.

### Policy

Campus judicial affairs officers are responsible for the administration of disciplinary procedures at the Chester and Midlothian campuses, Nursing Education Center, off-site classes, online classes, e-mail communications and Blackboard posts, except in cases relating to Title IX or involving possible Title IX violations. Please see the Title IX policy for additional information. Also, please see the policy on Academic Dishonesty for cases of cheating and/or plagiarism. Allegations of violation of College policy are accepted for consideration only when the apparent infractions are observed on College property or other locations where the College provides services. Infractions of federal, state, or local laws occurring off campus shall be the concern of the civil authorities except when such actions (1) directly affect the health, safety, or security of the College community; (2) affect the College's pursuit of its educational purposes; or (3) occur as a direct result of a College-connected disruption. Reports of alleged student violations of published College regulations may be submitted by an individual to the dean of students within fifteen (15) business days of the infraction. The dean of students will assign a judicial affairs officer as appropriate.

### Campus Judicial Affairs Officers

Campus judicial affairs officers for the Chester and Midlothian campuses are appointed annually by the dean of students, subject to the approval of the College vice president of learning and student success.

### Procedures

When unruly or otherwise unacceptable behavior occurs in a classroom or laboratory, the instructor may immediately require the student or students who are responsible for the disruption to leave the classroom. It is the student's responsibility to contact the instructor prior to the next

scheduled class meeting. After discussing the problem with the student, the instructor must either permit the student to return to class or forward formal written disciplinary charges against the student to the dean of students.

When unruly or otherwise unacceptable behavior occurs in the College libraries, library personnel may require the student or students who are responsible for the disruption to identify themselves and leave the library. It is the student's responsibility to contact the librarian prior to returning to the library. After discussing the problem with the student, the librarian must either permit the student to return to the library or forward formal written disciplinary charges against the student to the dean of students.

When unruly or otherwise unacceptable behavior occurs in any College facility, College office or in any College related communications, faculty, staff or security personnel may immediately require the student or students who are responsible for the disruption to identify themselves and leave the campus. It is the student's responsibility to contact faculty, staff or security personnel prior to returning to campus. After discussing the problem with the student, faculty, staff or security personnel must either permit the student to return to campus or forward formal written disciplinary charges against the student to the dean of students.

Once charges have been forwarded to the campus judicial affairs officer, the student may attend the class, laboratory, library or specified campus facilities pending the campus judicial affairs officer's review of the allegation. If the dean of students believes, however, that the student's presence in the class, laboratory, library or specified campus facilities may infringe on the rights of others or pose a threat to the welfare of other students and the instructor, the dean of students may prohibit the student from returning to the class, laboratory, library or specified campus facilities until the allegations have been adjudicated.

The campus judicial affairs officer is responsible for interpreting alleged misconduct with regard to published regulations and for identifying specific charges that will be brought against the student(s) involved. The campus judicial affairs officer should bring charges within ten (10) business days from receipt of a report of a violation.

### **Interim Suspension Option**

A student, pending a hearing by the campus judicial affairs officer, may be suspended on an interim basis by the dean of students, designee or the vice president of learning and student success and barred from the College or specified college facilities if his/her presence is deemed a danger to others or is likely to be disruptive to the normal educational activities of the College. The dean of students, designee or vice president may seek guidance and input from the Threat Assessment Team. Nothing in these procedures should be construed to prevent the dean of students, designee or vice president from taking such official steps as he/she may deem necessary except that final action shall be in accordance with the procedures outlined in this policy. Before a student may be suspended, he or she will be informed of the reasons for the suspension and will be provided an opportunity to respond within five (5) business days, except in exigent

circumstances, in which case the student will be given said opportunity as soon as possible as determined by the dean of students, designee or vice president.

### **Student Administrative Hearing**

After reviewing allegations, specifying the charges and obtaining any necessary information, the campus judicial affairs officer will contact the student requesting a meeting to discuss the case with the student, including the nature and source of the charges and the student's rights and responsibilities. During this discussion, the student may question the credibility of his or her accusers or other witnesses by submitting questions through the campus judicial affairs officer. The student will be given an opportunity to review relevant materials, which may have been presented as evidence against him/her. The campus judicial affairs officer may seek guidance from the Threat Assessment Team. Following this review, the campus judicial affairs officer will either impose a disciplinary sanction or vacate the charges. This decision will be forwarded to the student in writing within ten (10) business days of the initial meeting between the campus judicial affairs officer and the student. If the Threat Assessment Team is consulted the decision notification may be extended to fifteen (15) business days of the initial meeting between the campus judicial affairs officer and the student.

NOTE: If the student declines or does not attend the student administrative hearing, disciplinary proceedings will be held in his/her absence.

NOTE: The Threat Assessment Team, upon review of the judicial affairs investigation and other information available to the team, may make a recommendation of the disciplinary action to be taken. In these cases, the student will be notified in writing. For additional information regarding the Threat Assessment Team process refer to policy 3.19 Workplace Violence and Threat Assessment Team.

### **Disciplinary Actions**

Disciplinary actions available to the campus judicial affairs officer are as follows:

1. Removal of the charges against the student.
2. Admonition: An oral or written statement to a student that he/she is violating or has violated College rules and may be subject to more severe disciplinary action.
3. Disciplinary Probation: A student may be prohibited from participating in College extracurricular activities, using specified College facilities, or otherwise restricted in his or her movements while at the institution for a period of time not to exceed one year. A student who violates the provisions of his or her probation will be immediately dismissed from the institution.
4. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
5. Attendance and successful completion of a special student development tutorial addressing ethics and appropriate student behavior. (The failure to attend and successfully complete this tutorial will result in the assignment of another disciplinary action.)

6. Disciplinary suspension: Exclusion from attending the College as a student for a definite period of time not to exceed one academic year.
7. Disciplinary dismissal from the College: Termination of student status for an indefinite period. The conditions of the readmission, if any, will be stated in the order of dismissal.
8. Administrative withdrawal from a course in which the student was found to be threatening and/or disruptive.

All records of the infraction and materials pertaining to and resulting from the inquiry (and any subsequent appeal) will be forwarded to the Office of the Dean of Students. This information will remain in the dean's office.

### Appeals to the Dean of Students

If the campus judicial affairs officer imposes a disciplinary sanction, the student may appeal the sanction in writing to the dean of students or designee within ten (10) business days of the receipt of the campus judicial affairs officer's decision. The dean or designee will review the entire disciplinary proceeding and provide the student with a written notification of his/her findings and decision within ten (10) business days of the receipt of the appeal. The dean may request to meet with the student during his/her deliberations.

### Appeals to the Vice President of Learning and Student Success

A student may appeal the decision of the dean of students or designee to the vice president of learning and student success or designee in writing within ten (10) business days of the receipt of the dean's decision. The vice president will review the dean's decision and provide the student with a written notification of his/her findings within ten (10) business days of the receipt of the appeal. The decision of the vice president is final.

### Disciplinary Records

All records of disciplinary action will remain confidential, will remain separate from the student's academic record, will be maintained in the Office of the Dean of Students, and will not be available to unauthorized persons on campus or to any person off campus without the express written permission of the student involved. Exceptions will be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

## WORKPLACE VIOLENCE AND THREAT ASSESSMENT TEAM

### Purpose

John Tyler is concerned about the safety health and well-being of all of its students, faculty and staff. In adherence to Virginia Code 23-9.2:10, JTCC has established a Threat Assessment Team (TAT) comprised of representatives of student services, law enforcement security services, human resources, and faculty. The team meets on a regular basis under the leadership of the Dean of Students and the security manager.

The TAT is charged with addressing all reported behavioral issues which occur on a John Tyler campus, at off-site location, online or on an electronic site, including e-mail, blogs, social media, and Blackboard postings. Off-campus and electronic, social media or online behavior of students, staff, faculty,

individuals or third parties may be considered and investigated by the TAT in instances where a threat is thought to exist to the college community.

The mission of the JTCC TAT is to facilitate a safe college community through a coordinated, systemic, collaborative, objective, unbiased, thoughtful, and proactive approach, with strong emphasis on prevention through identification of the potential threats, assessments of said threats, interventions, management and follow up of any and all situations that pose or are thought to pose potential threats to the safety and well-being of individuals on campus as well as to the college community.

### Coverage

These policy guidelines will apply to all faculty, staff, students, visitors, contractors, individuals and other third parties. Students are covered under additional provisions in the JTCC Student Handbook to include:

- 19.19.10 Student Rights and Responsibilities
- 19.19.11 Student Code of Conduct
- 19.19.12 Student Disciplinary Policies and Procedures
- 19.19.13 Policy on Sexual Violence, Domestic Violence, Dating Violence and Stalking
- 6.6.21 Admissions of Individuals on the Sex Offender and Crimes Against Minors Registry

### Policy Components

#### A. Definitions:

**Direct Threat:** A situation where there is a high probability of substantial harm to an individual or individuals.

**TAT:** Threat Assessment Team

**Respondent:** A person whose behavior warrants an investigation by the College pursuant to this policy.

**Workplace:** Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations (other than an individual's home when telecommuting), and travel to and from work assignments.

**Workplace Violence:** Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, swearing or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

**Third Parties:** Individuals who are not state employees, such as relatives, acquaintances, strangers, contractors, or visitors.

**Individual(s):** Anyone who comes to the attention of the TAT.

**Student:** A person who has applied to, been accepted, and registered/enrolled at the College.

- B. JTCC prohibits threats and acts of violence on college property, JTCC facilities, and at any JTCC sponsored event; while engaged in business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes but is not limited to:
1. injuring another person physically;
  2. engaging in behavior that creates a reasonable fear of injury to self or another person;
  3. engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
  4. possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional;
  5. possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on college/system office property or engaged in college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional;
  6. brandishing or using a weapon by third parties with a permit to carry a concealed weapon while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel;
  7. intentionally damaging property;
  8. threatening to injure an individual (including oneself) or to damage property;
  9. committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
  10. retaliating against any employee or student who, in good faith, reports a violation of this policy.
  11. See Student Conduct in the College Catalog/Student Handbook for additional information specific to student conduct
- C. Consequences of Policy Violations:
1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60 Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
  2. Students violating this policy will be subject to disciplinary action as outlined in the JTCC Student Handbook, and other college policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation or assessment of dangerousness as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
  3. In order to mitigate risk, students may be suspended on an interim basis if it is believed that a direct threat to other students, faculty, staff or to the public exists, or if the student's behavior creates a serious disruption to normal College operations. Before a student may be suspended he or she will be informed of the reasons for the interim suspension and will be provided an opportunity to respond within five (5) business days, except in exigent circumstances, in which case the student will be given said opportunity as soon as possible as determined by the Dean of Students, designee or vice president. The student may respond to the interim suspension in writing to the Dean of Students; however the burden is on the student to prove that his/her presence on campus is not a threat to the college community. The TAT will review the information related to the response and will make a recommendation to the Dean of Students regarding the response. If the student is enrolled in classes at the time of the interim suspension and it is deemed through the TAT process that the student shall be allowed to return to campus, the TAT shall assist the student in gaining access to the college and the student's faculty shall forgive the absences that occurred during the interim suspension and assist the student in making up any missed work. Academic and/or financial decisions as a result of the interim suspension are the responsibility of the student.
  4. In the event that a student fails to comply with the recommendation of the TAT, the student may be referred to the Judicial Affairs process.
  5. Visitors and third parties violating this policy will be subject to applicable, state, and federal laws, and associated regulations, and may be barred from John Tyler Community College at JTCC's discretion for violating this policy.
- D. Threat Assessment Team
1. The membership of the committee must comply with the requirements of Virginia Code § 23-9.2:10. The committee should consult VCCS legal counsel when necessary, through established protocols. At least six (6) members of the TAT shall be present during the team meetings in which decisions are being made regarding recommendations on cases.

2. The TAT has published for the JTCC college community, a clear statement of its mission and membership, as well as the committee's leadership role in the area of violence prevention.
  3. The TAT has published periodic guidance to faculty, staff and students regarding the following:
    - a. how to recognize and report aberrant or potentially harmful behavior that may represent a threat to the community;
    - b. policies and procedures for the assessment of individuals whose behavior may present a threat;
    - c. appropriate means of intervention with such individuals;
    - d. college/system action to resolve potential threats; and
    - e. to whom on the college's threat assessment team, or through what method, potentially threatening behavior should be reported.
- E. Reporting or responding to threats or incidents of workplace violence:
1. Employee and student responsibilities should include:
    - a. Reporting incidents or threats of violence to their immediate supervisor, Human Resource Office, campus Community Resource officers/security, Threat Assessment Team members, or Dean of Students office staff.
    - b. Providing Threat Assessment Team members, Community Resource Officers, security or Dean of Students with a copy of any Protective Orders from a court so that appropriate enforcement activities occur.
    - c. No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.
  2. Management Responsibilities include:
    - a. Members of the Threat Assessment Team coordinate Workforce Violence Prevention.
    - b. The TAT serves as the violence prevention committee and complies with § 23-9.2:10 of the Code of Virginia. The threat assessment team remains able to quickly receive information about, assess, and respond to potential threats that are reported in accordance with its policies, and to determine corrective actions and prepare necessary reports on given situations. TAT/VPC publishes education and prevention information and recommend ways to, (1) respond to incidents, (2) investigate all reported incidents of workplace violence, and (3) determine the appropriate response and the actions necessary to address a particular situation
3. Threat Assessment Team Responsibilities include:
    - a. Establishing or utilizing existing relationships with local and state law-enforcement agencies as well as mental health agencies to ensure compliance with § 23-9.2:10 of the Code of Virginia, and expedite assessment and intervention with individuals whose behavior may present a threat to campus safety.
    - b. Upon a preliminary determination that an individual poses a threat of violence to self or others, or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Virginia Code §§ 19.2-389 and 19.2-389.1, and health records, as provided in § 32.1-127.1:03. In these cases the student, staff member, faculty member, individual or respondent may be asked to participate in a mental health evaluation or assessment of dangerousness as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others. The mental health evaluator may be responsible for obtaining and reviewing any mental health records.
    - c. No member of a threat assessment team shall disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team. Va. Code § 23-9.2:10(E).
- F. Procedures
1. Any faculty, staff, or student who believes a student, staff member, faculty member or individual's behavior on campus is of concern or threatening or who learns information regarding a student, staff, faculty member or individual that may present a threat to the community should contact the Dean of Student's office, security, community resource officers or human resources and/or complete the JTCC threat assessment referral form located at [https://cm.maxient.com/reportingform.php?JohnTylerCC&layout\\_id=2](https://cm.maxient.com/reportingform.php?JohnTylerCC&layout_id=2) .  
In the event that the behavior is an immediate threat to the safety of the college community, security should be notified immediately. 911 may be called in addition to notifying security.
  2. The Dean of Students or designee or in cases involving staff or faculty, the vice president of administration or designee and other needed members of the TAT will review the complaints/concerns/issues and determine the appropriate process to be initiated.
    - a. If the behavior is a violation of the student code of conduct the student disciplinary policies and procedures will be initiated.

- b. If the behavior is gender based to include sexual violence, dating violence, domestic violence and stalking the JTCC Title IX policy will be initiated. Violations regarding this policy may be reviewed by both the Title IX Review Team and the TAT
  - c. If the student or individual desiring admission to JTCC is on the sex offender and crimes against minors registry the policy on the admissions of individuals on the sex offender and crimes against minors registry will be initiated.
3. The Dean of Students or designee will lead the team discussion. At least six (6) members of the TAT shall be present during the team meetings in which decisions are being made regarding recommendations on cases.
  4. The team members may determine that, owing to the alleged behavior, a meeting may be scheduled for the student, staff, faculty, respondent or individual to meet with a team member or other individual as determined by the team. During this meeting a signature on a release of information may be requested in order for the TAT to gather additional information from sources outside of the college community.
  5. Team members will interview, if needed to gather additional information for team consideration, the individual(s) who reported the behavior and others who may have information or input regarding the behavior.
  6. In some cases, the student, staff member, faculty member, individual or respondent may be required to participate in a mental health evaluation or assessment of dangerousness as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others. The mental health evaluator may be responsible for obtaining and reviewing any mental health records.

After gathering all requested/needed information the team will review the information and make a recommendation regarding the status of the student, staff member, faculty member, respondent or individual with the college. The nature, severity and frequency of the behavior and the risk level associated with the behavior will be considered as well as options available to assist the student, staff member, faculty member, respondent or individual with the behavior.

Any recommendations regarding dismissal from the college and a ban from the college of a student, respondent or individual will be forwarded to the Vice President of Learning and Student Success or designee for a final decision. After obtaining the decision, the TAT will notify the student, respondent or individual in writing of the decision, of the transcript notation (see student permanent records section of this policy) and will offer the opportunity to appeal as outlined in this policy.

Any recommendation regarding the status of a staff member or faculty member will be forwarded to the Vice President of Administration or designee for further action.

## G. Communication and Training

1. The Workplace Violence Prevention Policy will be posted on the college/ web site.
2. Information on the Workforce Violence Prevention Policy, will be included as part of the employee orientation.
3. Training on recognizing and responding to potentially violent or violent situations in the workplace will be provided to employees periodically by the violence prevention committee (same as Threat Assessment Team).
4. A reference to this policy will be shared at student orientation and/or communicated to students via College e-mail and published on the college's web site.

## H. Appeals

The student, respondent or individual may appeal the decision of the Vice President of Learning and Student Success or, in cases of employee dismissals, may appeal the decision of the Vice President of Administration in writing to the Dean of Students within ten (10) business days of the notification of the dismissal. An appeal may be filed based on one (1) or more of the following:

1. New information is available that might affect the outcome of the decision
2. Excessive recommendations by the TAT
3. Violation of due process or procedures outlined in this policy

All appeals should include documentation to support the claim made by the student, respondent, individual, staff member or faculty member.

The Dean of Students will present the appeal in addition to all information gathered by the TAT to the appropriate Vice President. The appropriate Vice President will review the information and communicate the decision in writing within ten (10) business days of the date the appeal was submitted by the student/respondent/individual/staff member/faculty member. This decision is final and cannot be appealed.

### Student Permanent Records

#### Disciplinary Transcript Notations:

In order to alert other institutions of higher education of a student who was dismissed for exhibiting threatening or dangerous behavior, or otherwise has committed an act of misconduct, JTCC may place a statement on the transcript, which shall state "Misconduct Dismissal."

Prior to making any disciplinary notation on a transcript, the college shall notify the student in writing of such action and give the student the right to appeal as outlined in this policy.

#### Student Information System (SIS) Records Indicators:

In addition to the above, the college may place on a student's SIS record an XTA service indicator when a student is dismissed for misconduct, exhibits threatening behavior, or is determined to be a potential threat. Colleges shall use the XTA indicator only after a threat assessment team has made a determination that the student poses a threat to the campus community as outlined in this policy.

**Amending Student Records:**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), students must have an opportunity to challenge the accuracy of the information that led to the application of the indicator to their record at the college placing the indicator. The challenge may only address the accuracy of the information, any misleading information, or a violation of the student's privacy rights. The college shall decide whether to amend the record as requested within a reasonable time after the college receives the request. If the college decides not to amend the record as requested, it shall inform the student of its decision and of his or her right to a hearing. If the student prevails at the hearing, the record shall be corrected and the indicator should be removed, unless other facts support the continued use of the indicator. If the college prevails, the student has the right to place a statement in his or her record challenging the college's actions. The college must maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates. Students wishing to challenge the accuracy of information may do so by contacting the dean of students.

**Use of Service Indicators in Admission Decisions:**

If a student with an XTA on his or her student record at one Virginia community college applies to another community college ("the new college") within the VCCS, the new college shall conduct an independent threat assessment to determine whether the applicant continues to pose a threat to the campus community.

**STUDENT GRIEVANCE POLICY AND PROCEDURE****Overview**

The grievance procedure applies to students who have complaints of unfair and/or unlawful treatment. A student is defined as any person enrolled full- or part-time in credit or non-credit courses at the College. A grievance is a complaint of unfair and/or unlawful treatment formally charged by a student against a College employee, in regard to the application of College rules, policies, procedures and regulations. If at all possible, a complaint should be resolved without initiating the formal grievance procedure.

Please note that it is generally beneficial to the student to discuss the problem with College personnel prior to filing a formal grievance. College personnel are available to advise students. Students should not hesitate to contact a faculty member, counselor or any other College staff person to discuss the problem.

**Procedure****Level 1**

A grievance should be raised and settled as quickly as possible. Within fifteen business days following either the event that gave rise to the grievance or within fifteen business days (a business day is defined as Monday-Friday when the College is open) of the time when the student reasonably should have gained knowledge of the issue, the College employee involved

should be contacted by the student. An attempt should be made to resolve the complaint informally. The first step is for the student to communicate with the College employee involved. If the matter cannot be resolved, the student may file a written grievance within ten business days following the verbal response from the College employee involved. The written grievance should be presented to the employee with a notification of the grievance being forwarded to the employee's supervisor. The written grievance should contain the following: (a) a complete description of the complaint; (b) any supporting documents; and (c) the redress sought. An entire set of records should be assembled and maintained by the student. The person receiving the written grievance has ten business days to reply to the student in writing.

**Level 2**

If the student is not satisfied with the written response from the employee, he or she may appeal it to the appropriate supervisor within ten business days. The student should forward copies of all correspondence and relevant documents from Level 1, along with a cover letter, to the supervisor. The supervisor has ten business days to reach a decision and reply in writing to the student and the employee.

**Level 3**

If the student is not satisfied with the written response from Level 2, he or she may appeal to the appropriate vice president or designee. This appeal must be made within ten business days after the reply from Level 2. The student should forward copies of all correspondence and relevant documents from Levels 1 and 2, along with a cover letter, to the vice president or designee. The vice president or designee has ten business days to make a determination and reply in writing to the student and the employee.

**Level 4**

If the student is not satisfied with the vice president's or designee's response, he or she may appeal to the College president or designee within ten business days after the reply from Level 3. The student should forward copies of all correspondence from Levels 1, 2, and 3, along with a cover letter, to the president or designee. The president or designee will discuss the grievance with all concerned parties and make a decision regarding the issue within ten business days after receipt of the correspondence. Copies of the vice president's or designee's decision will be sent to the appropriate College employees at Levels 1 and 2 and to the president.

**General Guidelines**

1. The student filing a grievance may be accompanied by an advisor or representative of his/her choice at any level of the procedure.
2. Revision of the deadlines for filing appeals and providing written responses may be made. This may be necessary because of vacations, examinations, illnesses or other extenuating circumstances. If the deadlines are changed by either party, the respective employee should inform the student of the receipt of the grievance and give an estimated date of the final reply.

3. The only issues that can be reviewed on appeal are those asserted in the filing of the initial grievance. No new issues can be raised or heard during the appeal review process.
4. Copies of the vice president's decision will be sent to the appropriate College employees at Levels 1 and 2 and to the president.

## STUDENT GRADE APPEAL POLICY

### Overview

This policy applies to a student who is enrolled in credit-class and believes that his or her final grade in a class was determined in an unfair, arbitrary or capricious manner. A student is defined as any person enrolled full- or part-time in credit courses at the College. This policy is not applicable to grades on individual tests, examinations, reports and other assignments prior to the posting of the final course grade.

A student may appeal a final class grade for allegations that (1) the methods or criteria for evaluating academic performance as stated in the class syllabus or as communicated by the instructor by e-mail or Blackboard announcement were not adhered to in determining the final grade; (2) the instructor applied grading criteria unfairly or arbitrarily; and/ or (3) that the instructor so exceeded his or her discretion in evaluating academic performance in the class as to be found unreasonable by the instructor's peers at John Tyler Community College.

### Procedure

#### Level 1

A grade appeal should be raised and settled as quickly as possible. Within fifteen (15) business days following the posting of the grade in the Student Information System (SIS), the student must contact the instructor via e-mail and request an appointment to discuss his or her concerns regarding the final course grade. (A business day is defined as a Monday through Friday when the College is open.) An attempt should be made to resolve the concern informally. The faculty member must submit a report via e-mail to his or her dean and the student within 48 hours following the meeting with the student informing the dean of the outcome of the meeting.

If the faculty member is no longer employed by the College or is otherwise unavailable or unresponsive, the student may go directly to the division dean.

#### Level 2

If the matter cannot be resolved at Level 1, the student may submit a written appeal to the faculty member's academic dean within ten business days following the meeting with the faculty member. The appeal must contain a statement of the problem, a description of any attempts to resolve the problem, relevant information and documentation, and the redress sought. The only issues that can be reviewed on appeal are those asserted in the filing of the initial grievance. No new issues can be raised or heard during the appeal review process. (Should the dean also be the instructor, the student should submit the appeal to the vice president for learning and student success or designee.)

The dean or designee will confer with both the student and the instructor and seek to resolve the matter to the satisfaction of both parties. If a mutually satisfactory resolution is not obtained, the student must submit a written appeal to the vice president of learning and student success, who will convene the Grade Appeal Review Committee within ten business days.

### Grade Appeal Review Committee

The Grade Appeal Review Committee is comprised of the vice president of learning and student success or designee and three full-time faculty members from each of the College's three academic divisions (nine in total). Faculty members are elected annually by full-time faculty in each academic division and serve one-year terms. Faculty members may be re-elected, but may not serve more than two consecutive terms on the committee.

When an appeal reaches Level 3, the faculty members from the affected division will recuse themselves, and three faculty from the remaining six will be selected by lot to consider the appeal. The vice president of learning and student success or designee will preside over the review committee but will not participate (vote) in the committee's final determination.

#### Level 3

The Grade Appeal Review Committee will convene within ten (10) business days of being contacted by the vice president of learning and student success. The committee will examine all documentation and may, at its discretion, interview the student grievant, faculty member, and/or dean or designee. The committee also may interview other students and faculty members whom it believes may offer relevant information about the grade appeal under review. A determination will be reached by the committee by majority vote as follows:

- Affirm the appeal and recommend a change in the grade to the appropriate academic dean, or
- Deny the appeal and recommend the grade stands as originally assigned.

The vice president of learning and student success or designee will inform the student and faculty member in writing of the committee's determination.

#### Level 4

If the student and/or faculty member are not satisfied with the decision of the Grade Appeal Review Committee, either may appeal to the college president or designee in writing within ten business days after the reply from the vice president of learning and student success or designee (from Level 3).

The president or designee will first ensure that the College's due process procedures as outlined above were followed. The president or designee will discuss the decision of the review committee with the student and/or faculty member as necessary and make a final decision regarding the issue within ten business days following receipt of the appeal. The decision of the president or designee is final.

## POLICY ON SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

### Notice of Nondiscrimination

As a recipient of federal funds, John Tyler Community College (JTCC) is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Sandra Kirkland, whose office is located at 800 Charter Colony Parkway, Midlothian, VA 23114, Room T205, and may be contacted by phone at (804) 594-1566 or at 13101 Jefferson Davis Highway, Chester, VA 23831, Room M107e and may be contacted by phone at (804) 706-5208 or by e-mail at [skirkland@jtcc.edu](mailto:skirkland@jtcc.edu).

### Policy

JTCC is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

### Purpose

The purpose of this Policy is to establish that the College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

### Applicability

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

### Definitions

**Advisor:** An individual who provides the complainant and respondent support, guidance, or advice. Advisors may be present at any meeting or hearing, but may not speak directly on behalf of the complainant or respondent.

**Campus:** The term "campus" refers to (i) any building or property owned or controlled by the College within the same reasonably contiguous geographic area of the College and used in direct support of, or in a manner related to, the College's educational purposes, and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

**Complainant:** A complainant refers to an individual who believes that they have been the subject of a violation of this Policy and files a complaint against a faculty, staff member or student.

**Consent:** Any sexual activity or sex act committed against one's will, by the use of force, threat, intimidation, or ruse, or through one's *mental incapacity* or *physical helplessness* is without consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually-agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities or a current or previous dating relationship does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

*Mental incapacity* means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation through the use of drugs or alcohol. Intoxication is not the same as incapacitation.

*Physical helplessness* means unconsciousness or any other condition existing at the time which otherwise rendered the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

**Dating Violence:** Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or

household member, which includes a current or former spouse a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

**Respondent:** A respondent refers to the individual who has been accused of violating this policy.

**Responsible Employee:** A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this policy or who has the authority to take action to redress violations of this policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Responsible employees also must report to the Title IX Coordinator any information obtained in the course of his or her employment that an act of sexual violence may have been committed against a student or may have occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus. [Any employee with supervisory authority is a responsible employee. (Alternatively, the College may name responsible employees by title, or name employees who are CSAs as responsible employees.)] Any JTCC employee who receives a complaint of sexual misconduct is expected to immediately notify the Title IX Coordinator, Sandra Kirkland, Dean of Students, 804-594-1566 or 804-706-5208, [skirkland@jtcc.edu](mailto:skirkland@jtcc.edu).

**Review Committee:** Review committee refers to the committee consisting of three or more persons, including the Title IX Coordinator or his/her designee, a representative of law enforcement, and a student affairs representative, that is responsible for reviewing information related to acts of sexual violence.

**Sex Discrimination:** Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in college program or activity.

**Sexual Assault:** Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

**Sexual Exploitation:** Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch

you having consensual sex); engaging in voyeurism; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances:

*Quid Pro Quo:* The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; or

*Hostile Environment:* Conduct so severe, pervasive, and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

**Sexual Misconduct:** Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

**Sexual Violence:** Sexual violence is any intentional physical sexual abuse committed against a person's will. Sexual violence includes rape, sexual assault, and sexual battery.

**Stalking:** Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places, that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

**Third Party:** A third party is any person who is not a student or employee of the College.

### Retaliation

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting a complaint alleging a violation of this policy, or any person cooperating in the investigation of allegations of violations of this policy, to include testifying, assisting or participating in any manner in an investigation pursuant to this policy and the resolution procedures is strictly prohibited by this policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this policy.

### Reporting Incidents

1. Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus security or local police. All emergencies or any incident where someone is in imminent danger should be reported

immediately to local police by dialing 911 or Campus Security at [804-897-6678](tel:804-897-6678) on the Midlothian Campus, at [804-796-4025](tel:804-796-4025) on the Chester Campus, and at [804-662-8730](tel:804-662-8730) at the Nursing Education Center immediately.

- Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form, found on the JTCC sexual misconduct web site at [www.jtcc.edu/about/title-ix-and-sexual-misconduct/](http://www.jtcc.edu/about/title-ix-and-sexual-misconduct/). The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing.

John Tyler Community College Title IX Campus Resources:

Title IX Coordinator:

Sandra Kirkland, M.Ed., LPC

800 Charter Colony Pkwy., T205a

Midlothian, VA 23114

[804-594-1566](tel:804-594-1566)

[skirkland@jtcc.edu](mailto:skirkland@jtcc.edu)

13101 Jefferson Davis Hwy., M107e

Chester, VA 23831

[804-706-5208](tel:804-706-5208)

Deputy Title IX Coordinator:

Michelle Spencer, MSW, M.Ed., LCSW

800 Charter Colony Pkwy., T205b

Midlothian, VA 23114

[804-594-1534](tel:804-594-1534)

[mspencer@jtcc.edu](mailto:m Spencer@jtcc.edu)

13101 Jefferson Davis Hwy., M107i

Chester, VA 23831

[804-706-5067](tel:804-706-5067)

After normal business hours, members of the campus community should report alleged violations of this policy to Campus Security at [804-897-6678](tel:804-897-6678) on the Midlothian Campus, at [804-796-4025](tel:804-796-4025) on the Chester Campus, at [804-897-6678](tel:804-897-6678) on the Featherstone-CCWA Campus and at [804-662-8730](tel:804-662-8730) at the Nursing Education Center immediately.

- There is no time limit for filing a complaint with the College. However, complainants should report possible violations of this policy as soon as possible to maximize the College's ability to respond effectively. Failure to report promptly could result in the loss of relevant evidence and impair the College's ability to adequately respond to the allegations.

### Handling of Reports and Investigations

The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request. The Title IX Coordinator will request the consent of the complainant (or alleged victim if different

from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement. Members of the campus community may decline to notify law enforcement authorities and decline their consent for the Title IX Coordinator to notify law enforcement if they wish. Reports received by the College concerning the abuse of a minor must be reported in compliance with state law. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed gathering evidence. Otherwise, the College's investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

### Confidentiality and Anonymous Reporting

- Individuals may be concerned about their privacy when they report a possible violation of this policy. The College has a responsibility to end conduct that violates this policy, prevent its recurrence, and address its discriminatory effects. For this reason, some College employees may not keep secret any report of sexual violence, domestic violence, dating violence, or stalking. The College expects employees to treat information they learn concerning incidents of reported violations of this policy with respect and with as much privacy as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this policy.
- Responsible employees must report all alleged violations of this Policy to the Title IX Coordinator. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, local police, student activities staff, human resources staff, and advisors to student organizations. Reports received by the College concerning the abuse of a minor must be reported in compliance with state law.
- If a complainant wishes to keep the report confidential, it is recommended that he or she reports the alleged conduct to someone with a duty to maintain confidentiality, e.g., mental health counselor or clergy. Employees may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's ability to investigate and take reasonable action in response to a complaint may be limited. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to provide a reasonably safe and nondiscriminatory environment. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged violation of this policy and may weigh the request(s) against the following factors:

- The seriousness of the allegation(s);
- The complainant's or alleged victim's age;
- Whether there have been other similar complaints of against the same respondent;
- The respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- The applicability of any laws mandating disclosure.

Therefore, the College may pursue an investigation even if the complainant requests that no action is taken and the College will not be able to ensure confidentiality in all cases. The College will notify the complainant in writing when it is unable to maintain confidentiality or respect the complainant's request for no further action.

4. Additionally, upon receiving a report of an alleged act of sexual violence against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's review committee within 72 hours to review the information reported and any information obtained through law-enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. If it is determined by the law enforcement representative of the review committee that the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals, the College immediately will disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.
5. If the report of an alleged act of sexual violence would constitute a felony sexual assault, within 24 hours of the first review team meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Paragraph I(4). The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth's Attorney, including personally identifiable information, if such information was disclosed pursuant to Paragraph I(4). If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

6. The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint. The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.

### Amnesty

The College encourages the reporting of incidents that violate this policy. The use of alcohol or drugs should not be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking; however, the College will extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to complainants, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

### Timely Warnings

The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community.

The College will ensure, to every extent possible, that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

### Interim Measures

1. Prior to the resolution of a complaint, the College may suspend or place on disciplinary or administrative leave the respondent when it is determined that the respondent's continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the complainant or complainant's witnesses. The College shall provide advance notice of such measures, except in cases where the individual's presence constitutes a threat. In all cases, however, the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.
2. Notwithstanding the above, the College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or

through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.

- The College may implement other measures for either the complainant or the respondent if requested, appropriate, and reasonably available, whether a formal complain has been filed or whether an investigation by either campus administrators or law enforcement agencies has commenced. Such measures may include, but are not limited to, course schedule adjustments, reassignment of duty, changing work arrangements, changing parking arrangements, rescheduling class work, assignments, and examinations, and allowing alternative class or work arrangements, such as independent study or teleworking.

### Sexual and Domestic Violence Procedures

Anyone who has experienced sexual violence, domestic violence, dating violence, or stalking should do the following:

- Safely find a place away from harm.
- Call 911 or if on campus, contact campus police/security.
- Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs", such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- For professional and confidential counseling support, call the Greater Richmond Regional Hotline at [804-612-6126](tel:804-612-6126) or the Virginia Family Violence & Sexual Assault Hotline at [1-800-838-8238](tel:1-800-838-8238). Help is available 24 hours a day.
- You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.
  - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
  - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
  - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
  - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
  - Tell someone all the details you remember or write them down as soon as possible.
  - Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

### Written Notification of Rights and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options, including the (i) the available law-enforcement options for investigation and prosecution; (ii) the importance of collection and preservation of evidence; (iii) the available options for a protective order; (iv) the available campus options for investigation and adjudication under the College's policies; (v) the complainant's rights to participate or decline to participate in any investigation to the extent permitted under state or federal law; (vi) the applicable federal or state confidentiality provisions that govern information provided by a victim; (vii) information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, or other victim support services with which the College has entered into a memorandum of understanding; (viii) the importance of seeking appropriate medical attention; and (ix) options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.

### Support Services

- All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.
- For more information about available resources, go to: [www.jtcc.edu/about/title-ix-and-sexual-misconduct/](http://www.jtcc.edu/about/title-ix-and-sexual-misconduct/).

### Local Community Resources

*Greater Richmond Regional Hotline*  
[804-612-6126](tel:804-612-6126)

*Safe Harbor Hotline*  
(Henrico County)  
[804-287-7877](tel:804-287-7877)

*The James House Hotline*  
(Colonial Heights, City of Hopewell, City of Petersburg, Dinwiddie County, Prince George County, Southern Chesterfield County)  
[804-458-2840](tel:804-458-2840)

*Domestic and Sexual Violence Resource Center*  
(Chesterfield County)  
[804-318-8265](tel:804-318-8265)

*Fort Lee SHARP Hotline*  
(Sexual Harassment & Assault Response & Prevention)  
[804-894-0029](tel:804-894-0029)

*National and State Resources*  
*National Domestic Violence Hotline*  
[1-800-799-SAFE \(7233\)](tel:1-800-799-SAFE)  
[1-800-787-3224 \(TTY\)](tel:1-800-787-3224)

*National Sexual Assault Hotline*  
[1-800-656-HOPE \(4673\)](tel:1-800-656-HOPE)

*National Teen Dating Abuse Hotline*

[1-866-331-9474](tel:1-866-331-9474)  
[1-800-331-8453 \(TTY\)](tel:1-800-331-8453)

*Virginia Family Violence and Sexual Assault  
24-hour Hotline*

[1-800-838-8238](tel:1-800-838-8238)

*LGBTQ Partner Abuse and Sexual Assault Hotline*

[1-866-356-6998](tel:1-866-356-6998)

*RAINN - Rape, Abuse & Incest National Network*  
<https://ohl.rainn.org/online/>  
<https://ohl.rainn.org/es/> (for service in Spanish)

### Education and Awareness

1. The College conducts a program to educate students and employees about this policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking.
2. Incoming students and new employees must take part in a mandatory primary prevention and awareness program. The program, at a minimum, shall include:
  - A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
  - The definition of domestic violence, dating violence, sexual assault, and stalking;
  - The definition of consent;
  - Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
  - Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
  - Information on possible sanctions, procedures to follow after an incident of sexual violence, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
  - Written notification about available resources and services, and options for academic and work accommodations, if requested and reasonably available.
3. The College also conducts an ongoing prevention and awareness campaign for all students and employees. The campaign shall include, at a minimum, the information provided to incoming students and new employees.

### Resolution of Complaints

1. The College has an obligation to provide prompt, fair, and impartial investigation and resolution of alleged violations to this policy and is committed to so doing. The Title IX Coordinator, Deputy Title IX Coordinator, and investigators, must receive annual training on sexual violence, domestic violence, dating violence, and stalking,

and the conduct of investigations and hearings. The College may resolve complaints either by an informal or formal resolution process.

2. The parties may agree to proceed under the informal resolution process in matters not involving sexual violence, domestic violence, dating violence, or stalking. The formal resolution process will be applied (i) when any party that participated in the informal resolution process chooses to terminate the process, and (ii) to all matters that are not eligible for informal resolution.

### Formal Resolution Process

1. Complainant's Initial Meeting with the Title IX Coordinator or Deputy Title IX Coordinator.

As soon as is practicable, the Title IX Coordinator or Deputy Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged victim, the Title IX Coordinator or Deputy Title IX Coordinator also will contact the alleged victim as soon as possible to schedule an initial meeting. The complainant may be accompanied by an advisor of his or her choosing. At this initial meeting, the Title IX Coordinator or Deputy Title IX Coordinator will:

- a. Provide the complainant a copy of this policy;
- b. Provide the complainant with a Complaint Form, if necessary;
- c. Provide a written explanation of the complainant's rights and options related to changes in academic, parking, and working arrangements;
- d. Explain avenues for formal resolution and informal resolution of the complaint;
- e. Explain the steps involved in an investigation;
- f. Discuss confidentiality standards and concerns with the complainant;
- g. Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
- h. Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, or other victim support service with which the College has entered into a memorandum of understanding;
- i. Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary during the pendency of the investigative and resolution processes.
- j. Discuss the right to a fair and impartial resolution of the complaint;
- k. Discuss the College's obligation to disclose personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, under certain conditions.

2. Respondent's Initial Meeting with the Assigned Title IX Coordinator or Deputy Title IX Coordinator.

As soon as is reasonably practicable, the Title IX Coordinator or Deputy Title IX Coordinator will schedule an initial meeting with the respondent. The respondent may be accompanied by an advisor of his or her choosing. During the initial meeting with the respondent, the Title IX Coordinator or Deputy Title IX Coordinator will:

- a. Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
- b. Provide the respondent a copy of this policy;
- c. Provide a written explanation of the respondent's rights and options related to changes in academic, parking, and working arrangements;
- d. Explain the College's procedures for formal resolution and informal resolution of the complaint;
- e. Explain the steps involved in an investigation;
- f. Discuss confidentiality standards and concerns with the respondent;
- g. Discuss non-retaliation requirements;
- h. Inform the respondent of any interim measures that may be imposed on the respondent;
- i. Refer the respondent to campus and community resources, as appropriate; and
- j. Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes.
- k. Discuss the respondent's right to due process and a fair and impartial resolution of the complaint; and
- l. If the respondent is a student and the complaint involves an alleged act of sexual violence, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or withdraws while under investigation, and that the investigation will continue in the respondent's absence while being afforded notice of the charges and an opportunity to respond to all the evidence.

3. Title IX Coordinator's Initial Determination.

- a. The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator's or Deputy Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the

alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.

- b. In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he or she will document (in consultation, as necessary, with the complainant, respondent, and other College officials) the appropriate resolution of the complaint and inform the parties of the same. The Title IX Coordinator shall provide specific and clear written reason(s) why an investigation should not be conducted. The Title IX Coordinator shall provide the determination that the College will not investigate the matter to the complainant and the respondent, concurrently, within five (5) workdays of the completion of the initial meetings. This decision is final.

4. Appointment of the Investigator and Conduct of the Investigation.

- a. If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) workdays of the completion of the initial meetings. The Title IX Coordinator will share his or her name and contact information with the complainant and respondent and will forward the complaint to the investigator. Within three (3) workdays of such appointment, the investigator, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such investigator to the matter. The Title IX Coordinator will consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.
- b. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three (3) workdays from the date of the investigator's appointment or the conclusion of the informal resolution process, whichever is later. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses to be interviewed during the course of the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.
- c. In the conduct of the investigation, the investigator should weigh the credibility and demeanor of the complainant, respondent, and witnesses; the logic and consistency of the evidence, motives, and any corroborating evidence.
- d. The investigation of any alleged violation of this policy should be completed within 60 days of the filing of the complaint or the date on which the College becomes aware of the alleged violation, unless good cause exists to extend the timeframe. If more time is

necessary, the parties will be notified in writing and given the reason for the delay and an estimated time of completion.

- e. Both complainant and respondent will have the opportunity to review and respond to evidence obtained during the investigation. Each party also will have the opportunity to review and comment on the written investigative report within seven (7) workdays of receiving the report. The final written investigative report and the parties' responses thereto shall be part of the record.
- f. The investigator will complete a written investigative report that includes summaries of all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant electronic records, and a detailed report of the events in question. The written investigative report shall include at minimum, the following information:
  - The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
  - A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
  - The date that the complaint or other report was made;
  - The date the respondent was interviewed;
  - The names and gender of all persons alleged to have committed the alleged violation;
  - The names and gender of all known witnesses to the alleged incident(s);
  - The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
  - Any written statements of the complainant or the alleged victim if different from the complainant;
  - The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process (if applicable); and
  - The outcome of the investigation.
- g. The investigator will forward the written investigative report to the Title IX Coordinator.
- h. The withdrawal of a student from the College while under investigation for an alleged violation of this Policy involving an act of sexual violence shall not end the College's investigation and resolution of the complaint. The College shall continue the investigation as set forth under this Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide

evidence, to review and respond to all the evidence against the student, and to the written investigative report prior to making a final determination. The student also shall receive notice in writing of any hearing, including the day, time, and location. Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, "Withdrew while under investigation for a violation of JTCC's sexual misconduct policy." After the College has completed its investigation and resolution of the complaint, the College shall either (1) remove the notation if the student is found not responsible or (2) change the notation to "Withdrew while under investigation and subsequently found responsible for a violation of JTCC's sexual misconduct policy." Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

#### **Determination of Title IX Coordinator and Corrective Action Report**

1. The Title IX Coordinator will determine whether there is a preponderance of the evidence to find that the respondent violated this policy as alleged. In most cases, this should occur within five (5) workdays of receiving the written investigative report from the investigator. The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.
2. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed. The Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.
3. If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this policy did occur, the Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.
4. When the Title IX Coordinator finds that a violation has occurred, he or she also shall write a separate written corrective action report that will contain recommendations for steps that should be taken to prevent recurrence of any such violation and to remedy any discriminatory effects. If interim measures as described above have been taken, the written corrective action report shall include a recommendation regarding

continuation, suspension or modification of any such interim measures. The Title IX Coordinator shall distribute the written corrective action report to the complainant and respondent concurrently. In most cases, the written corrective action report should be completed within five (5) workdays after the distribution of the written investigative report. The written investigative report and the corrective action report may be submitted concurrently. The Title IX Coordinator also shall provide the written investigative report and the written corrective action report to the appropriate College official, as described below.

5. If the respondent is a student, the Deputy Title IX Coordinator will forward the reports to the Title IX Coordinator. Within ten (10) workdays, the Title IX Coordinator shall determine and impose appropriate sanctions, as described below. The respondent and the Deputy Title IX Coordinator shall receive written notification of sanction(s). When the respondent is a student, within five (5) workdays of receipt, the Title IX Coordinator or Deputy Title IX Coordinator may disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant as permitted by state and federal law, including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act, when such disclosure is necessary to ensure the safety of the complainant. The Title IX Coordinator or Deputy Title IX Coordinator also may disclose in writing to the complainant the final results of a disciplinary proceeding involving the respondent with regard to an alleged forcible or non-forcible sex offense, act of stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the College against the student.
6. If the respondent is an employee, the Title IX Coordinator will forward the reports to associate vice president of Human Resources. Within ten (10) workdays, the associate vice president of human resources shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s).
7. If the respondent is a third party, the Title IX Coordinator will forward the reports to the security manager or designee. Within ten (10) workdays, the security manager shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). The Title IX Coordinator may disclose to the complainant information as described above.
8. The respondent and the complainant will be advised of their right to appeal any finding or sanction in writing. The written notification also shall provide information on the appeals process.

## Informal Resolution

1. After receiving a request from both parties to resolve the complaint with the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Within three (3) workdays of such appointment, the College official, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such official to the matter. The Title IX Coordinator will consider such statements and will assign a different individual to facilitate if it is determined that a material conflict of interest exists. Within five (5) workdays of the appointment, the College official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed. Within ten (10) workdays of receiving the written statements, the College official will hold a meeting(s) with the parties and coordinate informal resolution measures. The College official shall document the meeting(s) in writing. Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party's behalf.
2. The informal resolution process should be complete within thirty (30) days in most cases, unless good cause exists to extend the timeframe. The parties will be notified in writing and given the reason for the delay and an estimated time of completion. Any party may request in writing that the informal resolution process be terminated at any time, in which case the formal resolution process will commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution.
3. Any resolution of a complaint through the informal process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution remedies might include mandatory education, counseling, written counseling by an employee's supervisor, or other methods. The College official will provide the complainant and respondent with a copy of the final written report concurrently. The final written report shall include the nature of the complaint, a meeting(s) summary, the informal resolution remedies applied, and whether the complaint was resolved through the informal resolution process.
4. There is no right of appeal afforded to the complainant or the respondent following the informal resolution process.

## Sanctions & Corrective Actions

1. The College will take reasonable steps to prevent the recurrence of any violations of this policy and to correct the discriminatory effects on the complainant (and others, if appropriate). Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.

2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, probation, suspension, and dismissal from the College.
  - a. If a student is found responsible for an act of sexual violence under this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "Suspended/Dismissed for a violation of JTCC's sexual misconduct policy." In the case of a suspension, the College shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator or Deputy Title IX Coordinator shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.
  - b. If a student withdraws from the College while under investigation involving an act of sexual violence under this Policy, the student's academic transcript shall be noted as follows: "*Withdrew while under investigation for a violation of JTCC's sexual misconduct policy.*" Students are strongly encouraged not to withdraw and to participate in the investigation and resolution of the complaint.
  - c. The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible for an offense of sexual violence under this Policy. Upon such a finding, the Title IX Coordinator or Deputy Title IX Coordinator shall direct the registrar to remove the notation from the student's academic transcript.
  - d. Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of all appeals.
3. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.
4. Third parties, e.g., contractors, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.
5. Title IX Coordinator and/or Deputy Title IX Coordinator will determine the final accommodations to be provided to the complainant, if any.
6. Sanctions imposed do not take effect until the resolution of any timely appeal. However, sanctions may take effect immediately when the continued presence of an individual on campus may threaten the safety of an individual or the campus community, generally. Sanctions will continue in effect until such time as the appeal process is exhausted in such cases.

### Appeals

Appeals shall be reviewed by the Vice President of Learning and Student Success or designee. Third parties may request that the College reconsider its decision in writing to the Vice President of Learning and Student Success or designee.

1. Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Individuals must submit a written request for appeal to the vice president of learning and student success or designee within ten (10) workdays of the outcome of the investigation or imposition of sanction(s), whichever is later. The appeal request must cite the reason(s) for the appeal and provide evidence to support those reason(s).
2. Appeals shall be granted for the following reasons only:
  - The investigator exhibited unfair bias which influenced the results of the investigation;
  - New evidence, unavailable at the time of the investigation that could substantially impact the investigator's finding. The appeal should explain why the evidence was unavailable previously and why such evidence may substantially impacts the investigator's finding;
  - Error in the conduct of the investigation that is of such magnitude as to deny fundamental fairness;
  - The sanction(s) are unjustified by the evidence and/or mitigating factors warrant a lesser sanction or aggravating factors warrant a greater sanction.

### Academic Freedom and Free Speech

1. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual violence or sexual assault. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee's work performance or a student's educational experience.
2. In addressing all complaints and reports of alleged violations of this Policy, the College will take all permissible actions to ensure the safety students and employees while

complying with any and all applicable guidance regarding free speech rights of students and employees. This policy does not apply to curriculum, curricular materials, or abridge the use of particular textbooks.

### False Allegations

Any individual who knowingly files a false complaint under this Policy, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is not necessarily proof of knowingly filing a false complaint.

### Consensual Relationships

Pursuant to VCCS Policy 3.14.2, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly forbidden, are unwise and are strongly discouraged. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

### Record Keeping

The Title IX Coordinator shall maintain, in a confidential manner, for at least five (5) years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, written corrective action reports, sanctions, appeal hearings and associated documents, the responses taken campus personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and the respondent, and a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

This Policy shall be forwarded to the VCCS Office of System Counsel in July of each year to be reviewed and updated as necessary.

**For the most up-to-date version of the policy, go to [www.jtcc.edu/about/title-ix-and-sexual-misconduct/](http://www.jtcc.edu/about/title-ix-and-sexual-misconduct/).**

## STUDENT SUBSTANCE ABUSE POLICY

The College believes that it has a responsibility to create, enforce, and constantly monitor an institutional policy on substance abuse prevention and that all students, faculty, and staff are expected to know and adhere to this policy.

The possession, use, manufacture, sale, and/or distribution of illegal drugs and other controlled substances by students, faculty, or staff at John Tyler Community College will not be tolerated. All actions consistent with the law and individual privacy will

be taken by the College to eliminate drugs on the campuses and to deal fairly with individuals found in violation of both Virginia's statutes and federal laws pertaining to such substances.

### Responsible and Legal Use of Alcoholic Beverages

John Tyler Community College neither encourages nor discourages the use of alcoholic beverages but rather discourages the abusive use of alcohol. Further, the College expects that all deliberations concerning the availability of alcoholic beverages at any officially designated College activity will include a full and realistic discussion of the appropriateness of such consumption. Individual members of the College community are responsible for their decisions concerning their use of alcohol, as well as their behavior as a consequence of these decisions.

All members of the College community are expected to know and act in accordance with the Commonwealth of Virginia laws and institutional regulations concerning the purchase, possession, consumption, sales, and storage of alcoholic beverages. Persons who violate these laws and regulations are subject to prosecution and College disciplinary action.

The College assumes no responsibility for any liability incurred at an event, not sponsored by the College, where alcohol is served and/or sold. Students and recognized student organizations are always expected to conduct themselves in accordance with the laws of the Commonwealth of Virginia and to assume full responsibility for their actions, activities, and events.

### Specific Areas of Emphasis

1. The State Board for Community Colleges has delegated to each individual College's Board the responsibility for taking action on requests to serve beer at student-associated community college functions. Such requests must be submitted to the dean of student services who will forward each request with his or her recommendation to the president or designee of the College. The president or designee, after reviewing the specific nature of the function, may approve or reject the request.
2. College funds may be used only for the purchase of alcoholic beverages to be served and/or sold at an approved College activity for which a one-day banquet license to serve beer or wine has been obtained in accordance with the conditions established by the State Alcoholic Beverage Control Board.
3. Non-alcoholic beverages and food items must be present at all College-sponsored events where alcoholic beverages are served.
4. Alcoholic beverages must never be mentioned in the advertising or publicizing of a College-sponsored event.
5. Organizations serving alcohol at College-sponsored events should not permit the entry or exit of persons with beverage containers.
6. Organizations should check for proper age identification of individuals attending events where alcohol is served and implement a process that visually identifies those participants of legal drinking age.

7. Any organization, as well as its leadership, sponsoring an event at the College will be responsible for following all State laws relative to the serving and/or selling of alcoholic beverages.
8. College community members are expected to know and adhere to the following:
  - a. Any sale of alcoholic beverage requires an ABC license.
  - b. Alcoholic beverages are not to be given or sold to persons under the legal drinking age of twenty-one.
  - c. Alcoholic beverages are not to be given or sold to persons who are intoxicated.
  - d. State law prohibits the following: drinking in public, possession of an alcoholic beverage by a person under the legal drinking age, falsely representing one's age for the purpose of procuring alcohol, and purchasing an alcoholic beverage for a person who is under the legal drinking age.

### Drug Enforcement Practices

Possession, use, manufacture, sale and distribution of illegal substances are crimes. John Tyler Community College will cooperate with law enforcement authorities to enforce current statutes. Students, faculty, and staff may be subject to prosecution by civil authorities for violations of these laws. Penalties may be severe, including the loss of civil rights.

Illegal involvement with drugs and/or the unauthorized purchase, consumption, possession, sale or distribution of alcohol on the campus also will result in disciplinary action by the College. Students who engage in such illegal activity "are subject to disciplinary actions as defined in the Student Rights and Responsibilities section of this handbook. Such actions could result in dismissal from the College.

### Substance Abuse Education and Prevention

Students, faculty, and staff should recognize that substance abuse interferes with their abilities to succeed academically and professionally. Substance abuse poses numerous threats to human health and can kill. It is also contrary to what institutions of higher learning strive to attain: development of individual character, attainment of human potential, informed and responsible citizenry, and respect for the laws and norms governing society.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly

when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and cognitive deficits. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

The College will annually present programs on the dangers of substance abuse. Students, college personnel, and members of the community will be encouraged to participate in these educational programs.

### Substance Abuse Counseling and Referral

The College will establish and actively publicize a system whereby students who think that they are at risk of drug or alcohol abuse can have access to appropriate counseling and referral services. The environment will be one in which a student may discuss substance abuse problems openly and without fear of reprisal. To the extent permissible by law, student confidentiality will be protected. The College also will establish an employee assistance program for faculty and classified staff working at the institution. Information on the State Employee Assistance Service and similar referral sources will be distributed in each segment of the College. The College's Human Resources Office will implement a program of supervisor training that addresses the special skills required for effective counseling and referral and discusses the issue of confidentiality.

The College will maintain a close working association with community agencies that provide counseling and treatment for substance abuse. The Advising Centers, the Office of the Dean of Students and the Human Resources Office will establish and make available to students, faculty, and staff information about these agencies, and organizations.

### VIRGINIA LAWS PERTAINING TO ALCOHOL & CONTROLLED SUBSTANCES

#### Alcohol

Virginia's Alcoholic Beverage Control Act contains a variety of laws governing the possession, use, and consumption of alcoholic beverages. The Act applies to the students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation are summarized below.

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.

Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.

2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.

3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Persons violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

### Controlled Substances and Illicit Drugs

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from one to ten years, or, in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. Possession of controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.
4. Possession of controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
6. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$100,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment and fined up to \$100,000.
7. Possession of a controlled substance classified in

Schedules III, IV or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.

8. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.

### POLICY ON EXPRESSIVE ACTIVITY

#### Policy

This policy applies to all buildings, grounds and other spaces owned or controlled by John Tyler Community College.

Examples of events and activities covered by this policy include:

- Meetings and other group activities of student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distributions of literature, such as leaflets and pamphlets; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

#### Policy Statement

College property is primarily dedicated to academic, student life and administrative functions. The College also represents a marketplace of ideas, and especially for students, many areas on its campuses represent public forums for speech and other expressive activities. The College may place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of the campuses remain venues for the free expression, including speeches, demonstrations, and the distribution of literature.

Indoors and outdoors, the College shall not interfere with the rights of individuals and groups to free expression of their views or impermissibly regulate their speech based on its

content or viewpoint. Nevertheless, the College may establish reasonable time, place, and manner restrictions on expressive activity, providing such restrictions are content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information. Free inquiries, expressions and assemblies are guaranteed to all students and employees provided no event or expressive activity shall be conducted in such a manner or at such a time or place as to violate or hinder the rights of others within the campus community or substantially disrupt normal College operations.

### Procedures

#### A. Reserving College Facilities

1. If students, student organizations, or College employees desire to reserve campus facilities, they shall submit their requests at least twenty-four hours in advance to the Office of Student Activities. Note: for events and activities of more than twenty-five individuals more notice may be required to allow for sufficient logistical support and to ensure the safety and security of the College.
2. Individuals and organizations who are not members of the College community (i.e., neither students, student organizations, nor College employees) desiring to reserve College facilities must be sponsored by a recognized student organization or the College in order to conduct expressive activities or events on College campuses. The student organization must be involved in the planning and execution of any activity or event and will be held responsible for any violations of policies, procedures, or guidelines committed by the external individuals, group, or organization
3. The College has designated administrative offices, libraries, laboratories, and (during instructional hours) classrooms as areas that are not available for expressive activity.
4. Students, student organizations, and College employees may request to reserve campus facilities on a first-come, first-serve basis. Such requests may be denied for the following reasons:
  - a. The requested venue is an indoor facility that the College has designated as not available for expressive activity under section 19.16.4.3 of this policy;
  - b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to 19.16.4.3 of his policy;
  - c. The venue is already reserved for another event;
  - d. The activity will attract a crowd larger than the venue can safely contain;
  - e. The activity will substantially disrupt another event being held at a neighboring venue;
  - f. The activity will substantially disrupt College operations (including classes);
5. During the event, the student, student organization, or College employee requesting the reservation is responsible for preserving and maintaining the reserved facility. If the event or activity results in any damages to the reserved facility, the person(s) or organization (and its officers, if applicable) shall assume responsibility.
6. When assessing a request to reserve campus facilities, the College and its administrators will not consider the content or viewpoint of the expression or the possible reaction to said expression. The College and its administrators will not impose restrictions on students, student organizations, or College employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organizations, or College employee's expression, College officials (including College Security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.
7. Students, recognized student organizations, and College employees receive a 100% discount on rental fees for the use of rooms or facilities and equipment unless (a) the organization is charging admission fees, (b) vendors are charged to participate in the event, (c) the majority of attendees are not John Tyler students, faculty, or staff, or (d) the primary purpose of the activity or event is commercial or unrelated to the educational mission of the College.
8. In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official College sponsored activities and events; (2) recognized student organization activities and events; (3) student activities and events; and (4) all other activities and events.

#### B. Spontaneous Expressive Activity

1. Students, student organizations, and College employees have the right to engage in unscheduled or spontaneous expressive outdoor events and activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events, (d) substantially disrupt College operations, (e) constitute unlawful activity, or (f) create a clear and present threat to public safety, according to the College's Security Department.
2. College personnel may not impose restrictions on students, student organizations, or their sponsored guests who are engaging in spontaneous expressive

activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, College officials (including College Security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

3. The expression of competing viewpoints or multiple speakers in proximity to each other does not, in and of itself, constitute a substantial disruption.

## SOLICITATION AND DISTRIBUTION OF MATERIALS ON COLLEGE PROPERTY

### Non-commercial Distribution

With prior approval of the dean of students, any student or non-student may distribute non-commercial printed materials (for example, brochures, pamphlets, newspapers, tabloids, flyers, or petitions) on College property as noted below:

1. The distribution may be conducted with prior approval in any appropriate campus area except for the following: classrooms, laboratories, restrooms, libraries, administrative and academic offices, doorways, and parking lots.
2. The distribution must be conducted with regard to all student conduct regulations contained in the JTCC Student Handbook.
3. Any material remaining after the distribution must be properly discarded.

### Commercial Distribution and Solicitation

Solicitation shall be defined as the sale of anything or the solicitation of donations for any purpose.

1. No solicitation is permitted except within or through the sponsorship of a campus organization and with the approval of the dean of students.
2. No commercial distribution is permitted except within or through the sponsorship of a campus organization and with the approval of the vice president of administration. All requests for commercial distribution must be reviewed in light of existing contracts. Approval will be subject to regulation as to time, place, and manner to assure non-interference with operations of the College.
3. The solicitation may be conducted in any area except the following: classrooms, laboratories, restrooms, libraries, administrative and academic offices, doorways, and parking lots.
4. The solicitation must be conducted with regard to all student regulations contained in the current JTCC Student Handbook.

### Posting of Printed Materials

Posting of printed materials by students and non-student groups will follow established College procedures. Approval for posting is granted only by the dean of students. The dean may require that materials printed in a foreign language be presented in an English translation prior to approval for posting.

## College Jurisdiction over Distribution and Solicitation

1. College jurisdiction extends to the property boundaries of the College. Jurisdiction also includes all property owned, leased, controlled, used or occupied by the College except where the College may be bound by legal restrictions which may be contrary to these regulations.
2. Failure to adhere to these regulations may lead to loss of distribution privileges.
3. Hearings regarding alleged infractions of these regulations will be held by the dean of students.
4. Decisions will be made within five (5) business days on requests to distribute and/or solicit on campus. Decisions will be based on College policy and possible interference with operations of the College resulting from such decisions.

## WEAPONS POLICY

This policy regulates the possession and use of weapons on College property, in the conduct of College business, or at College sponsored events. These policy guidelines apply to all employees, students, visitors, contractors, and other third parties.

### Policy

The college prohibits threats and acts of violence on College property; within College facilities; at any College sponsored event; while engaged in College business, educational, or athletic activities; and while traveling in state vehicles. The prohibition on the possession and use of weapons includes but is not limited to:

**Employees:** As a condition of employment, College employees are prohibited from possessing, brandishing, or using a firearm, weapon, or other weapon or device that could be used as a weapon that is not required by the individual's position while on College property or engaged in College business; or is in violation of law or other College policy, except where the employee is a law enforcement professional. This prohibition applies even in the case where an employee has a permit to carry a concealed weapon. Employees violating this policy may be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct.

**Students:** All students, as a condition of enrollment in the College, are prohibited from possessing, brandishing, or using a weapon while on College premises except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional. This prohibition applies even in the case where a student has a permit to carry a concealed weapon. Students violating this policy will be subject to disciplinary action as outlined in the College Student Handbook, and other College policies as appropriate.

**Visitors and Third Parties:** Individuals who are not College employees or College students, such as relatives, acquaintances, strangers, contractors, visitors, or other third parties are prohibited from brandishing, using, or possessing

a weapon (except those with a permit to carry a concealed weapon, who retain the right to possess a weapon) while on campus in academic or administrative buildings; or, any individual while attending a sporting, entertainment or educational event, when specifically asked by the College to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel. Visitors and third parties violating this policy will be subject to applicable, state, and federal laws, and associated regulations, and may be barred from the College at the College's discretion for violating this policy.

### Governance

This Policy has been reviewed and approved by VCCS legal counsel.

### APPROPRIATE ATTIRE

All students and visitors are expected to dress in a manner consistent with the community standards of a postsecondary public academic institution. While it is recognized that persons have the right to dress in a manner that reflects their individual tastes and preferences, this right must be exercised in a manner that does not infringe on the rights of others to expect an environment that is conducive to learning. The institution reserves the right to prohibit clothing that is deemed offensive or demeaning and attire that poses a health or safety concern. Questions or concerns about appropriate attire should be referred to the Dean of Students.

### TOBACCO PRODUCTS

To establish College policy which minimizes exposure of building occupants, indoor surfaces, and air distribution systems to tobacco products.

#### Procedure

Virginia Executive Order 41 (2006) Banning Smoking in State Offices and Vehicles bans smoking in state offices or vehicles and authorizes agency heads, including higher education, to set appropriate guidelines for smoking outside state-owned properties.

Smoking, including the use of e-cigarettes and any other tobacco products, is prohibited in all College buildings and vehicles.

Smoking, including the use of e-cigarettes and any other tobacco products, is prohibited within 25 feet of College building entries, outdoor air intakes, and operable windows.

Employees may use designated outside smoking areas during their normal work breaks. Institution-provided ash urns should be used to dispose of smoking material waste to avoid littering and limit fire hazards.

### USE OF EQUIPMENT AND FACILITIES

#### Procedure

1. College equipment and facilities may only be utilized to carry out the mission of the College.

2. Solicitation on College property by outside groups or individuals is prohibited. Only College-sponsored activities directly related to the educational, workforce training, and student development mission of the College are allowed on College property.
3. When services are provided at a College facility, they must be directly related to the mission with student training actually accomplished.
4. No inherent right or privilege exists, by virtue of College employee status, to borrow College equipment or to use College facilities for personal reasons.

### General Guidelines

1. Use of College laboratories, shops, equipment, and other facilities by members of the public, faculty, staff or students for financial or personal gain is generally prohibited. However, prior approval may be granted by the appropriate Vice President for use of such facilities for activities of mutual benefit to the college and the individual.
2. Use of a facility by persons other than an instructor and the students involved in training associated with that facility must receive prior written approval by the appropriate Vice President.
3. Laboratories, facilities, and equipment may be utilized outside of normal class time for approved projects that are directly related to the student's curriculum or that are for instructional development purposes.

### VCCS COMPUTER ETHICS POLICY

Thousands of users share VCCS Information Technology resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Therefore you must exercise ethical behavior when using these resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), invasion of privacy (18.2-152.5), or theft of computer services (18.2-152.6) or computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

#### Definition

VCCS information technology resources include mainframe computers, servers, desktop computers, notebook computers, handheld devices, networks, software, data files, facilities, and the related supplies.

#### Standards

The following standards shall govern the use of all VCCS information technology resources:

- All users of VCCS IT resources must adhere to Virginia Department of Human Resource Management Policy 1.75 – Use of Internet and Electronic Communication Systems.

- You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.
- The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (Commonwealth of Virginia (COV) owned or personal) connected to a COV-owned device or network.
- The System Office and Colleges shall use an authorized COV warning banner to communicate that IT systems and their use may be monitored and/or confiscated by authorized personnel; and there is no expectation of privacy when using a Commonwealth IT system.
- Require acknowledgment that monitoring of IT systems and data may include, but is not limited to, network traffic; application and data access; keystrokes (only when required for security investigations and approved in writing by the Agency Head); user commands; e-mail and Internet usage; and message and data content.
- Local Administrator rights, or the equivalent, on non-Microsoft Windows-based IT systems shall be limited to only authorized staff as appropriate to prevent users from:
  - Installing or using proprietary encryption hardware/software on VCCS systems;
  - Tampering with security controls configured on their workstations;
  - Installing personal software on a VCCS system;
  - Adding hardware to, removing hardware from, or modifying hardware on a VCCS system.
- You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
- The transmission of unencrypted sensitive data over the internet shall be prohibited unless properly encrypted and approved by the agency head. When connected to internal networks from COV guest networks or non-COV networks, data transmission shall only use full tunneling and not use split tunneling.
- You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting or to support a personal business venture. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to any VCCS facility must comply with the policies of acceptable use promulgated by the organizations responsible for those networks. The VCCS shall document the user's acceptance of the System Office or college Acceptable Use Policy before or as soon as practicable after, gaining access to VCCS IT systems.
- Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization.
- The data owner, data custodian, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures.
- You must not distribute or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
- You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.
- You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Technology Services Center or the Information Security Officer.
- You must not use the Commonwealth's Internet access or electronic communication in cases where it:
  - interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
  - adversely affects the efficient operation of the computer system;
  - results in any personal gain or profit to the user;
  - violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law. (See Code of Virginia §2.1- 804-805; §2.2-2827 as of October 1, 2001.)
- *NOTE: Any user of VCCS IT resources employing the Commonwealth's Internet or electronic communication systems for personal use must present their communications in such a way as to be clear that the communication is personal and is not a communication of the agency or the Commonwealth.*

## Enforcement Procedure

Faculty, staff, students, and patrons at the college or System Office should immediately report violations of information security policies to the Information Technology Services Center (ITSC).

- If the accused is an employee, the Director of ITSC will collect the facts of the case and identify the offender. If, in the opinion of the Director of ITSC, the alleged violation is of a serious nature, the Director of ITSC will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources Office and the Director of ITSC, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
  - Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
  - Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
  - Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
- In the event that a student is the offender, the accuser should notify the dean of students office. The dean of students or designee, in cooperation with the Director of ITSC, will determine the appropriate disciplinary actions which may include but are not limited to:
  - Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
  - Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
  - Disciplinary action shall be in accordance with the college student standards of conduct.
- The College president or designee will report any violations of state and federal law to the appropriate authorities.
- All formal disciplinary actions taken under this policy are subject to the Commonwealth's personnel guidelines and the accused may pursue findings through the appropriate grievance procedure.

## INFORMATION TECHNOLOGY STUDENT/PATRON ACCEPTABLE USE AGREEMENT

By using the College or System Office technology resources, you acknowledge this agreement and hereby certify that you understand the following terms and provisions and that you accept the responsibility of adhering to the same. You further acknowledge that should you violate this agreement, you will be subject to disciplinary action.

As a user of the Virginia Community College System's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college has granted access to me as a necessary privilege in order to perform authorized functions at the institution where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the college has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, and distribute it by sale, rent, license lease, or lending and/or to perform or display it. A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-513 (<http://www.copyright.gov/title17/92chap5.html>) and in the US Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75 – Use of Internet and Electronic Communication Systems, VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information;

- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the college computing laboratories, classrooms, and computers in the Libraries. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my college.

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV- owned device or network.

**I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.**

## POLLUTION PREVENTION-ENVIRONMENTAL MANAGEMENT

### Purpose

To establish a policy for pollution prevention and environmental management

Policy 10.18 Pollution Prevention-Environmental Management

### Recycling

Section 10.1-1425 to 1425.4 of the Code of Virginia (SB 287) specifies that the Department of Waste Management will serve as the lead agency for the Commonwealth's recycling efforts, but that each agency will implement the actual procedures. Toward this goal, the College will seek to maximize collection of waste products for disposal at certified recycling centers. Such recyclables as office paper, newspaper, cardboard, glass, aluminum, used motor oil, scrap metal, plastic, bi-metal cans, arboreal waste (grass, leaves, etc.), used vehicle tires, batteries, anti-freeze and other material will be disposed of in an environmentally responsible manner.

### Procurement

Wherever practical the Business Office will make efforts to procure products made partially or fully of recycled raw materials.

### Waste Reduction

The College will take action to minimization of the amount of waste material generated through concerted waste reduction activities.

### Energy Conservation and Environmental Performance.

The College will comply with the Virginia Energy Conservation and Environmental Standards (VEES) for all construction, renovation and operation of its facilities. (Reference: to VEES Notice – 120108: <http://www.dgs.virginia.gov/LinkClick.aspx?fleticket=bnBnAbGNV68%3D&tabid=405&mid=1130>)

### Storm Water Management

The College will comply with State and Federal regulatory requirement regarding soil and erosion control and storm water management.

### Illicit Discharges

No College employee, student, visitor, or contractor shall throw, drain, or otherwise discharge, or allow others under its control to throw, drain, or otherwise discharge into the John Tyler Community College's storm water drainage system any pollutants or waters containing any pollutants, other than storm water. Please notify the proper authorities as outlined below.

**Notification of Illicit Discharges**

1. In the event of a suspected illicit discharge:
  - b. Do NOT touch or attempt to clean up the substance
  - c. Notify the nearest College faculty, staff member, or Security Services

*Security Services Locations and Contact Information for Reporting Illicit Discharges*

1. Chester Campus  
[804-796-4025](tel:804-796-4025)  
*Desk locations:* Moyar Hall – 1st floor (across from M101); Nicholas Student Center – inside main entrance
2. Midlothian Campus  
[804-897-6678](tel:804-897-6678)  
*Desk locations:* Administration Building – atrium; Eliades Hall – 2nd floor (next to E215); Hamel Hall – 1st floor (near H109); T-Building – main lobby
3. JTCC Nursing Education Center  
[804-622-8730](tel:804-622-8730)  
*Desk location:* inside main entrance
4. Featherstone – CCWA  
[804-897-6678](tel:804-897-6678) (Midlothian Security Services)  
[804-440-2447](tel:804-440-2447) (Featherstone - only use on nights and weekends when classes are being held)

**Energy Management**

The College will take action to reduce energy consumption through performance contracting and the use of energy management control systems.

**POLICY 14.16 HOVERBOARDS PROHIBITION POLICY****Purpose**

This policy prohibits the operation or charging of hoverboards and similar products on college property. These policy guidelines apply to all employees, students, visitors, contractors and third parties.

**Policy**

The college prohibits operating and charging of hoverboards and similar products on College property. The prohibition and use of hoverboards is not limited to:

**Employees:** All college employees are prohibited from the operation, storage and charging of hoverboards and similar products inside all owned or leased property for John Tyler Community College official business.

**Students:** All students are prohibited from the operation, storage and charging of hoverboards and similar products inside all owned or leased property for John Tyler Community College official business.

**Visitors and Third Parties:** Individuals who are not College employees or College students, such as relatives, acquaintances, strangers, contractors, visitors, or other third parties are prohibited from the operation, storage and charging of hoverboards and similar products inside all owned or leased property for John Tyler Community College official business. Visitors and third parties violating this policy will be subject to applicable, state, and federal laws, and associated regulations, and may be barred from the College at the College's discretion for violating this policy.



[jtcc.edu](http://jtcc.edu)