

Tyler is Becoming **BRIGHTPOINT**

CATALOG 2021-2022

jtcc.edu/catalog

Catalog Home

Tyler's *College Catalog and Student Handbook* is the official source for information on majors, courses, policies and procedures.

The catalog should be used as a guide in planning your coursework, being a successful student and meeting graduation requirements.

Catalog Features

- Advanced search options
- Printable advising sheets
- myCatalog option to store favorite majors, courses and information

Catalog Archive

Students graduate under the guidelines – and majors – that are current at the time they declare a major.

Not sure which catalog applies to you? Check your myTyler account.

Previous catalogs are available in the catalog archive.

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The information, procedures, regulations, rules and policies listed in this catalog are subject to change by the College, the College Board, the Virginia Community College System or the State Board for Community Colleges. This catalog is for informational purposes only. It is not intended to establish contractual agreements between students and the College.

See our privacy information and content disclaimer and our nondiscrimination policy.

Majors by Degree Type

Associate of Arts

Liberal Arts, AA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in programs such as English, history, philosophy, political science, art history, foreign languages, and religious studies.

CREDENTIALS: An Associate of Arts (AA) degree is a major in an area such as liberal arts that takes two years for full-time students to complete. The AA degree is for students who plan to transfer to four-year colleges.

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 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 to discuss course placement and returning students their faculty advisor for more information. These majors require two years of a foreign language.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Articulate the attainment of an introductory level of proficiency in speaking and listening in a foreign language.
2. Demonstrate the attainment of an introductory level of proficiency in reading and writing a foreign language.
3. Evaluate information, ideas, and arguments from relevant perspectives to make sense of complex issues and/or reach well-reasoned conclusions.
4. Demonstrate civic engagement through an understanding of the knowledge and values necessary to become an informed and contributing member of society.
5. Work effectively in teams and display situationally appropriate demeanor and behavior.
6. Calculate, interpret, and use numerical and quantitative information.
7. Show knowledge of the elements and application of the scientific process, recognize empirical evidence, and draw conclusions based on evidence.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 , MTH 263.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Option: SPA 101, ASL 101, FRE 101, or Approved Transfer Elective (see below for options - 3-4 credits).
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110.
- ENG 112 - College Composition II 3 credits
- SPA 102 - Beginning Spanish II 4 credits Additional Course Option: SPA 102, ASL 102, FRE 102, or Approved Transfer Elective (see below for options 3-4 credits).
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, CST 130, CST 151, MUS 121, MUS 226.

- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112, HIS 121, HIS 122.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: PSY 230, SOC 200, SOC 211, ECO 150, ECO 201.
- SPA 201 - Intermediate Spanish I 3 credits Additional Course Option: ASL 201, FRE 201, Approved Transfer Elective (see below for options).
- BIO 101 - General Biology I 4 credits Additional Course Options: ENV 121, CHM 101, PHY 101, CHM 111, PHY 201.
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112.
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.
- PHI 220 - Ethics 3 credits Additional Course Options: REL 230, PHI 101, REL 100, PHI 111.
- SPA 202 - Intermediate Spanish II 3 credits Additional Course Option: ASL 202, FRE 202. See additional information about Foreign Language.
- REL 230 - Religions of the World 3 credits Additional Course Options: SOC 268, PLS 135, SOC 211, GEO 210, GEO 220, PLS 241. Transfer Electives (see below for options) 8-10 credits See additional information about Foreign Language.

Total Minimum Credits to Complete: 60-62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.

Students whose transfer majors do not require completion of a 202-level Foreign Language may work with their advisor to substitute another course for this requirement.

Students should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. The Liberal Arts degree requires completion of a foreign language at the 202-level; 101, 102, and 201 should be taken as required in preparation for 202. Students who are not required to complete lower-level foreign language must select approved Electives to fulfill those credits. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

Students should regularly meet with their faculty advisor, confirm requirements at their intended four-year transfer institution, and check their advisement report in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Transfer Elective Options:

- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- BIO 101 - General Biology I 4 credits
- BIO 102 - General Biology II 4 credits
- BUS 100 - Introduction to Business 3 credits
- CHM 101 - Introductory Chemistry 4 credits
- CST 130 - Introduction to the Theatre 3 credits
- CST 151 - Film Appreciation I 3 credits
- ECO 202 - Principles of Microeconomics 3 credits
- ENG 211 - Creative Writing I 3 credits
- ENG 225 - Reading Literature: Culture and Ideas 3 credits
- ENG 245 - British Literature 3 credits
- ENG 246 - American Literature 3 credits
- ENG 255 - World Literature 3 credits
- ENG 258 - African American Literature 3 credits

- ENG 275 - Women in Literature 3 credits
- ENV 121 - General Environmental Science I 4 credits
- GEO 200 - Introduction to Physical Geography 3 credits
- HLT 160 - Personal Health and Fitness 3 credits
- MTH 161 - Precalculus I 3 credits
- MTH 162 - Precalculus II 3 credits
- MTH 245 - Statistics I 3 credits
- MTH 264 - Calculus II 4 credits
- MUS 121 - Music in Society 3 credits
- MUS 226 - World Music 3 credits
- PHI 101 - Introduction to Philosophy I 3 credits
- PHI 111 - Logic I 3 credits
- PHI 220 - Ethics 3 credits
- PHY 101 - Introduction to Physics I 4 credits
- PLS 135 - U.S. Government and Politics 3 credits
- PLS 241 - Introduction to International Relations 3 credits
- PSY 200 - Principles of Psychology 3 credits
- PSY 230 - Developmental Psychology 3 credits
- REL 100 - Introduction to the Study of Religion 3 credits
- REL 230 - Religions of the World 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 211 - Cultural Anthropology 3 credits
- SOC 268 - Social Problems 3 credits

Secondary Teacher Education (English/History), AA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in English or history. Graduates have the intent to become a middle or high school English, history, or social studies teacher.

CREDENTIALS: An Associate of Art (AA) degree is a major related to the Liberal Arts (i.e. English, history, philosophy, foreign language, etc.) that takes 2 years for full-time students to complete. This major requires students to take foreign language. Students receiving an AA degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey an understanding of the history of education in the United States.
2. Articulate the attainment of an introductory level of proficiency in speaking and listening in a foreign language.
3. Demonstrate the attainment of an introductory level of proficiency in reading and writing a foreign language.
4. Create a lesson plan based on an analysis of a sample related to the program of study.
5. Integrate and display communication, instruction, and assessment strategies in a 40-hour field internship setting.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 122.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Options: FRE 101 or Transfer Elective (see below for options)
- ENG 112 - College Composition II 3 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, MUS 221.
- PSY 230 - Developmental Psychology 3 credits
- SPA 102 - Beginning Spanish II 4 credits Additional Course Options: FRE 102 or Transfer Elective (see below for options)
- BIO 101 - General Biology I 4 credits
- CST 100 - Principles of Public Speaking 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202, PLS 135.
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 225 ENG 245 ENG 255 ENG 258 ENG 275
- SPA 201 - Intermediate Spanish I 3 credits Additional Course Option: FRE 201.
- PHY 101 - Introduction to Physics I 4 credits Additional Course Option: ENV 121.
- ENG 255 - World Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 246, ENG 255, ENG 258, ENG 275, (History/Social Studies majors should take GEO 210.)
- SPA 202 - Intermediate Spanish II 3 credits Additional Course Option: FRE 202.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: ITE 119 or Transfer Elective (see options below)
- EDU 200 - Introduction to Teaching as a Profession 3 credits

Total Minimum Credits to Compete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. Most four-year English and history degrees require completion of a foreign language **at** the 202-level; 101, 102, and 201 should be taken only as needed in preparation for 202. Students who are not required to complete lower-level foreign language must select from the Approved Electives listed below. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

Transfer Elective Options

ART 101 History and Appreciation of Art I

ART 102 History and Appreciation of Art II

ECO 201 Principles of Macroeconomics

ECO 202 Principles of Microeconomics

ENG 210 Advanced Composition

ENG 211 Creative Writing

ENG 241 Survey of American Literature I

ENG 242 Survey of American Literature II

ENG 243 Survey of English Literature I

ENG 244 Survey of English Literature II

ENG 251 Survey of World Literature I

ENG 252 Survey of World Literature II

HIS 111 History of World Civilization I

HIS 112 History of World Civilization II

HIS 121 United States History I or

HIS 122 United States History

MTH 162 Precalculus II

MTH 245 Statistics I

MTH 264 Calculus II

MUS 121 Music Appreciation I

PHI 220 Ethics

PLS 135 American National Politics

REL 230 Religions of the World

Associate of Science

Business Administration, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in business administration. Other possible majors include accounting, economics, finance, marketing or management.

CREDENTIALS: An Associate of Science degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Research and evaluate a company's business practices.
2. Demonstrate college-level written communication skills relevant to the business discipline.
3. Analyze a financial statement, using generally accepted accounting principles.
4. Evaluate how market forces influence business and business practices.
5. Recognize and apply basic economic principles related to macroeconomic and microeconomic theories

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits
- ENG 112 - College Composition II 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110
- ITE 140 - Spreadsheet Software 3 credits
- ECO 202 - Principles of Microeconomics 3 credits
- FIN 215 - Financial Management 3 credits
- MTH 261 - Applied Calculus I 3 credits
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, ENV 121, PHY 101, CHM 111, PHY 201 .
- SOC 200 - Introduction to Sociology 3 credits Additional Course Options: PSY 200
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112, PLS 135
- BIO 102 - General Biology II 4 credits Additional Course Options: BIO 101, CHM 101, ENV 121, PHY 101, CHM 112, PHY 202.
- MTH 245 - Statistics I 3 credits
- PHI 111 - Logic I 3 credits Additional Course Options: PHI 220

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Additional Approved Course Substitutions for Laboratory Science Electives include: CHM 111, CHM 112, PHY 201, and PHY 202

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test-out Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Business Administration, Paralegal Studies Specialization, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in paralegal studies or business administration. This degree also prepares students for jobs as paralegal and legal assistants.

CREDENTIALS: An Associate of Science degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges. Students can complete the Career Studies Certificate in Paralegal Studies during their program.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Research and evaluate a case brief.
2. Perform legal research.
3. Write a memorandum of law.
4. Analyze a financial statement, using generally accepted accounting principles.
5. Demonstrate knowledge and skills needed in areas of law, including criminal law, torts, contracts, and family law.
6. Recognize and apply basic economic principles related to macroeconomics and microeconomics theories.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- LGL 110 - Introduction to Law and the Legal Assistant 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- MTH 162 - Precalculus II 3 credits Additional Course Option: MTH 261.
- ENG 112 - College Composition II 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- LGL 126 - Legal Writing 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110
- ECO 201 - Principles of Macroeconomics 3 credits
- LGL 125 - Legal Research 3 credits
- PHI 111 - Logic I 3 credits Additional Course Options: PHI 220
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, ENV 121, PHY 101, CHM 111, PHY 201.
- BIO 102 - General Biology II 4 credits
Additional Course Options: BIO 101, CHM 101, ENV 121, PHY 101, CHM 112, PHY 202.
- LGL 117 - Family Law 3 credits Additional Course Options: LGL 130, LGL 215, LGL 218, LGL 238.
- ECO 202 - Principles of Microeconomics 3 credits
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Additional Approved Course Substitutions for Laboratory Science Electives include: CHM 111, CHM 112, PHY 201, and PHY 202

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test-out Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for the Career Studies Certificate (CSC) in Paralegal Studies, students should meet with their faculty advisor.

Computer Science, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in computer science.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

Students planning to transfer to VT for Computer Science should complete the Engineering AS.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply effective communication skills in a computer science environment.
2. Illustrate program logic by creating flowcharts and structure charts.
3. Design a computer program using a programming language.
4. Recognize and apply basic economic principles related to macroeconomic theories.
5. Identify and explain architecture and the function of computer hardware, networks and operating systems, data, instruction representation, and data organization.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits
- CSC 200 - Introduction To Computer Science 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits

- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, PHI 111, PHI 220, REL 100, REL 230.
- ENG 112 - College Composition II 3 credits
- MTH 162 - Precalculus II 3 credits
- MTH 245 - Statistics I 3 credits
- CST 100 - Principles of Public Speaking 3 credits
- ECO 202 - Principles of Microeconomics 3 credits
- MTH 263 - Calculus I 4 credits
- CSC 201 - Computer Science I 4 credits
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 111, PHY 241.
- HIS 112 - World Civilization Post-1500 CE 3 credits Additional Course Options: PSY 200, PSY 230, SOC 200.
- MTH 264 - Calculus II 4 credits
- CSC 202 - Computer Science II 4 credits
- CSC 205 - Computer Organization 3 credits
- BIO 102 - General Biology II 4 credits Additional Course Options: CHM 112, PHY 242.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

A sequence BIO 101 & BIO 102, CHM 111 & CHM 112, or PHY 241 & PHY 242 is recommended.

Courses noted as Spring only are based on historical trends and current planning and may change without notice.

Students planning to transfer to VT for Computer Science should complete the Engineering AS.

Engineering, AS

PURPOSE: This two-year degree prepares students for transfer to a four-year college and major in an engineering-related program. Examples include mechanical, civil, electrical, computer, biomedical, and chemical engineering.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. Students should consult with their advisors to ensure that they select electives that best prepare them for the specific requirements of their intended transfer college or university programs of study. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Please see Additional Information for Prospective Engineering Students for the Engineering Application Form and required documentation, Math Placement guidance, Engineering Preparation Pathways, and Guaranteed Transfer information.

1. Initial placement: All Engineering students will be placed initially in AS Science, but should still select Engineering on their Tyler application.

2. Automatic Engineering placement process: As soon as students are eligible to take both

MTH 263 Calculus I or higher

ENG 111 English Composition I (or ENG 111/ENF 3) or higher

they should submit the Engineering Application Form to start the automatic process to be placed in AS Engineering.

3. Students not yet ready for Engineering can complete any developmental and prerequisite courses needed to prepare for the Engineering curriculum, while in the Science major. Engineering Preparation Pathways are available. English, Humanities, Social Science, and Chemistry courses will be applicable to the Engineering major requirements.

4. Students should meet with an Advising Center advisor to determine what level math they are ready for, and may need to complete placement tests in English and Math. Visit www.jtcc.edu/placement for English placement options. Visit <https://www.jtcc.edu/academics/engineering-as-math-placement> for additional guidance for Engineering Math placement.

New students and returning students are strongly urged to see their Engineering/Science faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills (taken from Accreditation Board of Engineering and Technology ABET standards):

1. Identify, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. Apply the engineering design process to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, ethical, and economic factors.
3. Effectively communicate engineering information, reflecting the engineering process and adhering to guidelines for clarity, organization, and completeness.
4. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
5. Develop and conduct appropriate experimentation, analyze and interpret data using software, and use engineering judgment to draw conclusions.

Required Courses

- SDV 100 - College Success Skills 1 credit
- MTH 263 - Calculus I 4 credits
- EGR 121 - Foundations of Engineering 2 credits
- ENG 111 - College Composition I 3 credits
- CHM 111 - General Chemistry I 4 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: ART 101, ART 102, ENG 252, PHI 111, PHI 220, REL 230.
- MTH 264 - Calculus II 4 credits
- EGR 122 - Engineering Design 3 credits
- ENG 112 - College Composition II 3 credits
- HIS 112 - World Civilization Post-1500 CE 3 credits Additional Course Options: PSY 200, PSY 230, SOC 200, ECO 201, ECO 202.
- Engineering Elective Courses (3 credits) See below
- MTH 267 - Differential Equations 3 credits
- Engineering Elective Courses (6 credits) (choose 2) See below.
- PHY 241 - University Physics I 4 credits
- ECO 202 - Principles of Microeconomics 3 credits Additional Course Options: ECO 201, HIS 112, PSY 200, PSY 230, SOC 200.
- MTH 265 - Calculus III 4 credits Additional Course Options: 3-4 credits MTH 266, MTH 288.
- Engineering Elective Courses (6 credits) (choose 2) See below.
- PHY 242 - University Physics II 4 credits

- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, CST 100, ENG 255, PHI 111, REL 230.

Total Credits For Program: 65-66

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Student will be awarded credit for CSC 201 or EGR 126. Credit will not be awarded for both courses.

Please see an Advisor (Faculty or Advising Center) early for advice about math placement and its impact on your plan of study.

Please see your engineering Faculty Advisor early to identify which upper level Math and EGR courses are most applicable to your intended university major and to create a plan of study that accounts for prerequisites, preferred course order, and class offerings. EGR course offerings are limited in the summer. Several courses may be taken out of numerical sequence. Some courses must be taken together. A minimum grade of C is required in the following prerequisite classes: EGR 140 for both EGR 245 and EGR 246, and EGR 251 for EGR 261/263. A minimum grade of C is required for transfer credit. Additional courses may be counted for majors such as Biomedical EGR, Chemical EGR, and Computer Science - these courses require a waiver. **Please see your Engineering Faculty Advisor each semester** to maintain or revise your plan.

Foreign Language: Students who did not complete foreign language in high school and need it for their university program (not common) may substitute SPA 101 or FRE 101 for CST 100 only. **This requires a waiver.**

Engineering Electives List

- EGR 126 - Computer Programming for Engineers 3 credits OR
- CSC 201 - Computer Science I 4 credits
- EGR 140 - Engineering Mechanics: Statics 3 credits
- EGR 245 - Engineering Mechanics – Dynamics 3 credits (*Spring only*)
- EGR 246 - Mechanics of Materials 3 credits
- EGR 248 - Thermodynamics for Engineering 3 credits (*Fall only*)
- EGR 270 - Fundamentals of Computer Engineering 4 credits (*Fall only*)
- EGR 251 - Basic Electric Circuits 3 credits
- EGR 255 - Electrical Circuits Laboratory 1 credit
- EGR 261 - Signals and Systems 3 credits
- EGR 263 - Signals and Systems Laboratory 1 credit (*Spring only*)
- EGR 206 - Engineering Economics 3 credits

General Studies, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college. This degree is intended for students who may be unsure of their intended major.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Evaluate information, ideas, and arguments from relevant perspectives to make sense of complex issues and/or reach well-reasoned conclusions.
2. Demonstrate civic engagement through an understanding of the knowledge and values necessary to become an informed and contributing member of society.
3. Communicate effectively by developing and conveying ideas appropriate to the given context and audience.
4. Work effectively in teams and display situationally appropriate demeanor and behavior.
5. Calculate, interpret, and use numerical and quantitative information.
6. Show knowledge of the scientific method, recognize empirical evidence, and draw conclusions based on evidence.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 121, HIS 122, HIS 112
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, CST 130, CST 151, MUS 121, MUS 226.
- ENG 112 - College Composition II 3 credits
- MTH 245 - Statistics I 3 credits Additional Course Options: MTH 162, MTH 264.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200, PSY 230, SOC 211, SOC 268.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: BUS 100, ECO 150, ECO 201, HLT 160, ADJ 100, ITE 119, ENG 211.
- REL 230 - Religions of the World 3 credits Additional Course Options: SOC 268, PLS 135, GEO 210, GEO 220, PLS 241.
- BIO 101 - General Biology I 4 credits Additional Course Options: ENV 121, CHM 101, PHY 101, BIO 141 (for health sciences majors), CHM 111, PHY 201.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Options: SPA 201, PHI 220, REL 230, PHI 101, REL 100, ASL 101 ASL 201, FRE 101, FRE 201, PHI 111. 3-4 credits
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.
- HLT 160 - Personal Health and Fitness 3 credits Additional Course Options: BUS 100, ECO 202, ADJ 100, ENG 211.
- SOC 200 - Introduction to Sociology 3 credits Additional Course Options: PSY 200, PSY 230, SOC 211, SOC 268.
- BIO 102 - General Biology II 4 credits Additional Course Options: BIO 101, ENV 121, CHM 101, PHY 101, BIO 142 (for health sciences majors).
- SPA 102 - Beginning Spanish II 4 credits Additional Course Options: SPA 202, ASL 102, ASL 202, PHI 220, REL 230, PHI 101, REL 100, FRE 102, FRE 202, PHI 111. 3-4 credits
Transfer Elective (see below for options 6-8 credits)

Total Minimum Credits to Complete: 60-62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102.

Some transfer institutions/majors require that students have a foreign language proficiency through the 102 level. Students who completed 3 years of the same foreign language in high school may be exempt from this requirement. Native/fluent speakers may enroll directly into SPA 102 or FRE 102. Please check with your faculty advisor if you wish to take a language other than Spanish or French.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Transfer Elective Options:

- ADJ 100 - Survey of Criminal Justice 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- BIO 101 - General Biology I 4 credits
- BIO 102 - General Biology II 4 credits
- BUS 100 - Introduction to Business 3 credits
- CHM 101 - Introductory Chemistry 4 credits
- CSC 200 - Introduction To Computer Science 3 credits
- CST 130 - Introduction to the Theatre 3 credits
- CST 151 - Film Appreciation I 3 credits
- ENG 211 - Creative Writing I 3 credits
- ENG 225 - Reading Literature: Culture and Ideas 3 credits
- ENG 245 - British Literature 3 credits
- ENG 246 - American Literature 3 credits
- ENG 255 - World Literature 3 credits
- ENG 258 - African American Literature 3 credits
- ENG 275 - Women in Literature 3 credits
- ENV 121 - General Environmental Science I 4 credits
- FRE 101 - Beginning French I 4 credits
- FRE 102 - Beginning French II 4 credits
- GEO 200 - Introduction to Physical Geography 3 credits
- GEO 210 - People and the Land: An Introduction to Cultural Geography 3 credits
- GEO 220 - World Regional Geography 3 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits
- HIS 112 - World Civilization Post-1500 CE 3 credits
- HIS 121 - United States History to 1877 3 credits
- HIS 122 - United States History Since 1865 3 credits
- HLT 160 - Personal Health and Fitness 3 credits
- HMS 100 - Introduction to Human Services 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
- MTH 161 - Precalculus I 3 credits

- MTH 162 - Precalculus II 3 credits
- MTH 245 - Statistics I 3 credits
- MTH 261 - Applied Calculus I 3 credits
- MTH 263 - Calculus I 4 credits
- MTH 264 - Calculus II 4 credits
- MUS 121 - Music in Society 3 credits
- MUS 226 - World Music 3 credits
- PHI 101 - Introduction to Philosophy I 3 credits
- PHI 111 - Logic I 3 credits
- PHI 220 - Ethics 3 credits
- PHY 101 - Introduction to Physics I 4 credits
- PLS 135 - U.S. Government and Politics 3 credits
- PLS 241 - Introduction to International Relations 3 credits
- PSY 200 - Principles of Psychology 3 credits
- PSY 230 - Developmental Psychology 3 credits
- REL 100 - Introduction to the Study of Religion 3 credits
- REL 230 - Religions of the World 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 211 - Cultural Anthropology 3 credits
- SOC 268 - Social Problems 3 credits
- SPA 101 - Beginning Spanish I 4 credits
- SPA 102 - Beginning Spanish II 4 credits
- SPA 201 - Intermediate Spanish I 3 credits
- SPA 202 - Intermediate Spanish II 3 credits

Health Sciences, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in a health sciences program. Examples include nursing, dental hygiene, exercise science, and radiation science. This degree is not intended for students who are interested in attending medical or dental school.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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 or BS in a health science field should meet with their faculty advisor to decide on the courses that best match the requirements of their intended transfer institution.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Demonstrate a fundamental understanding of introductory concepts related to human anatomy and physiology.
2. Explain the general characteristics of microorganisms and their relationships to individual and community health.
3. Evaluate and communicate the relationship among nutrition, human development, and lifestyle on disease prevention.

4. Interpret medical terms and abbreviations.
5. Apply quantitative skills relevant to future practitioners in health science careers.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161.
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, CHM 111.
- PSY 230 - Developmental Psychology 3 credits
- BIO 141 - Human Anatomy and Physiology I 4 credits
- ENG 112 - College Composition II 3 credits
- CHM 101 - Introductory Chemistry 4 credits Additional Course Options: CHM 112, BIO 101, BIO 102 .
- BIO 142 - Human Anatomy and Physiology II 4 credits
- CST 100 - Principles of Public Speaking 3 credits Approved Course Options: SPA 101, SPA 102, FRE 101, FRE 102, HIS 121, HIS 111, HIS 122, HIS 112.
- MTH 245 - Statistics I 3 credits Additional Course Options: MTH 162
- HLT 143 - Medical Terminology I 3 credits Additional Course Options: HLT 160, Any NSG course - meet with advisor
- PHI 101 - Introduction to Philosophy I 3 credits Additional Course Option: PHI 220.
- PSY 200 - Principles of Psychology 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Option: ART 102.
- HLT 230 - Principles of Nutrition and Human Development 3 credits
- BIO 150 - Introductory Microbiology 4 credits Additional Course Options: PHY 201, (CHM 241 + CHM 245 5 credits)
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 255, ENG 258, ENG 275.
- SOC 200 - Introduction to Sociology 3 credits

Total Minimum Credits to Complete: 60-61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate. Students are reminded to consult with their transfer institution and faculty advisor about the varying science requirements of BSN and other health science programs.

Students applying for the JTCC Nursing Program may elect to take MTH 155 Statistical Reasoning as the math required for admission to the JTCC Nursing Program (starting Spring 2019).

Students are eligible to apply to the nursing program while enrolled in or after completion of the prerequisite courses: SDV 101/100, ENG 111, MTH 154 or MTH 155 or MTH 161 or MTH 245, PSY 230, and BIO 141 (within 10 years prior to acceptance into the Nursing Program).

Transfer credit cannot be awarded for courses over 10 years old in Natural or Physical Sciences (BIO 141, BIO 142, BIO 150) for students in the Nursing Program.

Students should consult with their transfer institutions on the CST or HIS requirement. Some institutions may require a HIS elective. Students can choose CST 100 or from one of the listed HIS electives.

Information Systems, 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.

By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Demonstrate the knowledge and skills necessary to design a database.
2. Apply database design by creating a working database.
3. Design an operational computer program.
4. Communicate effectively in an IT environment.
5. Model and design an information system.

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 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.

Text in italics and parentheses indicates approved course substitutions. Pre-requisite and co-requisite requirements can be found in course details.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits
- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ITP 100 - Software Design 3 credits
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 111, PHY 201.
- ENG 112 - College Composition II 3 credits
- ITP 120 - Java Programming I 3 credits
- ITP 251 - Systems Analysis and Design 3 credits
- MTH 261 - Applied Calculus I 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- BIO 102 - General Biology II 4 credits Additional Course Options: CHM 112, PHY 202.
- ECO 201 - Principles of Macroeconomics 3 credits
- ITD 136 - Database Management Software 3 credits
- PHI 111 - Logic I 3 credits Additional Course Option: PHI 220.
- ACC 212 - Principles of Accounting II 3 credits
- CST 110 - Introduction to Communication 3 credits Additional Course Option: CST 100.
- ECO 202 - Principles of Microeconomics 3 credits
- PSY 200 - Principles of Psychology 3 credits Additional Course Option: SOC 200.

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Approved course substitutions are indicated in parentheses and italics.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

All information technology courses must be completed within five years of a student's intended graduation date.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Mass Communications, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in communications with a focus on media, advertising, or public relations.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Show introductory knowledge of media literacy.
2. Communicate effectively oral contexts, and using credible sources.
3. Demonstrate introductory knowledge of public relations.
4. Convey the process of preparing a public relations campaign and distinguish the roles of research, planning, design, and implementation in this process.
5. Conduct a journalistic interview.
6. Write different types of news stories, adapting for content to context, medium, and audience.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 MTH 263.
- CST 100 - Principles of Public Speaking 3 credits
- HIS 121 - United States History to 1877 3 credits

- SPA 101 - Beginning Spanish I 4 credits Additional Course Options: ASL 101, FRE 101, or Approved Transfer Elective- (see options below) 3 -4 credits
 - ENG 112 - College Composition II 3 credits
 - MTH 245 - Statistics I 3 credits
 - CST 114 - Survey of Mass Media 3 credits
 - HIS 122 - United States History Since 1865 3 credits
 - SPA 102 - Beginning Spanish II 4 credits Additional Course Options: ASL 102, FRE 102, or Approved Transfer Elective- (see options below) 3-4 credits
 - CST 228 - Writing Across Media 3 credits
 - PLS 135 - U.S. Government and Politics 3 credits
 - ENG 246 - American Literature 3 credits Additional Course Options: ENG 255, ENG 258.
 - BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, ENV 121, PHY 101.
 - ART 180 - Introduction to Computer Graphics 3 credits Approved Course Options: ART 208, PHT 164.
 - CST 221 - Public Relations 3 credits
 - ECO 150 - Economic Essentials: Theory and Application 3 credits
 - PHI 220 - Ethics 3 credits OR Additional Approved Transfer Elective Options (Choose 2 or more): ACC 211, HLT 160, ITE 152, PSY 200, REL 230, SOC 200, SOC 268, BIO 102, CHM 101, ENV 121, PHY 101.
- Must choose 7-9 total credits from approved transfer electives to meet the minimum program requirement of 60 credits.

Total Minimum Credits to Complete: 60-62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students who completed three years of the same foreign language in high school have met the foreign language requirement and must take two courses from the Approved Electives list instead of SPA or FRE 101-FRE 102. Heritage or conversationally fluent speakers may enroll directly into SPA or FRE 102. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

Students taking ECO 201 may also be required to take ECO 202. Meet with faculty advisor.

Transfer institutions may have computer competency or health/physical education requirements. Students must consult with their faculty advisor to determine the best options for transfer.

Psychology, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in psychology.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Recognize and apply psychological terminology, major theoretical perspectives, content domains, and figures in the context of the discipline of psychology.
2. Identify relevant sources of psychology-related information and accurately summarize in APA format.
3. Accurately summarize an empirical research study
4. Critically evaluate and interpret psychological phenomena using scientific reasoning.
5. Apply statistical tests in the analysis of behavioral data.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- PSY 200 - Principles of Psychology 3 credits
- SPA 101 - Beginning Spanish I 4 credits Approved Course Options: FRE 101 or Approved Elective (meet with advisor) (3-4 credits)
- CST 100 - Principles of Public Speaking 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 245 - Statistics I 3 credits
- SPA 102 - Beginning Spanish II 4 credits Approved Course Options: FRE 102 or Approved Elective (meet with advisor) (3-4 credits)
- PSY 230 - Developmental Psychology 3 credits
- HIS 121 - United States History to 1877 3 credits Additional Course Option: HIS 122.
- BIO 101 - General Biology I 4 credits
- PSY 210 - Statistics for Behavioral Sciences 4 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, CST 130, CST 151, MUS 121.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Approved Course Options: HIS 112, HIS 121, HIS 122.
- ENG 246 - American Literature 3 credits Approved Course Options: ENG 225, ENG 245, ENG 255, ENG 258, ENG 275.
- BIO 102 - General Biology II 4 credits
- PHI 220 - Ethics 3 credits
- PSY 225 - Theories of Personality 3 credits
Transfer Elective options: (3 credits) HLT 160, PLS 135, REL 230, SOC 200, SOC 268, any "Additional Course Option" listed above with ART, CST, ENG, HIS, or MUS prefix.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students who completed three years of the same foreign language in high school have met the foreign language requirement and must take two courses from the **Elective** options instead of SPA or FRE 101-FRE 102. Heritage or conversationally fluent speakers may enroll directly into FRE or SPA 102. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

Science, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in a science program such as biology, chemistry, physics, pre-med, pre-dentistry, and environmental science.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to:

1. Explain the process and limitations of scientific inquiry.
2. Apply scientific literacy skills to design and perform an experiment, and then evaluate the data collected to draw evidence-based conclusions.
3. Show an understanding of the fundamental laws, theories, and concepts of inorganic chemistry.
4. Analyze data and interpret charts, graphs, and tables to draw valid conclusions.
5. Show an understanding of the function concept in graphical form, including linear, polynomial, rational, algebraic, exponential, and logarithmic functions.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits Additional Course Option: MTH 263.
- CHM 111 - General Chemistry I 4 credits
- ENG 112 - College Composition II 3 credits
- SPA 101 - Beginning Spanish I 4 credits Additional Course Options: FRE 101, CST 100
- MTH 162 - Precalculus II 3 credits Additional Course Option: MTH 264.
- CHM 112 - General Chemistry II 4 credits
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: PSY 230, SOC 200, SOC 211, ECO 201, ECO 202.
- MTH 245 - Statistics I 3 credits Additional Course Option: MTH 263.

- PHY 201 - General College Physics I 4 credits Additional Course Option: PHY 241.
- BIO 101 - General Biology I 4 credits Advanced Math Additional Course Options: MTH 263, MTH 265
- PSY 230 - Developmental Psychology 3 credits Additional Course Options: PSY 200, SOC 200, SOC 211, ECO 201, ECO 202.
- ENG 255 - World Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 246, ENG 258, ENG 275.
- PHY 202 - General College Physics II 4 credits Additional Course Option: PHY 242.
- BIO 102 - General Biology II 4 credits
Advanced Math Additional Course Options: MTH 264, MTH 265, MTH 267.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 121, HIS 122, HIS 112.
- HLT 160 - Personal Health and Fitness 3 credits Additional Course Options: ART 101, ART 102, CHM 241, EDU 200, ITE 115, ITE 119.
- SPA 102 - Beginning Spanish II 4 credits Additional Course Options: FRE 102, PHI 220, REL 230, PHI 101, REL 100, PHI 111

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Science students must complete 9 math credits. Students may choose from the following math courses: MTH 161, MTH 162, MTH 167, MTH 245, MTH 263, MTH 264, and MTH 265. Please note that students cannot receive credit for both MTH 167 and MTH 161/MTH 162. Students intending to transfer to VCU must take MTH 161 and MTH 162 to receive credit for the VCU Precalculus course. MTH 263 and MTH 264 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.

PHY 201/PHY 202 is recommended for Biology or Chemistry majors and PHY 241/PHY 242 is recommended for Physics majors. Other lab science courses may be used to satisfy this requirement. Please see your advisor to discuss this further.

Students must complete either the General Biology sequence or Advanced Math. The following courses will count for the Advanced Math requirement: MTH 263, MTH 264, MTH 265. MTH 263, MTH 264, MTH 265 is preferred for chemistry and Physics majors. BIO 101 and BIO 102 is preferred for Biology, Biochemistry, and Environmental Science majors. Pre-med students should meet with their advisor to determine the best course option.

Students who have not satisfied the foreign language requirement at their intended transfer institution should consider taking foreign language for this course requirement.

Elective course: Students who are interested in pursuing a career in science education should take EDU 200 for the elective course. Students should consult with their advisor and/or transfer institution to determine the most appropriate elective.

Teacher Education Secondary Mathematics Specialization AS

PURPOSE: This two-year degree prepares student to transfer to a four-year college and major in math. Graduates have the intent to become a middle or high school math teacher.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey an understanding of the history of education in the United States.
2. Explain the physical, cognitive, and psychosocial development of an individual.
3. Create a lesson plan based on an analysis of a sample related to the program of study – Secondary Mathematics.
4. Communicate effectively in written and oral contexts.
5. Show knowledge, skills, and ability to problem-solve.
6. Demonstrate effective communication, instruction, and assessment strategies in a 40-hour field internship setting.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits Additional Course Options: MTH 162, MTH 263, MTH 264.
- CST 100 - Principles of Public Speaking 3 credits
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 111, PHY 201.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Option: HIS 112.
- ENG 112 - College Composition II 3 credits
- MTH 162 - Precalculus II 3 credits Additional Course Options: MTH 263, MTH 264, MTH 265.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, MUS 121.
- BIO 102 - General Biology II 4 credits Additional Course Options: CHM 112, PHY 202.
- PSY 230 - Developmental Psychology 3 credits
- MTH 263 - Calculus I 4 credits Additional Course Options: MTH 264, MTH 265, MTH 266, MTH 267.
- HIS 121 - United States History to 1877 3 credits Additional Course Option: HIS 122.
- ENG 241 - Survey of American Literature I 3 credits Additional Course Options: ENG 242, ENG 251, ENG 252.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Option: (FRE 101, Approved Elective-see list below). Meet with advisor.
- MTH 264 - Calculus II 4 credits Additional Course Options: MTH 265, MTH 266, MTH 267.
- SPA 102 - Beginning Spanish II 4 credits Additional Course Option: FRE 102. Approved Elective-see list below) Meet with advisor
- EDU 200 - Introduction to Teaching as a Profession 3 credits

Approved Elective 3-5 Credits

- CSC 200 - Introduction To Computer Science 3 credits Any course from **Math Courses List** (3-4 credits each) **or** MTH 266 **or** MTH 267 Additional Course Options: ECO 201, ECO 202, FRE 201, FRE 202, HLT 160, PHI 111, PHI 220, REL 230, SPA 201, SPA 202.

Total Minimum Credits for Completion: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

For optimum transferability students should take BIO 101-BIO 102 *or* CHM 111-CHM 112 *or* PHY 201-PHY 202.

Some transfer institutions/majors require that students have a foreign language proficiency through the 102 level. Students who took 3 years of the same foreign language in high school may be exempt from this requirement. Native/fluent speakers may enroll directly into SPA 102 or FRE 102. Please check with your faculty advisor to determine if your transfer institution requires a foreign language and/or if you wish to take a language other than Spanish or French. Students who have fulfilled their foreign language requirement or whose transfer program does not require foreign language may take an Approved Elective.

Students should consult with their academic advisor and prospective four-year institutions to determine best options for transfer. Students must complete a minimum of 60 credits to earn an associate degree. Students who have completed a minimum of 60 credits may waive the Approved Elective option.

Students 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. When possible, students are encouraged to take MTH 263, MTH 264, MTH 265, and MTH 266 or MTH 267 in order to be on schedule after transfer to a university.

Math Courses List—Choose minimum 14 credits **CR** **Pre-requisite Courses**

Entry at Precalculus I

MTH 161 Precalculus I	3	Modules 1-9
MTH 162 Precalculus I	3	MTH 161
MTH 263 Calculus I	4	MTH 162
MTH 264 Calculus II	4	MTH 263
MTH 265 Calculus III (for Transfer Elective, if possible)	4	MTH 264

Entry at Precalculus II

MTH 162 Precalculus II	3	MTH 161
MTH 263 Calculus I	4	MTH 162
MTH 264 Calculus II	4	MTH 263
MTH 265 Calculus III	4	MTH 264
MTH 266 Linear Algebra or	3	MTH 264
MTH 267 Differential Equations (for Transfer Elective,if possible)	3	MTH 264

Entry at Calculus I

MTH 263 Calculus I	4	MTH 162
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MTH 264 Calculus II	4	MTH 263
MTH 265 Calculus III	4	MTH 264
MTH 266 Linear Algebra or	3	MTH 264
MTH 267 Differential Equations (for Transfer Elective, if possible)	3	MTH 264

Teacher Education, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in elementary education (kindergarten - 6th grade). Not intended for students who want to teach special education, physical education, health, art, theatre or music.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey an understanding of the history of education in the United States.
2. Explain the physical, cognitive, and psychosocial development of an individual.
3. Create a lesson plan based on an analysis of a sample related to the program of study: K-6 education.
4. Communicate effectively in written and oral contexts.
5. Show knowledge, skills, and ability to problem-solve.
6. Demonstrate effective communication, instruction, and assessment strategies in a 40-hour field internship setting.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 , MTH 263.
- CST 100 - Principles of Public Speaking 3 credits
- HIS 121 - United States History to 1877 3 credits Additional Course Option: HIS 122.
- ENG 112 - College Composition II 3 credits
- MTH 245 - Statistics I 3 credits Additional Course Option: MTH 162, MTH 264.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, MUS 121 , CHD 145.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Option: HIS 112, HIS 281.
- PSY 230 - Developmental Psychology 3 credits
- PHY 101 - Introduction to Physics I 4 credits Additional Course Option: ENV 121, CHM 101.
- GEO 210 - People and the Land: An Introduction to Cultural Geography 3 credits Additional Course Option: GEO 200.

- PLS 135 - U.S. Government and Politics 3 credits
- Transfer Elective (see below for options) 3 -4 credits
- ENG 250 - Children's Literature 3 credits Additional Course Options: ENG 246, ENG 255, ENG 258.
- BIO 101 - General Biology I 4 credits
- ECO 150 - Economic Essentials: Theory and Application 3 credits
Transfer Elective: 3 - 4 credits (see below for options)
Transfer Elective: 3 - 4 credits (see below for options)
- EDU 200 - Introduction to Teaching as a Profession 3 credits

Total Minimum Credits to Complete: 60-62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Some transfer institutions/majors require that students have a foreign language proficiency through the 102 level. Students who took 3 years of the same foreign language in high school may be exempt from this requirement. Native/fluent speakers may enroll directly into SPA 102 or FRE 102. Please check with your faculty advisor to determine if your transfer institution requires a foreign language and/or if you wish to take a language other than Spanish or French.

Students must complete a minimum of 60 credits to earn an associate degree.

Transfer Elective Options

CHD 210 Introduction to Exceptional Children

CHM 101 Introductory Chemistry I

ASL 101 American Sign Language I

ASL 102 American Sign Language II

ASL 201 American Sign Language III

ASL 202 American Sign Language IV

FRE 101 Beginning French I

FRE 102 Beginning French II

FRE 201 Intermediate French I

FRE 202 Intermediate French II

HIS 282 History of Virginia II

HLT 160 Personal Health and Wellness

PHI 220 Ethics

SOC 200 Principles of Sociology

SOC 268 Social Problems

SPA 101 Beginning Spanish I

SPS 102 Beginning Spanish II

SPA 201 Intermediate Spanish I

SPA 202 Intermediate Spanish II

Associate of Fine Arts

Music, AFA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in music with a performance concentration. This degree is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Fine Art (AFA) degree is a major in an area such as theatre, music, and visual arts that takes two years for full-time students to complete. The AFA degree is for students who plan to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Analyze a musical composition in terms of musical terminology, chord structure, and rhythm.
2. Write a musical composition demonstrating an understanding of the elements of musical theory.
3. Perform in an ensemble setting.
4. Demonstrate proficiency in playing piano at a sophomore level.
5. Demonstrate knowledge of music history appropriate to the sophomore level.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 MTH 263.
- MUS 111 - Music Theory I 4 credits
- MUS 141 - Class Piano I 2 credits
- MUS 226 - World Music 3 credits
- MUS 129 - Theatre/Musical Workshop 3 credits Additional Course Options: MUS 137, MUS 143, MUS 144, MUS 148, MUS 149. (4-5 credits)
- ENG 112 - College Composition II 3 credits
- MUS 112 - Music Theory II 4 credits
- MUS 142 - Class Piano II 2 credits

- MUS 131 - Class Voice I 2 credits Additional Course Options: MUS 132, MUS 145, MUS 136, MUS 155, MUS 165, MUS 175, MUS 185, MUS 236, MUS 245, MUS 255, MUS 265, MUS 275 MUS 285. (6 credits)
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112, PSY 200, PSY 230, SOC 200.
- MUS 221 - History of Western Music Prior to 1750 3 credits
- MUS 211 - Advanced Music Theory I 4 credits
- PHY 101 - Introduction to Physics I 4 credits Additional Course Options: ENV 121, CHM 101, BIO 101.
- MUS 222 - History of Western Music 1750 to Present 3 credits
- MUS 212 - Advanced Music Theory II 4 credits
- MUS 132 - Class Voice II 2 credits Additional Course Options: MUS 129, MUS 131, MUS 136, MUS 137, MUS 138, MUS 143, MUS 144, MUS 145, MUS 148, MUS 149, MUS 155, MUS 163, MUS 164, MUS 165, MUS 175, MUS 185, MUS 225, FRE 101, FRE 102, GER 101, GER 102. (3-4 credits)
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.

Total Minimum Credits to Complete: 62-64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

General education and major degree requirements will vary by institution and by program. Students must meet with their academic advisor to determine the best choices for transfer. Note that some course options have prerequisites.

Some four-year programs require a foreign language. See advisor to determine best options for transfer. Note that some options have prerequisites.

Voice majors are generally required to take French, German, or Italian. JTCC offers FRE courses online and on campus whereas GER courses are offered online only through Northern Virginia Community College. Italian is not currently being offered. Students transferring to programs that require a foreign language should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. See advisor to determine best options for transfer.

Theatre, AFA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in theatre, with a performance concentration. This degree is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Fine Arts (AFA) degree is a major in an area such as theatre, music, and visual arts that takes two years for full-time students to complete. The AFA degree is for students who plan to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. 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. Because transfer requirements will vary based upon the intended transfer institution, students **must** meet with their faculty advisor to develop a schedule that best suits their goals.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Project one's self believably in word and action into imaginary circumstances, evoked through improvisation or text, both by oneself and in an ensemble.
2. Show competency in theatrical makeup.
3. Demonstrate knowledge of theatre history in the context of current professional practice.
4. Communicate ideas, concepts, and requirements related to the student's professional practice to theatre professionals and laypersons.
5. Create a performance portfolio that demonstrates competencies in character analysis, text analysis and self-reflection.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- CST 131 - Acting I 3 credits
- CST 145 - Stagecraft 3 credits Additional Course Options: CST 258.
- CST 210 - Theatre Aesthetics 3 credits Additional Course Options: CST 130.
- ENG 112 - College Composition II 3 credits
- CST 132 - Acting II 3 credits
- CST 149 - Introduction to Make-Up for the Theatre 3 credits
- CST 136 - Theatre/Musical Workshop 3 credits Take CST 136 twice. (6 credits)
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112, PSY 200 ,PSY 230, SOC 200.
- CST 111 - Voice and Diction I 3 credits
- CST 147 - Costume Construction 3 credits
- CST 160 - Improvisation I 3 credits Additional Course Options: CST 211, CST 140.
- CST 237 - Movement I 3 credits
- PHY 101 - Introduction to Physics I 4 credits Additional Course Options: ENV 121, CHM 101, BIO 101.
- CST 211 - Acting III 3 credits Additional Course Options: CST 112, CST 140, CST 161, CST 212, CST 231, CST 238.
- CST 212 - Acting IV 3 credits Additional Course Options: CST 140, CST 112, CST 161, CST 211, CST 231, CST 238, FRE 101, FRE 102, FRE 201, FRE 202, SPA 101, SPA 102, SPA 201, SPA 202.
- CST 140 - Acting for the Camera 3 credits Additional Course Options: CST 112, CST 161, CST 211, CST 212, CST 231, CST 238, CST 245, FRE 101, FRE 102, FRE 201, FRE 202, SPA 101, SPA 102, SPA 201, SPA 202.
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.

Total Minimum Credits to Complete: 62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

General education and major degree requirements will vary by institution and by program. Students must meet with their faculty advisor to determine the best choices for transfer. Please note that some course options will have prerequisites. Some four-year programs require a foreign language.

Students transferring to programs that require a foreign language should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

CST 136 - Theatre/Musical Workshop focuses on the major Fall or Spring production. Because each production is unique and provides requisite experience/portfolio material, students may take the course more than once for credit.

Theatre, Technical Theatre Specialization AFA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in theatre, with a technical theatre concentration. This degree is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Fine Arts (AFA) degree is a major in an area such as theatre, music, and visual arts that takes two years for full-time students to complete. The AFA degree is for students who plan to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Create a technical portfolio that demonstrates competencies in makeup, costume, scenic design and lighting design.
2. Show competency in theatrical makeup.
3. Demonstrate knowledge of theatre history in the context of current professional practice.
4. Communicate ideas, concepts, and requirements related to the student's professional practice to theatre professionals and laypersons.
5. Gauge measurements of linear perspective and proportion, in relation to drawing.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- CST 145 - Stagecraft 3 credits
- CST 131 - Acting I 3 credits Additional Course Options: CST 100.
- CST 210 - Theatre Aesthetics 3 credits Additional Course Option: CST 130.
- ENG 112 - College Composition II 3 credits
- ART 121 - Foundations of Drawing 3 credits
- CST 147 - Costume Construction 3 credits
- CST 149 - Introduction to Make-Up for the Theatre 3 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112, HIS 121, HIS 122, PSY 200, PSY 230, SOC 200.
- ART 122 - Drawing II 3 credits (choose 2) 6 credits Additional Course Options: ART 130, ART 131, ART 132.

- CST 245 - Basic Lighting 3 credits
- CST 136 - Theatre/Musical Workshop 3 credits
Take CST 136 twice. (6 credits)
- PHY 101 - Introduction to Physics I 4 credits Additional Course Options: CHM 101, ENV 121, BIO 101.
- CST 258 - Scenic Design 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits (choose 2) 6 credits Additional Course Options: ART 102 , ART 180 , ART 203 , CST 132, CST 151, CST 160, PHT 150, PHT 151, FRE 101, FRE 102, FRE 201, FRE 202, SPA 101, SPA 102, SPA 201, SPA 202.
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.

Total Minimum Credits to Complete: 62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

General education and major degree requirements will vary by institution and by program. Students must meet with their faculty advisor to determine the best choices for transfer. Please note that some course options will have prerequisites. Some four-year programs require a foreign language.

Students transferring to programs that require a foreign language should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

CST 136 - Theatre/Musical Workshop focuses on the major Fall or Spring production. Because each production is unique and provides requisite experience/portfolio material, students may take the course more than once for credit.

Associate of Applied Arts

Visual Arts, AAA

PURPOSE: This two-year degree prepares students to create, exhibit, and market artwork. This degree is offered at the Midlothian Campus.

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 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 to discuss course placement and returning students their faculty advisor for more information. Student must develop a portfolio during their last semester of study.

CREDENTIALS: An Associate of Applied Art degree is a major in an area related to the visual arts such as film, photography, and visual arts that takes two years for full-time students to complete.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Critically evaluate personal studio art projects and those of other students, applying the process of critique.
2. Write a professional resume, cover letter, and artist statement introducing themselves, their art, and their artistic philosophies.
3. Gauge measurements of linear perspective and proportion, in relation to drawing.
4. Create artwork from both from direct observation and abstract/conceptual representation.
5. Execute a body of artwork showing introductory level mastery of a particular medium to emphasize artistic focus.
6. Assemble a portfolio of visual works and projects.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
Additional Course Option: MTH 161.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- ART 122 - Drawing II 3 credits
- ART 132 - Three-Dimensional Design 3 credits
- ART 130 - Introduction to Multimedia 4 credits
- ART 153 - Ceramics I 3 credits Additional Course Options: ART 203, ART 217, ART 241, ART 243.
- ART 203 - Animation I 4 credits Additional Course Options: ART 153, ART 241, ART 242, ART 243, ART 244.
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: CST 130, CST 145, CST 151, CST 160.
- ART 208 - Video Techniques 3 credits Additional Course Options: PHT 105, PHT 135, PHT 164.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200, HIS 111, HIS 112, HIS 121, HIS 122.
- ART 154 - Ceramics II 3 credits Additional Course Options: ART 204, ART 242, ART 244, ART 247, ART 248.
- ART 245 - Portrait Painting 3 credits Additional Course Options: ART 153, ART 203, ART 246, ART 247, ART 249, ART 259.
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 255, REL 230, BUS 100, ENG 211.
- ART 287 - Portfolio and Resume Preparation 1 credit

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students must develop a portfolio during their last semester of study.

Visual Arts, Film Specialization, AAA

PURPOSE: This two-year degree prepares students for jobs in digital film production. This degree is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Applied Arts (AAA) degree is a major in an area related to the visual arts such as film, photography, and visual arts that takes two years for full-time students to complete. Although the purpose of an AAA degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAA major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Critically evaluate personal studio art projects and those of other students, applying the process of critique.
2. Write a professional resume, cover letter, and artist statement introducing themselves, their art, and their artistic philosophies.
3. Gauge linear perspective and proportion in relation to drawing.
4. Produce an edited film sequence utilizing various film editing and postproduction techniques.
5. Execute a body of artwork utilizing various lighting and filmmaking equipment.
6. Assemble a reel of specified projects.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Option: MTH 161.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- CST 151 - Film Appreciation I 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- ART 132 - Three-Dimensional Design 3 credits
- ART 130 - Introduction to Multimedia 4 credits
- ART 150 - History of Film and Animation 3 credits
- PHT 150 - Film Production I 3 credits *Offered Fall only*
- ART 180 - Introduction to Computer Graphics 3 credits Additional Course Options: ART 203, ART 208, ART 217, CST 131, CST 145.
- CST 131 - Acting I 3 credits Additional Course Options: CST 136, CST 140, CST 145, CST 160.
- ART 208 - Video Techniques 3 credits Additional Course Options: PHT 120, PHT 164, PHT 221.
- PHT 151 - Film Production II 3 credits *Offered Spring only*
- PHT 274 - Digital Film Editing and Post Production 3 credits *Offered Spring only*
- ART 204 - Animation II 4 credits Additional Course Options: ART 218, CST 132, CST 136, CST 140, CST 145, PHT 135.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200, HIS 111, HIS 112, HIS 121, HIS 122.
- ART 287 - Portfolio and Resume Preparation 1 credit

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students enrolled in ART 287 will develop a portfolio during their last semester of study.

Visual Arts, Photography Specialization, AAA

PURPOSE: This two-year degree prepares students for jobs in photography. This program is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Applied Arts (AAA) degree is a major in an area related to the visual arts such as film, photography, and visual arts that takes two years for full-time students to complete. Although the purpose of an AAA degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAA major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Critically evaluate personal studio art projects and those of other students, applying the process of critique.
2. Write a professional resume, cover letter, and artist statement introducing themselves, their art, and their artistic philosophies.
3. Gauge measurements of linear perspective and proportion, in relation to drawing.
4. Produce a body of photographic artwork utilizing photo processing and editing software.
5. Execute a body of photographic artwork utilizing various lighting and photographic equipment.
6. Assemble a digital portfolio.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional course option: MTH 161.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- ART 132 - Three-Dimensional Design 3 credits

- ART 130 - Introduction to Multimedia 4 credits
- ART 122 - Drawing II 3 credits Additional Course Options: ART 150, ART 203, ART 217.
- PHT 135 - Electronic Darkroom 3 credits
- PHT 164 - Introduction to Digital Photography 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: CST 110, CST 114, CST 151.
- PHT 221 - Studio Lighting I 3 credits *Offered Fall only*
- PHT 110 - History of Photography 3 credits
- PHT 264 - Digital Photography II 3 credits *Offered Spring only*
- ART 208 - Video Techniques 3 credits Additional Course Options: PHT 216, PHT 226, PHT 247.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200, HIS 111, HIS 112, HIS 121, HIS 122.
- ART 287 - Portfolio and Resume Preparation 1 credit

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Student must develop a portfolio during their last semester of study.

Associate of Applied Science

Accounting, AAS

PURPOSE: This two-year degree prepares students for entry-level jobs in the accounting field. Jobs include bookkeeper and cost accounting clerk. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Graduates who have a Bachelor's degree and complete this program may be able to take the Certified Public Accountant (CPA) exam in Virginia.

TRANSFER INFORMATION: This program is not intended for transfer. Students desiring to transfer should consult their academic advisor and their intended transfer institution for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply accounting problem-solving skills using intermediate-level concepts, including financial statement preparation and financial analysis.
2. Show an introductory proficiency with accounting concepts in a computerized accounting system.

3. Prepare appropriate sections of a comprehensive individual tax return including filing status, dependency exemptions, gross income, itemized deductions, and tax credits.
4. Integrate cost accounting skills with discipline-based concepts, including production costing systems, activity-based costing, service department allocations, budgeting, and variance analysis.
5. Demonstrate an introductory understanding of the U.S. economic framework.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- ACC 215 - Computerized Accounting 3 credits
- ACC 261 - Principles of Federal Taxation I 3 credits (*Offered Spring Only*)
- ITE 140 - Spreadsheet Software 3 credits
- BUS 200 - Principles of Management 3 credits
- ACC 221 - Intermediate Accounting I 3 credits (*Offered Fall Only*)
- ACC 231 - Cost Accounting I 3 credits (*Offered Fall Only*)
- BUS 241 - Business Law I 3 credits
- BUS 220 - Introduction to Business Statistics 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110
- ACC 222 - Intermediate Accounting II 3 credits (*Offered Spring Only*)
Accounting Elective Courses: Must take 9 credits
ACC 219, ACC 230, ACC 241, ACC 262 or FIN 215.
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202.
- PHI 111 - Logic I 3 credits Additional Course Option: PHI 220

Total Minimum Credits to Complete: 64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler community College ITE 115 Test-out Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Accounting Career Studies Certificate (CSC), students should meet with their faculty advisor.

Advanced Manufacturing Technology, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in the field of advanced manufacturing. It also provides training for students already working in the field. Students learn the latest manufacturing methods and business skills to advance into a leadership role. Jobs include team leader, supervisor, and foreman. This program is offered at our Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: This program is not intended for transfer. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admissions requirements. If students have deficiencies in English and/or mathematics, JTCC offers developmental courses to prepare students for the curriculum. 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 related work experience are responsible for working with the faculty advisor to secure appropriate documentation. New students should visit the Advising Center and returning students their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply the principles and techniques of quality engineering for management, design, production, and assurance of quality.
2. Define the process of transforming resources from suppliers to products and services for customers.
3. Collaborate effectively in teams to improve quality and productivity.
4. Implement the fundamentals of basic electrical theory in practical electrical/machine applications.
5. Explain the application of liquids, gases, solids, metrics, mechanics, forces, simple machines, heat, light, sound, and nuclear energy in industrial engineering processes.
6. Apply second-tier intermediate team, analysis, problem solving skills and present the results of a project: Breaks down the steps of the design process as they are applied to the project.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Course Option: ENG 111
- MTH 111 - Basic Technical Mathematics 3 credits Course Option: MTH 154 or Higher.
- IND 101 - Quality Assurance Technology I 3 credits (*Offered Fall and Summer Only*) Course Option: BUS 208 .
- IND 116 - Applied Technology 3 credits
- SAF 126 - Principles of Industrial Safety 3 credits
- BUS 234 - Supply Chain Management 3 credits (*Offered Spring Only*) Course Option: BUS 266
- CAD 201 - Computer Aided Drafting and Design I 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits (*Offered Spring Only*)
- IND 181 - World Class Manufacturing I 3 credits
- MAC 121 - Computer Numerical Control I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 239 - Programmable Controllers 3 credits

- MAC 181 - Machine Blueprint Reading I 3 credits
- PHI 220 - Ethics 3 credits *Additional Course Options:* (ART 101, ART 102, PHI 101, REL 100, or REL 230)
- PSY 200 - Principles of Psychology 3 credits
- CAD 235 - Applications for Additive Manufacturing 3 credits
- ELE 240 - Advanced Programmable Logic Controllers 3 credits
- IND 250 - Introduction to Basic Computer Integrated Manufacturing 3 credits
- ELE 156 - Electrical Control Systems 3 credits *Additional Course Options:* MEC 140, MAC 122.
- MEC 113 - Materials and Processes of Industry 3 credits
- SOC 200 - Introduction to Sociology 3 credits

Total Minimum Credits to Complete: 65

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Advanced Manufacturing Management Career Studies Certificate (CSC), students should meet with their faculty advisor.

Architectural Engineering Technology, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in building design and land development. Jobs include surveying drafter, design assistant, and field inspector. This program is offered at our Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: Though this program is not designed for transfer, this degree may be transferable to some four-year colleges. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Demonstrate knowledge of theories and principles of architectural design.
2. Compose a set of accurate working drawings with computer-aided software.
3. Use terminology specific to engineering practices.

4. Demonstrate knowledge of the application of construction materials and methods.
5. Demonstrate knowledge in navigating building codes and ordinances.
6. Apply proficiency in multiple computer-aided drafting software programs.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- PHY 201 - General College Physics I 4 credits
- MTH 161 - Precalculus I 3 credits Additional Course Option: MTH 263.
- ARC 105 - Orientation and History of Architecture 1 credit Co-requisite: ARC 115.
- ARC 115 - Architectural Graphics 2 credits Co-requisite: ARC 105.
- ARC 121 - Architectural Drafting I 3 credits (*Offered Fall Only*)
- ARC 221 - Architectural CAD Applications Software I 3 credits (*Offered Spring Only*)
- ARC 122 - Architectural Drafting II 3 credits (*Offered Spring Only*)
- ARC 222 - Architectural CAD Applications Software II 3 credits (*Offered Fall Only*)
- ARC 243 - Environmental Systems 4 credits (*Offered Spring Only*)
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102.
- MTH 162 - Precalculus II 3 credits Additional Course Option: MTH 264.
- ARC 231 - Advanced Architectural Drafting I 4 credits (*Offered Fall Only*)
- ARC 246 - Materials and Methods of Construction 4 credits (*Offered Spring Only*)
- ARC 258 - Building Codes, Contract Documents and Professional Office Practices 3 credits
- CIV 171 - Surveying I 3 credits (*Offered Fall only*) Additional Course Options: GIS 101
- MEC 131 - Mechanics I – Statics for Engineering Technology 3 credits (*Offered Fall only*) Additional Course Option: EGR 140
- ARC 232 - Advanced Architectural Drafting II 4 credits (*Offered Spring Only*)
- CST 100 - Principles of Public Speaking 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202, HIS 112, PSY 200, PSY 230, SOC 200.

Total Minimum Credits to Complete: 63

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Building Construction Certificate, students should meet with their faculty advisor.

Business Management, AAS

PURPOSE: This two-year degree prepares students for jobs in office and retail management and supervision. This degree is not designed for transfer to a four-year college. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey the ethical and legal implications of managerial decisions, and the effect of those decisions on organizational stakeholders.
2. Apply basic management principles in first-line supervisory situations.
3. Recognize and apply basic economic principles related to macroeconomic and microeconomic theories.
4. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
5. Demonstrate college-level communication skills relevant to the business discipline.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 or MTH 263
- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- BUS 200 - Principles of Management 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- BUS 201 - Organizational Behavior 3 credits
- BUS 205 - Human Resource Management 3 credits Additional Course Options: MKT 228.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- BUS 266 - Production and Operations Management 3 credits (*Offered Fall only*) Additional Course Option: BUS 234.
- BUS 280 - Introduction to International Business 3 credits Additional Course Options: BUS 111 or BUS 116
- BUS 220 - Introduction to Business Statistics 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: CST 110.
- ITE 140 - Spreadsheet Software 3 credits
- MKT 100 - Principles of Marketing 3 credits
- BUS 241 - Business Law I 3 credits
- BUS 298 - Seminar and Project 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Option: ECO 202.
- FIN 215 - Financial Management 3 credits
- PHI 111 - Logic I 3 credits Additional Course Option: PHI 220.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Business Information Management Career Studies Certificate (CSC), students should consult their faculty advisor.

Business Management, Digital Marketing Specialization, AAS

PURPOSE: This two-year program prepares students employed in the business and/or marketing industry the opportunity to improve and update their skills, allowing for on the job advancement. It is also for students looking to gain an entry level job that requires experience in e-commerce and/or digital marketing. This degree is not designed for transfer to a four-year college. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey the ethical and legal implications of managerial decisions, and the effect of those decisions on organizational stakeholders.
2. Apply basic management principles in first-line supervisory situations.
3. Recognize and apply basic economic principles related to macroeconomic and microeconomic theories.
4. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
5. Demonstrate college-level communication skills relevant to the business discipline.
6. Convey a fundamental understanding of online commerce.
7. Demonstrate an intermediate proficiency in the use of digital marketing tools.
8. Develop Social media marketing plans for small to medium sized enterprises.
9. Demonstrate basic skills in web page design to include effective layouts and imagery.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits Additional Course Options: ENG 115.
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.

- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- BUS 200 - Principles of Management 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- MKT 282 - Principles of E-Commerce 3 credits
- MKT 228 - Promotion 3 credits
- ITE 152 - Introduction to Digital Literacy and Computer Applications 3 credits Additional Course Options: ITE 150.
- MKT 284 - Social Media Marketing 3 credits
(Business elective)
- BUS 116 - Entrepreneurship 3 credits
- BUS 220 - Introduction to Business Statistics 3 credits
- CST 100 - Principles of Public Speaking 3 credits
- ITE 140 - Spreadsheet Software 3 credits
- MKT 100 - Principles of Marketing 3 credits
- BUS 241 - Business Law I 3 credits
- ART 116 - Design for the Web I 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202.
- CST 221 - Public Relations 3 credits Additional Course Options: MKT 221.
- PHI 111 - Logic I 3 credits Additional Course Options: PHI 220.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Business Information Management Career Studies Certificate (CSC), students should consult their faculty advisor.

Business Management, Project Management Specialization, AAS

PURPOSE: Project Management is a rapidly growing field relevant to many business areas, including information technology, engineering, contracting, and the nonprofit sector. The first two semesters of the A.A.S. degree program are similar to other business curricula, with the exception of four courses specifically associated with Project Management. Degree completers will also be awarded the Career Studies Certificate in Project Management. This degree is not designed for transfer to a four-year college. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Utilize industry-standard computer software in business communication media, e.g. written reports and business plans using word processing software and presentations using presentation software;
2. Perform and interpret business math, accounting, and business statistical calculations;
3. Understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally-accepted ethical principles;
4. Demonstrate principles of human relationship skills used to successfully interrelate with customers, associates, employees, and superiors in a project management setting;
5. Understand standard methods for training, motivating, and managing people in a team-based environment;
6. Plan, execute, and control projects according to Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) processes, tools, and techniques.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 261.
- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: ITE 152.
- ACC 211 - Principles of Accounting I 3 credits
- BUS 200 - Principles of Management 3 credits
- BUS 204 - Project Management 3 credits
- BUS 241 - Business Law I 3 credits Additional Course Options: BUS 209.
- BUS 266 - Production and Operations Management 3 credits
- BUS 220 - Introduction to Business Statistics 3 credits
- BUS 205 - Human Resource Management 3 credits
- BUS 206 - Advanced Project Management 3 credits
- BUS 201 - Organizational Behavior 3 credits
- ITE 140 - Spreadsheet Software 3 credits
- CST 110 - Introduction to Communication 3 credits Additional Course Options: CST 100.
- MKT 100 - Principles of Marketing 3 credits
- FIN 215 - Financial Management 3 credits Additional Course Options: BUS 117.
- PHI 220 - Ethics 3 credits Additional Course Options: PHI 111.
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202.
- BUS 295 - CAPM/PMP Exam prep 3 credits or Topics in PMP Exam Preparation.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

Criminal Justice, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year program prepares students for jobs in criminal justice and law enforcement. Jobs include correction officers, security officers, and investigators. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Students can complete the Career Studies Certificate (CSC) in Criminal Justice during their program. Students who are Certified Virginia Law Enforcement Officers may receive up to 20 credits toward this program.

TRANSFER: Though this program is not designed for transfer, this degree may be transferable to some four-year colleges. Students desiring to transfer should consult their faculty advisor and their intended transfer institution for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students must also complete placements tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Model appropriate and ethical behavior during criminal justice simulations.
2. Identify and describe each component of the criminal justice system (police, courts, corrections), giving at least 2 examples of each part of the system.
3. Explain the purpose of the juvenile justice system, including its history, rights of juveniles, and dispositional alternatives.
4. Demonstrate knowledge and understanding of different theories for causation of crime.
5. Analyze interactive approaches of law enforcement agencies and the citizenry they serve.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 130 - Fundamentals of Reasoning 3 credits Additional Course Options: MTH 154, MTH 161, MTH 263.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits

- ADJ 100 - Survey of Criminal Justice 3 credits
- ADJ 105 - The Juvenile Justice System 3 credits
- ADJ 201 - Criminology 3 credits
- ADJ 111 - Law Enforcement Organization and Administration I 3 credits Additional Course Options: ADJ 245.
- ADJ 133 - Ethics and the Criminal Justice Professional 3 credits
- ADJ 160 - Police Response to Critical Incidents 3 credits
- PSY 200 - Principles of Psychology 3 credits
- ADJ 211 - Criminal Law, Evidence and Procedures I 3 credits
- ADJ 227 - Constitutional Law for Justice Personnel 3 credits Additional Course Options: ADJ 241.
- ADJ 170 - Street Gangs and Law Enforcement 3 credits Approved Course Options: ADJ 228 , ADJ 140.
- ADJ 247 - Criminal Behavior 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- ADJ 229 - Law Enforcement and the Community 3 credits Additional Course Options: ADJ 145 , ADJ 295.
- ADJ 236 - Principles of Criminal Investigation 3 credits
- CST 100 - Principles of Public Speaking 3 credits
- PHI 220 - Ethics 3 credits Approved Course Options: REL 100, REL 230.
- PED 116 - Lifetime Fitness and Wellness 2 credits Approved Course Options: HLT 160 , ENG 112. 2-3 credits.

Total Minimum Credits to Complete: 60-61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for the Criminal Justice Career Studies Certificate (CSC), students should consult their faculty advisor.

Approved Course Substitutions listed above (ADJ 145, ADJ 241, and ADJ 245) may be used as an elective if not used as course substitution.

Early Childhood Development, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs working with young children (birth to age eight) in preschools, elementary schools, child-care centers, and before- and after-school programs. Jobs include director, assistant director, lead teacher, and assistant teacher. This program is offered at the Chester Campus. This career-technical degree is guided by an advisory committee comprised of local education leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, we now have pathways that lead from the Early Childhood Development AAS degree to a Bachelor's degree with K-3 teaching licensure at participating Virginia universities, without credit loss. The AAS degree in Early Childhood Development is at Level 6 of the Virginia Career Pathways for Early Childhood and Out-of-School Time Practitioners. Level 7 is a Bachelor's degree.

TRANSFER INFORMATION: Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply developmental knowledge to create healthy, respectful, supportive, and challenging learning environments for young children
2. Create strategies for building relationships and involving diverse families in their children's development and learning
3. Use systematic observation and documentation to assess the development of all children
4. Implement a wide array of developmentally appropriate approaches, instructional strategies, and tools appropriate for individual children
5. Design, implement, and evaluate developmentally appropriate and meaningful curriculum for each child
6. Analyze professional experiences and practices for alignment with best practices, ethical standards and other early childhood professional guidelines

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- CHD 120 - Introduction to Early Childhood Education 3 credits
- CHD 145 - Teaching Art, Music and Movement to Children 3 credits
- CHD 165 - Observation and Participation in Early Childhood/Primary Settings 3 credits
- ENG 112 - College Composition II 3 credits
- CHD 205 - Guiding the Behavior of Children 3 credits
- EDU 235 - Health, Safety, and Nutrition Education 3 credits
- PSY 230 - Developmental Psychology 3 credits
- CHD 118 - Language Arts for Young Children 3 credits
- CHD 146 - Math, Science and Social Studies for Children 3 credits
- CHD 166 - Infant and Toddler Programs 3 credits
- BIO 101 - General Biology I 4 credits
- ENG 250 - Children's Literature 3 credits Additional Course Options: ENG 246
- HIS 121 - United States History to 1877 3 credits Additional Course Option: HIS 122.
- CHD 210 - Introduction to Exceptional Children 3 credits
- CHD 216 - Early Childhood Programs, School, and Social Change 3 credits
- CHD 270 - Administration of Child Care Programs 3 credits
- CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings 3 credits
Prerequisites: CHD 118, CHD 120, CHD 145, CHD 146, CHD 165, CHD 166, CHD 205, CHD 210, CHD 216, CHD 270, EDU 235.
To be taken after completion of prerequisite courses or with instructor's approval.
- EDU 200 - Introduction to Teaching as a Profession 3 credits

Total Minimum Credits to Complete: 62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for the Early Childhood Career Studies Certificate (CSC) and/or the Early Childhood Development Certificate (C), students should consult their faculty advisor.

CHD 165, CHD 265 and EDU 200 are practicum classes that require students to observe young children and participate in approved early childhood settings for 40 hours each. CHD 165 and EDU 200 must be taken before CHD 265.

To enroll in CHD 165, EDU 200 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.

Electrical Engineering Technology, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs as entry-level electricians and electrician helpers. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Completion of this degree will also expedite the certification process set by the Department of Professional and Occupational Regulation, providing the graduate a two year path to becoming state certified as a journeyman electrician. Student can also complete the Career Studies Certificate in Residential Electricity during their program.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Demonstrate knowledge and application of direct and alternating currents, resistance, magnetism, inductance and capacitance in industry practice.
2. Install functioning, safe, and efficient electrical circuits.
3. Install and repair functioning, safe, and efficient residential circuits.
4. Apply the National Electrical Code along with State and local codes to the industrial wiring process.

5. Communicate an understanding of the concepts of magnetism and generators used in electrical motor applications.
6. Communicate an understanding of the concepts of magnetism and generators used in electrical motor applications.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits (*ENG 111*)
- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 154 ,MTH 161 ,MTH 162 ,MTH 263 ,MTH 264.
- ELE 110 - Home Electric Power 3 credits
- ELE 133 - Practical Electricity I 3 credits
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- ELE 127 - Residential Wiring Methods 3 credits
- ELE 131 - National Electrical Code I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 151 - Electrical Troubleshooting 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ELE 137 - National Electrical Code – Industrial 3 credits
- ELE 156 - Electrical Control Systems 3 credits
- MEC 154 - Mechanical Maintenance I 3 credits
- PSY 200 - Principles of Psychology 3 credits
- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, REL 100, REL 230, PHI 101
- ELE 138 - National Electrical Code Review I 3 credits (*Offered Spring only*)
- ELE 159 - Electrical Motors 3 credits
- SOC 200 - Introduction to Sociology 3 credits

Restricted Technical Electives (Choose 2): 6 Credits

From the following prefixes: ELE, ENE, CAD, IND, MEC, AIR

- ELE 239 - Programmable Controllers 3 credits
Additional Course Options: ENE 104, IND 101, IND 116, IND 137, CAD 151, CAD 241, AIR 121, AIR 122, AIR 134, MEC 113, MEC 131, MEC 132.

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

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.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for the Residential Electricity Career Studies Certificate (CSC), students should consult their faculty advisor.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Emergency Medical Services, Paramedic, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

View application and additional information

As a student interested in EMS as my academic major, I understand that when I enroll at John Tyler Community College, my major may be declared as Emergency Medical Services, Paramedic. I understand that I must either apply for the EMT classes (EMS 111 and 120), gain acceptance, successfully pass with an 80% or better and obtain NREMT certification or hold a valid NREMT and/or Virginia EMT certification prior to eligibility to apply to the AAS paramedic program. I understand that I must meet all requirements for acceptance into the AAS degree program including: completing all pre-requisite courses with a grade of "C" or better, maintaining a minimum GPA, meeting minimum entrance exam scores, and submitting the official application to the EMS program. John Tyler Community College's AAS-Paramedic program is competitive, and I understand that even if I achieve or exceed minimum entrance requirements, I am not guaranteed admission into the Paramedic program. If I am not formally admitted to the AAS-Emergency Medical Services, Paramedic program at John Tyler Community College, I understand that I will not be allowed to enroll in emergency medical services (EMS) classes and may be removed from the Emergency Medical Services, Paramedic major at that time.

PURPOSE: This two-year degree prepares students for a job as a paramedic. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Upon completion of the program, students will be eligible for National registry testing and certification in the Commonwealth of Virginia as a certified Paramedic. As students complete coursework in the AAS Paramedic degree, students become eligible for testing at the EMT and Advanced-EMT levels. Students must complete all the EMS and general education courses to be eligible to sit for the Paramedic exam.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schbev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Perform a comprehensive advanced assessment, physical exam, and appropriate management of a medical patient.
2. Apply all psychomotor skills within the scope of practice of a paramedic.
3. Demonstrate competency in the affective domain in both complex simulations and through internship experiences.
4. Integrate and apply comprehensive knowledge of anatomy, physiology, pathophysiology, and pharmacology into treatment plans for a variety of complex medical, trauma and behavioral conditions while leading a prehospital care team.
5. Show an ability to practice personal safety and crew resource management to prevent injury to patients, practitioners, and bystanders.
6. Use advanced treatments for cardiac, neurological, and trauma patients, following national standards.

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 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 to discuss course placement 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. EMT Certification is required in order to begin Advanced Life Support (ALS) courses.

SPECIAL ACCREDITATION STATUS:

The John Tyler Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111-312
 Rowlett, TX 75088
 214-703-8445
 FAX 214-703-8992
www.coaemsp.org

Required Courses

- EMS 111 - Emergency Medical Technician 7 credits Additional Course Options: EMS 112, EMS 113.
- EMS 120 - Emergency Medical Technician - Basic Clinical 1 credit
- SDV 100 - College Success Skills 1 credit
- BIO 145 - Basic Human Anatomy and Physiology 4 credits Additional Course Option: BIO 142.
- EMS 121 - Preparatory Foundations 2 credits
- EMS 123 - EMS Clinical Preparation 1 credit
- EMS 125 - Basic Pharmacology 1 credit
- EMS 126 - Basic Pharmacology Lab 1 credit
- EMS 127 - Airway, Shock and Resuscitation 1 credit
- EMS 128 - Airway, Shock and Resuscitation Lab 1 credit
- EMS 135 - Emergency Medical Care 2 credits
- EMS 136 - Emergency Medical Care Lab 1 credit
- EMS 137 - Trauma Care 1 credit
- EMS 138 - Trauma Care Lab 1 credit
- EMS 139 - Special Populations 1 credit
- EMS 140 - Special Populations Lab 1 credit
- EMS 141 - Cardiovascular Care 2 credits
- EMS 142 - Cardiovascular Care Lab 1 credit
- EMS 175 - Paramedic Clinical Experience I 2 credits
- EMS 213 - ALS Skills Development 1 credit
- EMS 202 - Paramedic Pharmacology 2 credits
- BIO 141 - Human Anatomy and Physiology I 4 credits Additional Course Options: ENG 112, MTH 154, SOC 200, PSY 116.
- ENG 111 - College Composition I 3 credits
- PHI 220 - Ethics 3 credits Additional Course Options: CST 100, REL 230.
- PSY 230 - Developmental Psychology 3 credits
- EMS 203 - Advanced Patient Care 2 credits
- EMS 204 - Advanced Patient Care Lab 2 credits
- EMS 206 - Pathophysiology for Health Professions 3 credits
- EMS 247 - Paramedic Clinical Experience II 1 credit
- EMS 248 - Paramedic Comprehensive Field Experience 2 credits

- EMS 210 - EMS Operations 1 credit
- EMS 212 - Leadership and Professional Development 1 credit
- EMS 165 - Advanced Cardiac Life Support 1 credit
- EMS 163 - Prehospital Trauma Life Support 1 credit
- EMS 167 - Emergency Pediatrics Course (EPC) 1 credit Additional Course Option: EMS 169.
- EMS 164 - Advanced Medical Life Support (AMLS) 1 credit
- EMS 216 - Paramedic Review 1 credit
- EMS 249 - Paramedic Capstone Internship 2 credits

Total Minimum Credit to Complete: 65-67

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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 EMS 154

Students must complete either BIO 145 or BIO 141 AND BIO 142. Students who complete BIO 141 for this elective must complete BIO 142 instead of BIO 145. Students will not receive credit for BIO 145 and BIO 141 or BIO 142.

The PHI 220 requirement may be satisfied by completing another 3-credit conceptual humanities course that offers breadth of knowledge, with program director or dean approval.

Students transferring with AEMT or Intermediate Credentials will be required to take EMS 213 to satisfy NREMT Portfolio Requirements.

Students must complete all the EMS and general education courses to be eligible to sit for the Paramedic exam.

Additional Resource: EMS Application Packet

Funeral Services, AAS

The Funeral Services Program will be accepting applications for fall 2021 admission starting on June 15, 2021. Please click [here](#) to apply.

Students who wish to be provisionally placed into the AAS Funeral Services Program should contact the Advising Center at advising@jtcc.edu.

PURPOSE: This two-year degree prepares students for jobs in funeral services. Students who complete this degree are eligible to take the national board exam which is required to become a licensed funeral director. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Students who complete this degree are eligible to take the national board exam which is required to become a licensed funeral director.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Explain the importance of funeral service professionals in developing relationships/tips with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

ACCREDITATION: The Funeral Services degree 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, 8162333747; Web: <http://www.abfse.org> and is approved by the Commonwealth of Virginia Board of Funeral Directors and Embalmers.

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 provisionally placed into the Funeral Services Program. To be considered for full admission into the Program, students must:
 - a. Be 18 years of age or older.
 - b. Complete all the non-FNS classes as well as FNA110, FNS 121 (or its equivalent BIO 145) and CHM 110 with a grade of "C" or better.
 - 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.
2. 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 and whether they are currently employed in a funeral home. Students who are missing a few pre-requisite courses, with the exception of FNS 110, FNS 121 or its equivalent and CHM 110, may be considered for admission if space is available.
3. 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 courses in the Funeral Services Program.

4. Once receiving full admission into the Funeral Services Program, full-time students will have 4 semesters (including summer) to complete the Program. Part-time students must complete the Program within 6 semesters (including summer). Exceptions may be made by the Funeral Services Dept. Chair on a case-by-case basis.
5. 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

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- FNS 110 - Introduction to Funeral Service 2 credits
- PSY 116 - Psychology of Death and Dying 3 credits
- CHM 110 - Survey of Chemistry 3 credits
- BIO 145 - Basic Human Anatomy and Physiology 4 credits
- ACC 211 - Principles of Accounting I 3 credits Additional Course Option: ACC 105.
- BUS 100 - Introduction to Business 3 credits
- BUS 241 - Business Law I 3 credits
- REL 230 - Religions of the World 3 credits
- SOC 200 - Introduction to Sociology 3 credits

MILESTONE: Students who complete the above courses are eligible to apply for full admission into the A.A.S. in Funeral Services Program

- FNS 111 - Theory of Embalming I 3 credits
- FNS 113 - Theory of Embalming Laboratory: I 1 credit
- FNS 231 - Principles of Funeral Management I 4 credits
- FNS 125 - Microbiology for Funeral Service 3 credits
- FNS 112 - Theory of Embalming II 3 credits
- FNS 114 - Theory of Embalming Laboratory: II 1 credit
- FNS 232 - Principles of Funeral Management II 4 credits
- FNS 126 - Pathology for Funeral Service 3 credits
- FNS 213 - Restorative Art 3 credits
- FNS 214 - Restorative Art Technical Applications 1 credit
- FNS 236 - Funeral Service Law 3 credits
- FNS 270 - Funeral Service Review 3 credits
- FNS 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any ENG, MTH, and SDV requirements first.

General education courses and prerequisite courses can be taken in any order.

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).

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

FNS 270 and FNS 290 can only be taken in the last semester. Students must have approval to take these courses from the Funeral Services Program department chair.

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 2000-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.

Program Information

National Board Examination pass rates, graduation rates, (beginning in 2015) and employment rates (beginning in 2015) for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's pass rates and rates, go to Moyar Hall, Room 117D (Chester Campus) or by e-mail at srhue@jtcc.edu or by telephone at (804) 706-5066

Program Information - John Tyler

Year	Total Enrolled	# of New Students	# of Grads	Timely Grad*	Graduation Rate **	Did Not Finish ***	Overall % Employed	Employed In FS
2020	44	27	17	17/17	100%	1	88%	88%
2019	42	27	12	12/12	100%	5	100%	100%
2018	36	17	9	9/9	100%	10	100%	100%

* Timely graduation = complete program in 1½ times designated program length.

** Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year)

*** Left before completing the program; did not finish.

National Board Statistics - John Tyler

Single Year	School Pass Rate	National Pass Rate	Single Year	School Pass Rate	National Pass Rate
2020 Arts	77%	73%	Sciences	33%	64%
2019 Arts	82%	72%	Sciences	75%	63%
2018 Arts	64%	77%	Sciences	63%	71%

Accreditation

Program Accredited by ABFSE: Associate in Applied Science - Funeral Services

Initial Accreditation 1973/Last comprehensive review 2019/Next comprehensive review 2026

Re-accreditation: October 2019 for period of 7 years.

Most recent Accreditation decision: October 2019 for period of 7 years (from last scheduled review) with no stipulations. Important factors in the decision were the efficient response to site visit team comments, the strength of the program assessment plan and the level of institutional support for technology and distance education.

To request a printed copy of this program's rates, visit Moyar Hall, Room 117 (Chester Campus).

Human Services, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in human services. Graduates will be prepared to work in the areas of social services, substance abuse, disabilities, and family violence. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. By selecting specific courses in this major, students may be eligible to complete one or more of the following career studies certificates: Substance Abuse, Bereavement and Grief Counseling, Adult Home Administration.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Describe human services theory, vocabulary, and skills needed in the field.
2. Identify the purpose of human services and its ongoing role in working with individuals, families, groups, communities and society.
3. Integrate human services theory and skills into practice.
4. Identify knowledge and practice skills needed for working with those in drug and alcohol abuse programs.
5. Exhibit the skills needed to function as a mental health worker, including problem-solving, goal-setting, and implementation of strategies and evaluation techniques to interact with a variety of clients.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
- HMS 100 - Introduction to Human Services 3 credits
- HMS 251 - Substance Abuse I 3 credits
- PSY 200 - Principles of Psychology 3 credits
- ENG 112 - College Composition II 3 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 121, HIS 122, HIS 112.

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options:ITE 119, or 3-one credit (ITE 101, ITE 129, ITE 141, ITE 151)
HMS/MEN/General Electives (3 credits) See below.
- MEN 101 - Mental Health Skill Training I 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: ENG 210.
- ENG 246 - American Literature 3 credits Additional Course Options:ENG 225, ENG 245, ENG 255, ENG 258, ENG 275, PHI 101, PHI 111, REL 230.
- MEN 102 - Mental Health Skill Training II 3 credits
- PSY 230 - Developmental Psychology 3 credits
- SOC 200 - Introduction to Sociology 3 credits
HMS/MEN/General Electives (6 credits) See below.
- MEN 190 - Coordinated Practice 3 credits Additional Course Options: MEN 290.
- MEN 196 - On-Site Training 3 credits Additional Course Options: MEN 296.
- PHI 220 - Ethics 3 credits Additional Course Options: SOC 211.

HMS/MEN/General Electives

Students interested in earning a Career Studies Certificate in a specific field should enroll in the following courses:

Adult Home Administration: 12 Credits

- HMS 106 - Working with Death and Dying 3 credits
- HMS 225 - Functional Family Intervention 3 credits
- HMS 236 - Gerontology 3 credits
- MKT 100 - Principles of Marketing 3 credits Additional Course Options: BUS 111, BUS 200

Bereavement and Grief Counseling: 12 Credits

- HMS 106 - Working with Death and Dying 3 credits
- PSY 116 - Psychology of Death and Dying 3 credits
- HMS/MEN/General Electives 6 credits

Substance Abuse Assistant: 12 Credits

- HMS 252 - Substance Abuse II 3 credits
- HMS 258 - Case Management and Substance Abuse 3 credits
- HMS/MEN/General Electives 6 credits

HMS/MEN/General Electives: 12 credits

- HMS 106 - Working with Death and Dying 3 credits
- HMS 225 - Functional Family Intervention 3 credits
- HMS 236 - Gerontology 3 credits
- HMS 252 - Substance Abuse II 3 credits
- HMS 258 - Case Management and Substance Abuse 3 credits
- MEN 121 - Intellectual Disabilities I 3 credits
- SOC 268 - Social Problems 3 credits

Total Minimum Credits to Complete: 64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for a Career Studies Certificate (CSC) in Adult Home Administration or Bereavement and Grief Counseling, students should consult their faculty advisor.

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.

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. All internships must be approved by the Human Services and Mental Health Program Chair.

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.

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.

Students who are 18 years of age or younger will be unable to secure the required internship. They will be unable to complete the requirements of the Human Services degree.

Human Services, Criminology Specialization, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in human services. Graduates will be prepared to work in the areas of social services, substance abuse, criminology, and corrections.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. By selecting specific courses in this major, students may be eligible to complete one or more of the following career studies certificates: Criminal Justice, Substance Abuse.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Describe human services theory, vocabulary, and skills needed in the field.
2. Identify the purpose of human services and its ongoing role in working with individuals, families, groups, communities and society.
3. Integrate human services theory and skills into practice.
4. Identify the major components and functions of the criminal justice system, including law enforcement, judiciary, and corrections.
5. Identify the nature, extent, causes, consequences, and prevention of criminal behavior.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: BIO 101, CHM 101, CHM 111, ENV 121, PHY 101, PHY 201.
- HMS 100 - Introduction to Human Services 3 credits
- HMS 251 - Substance Abuse I 3 credits Additional Course Options: ADJ 228, HMS 258.
- ADJ 100 - Survey of Criminal Justice 3 credits
- ADJ 201 - Criminology 3 credits
ADJ/HMS/MEN/General Electives (3 credits) See below.
- ENG 112 - College Composition II 3 credits
- HMS 225 - Functional Family Intervention 3 credits Additional Course Option: HMS 106.
- MEN 101 - Mental Health Skill Training I 3 credits
- PSY 200 - Principles of Psychology 3 credits
- ADJ 211 - Criminal Law, Evidence and Procedures I 3 credits Additional Course Option: ADJ 133.
ADJ/HMS/MEN/General Electives (3 credits) See below.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: ITE 119, or 3 1-credit ITE courses (ITE 101, ITE 129, ITE 141, ITE 151)
- MEN 102 - Mental Health Skill Training II 3 credits
- PSY 230 - Developmental Psychology 3 credits
ADJ/HMS/MEN/General Electives (3 credits) See below.
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 255, ENG 258, ENG 275, PHI 101, PHI 111, REL 230.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 121, HIS 122, HIS 112.
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112, ECO 201, ECO 202, PLS 135, PLS 241
- MEN 190 - Coordinated Practice 3 credits Additional Course Option: MEN 290.
- MEN 196 - On-Site Training 3 credits Additional Course Option: MEN 296 .
- SOC 200 - Introduction to Sociology 3 credits

ADJ/HMS/MEN/General Electives

Students interested in earning a Career Studies Certificate in a specific field should enroll in the following courses or select three courses from the electives listing:

Criminal Justice: 9 Credits

- ADJ 160 - Police Response to Critical Incidents 3 credits
- ADJ 227 - Constitutional Law for Justice Personnel 3 credits
- ADJ 229 - Law Enforcement and the Community 3 credits

Substance Abuse Assistant: 9 Credits

- HMS 252 - Substance Abuse II 3 credits Additional Course Option: ADJ 228.
- HMS 258 - Case Management and Substance Abuse 3 credits
ADJ/HMS/MEN/General Electives (3 credits) See below.

ADJ/HMS/MEN/General Electives

- ADJ 160 - Police Response to Critical Incidents 3 credits
- ADJ 227 - Constitutional Law for Justice Personnel 3 credits
- ADJ 228 - Narcotics and Dangerous Drugs 3 credits
- ADJ 229 - Law Enforcement and the Community 3 credits
- HMS 106 - Working with Death and Dying 3 credits
- HMS 225 - Functional Family Intervention 3 credits
- HMS 236 - Gerontology 3 credits
- HMS 252 - Substance Abuse II 3 credits
- HMS 258 - Case Management and Substance Abuse 3 credits
- MEN 121 - Intellectual Disabilities I 3 credits
- SOC 268 - Social Problems 3 credits

Total Minimum Credits to Complete: 67

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

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.

Students must obtain a grade of "C" or better in the human services sequence courses (HMS 100, MEN 101, MEN 102, MEN 190, and MEN 196 MEN 296) in order to remain in the program.

MEN 102 must be taken prior to enrolling in MEN 190 and MEN 196. MEN 190 and MEN 196, are co requisites and must be taken in the same semester. Students will complete 100 hours of practical hands-on training on site in a criminology or corrections agency or facility. Students will secure their own practicum sites prior to the start of their MEN 190 and MEN 196 classes. All internships must be approved by the Human Services and Mental Health program chair.

Students may take a Science course in place of a Math course.

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.

Students who are 18 years of age or younger may not be able to secure internship sites. This will prevent them from completing requirements for the Human Services degrees and certificates.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for a Career Studies Certificate (CSC) in Criminal Justice or Substance Abuse Assistant, students should consult their faculty advisor. Students seeking a career studies certificate (CSC) in Bereavement and Grief Counseling must secure a practicum in the area of bereavement, grief, or a hospice facility

Human Services, Pre-Social Work Specialization, AAS

PURPOSE: This two-year degree prepares students for jobs in human services. Graduates will be prepared to work in the fields of mental health and social services. This specialization is intended for students who plan to pursue a bachelor's degree in social work.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Describe human services theory, vocabulary, and skills needed in the field.
2. Identify the purpose of human services and its ongoing role in working with individuals, families, groups, communities and society.
3. Integrate human services theory and skills into practice.
4. Recognize the various types of addictions and the differences among them.
5. Exhibit the skills needed to function as a mental health worker, including problem-solving, goal-setting, and implementation of strategies and evaluation techniques to interact with a variety of clients.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
- HMS 100 - Introduction to Human Services 3 credits
- HMS 251 - Substance Abuse I 3 credits
- PSY 200 - Principles of Psychology 3 credits

- ENG 112 - College Composition II 3 credits
- BIO 101 - General Biology I 4 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112, HIS 121, HIS 122.
- MEN 101 - Mental Health Skill Training I 3 credits
- PSY 230 - Developmental Psychology 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: ENG 210
- MEN 102 - Mental Health Skill Training II 3 credits
- MTH 245 - Statistics I 3 credits Additional Course Option: BIO 102 (*Meet with faculty advisor*)
- PHI 220 - Ethics 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 255, ENG 275 , PHI 101, PHI 111, REL 230.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Options: FRE 101, ENG 251, ENG 252, FRE 102, GEO 220, HIS 111, HIS 112, PLS 241, REL 230, SPA 102
- MEN 190 - Coordinated Practice 3 credits
- MEN 196 - On-Site Training 3 credits
- SOC 211 - Cultural Anthropology 3 credits

Total Minimum Credits to Complete: 62-64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

It is strongly recommended that students complete all developmental coursework in English before enrolling in HMS 100.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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. Students must also maintain a grade of "B" or better in the following courses: HMS 100, MEN 101, MEN 102, MEN 190 and MEN 196.

The coordinated practice courses, MEN 190 and MEN 196, are co-requisites and must be taken in the same semester. Students 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 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.

Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. They will be unable to complete the requirements of this Human Services degree.

Students who are 18 years of age or younger will be unable to secure the required internship. They will be unable to complete the requirements of this Human Services degree.

Additional Virginia Commonwealth University (VCU) Transfer Requirements:

Students who plan to transfer to VCU School of Social Work will require one of the following Humanities courses: Religion (REL230), or ENG 241, ENG 242, ENG 251 or ENG 252 or PHI 101.

Students who plan to transfer to VCU School of Social Work must take ENG 210 Advanced Composition.

Students who plan to transfer to VCU School of Social work must take a foreign language. VCU does not accept Language course CLEP. Students should consult with their faculty advisors about appropriate language courses. Sign Language is an acceptable elective for VCU.

Additional Virginia State University (VSU) Transfer Requirements:

Students planning to transfer to the VSU Department of Social Work must take CST 100 Principles of Public Speaking.

Students planning to transfer to VSU must take an English Literature course.

Students who plan to transfer to VSU Department of Social Work may take a global studies course in place of a foreign language. Global Studies course options: HIS 111, HIS 112, ENG 253, 254, PLS 241, REL 230, GEO 220.

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.

Information Technology, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: The Information Technology (IT) two-year degree prepares students for entry-level jobs in IT. Jobs include computer support specialist, networking and security technician, and programmer. 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 seven tracks are: Cisco Network Administration, Computer Application Design, Cybersecurity, Network Security and Support, Computer Programming, Cloud Computing, and Management Information Systems. This degree may be transferable to some four-year colleges. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Many courses in the Tracks provide preparation for industry certifications. Select the course details to locate certification information.

Many courses in the Tracks provide preparation for industry certifications. Select the course details to locate certification information.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Show knowledge and skills associated with the Open Systems Interconnection Model, layers, and functions.
2. Communicate effectively in IT environments using research, writing, and presentation skills. ITE 290
3. Apply networking protocols, standards, media, implementation, and support.
4. Demonstrate an understanding of program logic by creating flowcharts and structure charts.
5. Model and design an information system.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111.
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ITN 101 - Introduction to Network Concepts 3 credits
- ITP 100 - Software Design 3 credits
- IT Track Courses 6 credits (*See tracks below*)
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITE 221 - PC Hardware and OS Architecture 3 credits
- ITN 260 - Network Security Basics 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- ITD 136 - Database Management Software 3 credits
IT Track Courses 6-7 credits (*See tracks below*)
- ITP 251 - Systems Analysis and Design 3 credits
IT Track Course 3 credits (*See tracks below*)
- ITN 170 - Linux System Administration 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Option: ECO 202.
- PHI 111 - Logic I 3 credits Additional Course Option: PHI 220.
- CST 110 - Introduction to Communication 3 credits Additional Course Option: CST 100.
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 62-63

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

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.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

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 advisor about completing a certificate milestone prior to completing the AAS.

IT Required Track Courses:

Cisco Network Administration Track: 16 Credits

- ITN 154 - Networking Fundamentals, Router Basics, and Configuration (ICND1) - Cisco 4 credits
- ITN 155 - Switching, Wireless, and WAN Technologies (ICND2) - Cisco 3 credits
- ITN 156 - Basic Switching and Routing – Cisco 3 credits
- ITP 150 - Python Programming 3 credits
- ITN 195 - Cisco Cybersecurity Operations 3 credits

Computer Application Design Track: 15 Credits

- ART 116 - Design for the Web I 3 credits
- ITE 140 - Spreadsheet Software 3 credits
- ITD 132 - Structured Query Language 3 credits
- ART 117 - Design for the Web II 3 credits
- BUS 100 - Introduction to Business 3 credits

Cybersecurity Track: 15 Credits

- ITN 261 - Network Attacks, Computer Crime and Hacking 3 credits
- ITN 262 - Network Communication, Security and Authentication 3 credits
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security 3 credits
- ITN 266 - Network Security Layers 3 credits
- ITN 267 - Legal Topics in Network Security 3 credits

Network Security and Support Track: 15 Credits

- ITN 111 - Server Administration 3 credits
- ITN 262 - Network Communication, Security and Authentication 3 credits
- ITN 245 - Network Troubleshooting 3 credits
- ITN 254 - Virtual Infrastructure: Installation and Configuration 3 credits
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security 3 credits

Computer Programming Track: 15 Credits

- ITP 136 - C# Programming I 3 credits
- ITP 120 - Java Programming I 3 credits
- ITP 150 - Python Programming 3 credits
- ITP 220 - Java Programming II 3 credits
- ITD 132 - Structured Query Language 3 credits

Cloud Computing Track: 15 Credits

- ITP 150 - Python Programming 3 credits
- ITN 111 - Server Administration 3 credits
- ITN 254 - Virtual Infrastructure: Installation and Configuration 3 credits
- ITD 132 - Structured Query Language 3 credits
- ITN 295 - Cloud Security 3 credits

Management Information Systems Track: 15 Credits

- ITE 140 - Spreadsheet Software 3 credits
- BUS 100 - Introduction to Business 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- BUS 204 - Project Management 3 credits Additional Course Option: ITP 170.
- BUS 117 - Leadership Development 3 credits

Mechanical Engineering Technology Energy Specialization, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in energy-related technologies. Jobs include system installer and energy system repair worker. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline.
2. Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
3. Apply written, oral, and graphical communication in well-defined technical and non-technical environments, and an ability to identify and use appropriate technical literature.
4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Display professional ethics and to function effectively as a member of a technical team.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Options: ENG 111.
- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 161, MTH 162, MTH 263.
- CAD 151 - Engineering Drawing Fundamentals I 3 credits *Offered Fall Only*
- MEC 101 - Introduction to Engineering Technology I 2 credits *Offered Fall Only*
- MEC 113 - Materials and Processes of Industry 3 credits *Offered Fall Only*
- CHM 101 - Introductory Chemistry 4 credits Additional Course Options: CHM 111.
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: ITE 152.
- MEC 102 - Introduction to Engineering Technology II 2 credits *Offered Spring Only*
- MEC 270 - Computations for Engineering Technology 3 credits *Offered Spring Only*
- CAD 241 - Parametric Solid Modeling I 3 credits (*Offered Spring Only*)
- ENE 100 - Conventional and Alternate Energy Applications 4 credits *Offered Fall Only*
- ENE 104 - Energy Industry Fundamentals 4 credits *Offered Spring Only*
- PHI 220 - Ethics 3 credits (choose 1) Additional Course Options: ART 101, ART 102, PHI 101, REL 100, REL 230.
- ELE 159 - Electrical Motors 3 credits
- ENE 101 - Principles of Wind Energy 3 credits *Offered Fall Only* Additional Course Options: ELE 176.
- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits *Offered Fall Only*
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- MEC 295 - Alternative Energy Systems Design 3 credits *Offered Spring Only*
- SOC 200 - Introduction to Sociology 3 credits

Total Minimum Credits to Complete: 62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

Mechanical Engineering Technology, AAS

G3 Eligible Program— Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in the field of mechanical engineering technology. Jobs include manufacturing planner, engineering technician, and CAD operators. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: Though this program is not designed for transfer, this degree may be transferable to some four-year colleges. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline.
2. Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
3. Apply written, oral, and graphical communication in well-defined technical and non-technical environments, and an ability to identify and use appropriate technical literature.
4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Display professional ethics and to function effectively as a member of a technical team.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111.
- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 161, MTH 162, MTH 263.
- CAD 151 - Engineering Drawing Fundamentals I 3 credits *(Offered Fall Only)* Additional course option: CAD 201.
- MEC 101 - Introduction to Engineering Technology I 2 credits *(Offered Fall Only)*
- MEC 113 - Materials and Processes of Industry 3 credits *(Offered Fall Only)*
- CHM 101 - Introductory Chemistry 4 credits Additional Course Options: CHM 111
- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, PHI 101, REL 100, REL 230.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional course option: ITE 152.
- MEC 102 - Introduction to Engineering Technology II 2 credits *(Offered Spring only)*
- MEC 270 - Computations for Engineering Technology 3 credits *(Offered Spring Only)*
- CAD 241 - Parametric Solid Modeling I 3 credits *(Offered Spring Only)*
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits *(Offered Fall Only)*
- MEC 131 - Mechanics I – Statics for Engineering Technology 3 credits *(Offered Fall Only)*
- MEC 211 - Machine Design I 4 credits *(Offered Spring Only)*
- CAD 242 - Parametric Solid Modeling II 3 credits *(Offered Fall Only)*
- ELE 159 - Electrical Motors 3 credits
- MEC 132 - Mechanics II – Strength of Mat. for Eng. Tech 3 credits *(Offered Spring Only)*
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- SOC 200 - Introduction to Sociology 3 credits

Total Credits to Complete Program: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for entry-level jobs in mechatronics. Students will work with automated equipment and gain mechanical and electrical skills. Jobs include system installer and machine repair worker. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: Though this program is not designed for transfer, this degree may be transferable to some four-year colleges. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline.
2. Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
3. Apply written, oral, and graphical communication in well-defined technical and non-technical environments, and an ability to identify and use appropriate technical literature.
4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Display professional ethics and to function effectively as a member of a technical team.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111.

- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 161, MTH 162, MTH 263.
- CAD 151 - Engineering Drawing Fundamentals I 3 credits *(Offered Fall Only)* Additional course option: CAD 201.
- MEC 101 - Introduction to Engineering Technology I 2 credits *(Offered Fall Only)*
- MEC 113 - Materials and Processes of Industry 3 credits *(Offered Fall Only)*
- CHM 101 - Introductory Chemistry 4 credits Additional Course Options: CHM 111
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Option: ITE 152.
- MEC 102 - Introduction to Engineering Technology II 2 credits *(Offered Spring Only)*
- MEC 270 - Computations for Engineering Technology 3 credits *(Offered Spring Only)*
- CAD 241 - Parametric Solid Modeling I 3 credits *(Offered Spring Only)*
- ELE 239 - Programmable Controllers 3 credits *(Offered Fall Only)*
- MEC 140 - Introduction to Mechatronics 3 credits *(Offered Spring Only)*
- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, PHI 101, REL 100, REL 230.
- ELE 159 - Electrical Motors 3 credits
- ELE 240 - Advanced Programmable Logic Controllers 3 credits *(Offered Spring Only)*
- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits *(Offered Fall Only)*
- MEC 230 - Mechatronic Process Control 3 credits *(Offered Fall Only)*
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- MEC 295 - Robotic and Mechatronic Systems Design 3 credits *(Offered Spring Only)*
- SOC 200 - Introduction to Sociology 3 credits

Total Minimum Credits to Complete: 63

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Nursing, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

View application and additional information

As a student interested in nursing as my academic major, I understand that when I enroll at John Tyler Community College, my major may be declared as nursing. I understand that while nursing may be my declared major, I will not be eligible to enroll in any nursing classes (NSG prefix) until I am formally admitted into the AAS Nursing program. I understand that I must meet all requirements for acceptance into the AAS-Nursing program to include: completing all pre-requisite courses with a grade of "C" or better, maintaining a minimum GPA, meeting minimum entrance exam scores, and submitting the official application to the nursing program. John Tyler Community College's AAS-Nursing program is competitive, and I understand that even if I achieve or exceed minimum entrance requirements, I am not guaranteed admission into the nursing program. If I am

not formally admitted to the AAS-Nursing program at John Tyler Community College, I understand that I will not be allowed to enroll in nursing (NSG) classes and may be removed from the nursing major at that time.

PURPOSE: Students who complete the Associate Degree of Applied Science with a major in Nursing will be expected to:

1. Provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
2. Practice safe nursing care that minimizes risk of harm across systems and client populations.
3. Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.
4. 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. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
6. 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. Students may need to complete placement tests in English and mathematics. Visit <http://www.jtcc.edu/placement> for all course placement options.

GENERAL REQUIREMENTS:

1. Detailed information for interested applicants is located here.
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. Science courses must have been taken within the past ten years of program start date to 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 pre-requisite curricular GPA of at least 2.5 to be considered for admission. The admission process is competitive and selective. Official transcripts of all 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 three (3) 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 faculty advisors assigned after they have been curriculum placed by the Advising office. Students are strongly encouraged to seek guidance from advisors while preparing for the application process.

TRACKS AVAILABLE:

- Traditional Track: The theory portion of most traditional courses are delivered in the on-campus classroom environment facilitated by faculty. There are also additional online requirements.
- Hybrid Distance Education Track (HDET): The theory portion of each course is delivered via online format facilitated by faculty. There are also additional on-campus requirements.
- Clinical for both tracks: The clinical components/experiences for each course are face-to-face and are dependent on the availability of clinical faculty and the availability of clinical sites/locations. These clinical components/experiences may be held during day, evening, weekday, or weekend hours, and possibly night shifts. Students must meet the requirements of the clinical agencies.

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 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.

Pursuant to United States Department of Education (US DOE) regulation 34 CFR 668.43 (a) (5) (v), the John Tyler Community College Associate Degree in Nursing (ADN) program provides the following information for all prospective and current students:

The John Tyler Community College (JTCC) ADN program meets all Virginia Board of Nursing requirements for pre-licensure nursing education programs in the Commonwealth of Virginia. In addition, the JTCC ADN program meets all requirements for nationally recognized accreditation by the Accrediting Commission for Education in Nursing.

The Commonwealth of Virginia participates with 32 other states in the National Council of State Boards of Nursing (NCSBN) National Licensing Compact (NLC) to allow nurses licensed in one state to provide nursing care across state lines in other compact states. The Uniform Licensing Requirements (ULRs) are found at: https://www.ncsbn.org/NLC_ULRs.pdf.

States currently in the NLC are found at: <https://www.ncsbn.org/nlcmemberstates.pdf>. Prospective and current students are strongly encouraged to evaluate all state requirements in jurisdictions where they intend to practice nursing. A list of all state requirements is found at: <https://www.ncsbn.org/14730.htm>.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

APPLICATION PERIODS:

Spring Application Period

January 15 - March 1 (for consideration for admission to the nursing program in August).

Summer/Fall Application Period

June 15 - August 1 (for consideration for admission to the nursing program in January).

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.

- BIO 141 - Human Anatomy and Physiology I 4 credits
- PSY 230 - Developmental Psychology 3 credits

First Semester – NSG courses are sequential and must be taken in the semester listed

- BIO 142 - Human Anatomy and Physiology II 4 credits
- NSG 100 - Introduction to Nursing Concepts 4 credits
- NSG 106 - Competencies for Nursing Practice 2 credits
- NSG 130 - Professional Nursing Concepts 1 credit
- NSG 200 - Health Promotion and Assessment 3 credits

Second Semester – NSG courses are sequential and must be taken in the semester listed

- BIO 150 - Introductory Microbiology 4 credits
- NSG 152 - Health Care Participant 3 credits
- NSG 170 - Health/Illness Concepts 6 credits

Third Semester – NSG courses are sequential and must be taken in the semester listed

- ENG 112 - College Composition II 3 credits Additional Course Option: HLT 230
- NSG 210 - Health Care Concepts I 5 credits
- NSG 211 - Health Care Concepts II 5 credits

Fourth Semester – NSG courses are sequential and must be taken in the semester listed

- NSG 230 - Advanced Professional Nursing Concepts 2 credits
- NSG 252 - Complex Health Care Concepts 4 credits
- NSG 270 - Nursing Capstone 4 credits

Humanities Elective (Choose 1):

- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- PHI 101 - Introduction to Philosophy I 3 credits
- PHI 220 - Ethics 3 credits
- ENG 255 - World Literature 3 credits

Total Minimum Credits to Complete: 67

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are eligible to apply to the nursing program while enrolled in or after completion of the first semester prerequisite courses: SDV 101/100, ENG 111, MTH 154 or MTH 155 or MTH 161 or MTH 245, PSY 230 and BIO 141 (within 10 years prior to acceptance into the Nursing Program).

Transfer credit cannot be awarded for courses over 10 years old in Natural or Physical Sciences (BIO 141, BIO 142, BIO 150) for students in the Nursing Program.

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.

Students planning to transfer to VCU should take HLT 230 instead of ENG 112.

The Humanities Elective must be taken prior to or currently with fourth semester.

The nursing courses are sequential and must be taken in the semester listed.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Technical Studies, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for entry-level jobs in technical fields including CAD, electricity, HVAC, machining, mechanical maintenance, and welding. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Exhibit the knowledge and skills to safely perform laboratory duties and recognize safety issues, in accordance with OSHA standards.
2. Apply principles and techniques of quality engineering for management, design, production, and assurance of quality.
3. Collaborate effectively in teams to improve quality and productivity.
4. Explain the application of liquids, gases, solids, metrics, mechanics, forces, simple machines, heat, light, sound, and nuclear energy in industrial engineering processes.
5. Install mechanical components according to the manufacturer's specifications, with regard to spacing alignment, tension, torque, and size. (Students pursuing the Mechanical Maintenance track.)
6. Show effective teamwork, communication, and introductory fabrication skills. (Students pursuing the Welding track.)

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Options: ENG 111.

- MTH 111 - Basic Technical Mathematics 3 credits 3-4 credits Additional Course Options: MTH 130, MTH 154, BIO 101, CHM 101, ENV 121, PHY 101, CHM 111, MTH 161, MTH 162, MTH 261, MTH 263, PHY 201, PHY 241.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: ECO 201, ECO 202, PSY 230, SOC 200, SOC 211.
- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, PHI 101, REL 100, REL 230.
- SOC 200 - Introduction to Sociology 3 credits 3 credits Approved Electives (choose 1): PSY 200, ECO 201, ECO 202, PSY 230, SOC 211, PHI 220, ART 101, ART 102, PHI 101, REL 100, REL 230, ENG 112 (ENG 111 is a pre-requisite for ENG 112).

Total Minimum General Education Credits: 16-17 Total Minimum Credits: 60-62

ADDITIONAL INFORMATION:

Students must complete at least one career studies certificate or certificate as part of these credits. Additional courses should be taken to create a coherent plan of study. Pre-approved plans for many of the skilled trades areas are presented in the catalog. Students wishing to design a customized degree should email advising@jtcc.edu to set up an advising appointment.

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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.

Students pursuing a track in CAD & Modeling, Electricity, Mechanical Maintenance or Machining must take MTH 111. Students pursuing a track in HVAC or Welding may take either MTH course.

The technical track courses must be approved in advance by the faculty advisor.

To determine eligibility for a track-related Career Studies Certificate (CSC), students should consult their faculty advisor.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Students pursuing the welding track should meet with their faculty advisor regarding the best Restricted Technical Elective to take.

Technical Track Courses:

Pre-Approved Computer-Aided Drafting & Modeling Track: 46 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional course option: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional course option: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits

- IND 197 - Cooperative Education 3 credits Additional course option: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional course option: IND 298.

Pre-Approved CAD Classes (CAD and Modeling CSC): 24 credits

- CAD 202 - Computer Aided Drafting and Design II 3 credits
- CAD 231 - Computer Aided Drafting I 3 credits Additional course option: CAD 260.
- CAD 241 - Parametric Solid Modeling I 3 credits
- CAD 242 - Parametric Solid Modeling II 3 credits
- ARC 221 - Architectural CAD Applications Software I 3 credits
- ARC 222 - Architectural CAD Applications Software II 3 credits
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits Additional course option: GIS 101.
- ARC 258 - Building Codes, Contract Documents and Professional Office Practices 3 credits Additional course option: CIV 171, GIS 102.

Pre-Approved Heating, Ventilation and Air Conditioning Track: 44 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved HVAC Track Classes (Heating and Air Conditioning CSC): 22 credits

- AIR 121 - Air Conditioning and Refrigeration I 3 credits
- AIR 122 - Air Conditioning and Refrigeration II 3 credits
- AIR 134 - Circuits and Controls I 3 credits
- AIR 154 - Heating Systems I 3 credits
- ELE 131 - National Electrical Code I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 159 - Electrical Motors 3 credits

Pre-Approved Industrial Electricity Track: 44 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.

- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Industrial Electricity Track Classes (Industrial Electricity CSC): 22 credits

- ELE 133 - Practical Electricity I 3 credits
- ELE 137 - National Electrical Code – Industrial 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 156 - Electrical Control Systems 3 credits
- ELE 159 - Electrical Motors 3 credits
- ELE 239 - Programmable Controllers 3 credits
- ELE 240 - Advanced Programmable Logic Controllers 3 credits

Pre-Approved Mechanical Maintenance Track: 45 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Mechanical Maintenance Track Classes (Mechanical Maintenance CSC): 23 credits

- MAC 131 - Machine Lab I 2 credits
- MAC 181 - Machine Blueprint Reading I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 159 - Electrical Motors 3 credits
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- WEL 120 - Introduction to Welding 2 credits
- MEC 154 - Mechanical Maintenance I 3 credits
- MEC 254 - Mechanical Maintenance II 3 credits

Pre-Approved Precision Machining Technology Computer Numerical Control Track: 44 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits

- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Computer Numerical Control Track Classes (Computer Numerical Control CSC): 22 credits

- MAC 181 - Machine Blueprint Reading I 3 credits
- MAC 121 - Computer Numerical Control I 3 credits
- MAC 122 - Computer Numerical Control II 3 credits
- MAC 123 - Computer Numerical Control III 3 credits
- MAC 130 - Introduction to Electric Discharge Machining (EDM) 2 credits
- MAC 134 - CMM Operation and Programming 2 credits
- MAC 161 - Machine Shop Practices I 3 credits
- MAC 162 - Machine Shop Practices II 3 credits

Pre-Approved Residential Electricity Track: 44 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Residential Electricity Track Classes (Residential Electricity CSC): 22 credits

- ELE 110 - Home Electric Power 3 credits
- ELE 133 - Practical Electricity I 3 credits
- ELE 127 - Residential Wiring Methods 3 credits
- ELE 131 - National Electrical Code I 3 credits
- ELE 138 - National Electrical Code Review I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 151 - Electrical Troubleshooting 3 credits

Pre-Approved Welding Track: 45 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Welding Courses (Welding CSC): 23 credits

- WEL 120 - Introduction to Welding 2 credits
- WEL 123 - Shielded Metal Arc Welding (Basic) 3 credits
- WEL 150 - Welding Drawing and Interpretation 2 credits
- WEL 160 - Gas Metal Arc Welding 3 credits
- WEL 161 - Flux Cored Arc Welding (FCAW) 3 credits
- WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) 3 credits
- WEL 247 - Welding Layout and Fabrication I 2 credits
- WEL 248 - Welding Layout and Fabrication II 2 credits
- CAD 202 - Computer Aided Drafting and Design II 3 credits Additional Restricted Technical Elective 3-4 credits (choose 1) ELE 133 ELE 150 MEC 154 MAC 150.

Pre-Approved Precision Machining Technology Track: 45 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Precision Machining Technology Track Classes (Basic Precision Machining Technology CSC): 23 credits

- MAC 121 - Computer Numerical Control I 3 credits
- MAC 122 - Computer Numerical Control II 3 credits
- MAC 123 - Computer Numerical Control III 3 credits
- MAC 161 - Machine Shop Practices I 3 credits
- MAC 162 - Machine Shop Practices II 3 credits
- MAC 163 - Machine Shop Practices III 3 credits

- MAC 164 - Machine Shop Practices IV 3 credits
- MAC 130 - Introduction to Electric Discharge Machining (EDM) 2 credits Additional Course Options: MAC 134.

Pre-Approved Energy Track: 45 Credits

Pre-Approved Technical Core Courses: 19 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Energy Track Classes (Energy Technology CSC): 26 credits

- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ENE 104 - Energy Industry Fundamentals 4 credits
- MEC 154 - Mechanical Maintenance I 3 credits
- AIR 121 - Air Conditioning and Refrigeration I 3 credits
- ELE 159 - Electrical Motors 3 credits
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- ENE 100 - Conventional and Alternate Energy Applications 4 credits

Web Design, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: For students who intend to pursue careers in interactive media design. Coursework prepares students for entry into fields requiring knowledge of web programming and graphic design such as web design, front-end web development, web content management, and related fields. All career-technical degrees are guided by advisory committees comprised of local business leaders. Web Design Advisory Committee will be added soon.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply design principles to accepted industry standards.
2. Integrate video and photography into website designs.
3. Show front-end web design development skills using industry-accepted software.
4. Demonstrate knowledge and skills in website operation and maintenance.
5. Critically evaluate websites using effective communication..

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200.
- ART 250 - History of Design 3 credits Additional Course Options: ART 101, ART 102, CST 114.
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- ART 130 - Introduction to Multimedia 4 credits
- ART 141 - Typography I 3 credits
- ART 217 - Graphic Design I 4 credits
- ART 203 - Animation I 4 credits
- ART 208 - Video Techniques 3 credits
- ART 116 - Design for the Web I 3 credits
- ART 117 - Design for the Web II 3 credits
- ART 263 - Interactive Design I 3 credits
- ART 264 - Interactive Design II 3 credits
- PHT 105 - Basic Photography 3 credits Additional Course Options: PHT 135, PHT 164.
- ART 296 - On-Site Training: Web Design Internship 3 credits
or ART 298.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Students are strongly encouraged to complete their SDV and ENG requirements first.

Students should regularly meet with their academic advisor to determine the best options to meet their intended career goals.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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.

Certificate

Building Construction Certificate

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in building construction. Jobs include building inspector and cost estimator. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a Certificate intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Perform tests on soil, concrete, and steel construction materials.
2. Evaluate a building for code compliance.
3. Use surveying equipment, following procedures and applying computations to ensure accurate measurements.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 111 - Basic Technical Mathematics 3 credits
- ARC 121 - Architectural Drafting I 3 credits (*Offered Fall Only*)
- ARC 122 - Architectural Drafting II 3 credits (*Offered Spring Only*)
- ARC 221 - Architectural CAD Applications Software I 3 credits (*Offered Spring Only*)
- ARC 246 - Materials and Methods of Construction 4 credits (*Offered Spring Only*)
- ARC 258 - Building Codes, Contract Documents and Professional Office Practices 3 credits (*Offered Fall Only*)
- CIV 171 - Surveying I 3 credits (*Offered Fall Only*) Additional Course Option: GIS 101
- ARC 243 - Environmental Systems 4 credits (*Offered Spring Only*)

Total Minimum Credits to Complete: 30

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Early Childhood Development Certificate

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs working with young children (birth to age eight) in preschools, elementary schools, child-care centers, and before- and after-school programs. Jobs include director, assistant director, lead teacher, and assistant teacher. This program is offered at the Chester Campus. This career-technical degree is guided by an advisory committee comprised of local education leaders.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a CERT intend to pursue immediate employment. The Certificate is at Level 5 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 4 is an Early Childhood Development Career Studies Certificate. In addition, students will have earned 31 of the 62 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. Students may need to complete placement tests in English. Visit 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Apply developmental knowledge to create healthy, respectful, supportive, and challenging learning environments for young children
2. Use systematic observation and documentation to assess the development of all children.
3. Implement a wide array of developmentally appropriate approaches, instructional strategies, and tools appropriate for individual children
4. Design, implement, and evaluate developmentally appropriate and meaningful curriculum for each child.

Required Courses

- SDV 100 - College Success Skills 1 credit
- CHD 120 - Introduction to Early Childhood Education 3 credits
- CHD 145 - Teaching Art, Music and Movement to Children 3 credits
- CHD 165 - Observation and Participation in Early Childhood/Primary Settings 3 credits
- CHD 205 - Guiding the Behavior of Children 3 credits
- EDU 235 - Health, Safety, and Nutrition Education 3 credits
- ENG 111 - College Composition I 3 credits
- PSY 230 - Developmental Psychology 3 credits
- CHD 118 - Language Arts for Young Children 3 credits
- CHD 146 - Math, Science and Social Studies for Children 3 credits
- CHD 166 - Infant and Toddler Programs 3 credits

Total Minimum Credits to Complete: 31

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

CHD 165 is a practicum class that requires students to observe young children and participate in an approved early childhood setting for 40 hours throughout the semester.

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.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Fine Arts Certificate

PURPOSE: This one-year program prepares students for jobs in art and design. This program is offered at the Midlothian Campus.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a CERT intend to pursue immediate employment.

TRANSFER INFORMATION: This program provides a coherent set of university parallel courses corresponding to the first year of art foundation study in the visual arts. The program may be applied toward art education, art history, crafts, fashion design, filmmaking, graphic design, illustration, interior design, museum studies, painting, photography, printmaking, sculpture and other art-related fields. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Critically evaluate personal studio art projects and those of other students through the process of critique.
2. Assemble a portfolio of visual works and projects that can be used to demonstrate professional readiness.
3. Write a professional resume, cover letter, and artist statement.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- ENG 112 - College Composition II 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- ART 122 - Drawing II 3 credits
- ART 132 - Three-Dimensional Design 3 credits
- ART 130 - Introduction to Multimedia 4 credits
- ART 287 - Portfolio and Resume Preparation 1 credit

Total Minimum Credits to Complete: 33

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

ART 287 represents a course in which students must develop a portfolio during their last semester of study.

General Education Certificate

PURPOSE: This certificate is awarded to students who complete one year of specific general education courses. Students cannot declare this certificate for their major.

CREDENTIALS: This certificate is designed to parallel the first year of general education at many transfer institutions.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Evaluate information, ideas, and arguments from relevant perspectives to make sense of complex issues and/or reach well-reasoned conclusions.
2. Demonstrate civic engagement through an understanding of the knowledge and values necessary to become an informed and contributing member of society.
3. Communicate effectively by developing and conveying ideas appropriate to the given context and audience.
4. Work effectively in teams and display situationally appropriate demeanor and behavior.
5. Calculate, interpret, and use numerical and quantitative information.
6. Show knowledge of the scientific method, recognize empirical evidence, and draw conclusions based on evidence.

Required Courses

- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112.
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, CHM 111, ENV 121, PHY 101, PHY 201, BIO 141 (for health sciences majors)
- ECO 150 - Economic Essentials: Theory and Application 3 credits Additional Course Options: ECO 201, GEO 200, GEO 210, PLS 135, PLS 241, PSY 200, PSY 230, SOC 200, SOC 211, SOC 268.
- ENG 112 - College Composition II 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, ASL 101, ASL 201, CST 100, CST 130, CST 151, FRE 101, FRE 201, MUS 121, MUS 226, PHI 101, PHI 111, PHI 220, REL 100, REL 230, SPA 101, SPA 201.
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.
- ASL 102 - American Sign Language II 3 credits Additional Course Options: (choose 2) 6-8 credits ASL 202, BIO 102, BIO 142, (for the health sciences majors), CHM 101, CHM 112, ECO 202, ENV 121, FRE 102, FRE 202, HLT 160, MTH 162, MTH 245, MTH 261, MTH 264, PHY 101, PHY 202, SPA 102, SPA 202.

Total Minimum Credits to Complete: 31-33

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any ENG and MTH requirements first.

Students interested in science, technology, engineering, and math (STEM)-related transfer degrees should take MTH 161 or higher to fulfill their math requirements. Students pursuing non-STEM majors (i.e. liberal arts, social sciences, communication, etc.) should take MTH 154. Please note that students must consult with an advisor since math requirements of different majors vary by program and transfer institution.

STEM majors should take BIO 101-BIO 102 or CHM 111-CHM 112.

Students should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Precision Machining Technology Certificate

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This four-semester program prepares students for entry-level jobs in machining. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a CERT intend to pursue immediate employment. Students can earn industry-recognized certifications in both manual and Computer Numerical Control machining. Student can complete the Career Studies Certificates (CSC) in Basic Precision Machining Technology and Computer Numerical Control during their program.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Calculate and interpret linear and micrometer measurements relevant to machining operations.
2. Earn nationally-recognized Level One Materials, Measurement, and Safety (MMS) credentials through the National Institute of Metalworking Skills (NIMS).
3. Earn nationally-recognized Level One Computer Numerical Controls (CNC) credentials through the National Institute of Metalworking Skills (NIMS).
4. Write procedures using terminology and computer-aided manufacturing (CAM) to produce numerical control code for machines.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111
- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 154, MTH 161, MTH 263

- MAC 161 - Machine Shop Practices I 3 credits (*Offered Fall Only*)
- MAC 162 - Machine Shop Practices II 3 credits (*Offered Spring Only*)
- MAC 163 - Machine Shop Practices III 3 credits (*Offered Fall Only*)
- MAC 164 - Machine Shop Practices IV 3 credits (*Offered Spring Only*)

MILESTONE: Basic Precision Machining Technology Career Studies Certificate (Meet with faculty advisor)

- MAC 181 - Machine Blueprint Reading I 3 credits
- MAC 121 - Computer Numerical Control I 3 credits (*Offered Spring Only*)
- MAC 122 - Computer Numerical Control II 3 credits (*Offered Fall Only*)
- MAC 123 - Computer Numerical Control III 3 credits (*Offered Spring Only*)
- MAC 130 - Introduction to Electric Discharge Machining (EDM) 2 credits Additional Course Option: MAC 134
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits (*Offered Spring Only*)

MILESTONE: Computer Numerical Control Career Studies Certificate (Meet with faculty advisor)

- MAC 199 - Supervised Study 2 credits *Offered Summer only*. Additional Course Option: MAC 195
- MAC 299 - Supervised Study 2 credits *Offered Summer Only*. Additional Course Option: MAC 295

Total Minimum Credits to Complete: 40

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for Career Studies Certificates (CSC) in Basic Precision Machining Technology and/or Computer Numeric Control (CNC), students should consult their faculty advisor.

Courses noted as Fall only, Spring only, or Summer only are based on historical trends and current planning and may change without notice.

Welding Certificate

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This program prepares students for jobs as entry-level welders. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a CERT intend to pursue immediate employment. Students may earn American Welding Society certifications.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate the ability to layout and complete accurate cutting projects with only written directions.
2. Perform enhanced entry-level skills in SMAW welding of plate through testing.
3. Show effective teamwork, communication, and introductory fabrication skills.
4. Identify, interpret, and apply basic blueprints and welding symbols on performance based SENSE tests.
5. Fabricate an EDU-1 SENSE project.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111.
- MTH 130 - Fundamentals of Reasoning 3 credits Additional Course Options: MTH 111, MTH 154, MTH 161, MTH 263.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- WEL 150 - Welding Drawing and Interpretation 2 credits
- WEL 120 - Introduction to Welding 2 credits
- WEL 123 - Shielded Metal Arc Welding (Basic) 3 credits
- WEL 160 - Gas Metal Arc Welding 3 credits
- WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) 3 credits
- WEL 247 - Welding Layout and Fabrication I 2 credits
- WEL 161 - Flux Cored Arc Welding (FCAW) 3 credits
- WEL 248 - Welding Layout and Fabrication II 2 credits

Total Minimum Credits to Complete: 28

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for Career Studies Certificate (CSC) in Welding, students should consult their faculty advisor.

To achieve American Welding Society SENSE certification, the student must successfully complete workmanship samples and weld tests throughout the program.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

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. Meet with faculty advisor.

Career Studies Certificates

Accounting, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in the accounting field. Jobs include tax preparer and payroll clerk. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Show an introductory proficiency with accounting concepts in a computerized accounting system.
2. Prepare appropriate sections of a comprehensive individual tax return including filing status, dependency exemptions, gross income, itemized deductions, and tax credits.
3. Integrate cost accounting skills using discipline-based concepts, including production costing systems, activity-based costing, service department allocations, budgeting, and variance analysis.
4. Apply accounting problem-solving skills using intermediate-level concepts, including financial statement preparation and analysis.

Required Courses

- ACC 211 - Principles of Accounting I 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- ACC 215 - Computerized Accounting 3 credits
- ACC 221 - Intermediate Accounting I 3 credits (*Offered Fall only*)
- ACC 231 - Cost Accounting I 3 credits (*Offered Fall only*)
- ACC 222 - Intermediate Accounting II 3 credits (*Offered Spring only*)
- ACC 261 - Principles of Federal Taxation I 3 credits (*Offered Spring only*)

Accounting Elective Courses (choose 1): 3 Credits

See Note 2

- BUS 241 - Business Law I 3 credits
- ITE 140 - Spreadsheet Software 3 credits
- ACC 219 - Government and Non-profit Accounting 3 credits (*Offered Fall Only*)
- ACC 230 - Advanced Accounting 3 credits (*Offered Spring Only*)
- ACC 241 - Auditing I 3 credits (*Offered Spring Only*)
- ACC 262 - Principles of Federal Taxation II 3 credits (*Offered Fall Only*)
- FIN 215 - Financial Management 3 credits

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Additive/Subtractive Manufacturing, CSC

PURPOSE: This three-semester program prepares students for entry-level jobs in Additive Manufacturing and (CNC) machining. This program is offered at our Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Design a simple part with hands-on application of a CAD program.
2. Understand the processes used in additive manufacturing for a range of materials and applications.
3. Develop a program using a CNC machine for the manufacture of a simple part, using the principles of Cartesian coordinates and using G and M codes.

Required Courses:

- CAD 235 - Applications for Additive Manufacturing 3 credits *Offered Fall only*
- CAD 241 - Parametric Solid Modeling I 3 credits
- IND 113 - Materials and Processes in Manufacturing I 2 credits *Offered Fall Only*
- MAC 161 - Machine Shop Practices I 3 credits
Offered Fall only
- MEC 122 - 3D Printing for Engineering Design 3 credits *Offered Fall Only*
- MAC 121 - Computer Numerical Control I 3 credits *Offered Spring Only*
- MAC 122 - Computer Numerical Control II 3 credits *Offered Fall Only*

Total Minimum Credits to Complete: 20

ADDITIONAL INFORMATION:

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Advanced Manufacturing Management, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students already working in the field for supervisor jobs in a manufacturing company. This program is offered at our Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Describe the principles and techniques of quality engineering for management, design, production, and assurance of quality.
2. Define the process of transforming resources from suppliers to products and services for customers.
3. Collaborate in teams to improve quality and productivity.

Required Courses

- BUS 234 - Supply Chain Management 3 credits (*Offered Spring Only*) Additional Course Option: BUS 266
- IND 101 - Quality Assurance Technology I 3 credits (*Offered Summer and Fall Only*) Course Option: BUS 208
- IND 137 - Team Concepts and Problem Solving 3 credits (*Offered Spring Only*)
- IND 181 - World Class Manufacturing I 3 credits
- IND 250 - Introduction to Basic Computer Integrated Manufacturing 3 credits
- PSY 200 - Principles of Psychology 3 credits

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Basic Precision Machining Technology, CSC

PURPOSE: This four-semester program prepares students for entry-level jobs as manual machinists performing hands-on work with lathes, mills, grinders, drills, and presses. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Students have the opportunity to earn National Institute of Metalworking Skills (NIMS) certifications.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Calculate and interpret linear and micrometer measurements relevant to machining operations.
2. Earn nationally-recognized Level One Materials, Measurement, and Safety (MMS) credentials through the National Institute of Metalworking Skills (NIMS)) at the completion of MAC 164 and MAC 123.
3. Students will perform quality control checks on manufactured NIMS performance parts.

Required Courses

- MAC 161 - Machine Shop Practices I 3 credits (*Offered Fall Only*)
- MAC 162 - Machine Shop Practices II 3 credits (*Offered Spring Only*)
- MAC 163 - Machine Shop Practices III 3 credits (*Offered Fall Only*)
- MAC 164 - Machine Shop Practices IV 3 credits (*Offered Spring Only*)

Total Minimum Credits to Complete: 12

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Bereavement and Grief Counseling, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs as grief counselors in hospitals, hospice care, funeral homes, and long-term care facilities. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Recognize the differences in mourning, grief, bereavement, and loss.
2. Demonstrate the ability to work in a multicultural context identifying the importance of diversity in bereavement and grief through application.
3. Describe examples of human services agencies, their roles in providing support to the community, and potential careers in the human services sector.

Required Courses

- HMS 100 - Introduction to Human Services 3 credits
- HMS 106 - Working with Death and Dying 3 credits (*Offered Fall only*)
- MEN 101 - Mental Health Skill Training I 3 credits
- MEN 102 - Mental Health Skill Training II 3 credits Additional Course Option: MEN 198.
- MEN 190 - Coordinated Practice 3 credits Additional Course Option: MEN 290.
- MEN 196 - On-Site Training 3 credits Additional Course Option: MEN 296.
- PSY 116 - Psychology of Death and Dying 3 credits

Total Minimum Credits to Complete: 21

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students must complete a placement test in English and complete all remedial English courses prior to enrolling in any of the Human Services/Mental Health Certificates or degrees.

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. 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 practicum. Students will secure their own practicum prior to the start of their MEN 190 and MEN 196 classes. All practicum sites must be approved by the Human Services Mental Health Program chair. Students must complete 100 hours in their practicum site.

Students must take HMS 100, HMS 106 and MEN 101 prior to enrolling in the practicum courses MEN 190 and MEN 196.

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.

Students who are convicted felons or are on the sex offender registry in any state may not be able to secure internship sites. This will prevent them from completing requirements for the Human Services degrees and certificates.

Students who are 18 years of age or younger may not be able to secure a practicum. Should students be unable to secure a practicum, they will be unable to complete the requirements of the Human Services degree or certificate and therefore be unable to graduate.

Students seeking a certificate in Bereavement and Grief Counseling must secure a practicum in the area of bereavement, grief, or a hospice facility

Business Entrepreneurship, CSC

PURPOSE: This one-year program prepares students with the important skills needed to start a small business. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Explain the ethical and legal implications of managerial decisions and the effect of those decisions on organizational stakeholders.
2. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
3. Develop a business plan.

Required Courses

- ENG 111 - College Composition I 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- BUS 116 - Entrepreneurship 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- MKT 100 - Principles of Marketing 3 credits
- BUS 241 - Business Law I 3 credits

Total Minimum Credits to Complete: 21

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Cisco Network Administration, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs that install and support CISCO computer networking systems. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program contains preparation for the Cisco Certified Network Associate (CCNA) and the PCAP Certified Associate Python certifications.*

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge of skills of IP addressing, VLSM, and network creation.
2. Communicate effectively in IT environments using research, writing, and presentation skills.
3. Demonstrate knowledge of troubleshooting and configuring routers and switches.

Required Courses

- ITN 170 - Linux System Administration 3 credits
- ITN 154 - Networking Fundamentals, Router Basics, and Configuration (ICND1) - Cisco 4 credits (Offered Fall Only)
- ITN 155 - Switching, Wireless, and WAN Technologies (ICND2) - Cisco 3 credits (Offered Fall Only)
- ITN 156 - Basic Switching and Routing – Cisco 3 credits (Offered Spring Only)
- ITN 195 - Cisco Cybersecurity Operations 3 credits (Offered Spring only)
- ITP 150 - Python Programming 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 20

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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 faculty advisor's approval.

All information technology courses must be completed within five years of student's intended graduation date.

Credit for prior certifications may be granted. Meet with faculty advisor for details.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Cloud Computing, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program leads to entry-level employment opportunities in the cloud computing field. This program prepares students to master the foundational goals of cloud computing knowledge and skills and to recognize best practices, analyze and evaluate cloud solutions. Students need to be introduced to the basic topics of installing and configuring virtual servers, using cloud for storage, design and secure cloud networks, and virtualization core topics in order to be well prepared and successful in all areas of IT including cloud computing.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *Many courses in this program provide preparation for industry certifications. Select the course details to locate certification information.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. New students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Apply networking protocols, standards, media, implementation, and support.
2. Design secure cloud information systems
3. Communicate effectively in IT environments using research, writing, and presentation skills.

Required Courses

- ITN 101 - Introduction to Network Concepts 3 credits
- ITE 221 - PC Hardware and OS Architecture 3 credits
- ITN 170 - Linux System Administration 3 credits
- ITP 150 - Python Programming 3 credits
- ITN 260 - Network Security Basics 3 credits
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITN 254 - Virtual Infrastructure: Installation and Configuration 3 credits
- ITN 295 - Cloud Security 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

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 5 years of student's intended graduation date.

Credit for prior certifications may be granted. See faculty advisor for details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Computer Application Design, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in web design, database query, and technical support. Jobs include computer user support specialist and web app developer. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program contains preparation for the AWS Certified Cloud Practitioner certification.*

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Communicate effectively in IT environments using research, writing, and presentation skills.
2. Design and develop a web site using HTML or XHTML for usability, accessibility, site management, and maintenance.
3. Design a query database using multiple commercial database systems.

Required Courses

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- BUS 100 - Introduction to Business 3 credits
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITE 140 - Spreadsheet Software 3 credits Additional Course Option: ITE 150.
- ART 116 - Design for the Web I 3 credits Additional Course Options: ITD 110.
- ITD 136 - Database Management Software 3 credits
- ITD 132 - Structured Query Language 3 credits (*Offered Spring Only*)
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

All information technology courses must be completed within five years of student's intended graduation date.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Credit for prior certifications may be granted. Meet with faculty advisor for details.

To enroll in ITE 290 Coordinated Internship, students must have completed all coursework or be concurrently completing coursework in present semester for graduation with faculty advisor's approval.

Computer Numerical Control, CSC

PURPOSE: This three-semester program prepares students for entry-level jobs in Computer Numerical Control (CNC) machining. Jobs include CNC machine tool operator and CNC machine tool programmer. This program is offered at the Chester Campus. All career-technical degrees are guided by [advisory committees](#) comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSCo) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Students who complete this program earn nationally recognized Level One CNC credentials through the National Institute of Metalworking Skills (NIMS).

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. New students should meet with their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Develop a program for the manufacture of a simple part, using the principles of Cartesian coordinates and using G and M codes.
2. Earn nationally recognized Level One Computer Numeric Control (CNC) credentials through the National Institute of Metalworking Skills (NIMS).
3. Read and interpret blueprints and working drawings.

Required Courses

- MAC 181 - Machine Blueprint Reading I 3 credits
- MAC 121 - Computer Numerical Control I 3 credits (*Offered Spring Only*)
- MAC 122 - Computer Numerical Control II 3 credits (*Offered Fall Only*)
- MAC 123 - Computer Numerical Control III 3 credits (*Offered Spring Only*)
- MAC 130 - Introduction to Electric Discharge Machining (EDM) 2 credits
- MAC 134 - CMM Operation and Programming 2 credits
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits

Total Credits to Complete: 19

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Computer Programming, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in computer programming. Jobs include app developer and coder. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program contains preparation for the PCAP Certified Associate Python certification.*

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Create flowcharts and structure charts to illustrate program logic.
2. Design a computer program using a designated programming language.
3. Communicate effectively in IT environments using research, writing, and presentation skills.

Required Courses

- ART 116 - Design for the Web I 3 credits Additional Course Options: ITD 110.
- ITD 132 - Structured Query Language 3 credits (Offered Spring only)
- ITP 100 - Software Design 3 credits
- ITP 136 - C# Programming I 3 credits (Offered Spring only)

- ITP 120 - Java Programming I 3 credits (*Offered Fall only*)
- ITP 150 - Python Programming 3 credits
- ITP 220 - Java Programming II 3 credits (*Offered Spring only*)
- ITP 251 - Systems Analysis and Design 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To enroll in ITE 290 Coordinated Internship, students must have completed all coursework or be concurrently completing coursework in present semester for graduation with faculty advisor's approval.

All information technology courses must be completed within five years of student's intended graduation date.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Computer-Aided Drafting and Modeling, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs as drafters in the architecture, construction, manufacturing, and technology fields. This program is offered at the Chester Campus. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders. :

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Use computer-aided design software to produce accurate working drawings.
2. Demonstrate skills in the use of file management.
3. Apply professional skills in one of three technical tracks: architectural, civil terrain, or parametric modeling.

Required Courses

- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Option: CAD 151.
- CAD 202 - Computer Aided Drafting and Design II 3 credits
- CAD 231 - Computer Aided Drafting I 3 credits (*Offered Fall Only*) Additional Course Options: CAD 260.

Choose a Technical Track: 9 Credits

Architectural Track

- ARC 221 - Architectural CAD Applications Software I 3 credits
- ARC 222 - Architectural CAD Applications Software II 3 credits
- ARC 258 - Building Codes, Contract Documents and Professional Office Practices 3 credits

Civil Terrain Modeling Track

- CIV 171 - Surveying I 3 credits
- GIS 101 - Introduction to Geospatial Technology I 3 credits
- CIV 172 - Surveying II 3 credits Additional Course Option: GIS 102.

Mechanical (Parametric Modeling) Track

- CAD 241 - Parametric Solid Modeling I 3 credits
- CAD 242 - Parametric Solid Modeling II 3 credits
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Criminal Justice, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs in criminal justice and law enforcement. Jobs include correction officers, security officers, and investigators. Students who are Certified Virginia Law Enforcement Officers may receive up to 12 credits toward this program. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Certified Law Enforcement Officers should visit Admissions and Records to learn about receiving some program credits in advance.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Model appropriate and ethical behavior during criminal justice simulations.
2. Identify and describe each component of the criminal justice system (police, courts, corrections), giving at least 2 examples of each part of the system.
3. Explain the purpose of the juvenile justice system, including its history, rights of juveniles, and dispositional alternatives.

Required Courses

- ADJ 100 - Survey of Criminal Justice 3 credits
- ADJ 133 - Ethics and the Criminal Justice Professional 3 credits
- ADJ 201 - Criminology 3 credits
- ADJ 211 - Criminal Law, Evidence and Procedures I 3 credits Additional Course Options: ADJ 227, ADJ 241.
- ENG 111 - College Composition I 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Option: ENG 112.

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Cybersecurity and Networking Foundations, CSC

PURPOSE: This one-year program leads to entry-level employment opportunities in the cybersecurity and networking fields. This program prepares students for introductory IT knowledge and skills and to recognize, prevent and defend against threats to information and information systems. Students need to be introduced to the basic topics of operating systems, computer hardware, networking concepts, programming, and cybersecurity core topics in order to be well prepared and successful in all areas of IT including cybersecurity and networking.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *Many courses in this program provide preparation for industry certifications. Select the course details to locate certification information.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. New students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate the knowledge and practical skills of the OSI Model, layers, and functions relevant to an IT environment.
2. Communicate effectively in IT environments using research, writing, and presentation skills.
3. Demonstrate knowledge of network security models and network security policy.
4. Define cloud security threats and vulnerabilities.
5. Apply knowledge regarding network attacks, hacking, and protection measures.

Required Courses

- SDV 100 - College Success Skills 1 credit Additional Course Option: ITE 290.
- ITN 101 - Introduction to Network Concepts 3 credits

- ITP 100 - Software Design 3 credits
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITN 260 - Network Security Basics 3 credits
- ITE 221 - PC Hardware and OS Architecture 3 credits

Total Minimum Credits to Complete: 16

ADDITIONAL INFORMATION:

All information technology courses must be completed within five years of student's intended graduation date.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Cybersecurity, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in cybersecurity and networking. It also provides training for students already working in the field. Jobs include network analyst and cyber threat analyst. This program is only offered online. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program contains preparation for the CompTIA Network+, CompTIA Security+, and Certified Ethical Hacker CEH certifications.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. New students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge of network security models and network security policy.
2. Communicate effectively in IT environments using research, writing, and presentation skills.
3. Apply knowledge regarding network attacks, hacking, and protection measures.

Required Courses

- ITN 101 - Introduction to Network Concepts 3 credits
- ITN 260 - Network Security Basics 3 credits
- ITN 261 - Network Attacks, Computer Crime and Hacking 3 credits (*Offered Fall only*)
- ITN 262 - Network Communication, Security and Authentication 3 credits (*Offered Fall only*)
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security 3 credits (*Offered Spring only*)
- ITN 266 - Network Security Layers 3 credits (*Offered Spring only*)
- ITN 267 - Legal Topics in Network Security 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 22

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

All information technology courses must be completed within five years of student's intended graduation date.

Students should regularly meet with their faculty advisor and check their advisement report by accessing the Student Information System (SIS) through the myTyler portal.

To enroll in ITE 290 Coordinated Internship, students must have completed all coursework or be concurrently completing coursework in present semester for graduation with faculty advisor's approval.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Dietary Manager, CSC

PURPOSE: The purpose of the Dietary Manager Career Studies Certificate is designed to provide entry-level training for careers as foodservice and dietary managers in hospitals, long term care facilities and related healthcare foodservice establishments. This career studies certificate will prepare students to take the Association of Nutrition and Foodservice Professionals (ANFP) credentialing exam to earn the Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP) credentials.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Certification for employment includes the national Association of Nutrition and Foodservice Professionals (ANFP) credentialing exam.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:

Students must meet JTCC admission requirements.

Students must be able to fulfill all essential functions as outlined in the program materials located on the web site.

Before enrolling in DIT 190 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 DIT 190.

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 DIT 190. This process can take 30 days to complete. Students should contact the health and physical education department at 804-706-5084.

The program requires additional expenditures for the student's health assessment, immunizations, urine drug screen, criminal background check, uniforms, supplies and equipment as required by the supervised practice site as part of DIT 190.

A prospective student with a felony/misdemeanor conviction needs to see the DIT 190 course instructor/program advisor prior to enrolling.

To become a certified dietary manager (CDM) and certified food protection professional (CFPP), a student must satisfactorily complete HLT 230, HRI 115, HRI 101, HRI 102, DIT 221, DIT 190 and pass the national Association of Nutrition and Foodservice Professionals (ANFP) credentialing exam.

PROGRAM OUTCOMES:**Required Courses**

- HLT 230 - Principles of Nutrition and Human Development 3 credits
- HRI 115 - Food Service Managers Sanitation Certification 1 credit
- HRI 101 - Hotel Restaurant Organization & Management I 3 credits
- DIT 221 - Medical Nutrition Therapy 4 credits
- HRI 102 - Hotel Restaurant Organization & Management II 3 credits
- DIT 190 - Coordinated Internship 2 credits

Total Minimum Credits to Complete: 16**ADDITIONAL INFORMATION:**

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students must pass background and drug screen before taking DIT 190.

Early Childhood, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs working with young children (birth to age eight) in preschools, elementary schools, child-care centers, and before- and after-school programs. This program is offered at the Chester Campus. This career-technical degree is guided by an [advisory committee](#) comprised of local education leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. This CSC 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. Students completing this program will have earned 16 of the 31 credits needed for the Early Childhood Certificate (Pathways Level 5).

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Visit 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. Students should consult their faculty advisor for more information. To enroll in CHD 165, students must complete a TB screening, a criminal background check and a sex offender registry check. Students are expected to cover all costs for these legal requirements.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to

1. Apply developmental knowledge to create healthy, respectful, supportive, and challenging learning environments for young children.
2. Use systematic observation and documentation to assess the development of all children.
3. Implement a wide array of developmentally appropriate approaches, instructional strategies, and tools appropriate for individual children

Required Courses

- SDV 100 - College Success Skills 1 credit
- CHD 120 - Introduction to Early Childhood Education 3 credits
- CHD 145 - Teaching Art, Music and Movement to Children 3 credits
- CHD 165 - Observation and Participation in Early Childhood/Primary Settings 3 credits
- CHD 205 - Guiding the Behavior of Children 3 credits
- EDU 235 - Health, Safety, and Nutrition Education 3 credits

Total Minimum Credits to Complete: 16

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

CHD 165 is a practicum class that requires students to observe young children and participate in an approved early childhood setting for 40 hrs throughout the semester.

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.

Electricity, CSC

PURPOSE: This one-year program prepares students already working in the field to take the state electrician journeyman exam. It also provides basic training in electrical skills. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. This program prepares students for the journeyman-level exam.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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.

PROGRAM OUTCOMES:

By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge and application of direct and alternating currents, resistance, magnetism, inductance and capacitance in industry practice.
2. Troubleshoot electrical circuits.
3. Apply the National Electrical Code along with State and local codes to the industrial wiring process.

Required Courses

- ELE 131 - National Electrical Code I 3 credits
- ELE 138 - National Electrical Code Review I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 151 - Electrical Troubleshooting 3 credits Additional Course Option: ELE 156

Total Minimum Credits For Program: 13

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Emergency Medical Services, Advanced Emergency Medical Technician, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

[View application and additional information](#)

PURPOSE: This one-year program prepares students for a job as Advanced Emergency Medical Technicians (AEMT). This program is offered at the Chester Campus. All career-technical degrees are guided by [advisory committees](#) comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Upon successful completion of the program, students will be eligible for National Registry testing and certification in the Commonwealth of Virginia to become a certified Advanced Emergency Medical Technician (AEMT). As students complete their first semester courses, they also become eligible for testing at the EMT level.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Perform a comprehensive advanced assessment, physical exam, and appropriate management of a medical patient.
2. Demonstrate competency in the affective domain in both complex simulations and through internship experiences.
3. Show an ability to practice personal safety and crew resource management to prevent injury to patients, practitioners, and bystanders.

ADMISSION REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should consult 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. EMT Certification is required in order to begin ALS courses.

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
FAX 214-703-8992
www.coaemsp.org

Required Courses

- EMS 111 - Emergency Medical Technician 7 credits
(Or EMS 112 and EMS 113)
- EMS 120 - Emergency Medical Technician - Basic Clinical 1 credit Corequisite: EMS 111 or EMS 113 .
- EMS 150 - Advanced Emergency Medical Technician (AEMT) 7 credits
- EMS 170 - ALS Internship I 1 credit

Total Minimum Credit to Complete: 16

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility to test for Emergency Medical Technician (EMT) certification, students should consult their faculty advisor.

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 Advanced Life Support (ALS) courses. Students must earn a "C" or better in EMS coursework for eligibility to test for State and/or National Certification

EMS 120 must be taken concurrently with EMS 111 or EMS 113 .

Energy Technology, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in the energy field. Jobs include nuclear power plant operator and solar cell installer. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Transfer information on a wiring schematic design to operational circuits.
2. Install and operate basic energy components used in the alternative energy field.
3. Demonstrate the knowledge and skills to safely perform laboratory duties and recognize safety issues, in accordance with OSHA standards.

Required Courses

- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ENE 104 - Energy Industry Fundamentals 4 credits *Offered Spring Only*
- MEC 154 - Mechanical Maintenance I 3 credits
- AIR 121 - Air Conditioning and Refrigeration I 3 credits *Offered Fall Only* Additional Course Option: ELE 176.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 116 - Applied Technology 3 credits

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

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.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Filmmaking, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in digital filmmaking. This program is offered at the Midlothian Campus. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Produce an edited film sequence utilizing various film editing and postproduction techniques.
2. Create a short screenplay utilizing visual writing techniques and industry standard formatting.
3. Execute a body of artwork utilizing various lighting and filmmaking techniques.

Required Courses

- ART 150 - History of Film and Animation 3 credits
- CST 151 - Film Appreciation I 3 credits
- PHT 120 - Screenwriting 3 credits (*Offered Spring only*)
- PHT 150 - Film Production I 3 credits (*Offered Fall only*)
- CST 140 - Acting for the Camera 3 credits (*Offered Fall only*) Additional Course Option: ART 208
- PHT 151 - Film Production II 3 credits (*Offered Spring only*)
- PHT 274 - Digital Film Editing and Post Production 3 credits (*Offered Spring only*)
- PHT 299 - Supervised Study 3 credits (*Offered Spring only*) Additional Course Option: PHT 296.

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Heating and Air Conditioning, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This three-semester program prepares students for entry-level jobs in the heating and air conditioning field. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Completion of this program fulfills the education requirements to take the state HVAC journeyman exam. Students will complete the Environmental Protection Agency 608 Technician Certification test, as required by the federal Clean Air Act of 1990.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge of the basic components in the compression refrigeration cycle and the purpose of each component.
2. Operate oxyacetylene and turbo torch outfits and successfully and braze copper tubing connections with proficiency.
3. Install required electrical components and electrical wiring of a typical heating and air conditioning system.
4. Successfully complete the Environmental Protection Agency 608 Technician Certification test, as required by the federal Clean Air Act of 1990.

Required Courses

- AIR 121 - Air Conditioning and Refrigeration I 3 credits (*Offered Fall only*)
- AIR 122 - Air Conditioning and Refrigeration II 3 credits (*Offered Spring only*)
- AIR 134 - Circuits and Controls I 3 credits (*Offered Spring only*)
- AIR 154 - Heating Systems I 3 credits (*Offered Fall only*)
- ELE 131 - National Electrical Code I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits

Total Credits to Complete Program: 19

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Industrial Electricity, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs as an industrial electrician. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Completion of this degree fulfills the education requirements to take the state electrician journeyman exam.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge and application of direct and alternating currents, resistance, magnetism, inductance and capacitance in industry practice.
2. Install and repair functioning, safe, and efficient electrical circuits.
3. Install, program, interface, and troubleshoot programmable controllers.

Required Courses

- ELE 133 - Practical Electricity I 3 credits
- ELE 137 - National Electrical Code – Industrial 3 credits (*Offered Fall Only*)
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 156 - Electrical Control Systems 3 credits (*Offered Fall Only*)
- ELE 159 - Electrical Motors 3 credits (*Offered Spring Only*)

- ELE 239 - Programmable Controllers 3 credits (*Offered Fall Only*)
- ELE 240 - Advanced Programmable Logic Controllers 3 credits (*Offered Spring Only*)

Total Credits to Complete Program: 22

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Management Information Systems, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in business and IT. Jobs include computer support specialist, computer operator, and data entry keyer. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program provides preparation for the AWS Certified Cloud Practitioner certification.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
2. Create an operational database using Microsoft Access.
3. Describe the role of information in a modern economy.

Required Courses

- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ITD 136 - Database Management Software 3 credits
- BUS 117 - Leadership Development 3 credits (*Offered Spring only*)
- ACC 211 - Principles of Accounting I 3 credits
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- BUS 204 - Project Management 3 credits (*Offered Spring only*) Additional Course Option: ITP 170.
- ITE 140 - Spreadsheet Software 3 credits

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Massage Therapy, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This program prepares the student with skills and competencies in technique and theory for licensure and entry-level massage therapy career positions. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. To seek employment, graduates must successfully pass the Massage & Bodywork Licensing Exam (MBLEX) and apply for licensure with the Department of Health Professions Board of Nursing.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should consult with their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate proficient application of massage and bodywork techniques.
2. Demonstrate competencies in workplace safety and standards for the therapeutic environment.
3. Demonstrate critical thinking, reasoning and ethical decision making in the therapeutic relationship
4. Demonstrate proficient working knowledge of basic human anatomy, physiology, pathology and kinesiology and the direct and indirect effects of massage on those systems.

Required Courses

- PTH 151 - Musculoskeletal Structure and Function 4 credits
- HLT 170 - Introduction to Massage 1 credit
- HLT 180 - Therapeutic Massage I 3 credits
- HLT 280 - Therapeutic Massage II 3 credits
- HLT 281 - Therapeutic Massage III 3 credits
- HLT 195 - Business Skills for the Health Services Practitioner 3 credits
- HLT 190 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To enroll in HLT 190 Coordinated Internship, students must have completed all coursework or be concurrently completing coursework in present semester for graduation with faculty advisor's approval.

Mechanical Maintenance, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in mechanical maintenance. Provides students with hands-on training for maintaining and repairing mechanical equipment. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Install mechanical components according to the manufacturer's specifications.
2. Perform alignment, calibration, and maintenance procedures as specified by manufacturers.
3. Troubleshoot malfunctions, failure, and misapplication of mechanical components.
4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Display professional ethics and to function effectively as a member of a technical team.

Required Courses

- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 161, MTH 162, MTH 263.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 116 - Applied Technology 3 credits
- MAC 181 - Machine Blueprint Reading I 3 credits
- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits (*Offered Fall Only*)
- MEC 154 - Mechanical Maintenance I 3 credits (*Offered Fall Only*)
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- WEL 120 - Introduction to Welding 2 credits Additional Course Option: MEC 253.
- MEC 254 - Mechanical Maintenance II 3 credits (*Offered Spring Only*)
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits

Total Minimum Credits to Complete: 27

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Museum Studies, CSC

PURPOSE: This two-semester program prepares students for jobs in the museum field. It also provides training for students already working in the field. This program is only offered online.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Evaluate the key aspects of museum operations (facilities, collections management, community engagement, visitor experience, etc.) and their stated missions.
2. Demonstrate knowledge of the industry standards related to the policies and procedures associated with Collection Management (ethical and legal responsibilities, cataloguing and reporting, risk management, etc.)
3. Successfully complete an internship at an approved museum, gallery, or cultural institution.

Required Courses

- ART 184 - Survey of Museum Practice 3 credits (*Offered Fall only*) Additional Course Option: HIS 183
- ART 185 - Introduction to Museum Education 3 credits (*Offered Fall only*) Additional Course Option: HIS 185
- Topics in Museum Studies 1 credit
- Topics in Museum Studies 1 credit
- Topics in Museum Studies 1 credit
- ART 186 - Collections Management 3 credits (*Offered Spring only*) Additional Course Option: HIS 186.
- ART 296 - Museum Internship 3 credits (*Offered Spring only*) Additional Course Options: ART 298, HIS 296, HIS 298.

Total Minimum Credits to Complete: 15

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

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.

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.

One-credit ART 195 and/or HIST 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.

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.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Network Security and Support, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in computer networking. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *Many courses in this program provide preparation for industry certifications. Select the course details to locate certification information.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate the knowledge and practical skills of Open Systems Interconnection Model, layers, and functions relevant to an IT environment.
2. Communicate effectively in IT environments using research, writing, and presentation skills.
3. Show knowledge of configuration of services, including DNS and DHCP.

Required Courses

- ITN 101 - Introduction to Network Concepts 3 credits
- ITN 170 - Linux System Administration 3 credits
- ITN 111 - Server Administration 3 credits (*Offered Fall only*)
- ITE 221 - PC Hardware and OS Architecture 3 credits
- ITN 245 - Network Troubleshooting 3 credits (*Offered Fall only*)
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITN 260 - Network Security Basics 3 credits
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

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.

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

All information technology courses must be completed within five years of student's intended graduation date.

Students must have completed all coursework or be concurrently completing coursework in present semester for graduation with advisor's approval.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Nurse Aide/Medication Aide, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This program prepares students to become certified nurse aides (CNA) or for current CNAs to become medication aides. This program is offered as credit or non-credit. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. This program prepares students for the Virginia Board of Nursing's occupational exams for Certified Nursing Assistant and Registered Medication Aide.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:

Students must meet JTCC admission requirements. Students must be able to fulfill all essential functions as outlined in the program materials located on the web site. Prior to enrolling in the NA courses, students must have current CPR certification, and submit to a criminal background check, drug screening and physical examination with immunization records. 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. Students should consult their faculty advisor for more information.

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 and refer to the NA 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. 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.
9. To enroll in HCT 115, students must be a Certified Nursing Assistant (CNA).
10. To become a Medication Aide a student must satisfactorily have passed the CNA exam and the PSI Medication Aide exam.

PROGRAM OUTCOMES: By the completion of this program, students will demonstrate knowledge of the role of the nurse aide:

1. Exhibit competence in the role and in the performance of skills required of a nurse aide.
2. Express understanding of the needs of clients, the health care system and the health care team.
3. Comprehend basic anatomy and physiology and disease prevention and care provision.
4. Demonstrate understanding of universal precaution and the application of infection control principles and techniques.
5. Document effectively and appropriately as would be required of a nurse aide using multiple systems.
6. Understand the legal/ethical responsibilities of a nurse aide and be able to function effectively within established parameters.
7. Demonstrate professionalism and a healing attitude towards patient care.

Required Courses

- HLT 143 - Medical Terminology I 3 credits
- HCT 101 - Health Care Technician I 3 credits
- HCT 102 - Health Care Technician II 4 credits

MILESTONE: Eligible to Sit for Certified Nursing Assistant Exam

- HCT 115 - Medication Administration Training 3 credits
- HCT 190 - Coordinated Internship 1 credit
- HLT 106 - First Aid and Safety 2 credits

MILESTONE: Eligible to Sit for the Medication Aide Exam

Total Minimum Credits: 16

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students must be able to pass background check and drug screen before taking HCT 101 and HCT 102. These courses must be taken concurrently (at the same time).

Students cannot register for HCT 115, HCT 190, or NUR 31 until they have successfully passed the CNA certification exam.

Students who are already Certified Nursing Assistants in Virginia may be considered for credit for prior learning. Meet with an advisor to determine eligibility to enroll in HCT 115, HCT 190, and NUR 31.

Students are eligible to take the PSI Medication Aide exam after completion of HCT 115 and HCT 190.

Paralegal Studies, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in the legal field. Jobs include paralegal and legal assistant.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Research and evaluate a case brief.
2. Perform legal research.
3. Write a memorandum of law.

Required Courses

- ENG 111 - College Composition I 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- LGL 110 - Introduction to Law and the Legal Assistant 3 credits
- LGL 125 - Legal Research 3 credits
- LGL 126 - Legal Writing 3 credits
- LGL Elective (any LGL course offered) 3 credits Based on availability, options might include: LGL 115, LGL 117, LGL 130, LGL 215, LGL 218, LGL 235, LGL 238

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

²Students who desire to continue with the Business Administration, Paralegal Studies Specialization should consult with their faculty advisor.

Photography, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in photography. This program is offered at the Midlothian Campus.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Execute a body of photographic artwork utilizing various lighting and photographic equipment.
2. Create a body of photographic work utilizing indoor studio lighting equipment and techniques.
3. Compile a digital portfolio that can be used to satisfy professional requirements.

Required Courses

- ART 180 - Introduction to Computer Graphics 3 credits
- PHT 110 - History of Photography 3 credits
- PHT 135 - Electronic Darkroom 3 credits
- PHT 164 - Introduction to Digital Photography 3 credits
- PHT 221 - Studio Lighting I 3 credits (*Offered Fall only*)
- PHT 264 - Digital Photography II 3 credits (*Offered Spring only*)
- ART 287 - Portfolio and Resume Preparation 1 credit Additional Course Option: PHT 296
- ART 208 - Video Techniques 3 credits Additional Course Options: PHT 216, PHT 247
- PHT 226 - Commercial Photography 3 credits (*Offered Spring only*) Additional Course Options: ART 208 , PHT 216 , PHT 247

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Student must develop a transfer portfolio during their last semester of study.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Residential Electricity, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs as a residential electrician. This program is offered at the Chester Campus. All career-technical degrees are guided by [advisory committees](#) comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Completion of this degree fulfills the education requirements to take the state electrician journeyman exam.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge and application of direct and alternating currents, resistance, magnetism, inductance and capacitance in industry practice.
2. Install and repair functioning, safe, and efficient residential circuits.
3. Apply the National Electrical Code along with State and local codes to the industrial wiring process.

Required Courses

- ELE 110 - Home Electric Power 3 credits
- ELE 133 - Practical Electricity I 3 credits
- ELE 127 - Residential Wiring Methods 3 credits
- ELE 131 - National Electrical Code I 3 credits
- ELE 123 - Electrical Applications I 2 credits Additional Course Option: ELE 150
- ELE 151 - Electrical Troubleshooting 3 credits

Total Minimum Credits to Complete: 17

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Substance Abuse Assistant, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in the substance abuse field. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate(CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Completion of this degree fulfills some of the education requirements for state certification as a substance abuse assistant.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Recognize the various types of addictions and the differences among them.
2. Demonstrate the ability to work in a multicultural context applying this knowledge in their treatment of substance abuse in the field.

3. Describe examples of human services agencies, their roles in providing support to the community, and potential careers in the human services sector.

Required Courses

- HMS 100 - Introduction to Human Services 3 credits
- HMS 251 - Substance Abuse I 3 credits
- HMS 252 - Substance Abuse II 3 credits (*Offered Spring only*) Additional Course Option: ADJ 228.
- HMS 258 - Case Management and Substance Abuse 3 credits
- MEN 101 - Mental Health Skill Training I 3 credits
- MEN 102 - Mental Health Skill Training II 3 credits Additional course option: MEN 198.
- MEN 190 - Coordinated Practice 3 credits Additional course option: MEN 290.
- MEN 196 - On-Site Training 3 credits Additional course option: MEN 296.

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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.

Students must meet with their advisor prior to enrolling in MEN 190 and MEN 196.

Students must complete HMS 100 and MEN 101 prior to enrolling in MEN 102

HMS 100, MEN 101 and HMS 251 must be completed prior to enrolling in MEN 190 and MEN 196.

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 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 pursuing a Substance Abuse Assistant Certificate must secure a practicum in a substance abuse agency or facility. 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.

Students must complete HMS 251 with a grade of "C" or better prior to enrolling in HMS 252 or ADJ 228, or HMS 258.

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.

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.

This program is in compliance with State of Virginia requirements for certification as a Substance Abuse Assistant.

Supervision, CSC

PURPOSE: This one-year program prepares students with work experience for jobs in supervision and management. Jobs include area supervisor and retail manager. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
2. Explain the ethical and legal implications of managerial decisions and the effect of those decisions on organizational stakeholders.
3. Apply basic management principles in first-line supervisory situations.

Required Courses

- ENG 111 - College Composition I 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- BUS 111 - Principles of Supervision I 3 credits (*Offered Spring only*)
- BUS 200 - Principles of Management 3 credits
- BUS 205 - Human Resource Management 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110
- BUS 201 - Organizational Behavior 3 credits
- ACC 211 - Principles of Accounting I 3 credits

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

Surveying and Geographic Information Systems, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students with skills for initial employment or advancement in a surveying company and introduces the concepts of Geographic Information Systems (GIS), Global Positioning Systems (GPS) and remote sensing components of Geospatial Technology. Instruction is provided in computer-aided drafting, the use of surveying equipment and traverse calculations to include COGO and latitude/departures. The curriculum also provides technology applications useful for site development, business and security. Jobs include surveyor,

mapmaker and GIS technician. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate skills in the use of surveying equipment.
2. Distinguish among the concepts of Geographic Information Systems (GIS), Global Positioning Systems (GPS), and remote sensing components of Geospatial Technology.
3. Produce accurate maps with data points, using ESRI Map software. Create a short screenplay utilizing visual writing techniques and industry standard formatting.
4. Apply computer-aided drafting (CAD) concepts and components used in industry
5. Demonstrate skills in the use of file management.

Required Courses

- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional course option: CAD 151.
- CIV 171 - Surveying I 3 credits (*Offered Fall only*)
- CIV 172 - Surveying II 3 credits (*Offered Spring only*)
- GIS 101 - Introduction to Geospatial Technology I 3 credits (*Offered Fall only*)
- GIS 102 - Introduction to Geospatial Technology II 3 credits (*Offered Spring only*)
- CAD 260 - Computer Applications for Surveyors and Technicians 3 credits Additional Course Options: IND 197.

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Welding, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This program prepares students for jobs as entry-level welders. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Students may earn American Welding Society certifications.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Exhibit the knowledge and skills to safely perform laboratory duties and recognize safety issues, in accordance with OSHA standards.
2. Demonstrate the ability to perform enhanced entry-level skills in SMAW welding of plate through testing.
3. Identify, interpret, and apply basic blueprints and welding symbols on performance based SENSE tests

Required Courses

- SAF 130 - Industrial Safety – OSHA 10 1 credit
- WEL 150 - Welding Drawing and Interpretation 2 credits
- WEL 120 - Introduction to Welding 2 credits Additional course option: WEL 116.
- WEL 123 - Shielded Metal Arc Welding (Basic) 3 credits
- WEL 160 - Gas Metal Arc Welding 3 credits
- WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) 3 credits Additional course option: WEL 130.
- WEL 247 - Welding Layout and Fabrication I 2 credits
- WEL 161 - Flux Cored Arc Welding (FCAW) 3 credits Additional course option: WEL 141.

Total Minimum Credits to Complete: 19

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

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.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To achieve American Welding Society SENSE certification, the student must successfully complete workmanship samples and weld tests throughout the program.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Majors by Career Cluster

Career Clusters

Career clusters are groups of careers that share common features. For instance, do you like helping others, building things, or working with computers? If so, then explore the following Career Clusters to see what options might fit your goals and interests.

General Transfer

General transfer degrees are for students who know they want to go to a four-year college or university, but who aren't quite sure about a specific major. These degrees focus primarily on general education courses typical of the freshman and sophomore years of most majors. The college also offers transfer degrees in business, computer science and IT, education, engineering, health sciences, mass communications, music, psychology, science, and theatre, and applied degrees such as architectural engineering, art, criminal justice, early childhood, and social work offer transfer options.

Advanced Manufacturing, Architecture, Construction and Skilled Trades

The college offers a number of degrees and certificates leading to high-demand jobs in fields such as welding, electricity, construction, machining and manufacturing.

Arts and Communications

Degrees and certificates in visual and performing arts include fine art, web and graphic design, filmmaking, photography, music, and theatre. Communications includes journalism, advertising, media and public relations.

Business, Management, Finance and Marketing

Degrees and certificates in business and finance offer a wide range of excellent career opportunities.

Education

If you are interested in working with children from pre-school through high school and are considering a career in education, then take a look to find a degree or certificate that works for you.

Engineering, Computer Science, and Natural Science

Do you like math and science? Are you considering a career in engineering or computer science? If so, then this pathway offers numerous options for your consideration.

Government, Human Services, Law and Public Safety

This pathway includes public service careers such as criminal justice, counseling, and social work, as well as paralegal studies.

Health Sciences

Career options in health science are as varied as psychology, nursing, dietary management, EMS, massage therapy and funeral services.

Information Technology

Degrees and certificates in information technology provide the up-to-date skills needed to be successful in today's jobs.

Majors A-Z

Accounting, AAS

PURPOSE: This two-year degree prepares students for entry-level jobs in the accounting field. Jobs include bookkeeper and cost accounting clerk. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Graduates who have a Bachelor's degree and complete this program may be able to take the Certified Public Accountant (CPA) exam in Virginia.

TRANSFER INFORMATION: This program is not intended for transfer. Students desiring to transfer should consult their academic advisor and their intended transfer institution for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply accounting problem-solving skills using intermediate-level concepts, including financial statement preparation and financial analysis.
2. Show an introductory proficiency with accounting concepts in a computerized accounting system.
3. Prepare appropriate sections of a comprehensive individual tax return including filing status, dependency exemptions, gross income, itemized deductions, and tax credits.
4. Integrate cost accounting skills with discipline-based concepts, including production costing systems, activity-based costing, service department allocations, budgeting, and variance analysis.
5. Demonstrate an introductory understanding of the U.S. economic framework.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- ACC 215 - Computerized Accounting 3 credits
- ACC 261 - Principles of Federal Taxation I 3 credits (*Offered Spring Only*)
- ITE 140 - Spreadsheet Software 3 credits
- BUS 200 - Principles of Management 3 credits
- ACC 221 - Intermediate Accounting I 3 credits (*Offered Fall Only*)
- ACC 231 - Cost Accounting I 3 credits (*Offered Fall Only*)
- BUS 241 - Business Law I 3 credits
- BUS 220 - Introduction to Business Statistics 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110

- ACC 222 - Intermediate Accounting II 3 credits (*Offered Spring Only*)
Accounting Elective Courses: Must take 9 credits
ACC 219, ACC 230, ACC 241, ACC 262 or FIN 215.
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202.
- PHI 111 - Logic I 3 credits Additional Course Option: PHI 220

Total Minimum Credits to Complete: 64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler community College ITE 115 Test-out Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Accounting Career Studies Certificate (CSC), students should meet with their faculty advisor.

Accounting, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in the accounting field. Jobs include tax preparer and payroll clerk. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Show an introductory proficiency with accounting concepts in a computerized accounting system.
2. Prepare appropriate sections of a comprehensive individual tax return including filing status, dependency exemptions, gross income, itemized deductions, and tax credits.
3. Integrate cost accounting skills using discipline-based concepts, including production costing systems, activity-based costing, service department allocations, budgeting, and variance analysis.
4. Apply accounting problem-solving skills using intermediate-level concepts, including financial statement preparation and analysis.

Required Courses

- ACC 211 - Principles of Accounting I 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- ACC 215 - Computerized Accounting 3 credits
- ACC 221 - Intermediate Accounting I 3 credits (*Offered Fall only*)
- ACC 231 - Cost Accounting I 3 credits (*Offered Fall only*)

- ACC 222 - Intermediate Accounting II 3 credits (*Offered Spring only*)
- ACC 261 - Principles of Federal Taxation I 3 credits (*Offered Spring only*)

Accounting Elective Courses (choose 1): 3 Credits

See Note 2

- BUS 241 - Business Law I 3 credits
- ITE 140 - Spreadsheet Software 3 credits
- ACC 219 - Government and Non-profit Accounting 3 credits (*Offered Fall Only*)
- ACC 230 - Advanced Accounting 3 credits (*Offered Spring Only*)
- ACC 241 - Auditing I 3 credits (*Offered Spring Only*)
- ACC 262 - Principles of Federal Taxation II 3 credits (*Offered Fall Only*)
- FIN 215 - Financial Management 3 credits

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Additive/Subtractive Manufacturing, CSC

PURPOSE: This three-semester program prepares students for entry-level jobs in Additive Manufacturing and (CNC) machining. This program is offered at our Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Design a simple part with hands-on application of a CAD program.
2. Understand the processes used in additive manufacturing for a range of materials and applications.
3. Develop a program using a CNC machine for the manufacture of a simple part, using the principles of Cartesian coordinates and using G and M codes.

Required Courses:

- CAD 235 - Applications for Additive Manufacturing 3 credits *Offered Fall only*
- CAD 241 - Parametric Solid Modeling I 3 credits
- IND 113 - Materials and Processes in Manufacturing I 2 credits *Offered Fall Only*
- MAC 161 - Machine Shop Practices I 3 credits *Offered Fall only*

- MEC 122 - 3D Printing for Engineering Design 3 credits *Offered Fall Only*
- MAC 121 - Computer Numerical Control I 3 credits *Offered Spring Only*
- MAC 122 - Computer Numerical Control II 3 credits *Offered Fall Only*

Total Minimum Credits to Complete: 20

ADDITIONAL INFORMATION:

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Advanced Manufacturing Management, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students already working in the field for supervisor jobs in a manufacturing company. This program is offered at our Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Describe the principles and techniques of quality engineering for management, design, production, and assurance of quality.
2. Define the process of transforming resources from suppliers to products and services for customers.
3. Collaborate in teams to improve quality and productivity.

Required Courses

- BUS 234 - Supply Chain Management 3 credits (*Offered Spring Only*) Additional Course Option: BUS 266
- IND 101 - Quality Assurance Technology I 3 credits (*Offered Summer and Fall Only*) Course Option: BUS 208
- IND 137 - Team Concepts and Problem Solving 3 credits (*Offered Spring Only*)
- IND 181 - World Class Manufacturing I 3 credits
- IND 250 - Introduction to Basic Computer Integrated Manufacturing 3 credits
- PSY 200 - Principles of Psychology 3 credits

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Advanced Manufacturing Technology, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in the field of advanced manufacturing. It also provides training for students already working in the field. Students learn the latest manufacturing methods and business skills to advance into a leadership role. Jobs include team leader, supervisor, and foreman. This program is offered at our Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: This program is not intended for transfer. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admissions requirements. If students have deficiencies in English and/or mathematics, JTCC offers developmental courses to prepare students for the curriculum. 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 related work experience are responsible for working with the faculty advisor to secure appropriate documentation. New students should visit the Advising Center and returning students their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply the principles and techniques of quality engineering for management, design, production, and assurance of quality.
2. Define the process of transforming resources from suppliers to products and services for customers.
3. Collaborate effectively in teams to improve quality and productivity.
4. Implement the fundamentals of basic electrical theory in practical electrical/machine applications.
5. Explain the application of liquids, gases, solids, metrics, mechanics, forces, simple machines, heat, light, sound, and nuclear energy in industrial engineering processes.
6. Apply second-tier intermediate team, analysis, problem solving skills and present the results of a project: Breaks down the steps of the design process as they are applied to the project.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Course Option: ENG 111
- MTH 111 - Basic Technical Mathematics 3 credits Course Option: MTH 154 or Higher.
- IND 101 - Quality Assurance Technology I 3 credits (*Offered Fall and Summer Only*) Course Option: BUS 208 .
- IND 116 - Applied Technology 3 credits
- SAF 126 - Principles of Industrial Safety 3 credits
- BUS 234 - Supply Chain Management 3 credits (*Offered Spring Only*) Course Option: BUS 266
- CAD 201 - Computer Aided Drafting and Design I 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits (*Offered Spring Only*)

- IND 181 - World Class Manufacturing I 3 credits
- MAC 121 - Computer Numerical Control I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 239 - Programmable Controllers 3 credits
- MAC 181 - Machine Blueprint Reading I 3 credits
- PHI 220 - Ethics 3 credits *Additional Course Options:* (ART 101, ART 102, PHI 101, REL 100, or REL 230)
- PSY 200 - Principles of Psychology 3 credits
- CAD 235 - Applications for Additive Manufacturing 3 credits
- ELE 240 - Advanced Programmable Logic Controllers 3 credits
- IND 250 - Introduction to Basic Computer Integrated Manufacturing 3 credits
- ELE 156 - Electrical Control Systems 3 credits *Additional Course Options:* MEC 140, MAC 122.
- MEC 113 - Materials and Processes of Industry 3 credits
- SOC 200 - Introduction to Sociology 3 credits

Total Minimum Credits to Complete: 65

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

SSStudents should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Advanced Manufacturing Management Career Studies Certificate (CSC), students should meet with their faculty advisor.

Architectural Engineering Technology, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in building design and land development. Jobs include surveying drafter, design assistant, and field inspector. This program is offered at our Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: Though this program is not designed for transfer, this degree may be transferable to some four-year colleges. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 for all course placement options. If students have deficiencies in English and/or mathematics, JTCC offers developmental courses to prepare students for the curriculum. New students should visit the Advising Center and returning students their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Demonstrate knowledge of theories and principles of architectural design.
2. Compose a set of accurate working drawings with computer-aided software.
3. Use terminology specific to engineering practices.
4. Demonstrate knowledge of the application of construction materials and methods.
5. Demonstrate knowledge in navigating building codes and ordinances.
6. Apply proficiency in multiple computer-aided drafting software programs.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- PHY 201 - General College Physics I 4 credits
- MTH 161 - Precalculus I 3 credits Additional Course Option: MTH 263.
- ARC 105 - Orientation and History of Architecture 1 credit Co-requisite: ARC 115.
- ARC 115 - Architectural Graphics 2 credits Co-requisite: ARC 105.
- ARC 121 - Architectural Drafting I 3 credits *(Offered Fall Only)*
- ARC 221 - Architectural CAD Applications Software I 3 credits *(Offered Spring Only)*
- ARC 122 - Architectural Drafting II 3 credits *(Offered Spring Only)*
- ARC 222 - Architectural CAD Applications Software II 3 credits *(Offered Fall Only)*
- ARC 243 - Environmental Systems 4 credits *(Offered Spring Only)*
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102.
- MTH 162 - Precalculus II 3 credits Additional Course Option: MTH 264.
- ARC 231 - Advanced Architectural Drafting I 4 credits *(Offered Fall Only)*
- ARC 246 - Materials and Methods of Construction 4 credits *(Offered Spring Only)*
- ARC 258 - Building Codes, Contract Documents and Professional Office Practices 3 credits
- CIV 171 - Surveying I 3 credits *(Offered Fall only)* Additional Course Options: GIS 101
- MEC 131 - Mechanics I – Statics for Engineering Technology 3 credits *(Offered Fall only)* Additional Course Option: EGR 140
- ARC 232 - Advanced Architectural Drafting II 4 credits *(Offered Spring Only)*
- CST 100 - Principles of Public Speaking 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202, HIS 112, PSY 200, PSY 230, SOC 200.

Total Minimum Credits to Complete: 63

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Building Construction Certificate, students should meet with their faculty advisor.

Basic Precision Machining Technology, CSC

PURPOSE: This four-semester program prepares students for entry-level jobs as manual machinists performing hands-on work with lathes, mills, grinders, drills, and presses. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Students have the opportunity to earn National Institute of Metalworking Skills (NIMS) certifications.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Calculate and interpret linear and micrometer measurements relevant to machining operations.
2. Earn nationally-recognized Level One Materials, Measurement, and Safety (MMS) credentials through the National Institute of Metalworking Skills (NIMS)) at the completion of MAC 164 and MAC 123.
3. Students will perform quality control checks on manufactured NIMS performance parts.

Required Courses

- MAC 161 - Machine Shop Practices I 3 credits (*Offered Fall Only*)
- MAC 162 - Machine Shop Practices II 3 credits (*Offered Spring Only*)
- MAC 163 - Machine Shop Practices III 3 credits (*Offered Fall Only*)
- MAC 164 - Machine Shop Practices IV 3 credits (*Offered Spring Only*)

Total Minimum Credits to Complete: 12

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Bereavement and Grief Counseling, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs as grief counselors in hospitals, hospice care, funeral homes, and long-term care facilities. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Recognize the differences in mourning, grief, bereavement, and loss.
2. Demonstrate the ability to work in a multicultural context identifying the importance of diversity in bereavement and grief through application.
3. Describe examples of human services agencies, their roles in providing support to the community, and potential careers in the human services sector.

Required Courses

- HMS 100 - Introduction to Human Services 3 credits
- HMS 106 - Working with Death and Dying 3 credits (*Offered Fall only*)
- MEN 101 - Mental Health Skill Training I 3 credits
- MEN 102 - Mental Health Skill Training II 3 credits Additional Course Option: MEN 198.
- MEN 190 - Coordinated Practice 3 credits Additional Course Option: MEN 290.
- MEN 196 - On-Site Training 3 credits Additional Course Option: MEN 296.
- PSY 116 - Psychology of Death and Dying 3 credits

Total Minimum Credits to Complete: 21

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students must complete a placement test in English and complete all remedial English courses prior to enrolling in any of the Human Services/Mental Health Certificates or degrees.

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. 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 practicum. Students will secure their own practicum prior to the start of their MEN 190 and MEN 196 classes. All practicum sites must be approved by the Human Services Mental Health Program chair. Students must complete 100 hours in their practicum site.

Students must take HMS 100, HMS 106 and MEN 101 prior to enrolling in the practicum courses MEN 190 and MEN 196.

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.

Students who are convicted felons or are on the sex offender registry in any state may not be able to secure internship sites. This will prevent them from completing requirements for the Human Services degrees and certificates.

Students who are 18 years of age or younger may not be able to secure a practicum. Should students be unable to secure a practicum, they will be unable to complete the requirements of the Human Services degree or certificate and therefore be unable to graduate.

Students seeking a certificate in Bereavement and Grief Counseling must secure a practicum in the area of bereavement, grief, or a hospice facility

Building Construction Certificate

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in building construction. Jobs include building inspector and cost estimator. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a Certificate intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Perform tests on soil, concrete, and steel construction materials.
2. Evaluate a building for code compliance.
3. Use surveying equipment, following procedures and applying computations to ensure accurate measurements.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 111 - Basic Technical Mathematics 3 credits
- ARC 121 - Architectural Drafting I 3 credits (*Offered Fall Only*)
- ARC 122 - Architectural Drafting II 3 credits (*Offered Spring Only*)
- ARC 221 - Architectural CAD Applications Software I 3 credits (*Offered Spring Only*)
- ARC 246 - Materials and Methods of Construction 4 credits (*Offered Spring Only*)
- ARC 258 - Building Codes, Contract Documents and Professional Office Practices 3 credits (*Offered Fall Only*)
- CIV 171 - Surveying I 3 credits (*Offered Fall Only*) Additional Course Option: GIS 101
- ARC 243 - Environmental Systems 4 credits (*Offered Spring Only*)

Total Minimum Credits to Complete: 30

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as offered in Fall only or Spring only are based on historical trends and current planning and may change without notice.

Business Administration, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in business administration. Other possible majors include accounting, economics, finance, marketing or management.

CREDENTIALS: An Associate of Science degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Research and evaluate a company's business practices.
2. Demonstrate college-level written communication skills relevant to the business discipline.
3. Analyze a financial statement, using generally accepted accounting principles.
4. Evaluate how market forces influence business and business practices.
5. Recognize and apply basic economic principles related to macroeconomic and microeconomic theories

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits
- ENG 112 - College Composition II 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110
- ITE 140 - Spreadsheet Software 3 credits
- ECO 202 - Principles of Microeconomics 3 credits
- FIN 215 - Financial Management 3 credits
- MTH 261 - Applied Calculus I 3 credits
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, ENV 121, PHY 101, CHM 111, PHY 201 .
- SOC 200 - Introduction to Sociology 3 credits Additional Course Options: PSY 200
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112, PLS 135
- BIO 102 - General Biology II 4 credits Additional Course Options: BIO 101, CHM 101, ENV 121, PHY 101, CHM 112, PHY 202.
- MTH 245 - Statistics I 3 credits
- PHI 111 - Logic I 3 credits Additional Course Options: PHI 220

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Additional Approved Course Substitutions for Laboratory Science Electives include: CHM 111, CHM 112, PHY 201, and PHY 202

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test-out Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Business Administration, Paralegal Studies Specialization, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in paralegal studies or business administration. This degree also prepares students for jobs as paralegal and legal assistants.

CREDENTIALS: An Associate of Science degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges. Students can complete the Career Studies Certificate in Paralegal Studies during their program.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Research and evaluate a case brief.
2. Perform legal research.
3. Write a memorandum of law.
4. Analyze a financial statement, using generally accepted accounting principles.
5. Demonstrate knowledge and skills needed in areas of law, including criminal law, torts, contracts, and family law.
6. Recognize and apply basic economic principles related to macroeconomics and microeconomics theories.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- LGL 110 - Introduction to Law and the Legal Assistant 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- MTH 162 - Precalculus II 3 credits Additional Course Option: MTH 261.
- ENG 112 - College Composition II 3 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- LGL 126 - Legal Writing 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110
- ECO 201 - Principles of Macroeconomics 3 credits
- LGL 125 - Legal Research 3 credits
- PHI 111 - Logic I 3 credits Additional Course Options: PHI 220
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, ENV 121, PHY 101, CHM 111, PHY 201.
- BIO 102 - General Biology II 4 credits
Additional Course Options: BIO 101, CHM 101, ENV 121, PHY 101, CHM 112, PHY 202.
- LGL 117 - Family Law 3 credits Additional Course Options: LGL 130, LGL 215, LGL 218, LGL 238.
- ECO 202 - Principles of Microeconomics 3 credits
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any SDV, ENG, and MTH requirements first.

Additional Approved Course Substitutions for Laboratory Science Electives include: CHM 111, CHM 112, PHY 201, and PHY 202

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test-out Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for the Career Studies Certificate (CSC) in Paralegal Studies, students should meet with their faculty advisor.

Business Entrepreneurship, CSC

PURPOSE: This one-year program prepares students with the important skills needed to start a small business. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Explain the ethical and legal implications of managerial decisions and the effect of those decisions on organizational stakeholders.
2. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
3. Develop a business plan.

Required Courses

- ENG 111 - College Composition I 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- BUS 116 - Entrepreneurship 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- MKT 100 - Principles of Marketing 3 credits
- BUS 241 - Business Law I 3 credits

Total Minimum Credits to Complete: 21

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Business Management, AAS

PURPOSE: This two-year degree prepares students for jobs in office and retail management and supervision. This degree is not designed for transfer to a four-year college. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by [advisory committees](#) comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey the ethical and legal implications of managerial decisions, and the effect of those decisions on organizational stakeholders.
2. Apply basic management principles in first-line supervisory situations.
3. Recognize and apply basic economic principles related to macroeconomic and microeconomic theories.
4. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
5. Demonstrate college-level communication skills relevant to the business discipline.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 or MTH 263
- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- BUS 200 - Principles of Management 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- BUS 201 - Organizational Behavior 3 credits
- BUS 205 - Human Resource Management 3 credits Additional Course Options: MKT 228.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- BUS 266 - Production and Operations Management 3 credits (*Offered Fall only*) Additional Course Option: BUS 234.
- BUS 280 - Introduction to International Business 3 credits Additional Course Options: BUS 111 or BUS 116
- BUS 220 - Introduction to Business Statistics 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: CST 110.
- ITE 140 - Spreadsheet Software 3 credits
- MKT 100 - Principles of Marketing 3 credits
- BUS 241 - Business Law I 3 credits
- BUS 298 - Seminar and Project 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Option: ECO 202.
- FIN 215 - Financial Management 3 credits
- PHI 111 - Logic I 3 credits Additional Course Option: PHI 220.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Business Information Management Career Studies Certificate (CSC), students should consult their faculty advisor.

Business Management, Digital Marketing Specialization, AAS

PURPOSE: This two-year program prepares students employed in the business and/or marketing industry the opportunity to improve and update their skills, allowing for on the job advancement. It is also for students looking to gain an entry level job that requires experience in e-commerce and/or digital marketing. This degree is not designed for transfer to a four-year college. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey the ethical and legal implications of managerial decisions, and the effect of those decisions on organizational stakeholders.
2. Apply basic management principles in first-line supervisory situations.
3. Recognize and apply basic economic principles related to macroeconomic and microeconomic theories.
4. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
5. Demonstrate college-level communication skills relevant to the business discipline.
6. Convey a fundamental understanding of online commerce.
7. Demonstrate an intermediate proficiency in the use of digital marketing tools.
8. Develop Social media marketing plans for small to medium sized enterprises.
9. Demonstrate basic skills in web page design to include effective layouts and imagery.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits Additional Course Options: ENG 115.
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- ACC 211 - Principles of Accounting I 3 credits
- BUS 100 - Introduction to Business 3 credits
- BUS 200 - Principles of Management 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- MKT 282 - Principles of E-Commerce 3 credits
- MKT 228 - Promotion 3 credits
- ITE 152 - Introduction to Digital Literacy and Computer Applications 3 credits Additional Course Options: ITE 150.
- MKT 284 - Social Media Marketing 3 credits
(Business elective)
- BUS 116 - Entrepreneurship 3 credits
- BUS 220 - Introduction to Business Statistics 3 credits
- CST 100 - Principles of Public Speaking 3 credits
- ITE 140 - Spreadsheet Software 3 credits
- MKT 100 - Principles of Marketing 3 credits
- BUS 241 - Business Law I 3 credits
- ART 116 - Design for the Web I 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202.
- CST 221 - Public Relations 3 credits Additional Course Options: MKT 221.
- PHI 111 - Logic I 3 credits Additional Course Options: PHI 220.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

To determine eligibility for the Business Information Management Career Studies Certificate (CSC), students should consult their faculty advisor.

Business Management, Project Management Specialization, AAS

PURPOSE: Project Management is a rapidly growing field relevant to many business areas, including information technology, engineering, contracting, and the nonprofit sector. The first two semesters of the A.A.S. degree program are similar to other business curricula, with the exception of four courses specifically associated with Project Management. Degree completers will also be awarded the Career Studies Certificate in Project Management. This degree is not designed for transfer to a four-year college. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Utilize industry-standard computer software in business communication media, e.g. written reports and business plans using word processing software and presentations using presentation software;
2. Perform and interpret business math, accounting, and business statistical calculations;
3. Understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally-accepted ethical principles;
4. Demonstrate principles of human relationship skills used to successfully interrelate with customers, associates, employees, and superiors in a project management setting;
5. Understand standard methods for training, motivating, and managing people in a team-based environment;
6. Plan, execute, and control projects according to Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) processes, tools, and techniques.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 261.
- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: ITE 152.
- ACC 211 - Principles of Accounting I 3 credits
- BUS 200 - Principles of Management 3 credits
- BUS 204 - Project Management 3 credits
- BUS 241 - Business Law I 3 credits Additional Course Options: BUS 209.
- BUS 266 - Production and Operations Management 3 credits
- BUS 220 - Introduction to Business Statistics 3 credits
- BUS 205 - Human Resource Management 3 credits
- BUS 206 - Advanced Project Management 3 credits
- BUS 201 - Organizational Behavior 3 credits
- ITE 140 - Spreadsheet Software 3 credits
- CST 110 - Introduction to Communication 3 credits Additional Course Options: CST 100.
- MKT 100 - Principles of Marketing 3 credits
- FIN 215 - Financial Management 3 credits Additional Course Options: BUS 117.
- PHI 220 - Ethics 3 credits Additional Course Options: PHI 111.
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202.
- BUS 295 - CAPM/PMP Exam prep 3 credits or Topics in PMP Exam Preparation.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

Cisco Network Administration, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs that install and support CISCO computer networking systems. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program contains preparation for the Cisco Certified Network Associate (CCNA) and the PCAP Certified Associate Python certifications.*

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge of skills of IP addressing, VLSM, and network creation.
2. Communicate effectively in IT environments using research, writing, and presentation skills.
3. Demonstrate knowledge of troubleshooting and configuring routers and switches.

Required Courses

- ITN 170 - Linux System Administration 3 credits
- ITN 154 - Networking Fundamentals, Router Basics, and Configuration (ICND1) - Cisco 4 credits (Offered Fall Only)
- ITN 155 - Switching, Wireless, and WAN Technologies (ICND2) - Cisco 3 credits (Offered Fall Only)
- ITN 156 - Basic Switching and Routing – Cisco 3 credits (Offered Spring Only)
- ITN 195 - Cisco Cybersecurity Operations 3 credits (Offered Spring only)
- ITP 150 - Python Programming 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 20

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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 faculty advisor's approval.

All information technology courses must be completed within five years of student's intended graduation date.

Credit for prior certifications may be granted. Meet with faculty advisor for details.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Cloud Computing, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program leads to entry-level employment opportunities in the cloud computing field. This program prepares students to master the foundational goals of cloud computing knowledge and skills and to recognize best practices, analyze and evaluate cloud solutions.

Students need to be introduced to the basic topics of installing and configuring virtual servers, using cloud for storage, design and secure cloud networks, and virtualization core topics in order to be well prepared and successful in all areas of IT including cloud computing.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *Many courses in this program provide preparation for industry certifications. Select the course details to locate certification information.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. New students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Apply networking protocols, standards, media, implementation, and support.
2. Design secure cloud information systems
3. Communicate effectively in IT environments using research, writing, and presentation skills.

Required Courses

- ITN 101 - Introduction to Network Concepts 3 credits
- ITE 221 - PC Hardware and OS Architecture 3 credits
- ITN 170 - Linux System Administration 3 credits
- ITP 150 - Python Programming 3 credits
- ITN 260 - Network Security Basics 3 credits
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITN 254 - Virtual Infrastructure: Installation and Configuration 3 credits
- ITN 295 - Cloud Security 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

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 5 years of student's intended graduation date.

Credit for prior certifications may be granted. See faculty advisor for details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Computer Application Design, CSC

G3 Eligible Program— Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in web design, database query, and technical support. Jobs include computer user support specialist and web app developer. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program contains preparation for the AWS Certified Cloud Practitioner certification.*

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Communicate effectively in IT environments using research, writing, and presentation skills.
2. Design and develop a web site using HTML or XHTML for usability, accessibility, site management, and maintenance.
3. Design a query database using multiple commercial database systems.

Required Courses

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- BUS 100 - Introduction to Business 3 credits
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITE 140 - Spreadsheet Software 3 credits Additional Course Option: ITE 150.
- ART 116 - Design for the Web I 3 credits Additional Course Options: ITD 110.
- ITD 136 - Database Management Software 3 credits
- ITD 132 - Structured Query Language 3 credits (*Offered Spring Only*)
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

All information technology courses must be completed within five years of student's intended graduation date.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Credit for prior certifications may be granted. Meet with faculty advisor for details.

To enroll in ITE 290 Coordinated Internship, students must have completed all coursework or be concurrently completing coursework in present semester for graduation with faculty advisor's approval.

Computer Numerical Control, CSC

PURPOSE: This three-semester program prepares students for entry-level jobs in Computer Numerical Control (CNC) machining. Jobs include CNC machine tool operator and CNC machine tool programmer. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSCo) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Students who complete this program earn nationally recognized Level One CNC credentials through the National Institute of Metalworking Skills (NIMS).

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. New students should meet with their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Develop a program for the manufacture of a simple part, using the principles of Cartesian coordinates and using G and M codes.
2. Earn nationally recognized Level One Computer Numeric Control (CNC) credentials through the National Institute of Metalworking Skills (NIMS).
3. Read and interpret blueprints and working drawings.

Required Courses

- MAC 181 - Machine Blueprint Reading I 3 credits
- MAC 121 - Computer Numerical Control I 3 credits (*Offered Spring Only*)
- MAC 122 - Computer Numerical Control II 3 credits (*Offered Fall Only*)
- MAC 123 - Computer Numerical Control III 3 credits (*Offered Spring Only*)
- MAC 130 - Introduction to Electric Discharge Machining (EDM) 2 credits
- MAC 134 - CMM Operation and Programming 2 credits
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits

Total Credits to Complete: 19

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Computer Programming, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in computer programming. Jobs include app developer and coder. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program contains preparation for the PCAP Certified Associate Python certification.*

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Create flowcharts and structure charts to illustrate program logic.
2. Design a computer program using a designated programming language.
3. Communicate effectively in IT environments using research, writing, and presentation skills.

Required Courses

- ART 116 - Design for the Web I 3 credits Additional Course Options: ITD 110.
- ITD 132 - Structured Query Language 3 credits (Offered Spring only)
- ITP 100 - Software Design 3 credits
- ITP 136 - C# Programming I 3 credits (Offered Spring only)
- ITP 120 - Java Programming I 3 credits (*Offered Fall only*)
- ITP 150 - Python Programming 3 credits
- ITP 220 - Java Programming II 3 credits (*Offered Spring only*)
- ITP 251 - Systems Analysis and Design 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To enroll in ITE 290 Coordinated Internship, students must have completed all coursework or be concurrently completing coursework in present semester for graduation with faculty advisor's approval.

All information technology courses must be completed within five years of student's intended graduation date.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Computer Science, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in computer science.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

Students planning to transfer to VT for Computer Science should complete the Engineering AS.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply effective communication skills in a computer science environment.
2. Illustrate program logic by creating flowcharts and structure charts.
3. Design a computer program using a programming language.
4. Recognize and apply basic economic principles related to macroeconomic theories.
5. Identify and explain architecture and the function of computer hardware, networks and operating systems, data, instruction representation, and data organization.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits
- CSC 200 - Introduction To Computer Science 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, PHI 111, PHI 220, REL 100, REL 230.
- ENG 112 - College Composition II 3 credits
- MTH 162 - Precalculus II 3 credits
- MTH 245 - Statistics I 3 credits
- CST 100 - Principles of Public Speaking 3 credits
- ECO 202 - Principles of Microeconomics 3 credits
- MTH 263 - Calculus I 4 credits
- CSC 201 - Computer Science I 4 credits
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 111, PHY 241.
- HIS 112 - World Civilization Post-1500 CE 3 credits Additional Course Options: PSY 200, PSY 230, SOC 200.
- MTH 264 - Calculus II 4 credits
- CSC 202 - Computer Science II 4 credits
- CSC 205 - Computer Organization 3 credits
- BIO 102 - General Biology II 4 credits Additional Course Options: CHM 112, PHY 242.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

A sequence BIO 101 & BIO 102, CHM 111 & CHM 112, or PHY 241 & PHY 242 is recommended.

Courses noted as Spring only are based on historical trends and current planning and may change without notice.

Students planning to transfer to VT for Computer Science should complete the Engineering AS.

Computer-Aided Drafting and Modeling, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs as drafters in the architecture, construction, manufacturing, and technology fields. This program is offered at the Chester Campus. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders. :

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Use computer-aided design software to produce accurate working drawings.
2. Demonstrate skills in the use of file management.
3. Apply professional skills in one of three technical tracks: architectural, civil terrain, or parametric modeling.

Required Courses

- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Option: CAD 151.
- CAD 202 - Computer Aided Drafting and Design II 3 credits
- CAD 231 - Computer Aided Drafting I 3 credits (*Offered Fall Only*) Additional Course Options: CAD 260.

Choose a Technical Track: 9 Credits

Architectural Track

- ARC 221 - Architectural CAD Applications Software I 3 credits
- ARC 222 - Architectural CAD Applications Software II 3 credits
- ARC 258 - Building Codes, Contract Documents and Professional Office Practices 3 credits

Civil Terrain Modeling Track

- CIV 171 - Surveying I 3 credits
- GIS 101 - Introduction to Geospatial Technology I 3 credits
- CIV 172 - Surveying II 3 credits Additional Course Option: GIS 102.

Mechanical (Parametric Modeling) Track

- CAD 241 - Parametric Solid Modeling I 3 credits
- CAD 242 - Parametric Solid Modeling II 3 credits
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Criminal Justice, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year program prepares students for jobs in criminal justice and law enforcement. Jobs include correction officers, security officers, and investigators. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Students can complete the Career Studies Certificate (CSC) in Criminal Justice during their program. Students who are Certified Virginia Law Enforcement Officers may receive up to 20 credits toward this program.

TRANSFER: Though this program is not designed for transfer, this degree may be transferable to some four-year colleges. Students desiring to transfer should consult their faculty advisor and their intended transfer institution for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students must also complete placements tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, JTCC offers developmental and prerequisite courses to prepare students for the curriculum. 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Model appropriate and ethical behavior during criminal justice simulations.
2. Identify and describe each component of the criminal justice system (police, courts, corrections), giving at least 2 examples of each part of the system.
3. Explain the purpose of the juvenile justice system, including its history, rights of juveniles, and dispositional alternatives.
4. Demonstrate knowledge and understanding of different theories for causation of crime.
5. Analyze interactive approaches of law enforcement agencies and the citizenry they serve.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 130 - Fundamentals of Reasoning 3 credits Additional Course Options: MTH 154, MTH 161, MTH 263.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ADJ 100 - Survey of Criminal Justice 3 credits
- ADJ 105 - The Juvenile Justice System 3 credits
- ADJ 201 - Criminology 3 credits
- ADJ 111 - Law Enforcement Organization and Administration I 3 credits Additional Course Options: ADJ 245.
- ADJ 133 - Ethics and the Criminal Justice Professional 3 credits
- ADJ 160 - Police Response to Critical Incidents 3 credits
- PSY 200 - Principles of Psychology 3 credits
- ADJ 211 - Criminal Law, Evidence and Procedures I 3 credits
- ADJ 227 - Constitutional Law for Justice Personnel 3 credits Additional Course Options: ADJ 241.
- ADJ 170 - Street Gangs and Law Enforcement 3 credits Approved Course Options: ADJ 228 , ADJ 140.
- ADJ 247 - Criminal Behavior 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- ADJ 229 - Law Enforcement and the Community 3 credits Additional Course Options: ADJ 145 , ADJ 295.
- ADJ 236 - Principles of Criminal Investigation 3 credits
- CST 100 - Principles of Public Speaking 3 credits
- PHI 220 - Ethics 3 credits Approved Course Options: REL 100, REL 230.
- PED 116 - Lifetime Fitness and Wellness 2 credits Approved Course Options: HLT 160 , ENG 112. 2-3 credits.

Total Minimum Credits to Complete: 60-61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for the Criminal Justice Career Studies Certificate (CSC), students should consult their faculty advisor.

Approved Course Substitutions listed above (ADJ 145, ADJ 241, and ADJ 245) may be used as an elective if not used as course substitution.

Criminal Justice, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs in criminal justice and law enforcement. Jobs include correction officers, security officers, and investigators. Students who are Certified Virginia Law Enforcement Officers may receive up to 12 credits toward this program. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Certified Law Enforcement Officers should visit Admissions and Records to learn about receiving some program credits in advance.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Model appropriate and ethical behavior during criminal justice simulations.
2. Identify and describe each component of the criminal justice system (police, courts, corrections), giving at least 2 examples of each part of the system.
3. Explain the purpose of the juvenile justice system, including its history, rights of juveniles, and dispositional alternatives.

Required Courses

- ADJ 100 - Survey of Criminal Justice 3 credits
- ADJ 133 - Ethics and the Criminal Justice Professional 3 credits
- ADJ 201 - Criminology 3 credits
- ADJ 211 - Criminal Law, Evidence and Procedures I 3 credits Additional Course Options: ADJ 227, ADJ 241.
- ENG 111 - College Composition I 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Option: ENG 112.

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Cybersecurity and Networking Foundations, CSC

PURPOSE: This one-year program leads to entry-level employment opportunities in the cybersecurity and networking fields. This program prepares students for introductory IT knowledge and skills and to recognize, prevent and defend against threats to information and information systems. Students need to be introduced to the basic topics of operating systems, computer hardware, networking concepts, programming, and cybersecurity core topics in order to be well prepared and successful in all areas of IT including cybersecurity and networking.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *Many courses in this program provide preparation for industry certifications. Select the course details to locate certification information.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. New students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate the knowledge and practical skills of the OSI Model, layers, and functions relevant to an IT environment.
2. Communicate effectively in IT environments using research, writing, and presentation skills.
3. Demonstrate knowledge of network security models and network security policy.
4. Define cloud security threats and vulnerabilities.
5. Apply knowledge regarding network attacks, hacking, and protection measures.

Required Courses

- SDV 100 - College Success Skills 1 credit Additional Course Option: ITE 290.
- ITN 101 - Introduction to Network Concepts 3 credits
- ITP 100 - Software Design 3 credits
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITN 260 - Network Security Basics 3 credits
- ITE 221 - PC Hardware and OS Architecture 3 credits

Total Minimum Credits to Complete: 16

ADDITIONAL INFORMATION:

All information technology courses must be completed within five years of student's intended graduation date.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Cybersecurity, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in cybersecurity and networking. It also provides training for students already working in the field. Jobs include network analyst and cyber threat analyst. This program is only offered online. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program contains preparation for the CompTIA Network+, CompTIA Security+, and Certified Ethical Hacker CEH certifications.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. New students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge of network security models and network security policy.
2. Communicate effectively in IT environments using research, writing, and presentation skills.
3. Apply knowledge regarding network attacks, hacking, and protection measures.

Required Courses

- ITN 101 - Introduction to Network Concepts 3 credits
- ITN 260 - Network Security Basics 3 credits
- ITN 261 - Network Attacks, Computer Crime and Hacking 3 credits (*Offered Fall only*)
- ITN 262 - Network Communication, Security and Authentication 3 credits (*Offered Fall only*)
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security 3 credits (*Offered Spring only*)
- ITN 266 - Network Security Layers 3 credits (*Offered Spring only*)
- ITN 267 - Legal Topics in Network Security 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 22

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

All information technology courses must be completed within five years of student's intended graduation date.

Students should regularly meet with their faculty advisor and check their advisement report by accessing the Student Information System (SIS) through the myTyler portal.

To enroll in ITE 290 Coordinated Internship, students must have completed all coursework or be concurrently completing coursework in present semester for graduation with faculty advisor's approval.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Dietary Manager, CSC

PURPOSE: The purpose of the Dietary Manager Career Studies Certificate is designed to provide entry-level training for careers as foodservice and dietary managers in hospitals, long term care facilities and related healthcare foodservice establishments. This career studies certificate will prepare students to take the Association of Nutrition and Foodservice Professionals (ANFP) credentialing exam to earn the Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP) credentials.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Certification for employment includes the national Association of Nutrition and Foodservice Professionals (ANFP) credentialing exam.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:

Students must meet JTCC admission requirements.

Students must be able to fulfill all essential functions as outlined in the program materials located on the web site.

Before enrolling in DIT 190 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 DIT 190.

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 DIT 190. This process can take 30 days to complete. Students should contact the health and physical education department at 804-706-5084.

The program requires additional expenditures for the student's health assessment, immunizations, urine drug screen, criminal background check, uniforms, supplies and equipment as required by the supervised practice site as part of DIT 190.

A prospective student with a felony/misdemeanor conviction needs to see the DIT 190 course instructor/program advisor prior to enrolling.

To become a certified dietary manager (CDM) and certified food protection professional (CFPP), a student must satisfactorily complete HLT 230, HRI 115, HRI 101, HRI 102, DIT 221, DIT 190 and pass the national Association of Nutrition and Foodservice Professionals (ANFP) credentialing exam.

PROGRAM OUTCOMES:

Required Courses

- HLT 230 - Principles of Nutrition and Human Development 3 credits
- HRI 115 - Food Service Managers Sanitation Certification 1 credit
- HRI 101 - Hotel Restaurant Organization & Management I 3 credits
- DIT 221 - Medical Nutrition Therapy 4 credits
- HRI 102 - Hotel Restaurant Organization & Management II 3 credits
- DIT 190 - Coordinated Internship 2 credits

Total Minimum Credits to Complete: 16

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students must pass background and drug screen before taking DIT 190.

Early Childhood Development Certificate

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs working with young children (birth to age eight) in preschools, elementary schools, child-care centers, and before- and after-school programs. Jobs include director, assistant director, lead teacher, and assistant teacher. This program is offered at the Chester Campus. This career-technical degree is guided by an advisory committee comprised of local education leaders.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a CERT intend to pursue immediate employment. The Certificate is at Level 5 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 4 is an Early Childhood

Development Career Studies Certificate. In addition, students will have earned 31 of the 62 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. Students may need to complete placement tests in English. Visit 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Apply developmental knowledge to create healthy, respectful, supportive, and challenging learning environments for young children
2. Use systematic observation and documentation to assess the development of all children.
3. Implement a wide array of developmentally appropriate approaches, instructional strategies, and tools appropriate for individual children
4. Design, implement, and evaluate developmentally appropriate and meaningful curriculum for each child.

Required Courses

- SDV 100 - College Success Skills 1 credit
- CHD 120 - Introduction to Early Childhood Education 3 credits
- CHD 145 - Teaching Art, Music and Movement to Children 3 credits
- CHD 165 - Observation and Participation in Early Childhood/Primary Settings 3 credits
- CHD 205 - Guiding the Behavior of Children 3 credits
- EDU 235 - Health, Safety, and Nutrition Education 3 credits
- ENG 111 - College Composition I 3 credits
- PSY 230 - Developmental Psychology 3 credits
- CHD 118 - Language Arts for Young Children 3 credits
- CHD 146 - Math, Science and Social Studies for Children 3 credits
- CHD 166 - Infant and Toddler Programs 3 credits

Total Minimum Credits to Complete: 31

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

CHD 165 is a practicum class that requires students to observe young children and participate in an approved early childhood setting for 40 hours throughout the semester.

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.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Early Childhood Development, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs working with young children (birth to age eight) in preschools, elementary schools, child-care centers, and before- and after-school programs. Jobs include director, assistant director, lead teacher, and assistant teacher. This program is offered at the Chester Campus. This career-technical degree is guided by an advisory committee comprised of local education leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, we now have pathways that lead from the Early Childhood Development AAS degree to a Bachelor's degree with K-3 teaching licensure at participating Virginia universities, without credit loss. The AAS degree in Early Childhood Development is at Level 6 of the Virginia Career Pathways for Early Childhood and Out-of-School Time Practitioners. Level 7 is a Bachelor's degree.

TRANSFER INFORMATION: Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply developmental knowledge to create healthy, respectful, supportive, and challenging learning environments for young children
2. Create strategies for building relationships and involving diverse families in their children's development and learning
3. Use systematic observation and documentation to assess the development of all children
4. Implement a wide array of developmentally appropriate approaches, instructional strategies, and tools appropriate for individual children
5. Design, implement, and evaluate developmentally appropriate and meaningful curriculum for each child
6. Analyze professional experiences and practices for alignment with best practices, ethical standards and other early childhood professional guidelines

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- CHD 120 - Introduction to Early Childhood Education 3 credits
- CHD 145 - Teaching Art, Music and Movement to Children 3 credits
- CHD 165 - Observation and Participation in Early Childhood/Primary Settings 3 credits
- ENG 112 - College Composition II 3 credits
- CHD 205 - Guiding the Behavior of Children 3 credits
- EDU 235 - Health, Safety, and Nutrition Education 3 credits
- PSY 230 - Developmental Psychology 3 credits
- CHD 118 - Language Arts for Young Children 3 credits
- CHD 146 - Math, Science and Social Studies for Children 3 credits
- CHD 166 - Infant and Toddler Programs 3 credits

- BIO 101 - General Biology I 4 credits
- ENG 250 - Children's Literature 3 credits Additional Course Options: ENG 246
- HIS 121 - United States History to 1877 3 credits Additional Course Option: HIS 122.
- CHD 210 - Introduction to Exceptional Children 3 credits
- CHD 216 - Early Childhood Programs, School, and Social Change 3 credits
- CHD 270 - Administration of Child Care Programs 3 credits
- CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings 3 credits
Prerequisites: CHD 118, CHD 120, CHD 145, CHD 146, CHD 165, CHD 166, CHD 205, CHD 210, CHD 216, CHD 270, EDU 235.
To be taken after completion of prerequisite courses or with instructor's approval.
- EDU 200 - Introduction to Teaching as a Profession 3 credits

Total Minimum Credits to Complete: 62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for the Early Childhood Career Studies Certificate (CSC) and/or the Early Childhood Development Certificate (C), students should consult their faculty advisor.

CHD 165, CHD 265 and EDU 200 are practicum classes that require students to observe young children and participate in approved early childhood settings for 40 hours each. CHD 165 and EDU 200 must be taken before CHD 265.

To enroll in CHD 165, EDU 200 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.

Early Childhood, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for jobs working with young children (birth to age eight) in preschools, elementary schools, child-care centers, and before- and after-school programs. This program is offered at the Chester Campus. This career-technical degree is guided by an [advisory committee](#) comprised of local education leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. This CSC 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. Students completing this program will have earned 16 of the 31 credits needed for the Early Childhood Certificate (Pathways Level 5).

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Visit 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. Students should consult their faculty advisor for more information. To enroll in CHD 165, students must complete a TB screening, a criminal background check and a sex offender registry check. Students are expected to cover all costs for these legal requirements.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to

1. Apply developmental knowledge to create healthy, respectful, supportive, and challenging learning environments for young children.
2. Use systematic observation and documentation to assess the development of all children.
3. Implement a wide array of developmentally appropriate approaches, instructional strategies, and tools appropriate for individual children

Required Courses

- SDV 100 - College Success Skills 1 credit
- CHD 120 - Introduction to Early Childhood Education 3 credits
- CHD 145 - Teaching Art, Music and Movement to Children 3 credits
- CHD 165 - Observation and Participation in Early Childhood/Primary Settings 3 credits
- CHD 205 - Guiding the Behavior of Children 3 credits
- EDU 235 - Health, Safety, and Nutrition Education 3 credits

Total Minimum Credits to Complete: 16

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

CHD 165 is a practicum class that requires students to observe young children and participate in an approved early childhood setting for 40 hrs throughout the semester.

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.

Electrical Engineering Technology, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs as entry-level electricians and electrician helpers. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Completion of this degree will also expedite the certification process set by the Department of Professional and Occupational Regulation, providing the graduate a two year path to becoming state certified as a journeyman electrician. Student can also complete the Career Studies Certificate in Residential Electricity during their program.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Demonstrate knowledge and application of direct and alternating currents, resistance, magnetism, inductance and capacitance in industry practice.
2. Install functioning, safe, and efficient electrical circuits.
3. Install and repair functioning, safe, and efficient residential circuits.
4. Apply the National Electrical Code along with State and local codes to the industrial wiring process.
5. Communicate an understanding of the concepts of magnetism and generators used in electrical motor applications.
6. Communicate an understanding of the concepts of magnetism and generators used in electrical motor applications.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits (*ENG 111*)
- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 154 ,MTH 161 ,MTH 162 ,MTH 263 ,MTH 264.
- ELE 110 - Home Electric Power 3 credits
- ELE 133 - Practical Electricity I 3 credits
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- ELE 127 - Residential Wiring Methods 3 credits
- ELE 131 - National Electrical Code I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 151 - Electrical Troubleshooting 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ELE 137 - National Electrical Code – Industrial 3 credits
- ELE 156 - Electrical Control Systems 3 credits
- MEC 154 - Mechanical Maintenance I 3 credits
- PSY 200 - Principles of Psychology 3 credits
- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, REL 100, REL 230, PHI 101
- ELE 138 - National Electrical Code Review I 3 credits (*Offered Spring only*)
- ELE 159 - Electrical Motors 3 credits
- SOC 200 - Introduction to Sociology 3 credits

Restricted Technical Electives (Choose 2): 6 Credits

From the following prefixes: ELE, ENE, CAD, IND, MEC, AIR

- ELE 239 - Programmable Controllers 3 credits
Additional Course Options: ENE 104, IND 101, IND 116, IND 137, CAD 151, CAD 241, AIR 121, AIR 122, AIR 134, MEC 113, MEC 131, MEC 132.

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

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.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for the Residential Electricity Career Studies Certificate (CSC), students should consult their faculty advisor.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Electricity, CSC

PURPOSE: This one-year program prepares students already working in the field to take the state electrician journeyman exam. It also provides basic training in electrical skills. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. This program prepares students for the journeyman-level exam.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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.

PROGRAM OUTCOMES:

By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge and application of direct and alternating currents, resistance, magnetism, inductance and capacitance in industry practice.
2. Troubleshoot electrical circuits.
3. Apply the National Electrical Code along with State and local codes to the industrial wiring process.

Required Courses

- ELE 131 - National Electrical Code I 3 credits
- ELE 138 - National Electrical Code Review I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 151 - Electrical Troubleshooting 3 credits Additional Course Option: ELE 156

Total Minimum Credits For Program: 13

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Emergency Medical Services, Advanced Emergency Medical Technician, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

[View application and additional information](#)

PURPOSE: This one-year program prepares students for a job as Advanced Emergency Medical Technicians (AEMT). This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Upon successful completion of the program, students will be eligible for National Registry testing and certification in the Commonwealth of Virginia to become a certified Advanced Emergency Medical Technician (AEMT). As students complete their first semester courses, they also become eligible for testing at the EMT level.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Perform a comprehensive advanced assessment, physical exam, and appropriate management of a medical patient.
2. Demonstrate competency in the affective domain in both complex simulations and through internship experiences.
3. Show an ability to practice personal safety and crew resource management to prevent injury to patients, practitioners, and bystanders.

ADMISSION REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should consult 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. EMT Certification is required in order to begin ALS courses.

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
FAX 214-703-8992
www.coaemsp.org

Required Courses

- EMS 111 - Emergency Medical Technician 7 credits
(Or EMS 112 and EMS 113)
- EMS 120 - Emergency Medical Technician - Basic Clinical 1 credit Corequisite: EMS 111 or EMS 113 .
- EMS 150 - Advanced Emergency Medical Technician (AEMT) 7 credits
- EMS 170 - ALS Internship I 1 credit

Total Minimum Credit to Complete: 16

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility to test for Emergency Medical Technician (EMT) certification, students should consult their faculty advisor.

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 Advanced Life Support (ALS) courses. Students must earn a "C" or better in EMS coursework for eligibility to test for State and/or National Certification

EMS 120 must be taken concurrently with EMS 111 or EMS 113.

Emergency Medical Services, Paramedic, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

[View application and additional information](#)

As a student interested in EMS as my academic major, I understand that when I enroll at John Tyler Community College, my major may be declared as Emergency Medical Services, Paramedic. I understand that I must either apply for the EMT classes (EMS 111 and 120), gain acceptance, successfully pass with an 80% or better and obtain NREMT certification or hold a valid NREMT and/or Virginia EMT certification prior to eligibility to apply to the AAS paramedic program. I understand that I must meet all requirements for acceptance into the AAS degree program including: completing all pre-requisite courses with a grade of "C" or better, maintaining a minimum GPA, meeting minimum entrance exam scores, and submitting the official application to the EMS program. John Tyler Community College's AAS-Paramedic program is competitive, and I understand that even if I achieve or exceed minimum entrance requirements, I am not guaranteed admission into the Paramedic program. If I am not formally admitted to the AAS-Emergency Medical Services, Paramedic program at John Tyler Community College, I understand that I will not be allowed to enroll in emergency medical services (EMS) classes and may be removed from the Emergency Medical Services, Paramedic major at that time.

PURPOSE: This two-year degree prepares students for a job as a paramedic. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Upon completion of the program, students will be eligible for National registry testing and certification in the Commonwealth of Virginia as a certified Paramedic. As students complete coursework in the AAS Paramedic degree, students become eligible for testing at the EMT and Advanced-EMT levels. Students must complete all the EMS and general education courses to be eligible to sit for the Paramedic exam.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Perform a comprehensive advanced assessment, physical exam, and appropriate management of a medical patient.
2. Apply all psychomotor skills within the scope of practice of a paramedic.
3. Demonstrate competency in the affective domain in both complex simulations and through internship experiences.
4. Integrate and apply comprehensive knowledge of anatomy, physiology, pathophysiology, and pharmacology into treatment plans for a variety of complex medical, trauma and behavioral conditions while leading a prehospital care team.
5. Show an ability to practice personal safety and crew resource management to prevent injury to patients, practitioners, and bystanders.
6. Use advanced treatments for cardiac, neurological, and trauma patients, following national standards.
- 7.

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 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 to discuss course placement 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. EMT Certification is required in order to begin Advanced Life Support (ALS) courses.

SPECIAL ACCREDITATION STATUS:

The John Tyler Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

Required Courses

- EMS 111 - Emergency Medical Technician 7 credits Additional Course Options: EMS 112, EMS 113.
- EMS 120 - Emergency Medical Technician - Basic Clinical 1 credit
- SDV 100 - College Success Skills 1 credit
- BIO 145 - Basic Human Anatomy and Physiology 4 credits Additional Course Option: BIO 142.
- EMS 121 - Preparatory Foundations 2 credits
- EMS 123 - EMS Clinical Preparation 1 credit
- EMS 125 - Basic Pharmacology 1 credit
- EMS 126 - Basic Pharmacology Lab 1 credit

- EMS 127 - Airway, Shock and Resuscitation 1 credit
- EMS 128 - Airway, Shock and Resuscitation Lab 1 credit
- EMS 135 - Emergency Medical Care 2 credits
- EMS 136 - Emergency Medical Care Lab 1 credit
- EMS 137 - Trauma Care 1 credit
- EMS 138 - Trauma Care Lab 1 credit
- EMS 139 - Special Populations 1 credit
- EMS 140 - Special Populations Lab 1 credit
- EMS 141 - Cardiovascular Care 2 credits
- EMS 142 - Cardiovascular Care Lab 1 credit
- EMS 175 - Paramedic Clinical Experience I 2 credits
- EMS 213 - ALS Skills Development 1 credit
- EMS 202 - Paramedic Pharmacology 2 credits
- BIO 141 - Human Anatomy and Physiology I 4 credits Additional Course Options: ENG 112, MTH 154, SOC 200, PSY 116.
- ENG 111 - College Composition I 3 credits
- PHI 220 - Ethics 3 credits Additional Course Options: CST 100, REL 230.
- PSY 230 - Developmental Psychology 3 credits
- EMS 203 - Advanced Patient Care 2 credits
- EMS 204 - Advanced Patient Care Lab 2 credits
- EMS 206 - Pathophysiology for Health Professions 3 credits
- EMS 247 - Paramedic Clinical Experience II 1 credit
- EMS 248 - Paramedic Comprehensive Field Experience 2 credits
- EMS 210 - EMS Operations 1 credit
- EMS 212 - Leadership and Professional Development 1 credit
- EMS 165 - Advanced Cardiac Life Support 1 credit
- EMS 163 - Prehospital Trauma Life Support 1 credit
- EMS 167 - Emergency Pediatrics Course (EPC) 1 credit Additional Course Option: EMS 169.
- EMS 164 - Advanced Medical Life Support (AMLS) 1 credit
- EMS 216 - Paramedic Review 1 credit
- EMS 249 - Paramedic Capstone Internship 2 credits

Total Minimum Credit to Complete: 65-67

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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 EMS 154

Students must complete either BIO 145 or BIO 141 AND BIO 142. Students who complete BIO 141 for this elective must complete BIO 142 instead of BIO 145. Students will not receive credit for BIO 145 and BIO 141 or BIO 142.

The PHI 220 requirement may be satisfied by completing another 3-credit conceptual humanities course that offers breadth of knowledge, with program director or dean approval.

Students transferring with AEMT or Intermediate Credentials will be required to take EMS 213 to satisfy NREMT Portfolio Requirements.

Students must complete all the EMS and general education courses to be eligible to sit for the Paramedic exam.

Additional Resource: EMS Application Packet

Energy Technology, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in the energy field. Jobs include nuclear power plant operator and solar cell installer. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Transfer information on a wiring schematic design to operational circuits.
2. Install and operate basic energy components used in the alternative energy field.
3. Demonstrate the knowledge and skills to safely perform laboratory duties and recognize safety issues, in accordance with OSHA standards.

Required Courses

- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ENE 104 - Energy Industry Fundamentals 4 credits *Offered Spring Only*
- MEC 154 - Mechanical Maintenance I 3 credits
- AIR 121 - Air Conditioning and Refrigeration I 3 credits *Offered Fall Only* Additional Course Option: ELE 176.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 116 - Applied Technology 3 credits

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

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.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Engineering, AS

PURPOSE: This two-year degree prepares students for transfer to a four-year college and major in an engineering-related program. Examples include mechanical, civil, electrical, computer, biomedical, and chemical engineering.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. Students should consult with their advisors to ensure that they select electives that best prepare them for the specific requirements of their intended transfer college or university programs of study. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Please see Additional Information for Prospective Engineering Students for the Engineering Application Form and required documentation, Math Placement guidance, Engineering Preparation Pathways, and Guaranteed Transfer information.

1. Initial placement: All Engineering students will be placed initially in AS Science, but should still select Engineering on their Tyler application.

2. Automatic Engineering placement process: As soon as students are eligible to take both

MTH 263 Calculus I or higher

ENG 111 English Composition I (or ENG 111/ENF 3) or higher

they should submit the Engineering Application Form to start the automatic process to be placed in AS Engineering.

3. Students not yet ready for Engineering can complete any developmental and prerequisite courses needed to prepare for the Engineering curriculum, while in the Science major. Engineering Preparation Pathways are available. English, Humanities, Social Science, and Chemistry courses will be applicable to the Engineering major requirements.

4. Students should meet with an Advising Center advisor to determine what level math they are ready for, and may need to complete placement tests in English and Math. Visit www.jtcc.edu/placement for English placement options. Visit <https://www.jtcc.edu/academics/engineering-as-math-placement> for additional guidance for Engineering Math placement.

New students and returning students are strongly urged to see their Engineering/Science faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills (taken from Accreditation Board of Engineering and Technology ABET standards):

1. Identify, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. Apply the engineering design process to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, ethical, and economic factors.
3. Effectively communicate engineering information, reflecting the engineering process and adhering to guidelines for clarity, organization, and completeness.
4. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.

5. Develop and conduct appropriate experimentation, analyze and interpret data using software, and use engineering judgment to draw conclusions.

Required Courses

- SDV 100 - College Success Skills 1 credit
- MTH 263 - Calculus I 4 credits
- EGR 121 - Foundations of Engineering 2 credits
- ENG 111 - College Composition I 3 credits
- CHM 111 - General Chemistry I 4 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: ART 101, ART 102, ENG 252, PHI 111, PHI 220, REL 230.
- MTH 264 - Calculus II 4 credits
- EGR 122 - Engineering Design 3 credits
- ENG 112 - College Composition II 3 credits
- HIS 112 - World Civilization Post-1500 CE 3 credits Additional Course Options: PSY 200, PSY 230, SOC 200, ECO 201, ECO 202.
- Engineering Elective Courses (3 credits) See below
- MTH 267 - Differential Equations 3 credits
- Engineering Elective Courses (6 credits) (choose 2) See below.
- PHY 241 - University Physics I 4 credits
- ECO 202 - Principles of Microeconomics 3 credits Additional Course Options: ECO 201, HIS 112, PSY 200, PSY 230, SOC 200.
- MTH 265 - Calculus III 4 credits Additional Course Options: 3-4 credits MTH 266, MTH 288.
- Engineering Elective Courses (6 credits) (choose 2) See below.
- PHY 242 - University Physics II 4 credits
- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, CST 100, ENG 255, PHI 111, REL 230.

Total Credits For Program: 65-66

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Student will be awarded credit for CSC 201 or EGR 126. Credit will not be awarded for both courses.

Please see an Advisor (Faculty or Advising Center) early for advice about math placement and its impact on your plan of study.

Please see your engineering Faculty Advisor early to identify which upper level Math and EGR courses are most applicable to your intended university major and to create a plan of study that accounts for prerequisites, preferred course order, and class offerings. EGR course offerings are limited in the summer. Several courses may be taken out of numerical sequence. Some courses must be taken together. A minimum grade of C is required in the following prerequisite classes: EGR 140 for both EGR 245 and EGR 246, and EGR 251 for EGR 261/263. A minimum grade of C is required for transfer credit. Additional courses may be counted for majors such as Biomedical EGR, Chemical EGR, and Computer Science - these courses require a waiver. **Please see your Engineering Faculty Advisor each semester** to maintain or revise your plan.

Foreign Language: Students who did not complete foreign language in high school and need it for their university program (not common) may substitute SPA 101 or FRE 101 for CST 100 only. **This requires a waiver.**

Engineering Electives List

- EGR 126 - Computer Programming for Engineers 3 credits OR
- CSC 201 - Computer Science I 4 credits
- EGR 140 - Engineering Mechanics: Statics 3 credits
- EGR 245 - Engineering Mechanics – Dynamics 3 credits (*Spring only*)
- EGR 246 - Mechanics of Materials 3 credits
- EGR 248 - Thermodynamics for Engineering 3 credits (*Fall only*)
- EGR 270 - Fundamentals of Computer Engineering 4 credits (*Fall only*)
- EGR 251 - Basic Electric Circuits 3 credits
- EGR 255 - Electrical Circuits Laboratory 1 credit
- EGR 261 - Signals and Systems 3 credits
- EGR 263 - Signals and Systems Laboratory 1 credit (*Spring only*)
- EGR 206 - Engineering Economics 3 credits

Filmmaking, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in digital filmmaking. This program is offered at the Midlothian Campus. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Produce an edited film sequence utilizing various film editing and postproduction techniques.
2. Create a short screenplay utilizing visual writing techniques and industry standard formatting.
3. Execute a body of artwork utilizing various lighting and filmmaking techniques.

Required Courses

- ART 150 - History of Film and Animation 3 credits
- CST 151 - Film Appreciation I 3 credits
- PHT 120 - Screenwriting 3 credits (*Offered Spring only*)
- PHT 150 - Film Production I 3 credits (*Offered Fall only*)
- CST 140 - Acting for the Camera 3 credits (*Offered Fall only*) Additional Course Option: ART 208
- PHT 151 - Film Production II 3 credits (*Offered Spring only*)
- PHT 274 - Digital Film Editing and Post Production 3 credits (*Offered Spring only*)
- PHT 299 - Supervised Study 3 credits (*Offered Spring only*) Additional Course Option: PHT 296.

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Fine Arts Certificate

PURPOSE: This one-year program prepares students for jobs in art and design. This program is offered at the Midlothian Campus.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a CERT intend to pursue immediate employment.

TRANSFER INFORMATION: This program provides a coherent set of university parallel courses corresponding to the first year of art foundation study in the visual arts. The program may be applied toward art education, art history, crafts, fashion design, filmmaking, graphic design, illustration, interior design, museum studies, painting, photography, printmaking, sculpture and other art-related fields. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Critically evaluate personal studio art projects and those of other students through the process of critique.
2. Assemble a portfolio of visual works and projects that can be used to demonstrate professional readiness.
3. Write a professional resume, cover letter, and artist statement.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- ENG 112 - College Composition II 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- ART 122 - Drawing II 3 credits
- ART 132 - Three-Dimensional Design 3 credits
- ART 130 - Introduction to Multimedia 4 credits
- ART 287 - Portfolio and Resume Preparation 1 credit

Total Minimum Credits to Complete: 33

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

ART 287 represents a course in which students must develop a portfolio during their last semester of study.

Funeral Services, AAS

The Funeral Services Program will be accepting applications for fall 2021 admission starting on June 15, 2021. Please click [here](#) to apply.

Students who wish to be provisionally placed into the AAS Funeral Services Program should contact the Advising Center at advising@jtcc.edu.

PURPOSE: This two-year degree prepares students for jobs in funeral services. Students who complete this degree are eligible to take the national board exam which is required to become a licensed funeral director. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. Students who complete this degree are eligible to take the national board exam which is required to become a licensed funeral director.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Explain the importance of funeral service professionals in developing relationships/tips with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

ACCREDITATION: The Funeral Services degree 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, 8162333747; Web: <http://www.abfse.org> and is approved by the Commonwealth of Virginia Board of Funeral Directors and Embalmers.

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 provisionally placed into the Funeral Services Program. To be considered for full admission into the Program, students must:
 - a. Be 18 years of age or older.
 - 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.
 - 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.
2. 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 and whether they are currently employed in a funeral home. Students who are missing a few pre-requisite courses, with the exception of FNS 110, FNS 121 or its equivalent and CHM 110, may be considered for admission if space is available.
3. 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 courses in the Funeral Services Program.
4. Once receiving full admission into the Funeral Services Program, full-time students will have 4 semesters (including summer) to complete the Program. Part-time students must completed the Program within 6 semesters (including summer). Exceptions may be made by the Funeral Services Dept. Chair on a case-by-case basis.
5. 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

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- FNS 110 - Introduction to Funeral Service 2 credits
- PSY 116 - Psychology of Death and Dying 3 credits
- CHM 110 - Survey of Chemistry 3 credits
- BIO 145 - Basic Human Anatomy and Physiology 4 credits
- ACC 211 - Principles of Accounting I 3 credits Additional Course Option: ACC 105.
- BUS 100 - Introduction to Business 3 credits
- BUS 241 - Business Law I 3 credits
- REL 230 - Religions of the World 3 credits
- SOC 200 - Introduction to Sociology 3 credits

MILESTONE: Students who complete the above courses are eligible to apply for full admission into the A.A.S. in Funeral Services Program

- FNS 111 - Theory of Embalming I 3 credits
- FNS 113 - Theory of Embalming Laboratory: I 1 credit
- FNS 231 - Principles of Funeral Management I 4 credits
- FNS 125 - Microbiology for Funeral Service 3 credits
- FNS 112 - Theory of Embalming II 3 credits
- FNS 114 - Theory of Embalming Laboratory: II 1 credit
- FNS 232 - Principles of Funeral Management II 4 credits

- FNS 126 - Pathology for Funeral Service 3 credits
- FNS 213 - Restorative Art 3 credits
- FNS 214 - Restorative Art Technical Applications 1 credit
- FNS 236 - Funeral Service Law 3 credits
- FNS 270 - Funeral Service Review 3 credits
- FNS 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any ENG, MTH, and SDV requirements first.

General education courses and prerequisite courses can be taken in any order.

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).

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

FNS 270 and FNS 290 can only be taken in the last semester. Students must have approval to take these courses from the Funeral Services Program department chair.

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 2000-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.

Program Information

National Board Examination pass rates, graduation rates, (beginning in 2015) and employment rates (beginning in 2015) for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's pass rates and rates, go to Moyer Hall, Room 117D (Chester Campus) or by e-mail at srhue@jtcc.edu or by telephone at (804) 706-5066

Program Information - John Tyler

Year	Total Enrolled	# of New Students	# of Grads	Timely Grad*	Graduation Rate **	Did Not Finish ***	Overall % Employed	Employed In FS
2020	44	27	17	17/17	100%	1	88%	88%
2019	42	27	12	12/12	100%	5	100%	100%
2018	36	17	9	9/9	100%	10	100%	100%

* Timely graduation = complete program in 1½ times designated program length.

** Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year)

*** Left before completing the program; did not finish.

National Board Statistics - John Tyler

Single Year	School Pass Rate	National Pass Rate	Single Year	School Pass Rate	National Pass Rate
2020 Arts	77%	73%	Sciences	33%	64%
2019 Arts	82%	72%	Sciences	75%	63%
2018 Arts	64%	77%	Sciences	63%	71%

Accreditation

Program Accredited by ABFSE: Associate in Applied Science - Funeral Services

Initial Accreditation 1973/Last comprehensive review 2019/Next comprehensive review 2026

Re-accreditation: October 2019 for period of 7 years.

Most recent Accreditation decision: October 2019 for period of 7 years (from last scheduled review) with no stipulations. Important factors in the decision were the efficient response to site visit team comments, the strength of the program assessment plan and the level of institutional support for technology and distance education.

To request a printed copy of this program's rates, visit Moyar Hall, Room 117 (Chester Campus).

General Education Certificate

PURPOSE: This certificate is awarded to students who complete one year of specific general education courses. Students cannot declare this certificate for their major.

CREDENTIALS: This certificate is designed to parallel the first year of general education at many transfer institutions.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Evaluate information, ideas, and arguments from relevant perspectives to make sense of complex issues and/or reach well-reasoned conclusions.
2. Demonstrate civic engagement through an understanding of the knowledge and values necessary to become an informed and contributing member of society.
3. Communicate effectively by developing and conveying ideas appropriate to the given context and audience.
4. Work effectively in teams and display situationally appropriate demeanor and behavior.
5. Calculate, interpret, and use numerical and quantitative information.
6. Show knowledge of the scientific method, recognize empirical evidence, and draw conclusions based on evidence.

Required Courses

- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112.
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, CHM 111, ENV 121, PHY 101, PHY 201, BIO 141 (for health sciences majors)
- ECO 150 - Economic Essentials: Theory and Application 3 credits Additional Course Options: ECO 201, GEO 200, GEO 210, PLS 135, PLS 241, PSY 200, PSY 230, SOC 200, SOC 211, SOC 268.
- ENG 112 - College Composition II 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, ASL 101, ASL 201, CST 100, CST 130, CST 151, FRE 101, FRE 201, MUS 121, MUS 226, PHI 101, PHI 111, PHI 220, REL 100, REL 230, SPA 101, SPA 201.
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.
- ASL 102 - American Sign Language II 3 credits Additional Course Options: (choose 2) 6-8 credits ASL 202, BIO 102, BIO 142, (for the health sciences majors), CHM 101, CHM 112, ECO 202, ENV 121, FRE 102, FRE 202, HLT 160, MTH 162, MTH 245, MTH 261, MTH 264, PHY 101, PHY 202, SPA 102, SPA 202.

Total Minimum Credits to Complete: 31-33

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete any ENG and MTH requirements first.

Students interested in science, technology, engineering, and math (STEM)-related transfer degrees should take MTH 161 or higher to fulfill their math requirements. Students pursuing non-STEM majors (i.e. liberal arts, social sciences, communication, etc.) should take MTH 154. Please note that students must consult with an advisor since math requirements of different majors vary by program and transfer institution.

STEM majors should take BIO 101-BIO 102 or CHM 111-CHM 112.

Students should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

General Studies, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college. This degree is intended for students who may be unsure of their intended major.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Evaluate information, ideas, and arguments from relevant perspectives to make sense of complex issues and/or reach well-reasoned conclusions.
2. Demonstrate civic engagement through an understanding of the knowledge and values necessary to become an informed and contributing member of society.
3. Communicate effectively by developing and conveying ideas appropriate to the given context and audience.
4. Work effectively in teams and display situationally appropriate demeanor and behavior.
5. Calculate, interpret, and use numerical and quantitative information.
6. Show knowledge of the scientific method, recognize empirical evidence, and draw conclusions based on evidence.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 121, HIS 122, HIS 112
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, CST 130, CST 151, MUS 121, MUS 226.
- ENG 112 - College Composition II 3 credits
- MTH 245 - Statistics I 3 credits Additional Course Options: MTH 162, MTH 264.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200, PSY 230, SOC 211, SOC 268.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: BUS 100, ECO 150, ECO 201, HLT 160, ADJ 100, ITE 119, ENG 211.
- REL 230 - Religions of the World 3 credits Additional Course Options: SOC 268, PLS 135, GEO 210, GEO 220, PLS 241.
- BIO 101 - General Biology I 4 credits Additional Course Options: ENV 121, CHM 101, PHY 101, BIO 141 (for health sciences majors), CHM 111, PHY 201.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Options: SPA 201, PHI 220, REL 230, PHI 101, REL 100, ASL 101 ASL 201, FRE 101, FRE 201, PHI 111. 3-4 credits

- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.
- HLT 160 - Personal Health and Fitness 3 credits Additional Course Options: BUS 100, ECO 202, ADJ 100, ENG 211.
- SOC 200 - Introduction to Sociology 3 credits Additional Course Options: PSY 200, PSY 230, SOC 211, SOC 268.
- BIO 102 - General Biology II 4 credits Additional Course Options: BIO 101, ENV 121, CHM 101, PHY 101, BIO 142 (for health sciences majors).
- SPA 102 - Beginning Spanish II 4 credits Additional Course Options: SPA 202, ASL 102, ASL 202, PHI 220, REL 230, PHI 101, REL 100, FRE 102, FRE 202, PHI 111. 3-4 credits
Transfer Elective (see below for options 6-8 credits)

Total Minimum Credits to Complete: 60-62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102.

Some transfer institutions/majors require that students have a foreign language proficiency through the 102 level. Students who completed 3 years of the same foreign language in high school may be exempt from this requirement. Native/fluent speakers may enroll directly into SPA 102 or FRE 102. Please check with your faculty advisor if you wish to take a language other than Spanish or French.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Transfer Elective Options:

- ADJ 100 - Survey of Criminal Justice 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- BIO 101 - General Biology I 4 credits
- BIO 102 - General Biology II 4 credits
- BUS 100 - Introduction to Business 3 credits
- CHM 101 - Introductory Chemistry 4 credits
- CSC 200 - Introduction To Computer Science 3 credits
- CST 130 - Introduction to the Theatre 3 credits
- CST 151 - Film Appreciation I 3 credits
- ENG 211 - Creative Writing I 3 credits
- ENG 225 - Reading Literature: Culture and Ideas 3 credits
- ENG 245 - British Literature 3 credits
- ENG 246 - American Literature 3 credits
- ENG 255 - World Literature 3 credits
- ENG 258 - African American Literature 3 credits
- ENG 275 - Women in Literature 3 credits
- ENV 121 - General Environmental Science I 4 credits
- FRE 101 - Beginning French I 4 credits

- FRE 102 - Beginning French II 4 credits
- GEO 200 - Introduction to Physical Geography 3 credits
- GEO 210 - People and the Land: An Introduction to Cultural Geography 3 credits
- GEO 220 - World Regional Geography 3 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits
- HIS 112 - World Civilization Post-1500 CE 3 credits
- HIS 121 - United States History to 1877 3 credits
- HIS 122 - United States History Since 1865 3 credits
- HLT 160 - Personal Health and Fitness 3 credits
- HMS 100 - Introduction to Human Services 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
- MTH 161 - Precalculus I 3 credits
- MTH 162 - Precalculus II 3 credits
- MTH 245 - Statistics I 3 credits
- MTH 261 - Applied Calculus I 3 credits
- MTH 263 - Calculus I 4 credits
- MTH 264 - Calculus II 4 credits
- MUS 121 - Music in Society 3 credits
- MUS 226 - World Music 3 credits
- PHI 101 - Introduction to Philosophy I 3 credits
- PHI 111 - Logic I 3 credits
- PHI 220 - Ethics 3 credits
- PHY 101 - Introduction to Physics I 4 credits
- PLS 135 - U.S. Government and Politics 3 credits
- PLS 241 - Introduction to International Relations 3 credits
- PSY 200 - Principles of Psychology 3 credits
- PSY 230 - Developmental Psychology 3 credits
- REL 100 - Introduction to the Study of Religion 3 credits
- REL 230 - Religions of the World 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 211 - Cultural Anthropology 3 credits
- SOC 268 - Social Problems 3 credits
- SPA 101 - Beginning Spanish I 4 credits
- SPA 102 - Beginning Spanish II 4 credits
- SPA 201 - Intermediate Spanish I 3 credits
- SPA 202 - Intermediate Spanish II 3 credits

Health Sciences, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in a health sciences program. Examples include nursing, dental hygiene, exercise science, and radiation science. This degree is not intended for students who are interested in attending medical or dental school.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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 or BS in a health science field should meet with their faculty advisor to decide on the courses that best match the requirements of their intended transfer institution.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Demonstrate a fundamental understanding of introductory concepts related to human anatomy and physiology.
2. Explain the general characteristics of microorganisms and their relationships to individual and community health.
3. Evaluate and communicate the relationship among nutrition, human development, and lifestyle on disease prevention.
4. Interpret medical terms and abbreviations.
5. Apply quantitative skills relevant to future practitioners in health science careers.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161.
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, CHM 111.
- PSY 230 - Developmental Psychology 3 credits
- BIO 141 - Human Anatomy and Physiology I 4 credits
- ENG 112 - College Composition II 3 credits
- CHM 101 - Introductory Chemistry 4 credits Additional Course Options: CHM 112, BIO 101, BIO 102 .
- BIO 142 - Human Anatomy and Physiology II 4 credits
- CST 100 - Principles of Public Speaking 3 credits Approved Course Options: SPA 101, SPA 102, FRE 101, FRE 102, HIS 121, HIS 111, HIS 122, HIS 112.
- MTH 245 - Statistics I 3 credits Additional Course Options: MTH 162
- HLT 143 - Medical Terminology I 3 credits Additional Course Options: HLT 160, Any NSG course - meet with advisor
- PHI 101 - Introduction to Philosophy I 3 credits Additional Course Option: PHI 220.
- PSY 200 - Principles of Psychology 3 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Option: ART 102.
- HLT 230 - Principles of Nutrition and Human Development 3 credits
- BIO 150 - Introductory Microbiology 4 credits Additional Course Options: PHY 201, (CHM 241 + CHM 245 5 credits)
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 255, ENG 258, ENG 275.
- SOC 200 - Introduction to Sociology 3 credits

Total Minimum Credits to Complete: 60-61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate. Students are reminded to consult with their transfer institution and faculty advisor about the varying science requirements of BSN and other health science programs.

Students applying for the JTCC Nursing Program may elect to take MTH 155 Statistical Reasoning as the math required for admission to the JTCC Nursing Program (starting Spring 2019).

Students are eligible to apply to the nursing program while enrolled in or after completion of the prerequisite courses: SDV 101/100, ENG 111, MTH 154 or MTH 155 or MTH 161 or MTH 245, PSY 230, and BIO 141 (within 10 years prior to acceptance into the Nursing Program).

Transfer credit cannot be awarded for courses over 10 years old in Natural or Physical Sciences (BIO 141, BIO 142, BIO 150) for students in the Nursing Program.

Students should consult with their transfer institutions on the CST or HIS requirement. Some institutions may require a HIS elective. Students can choose CST 100 or from one of the listed HIS electives.

Heating and Air Conditioning, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This three-semester program prepares students for entry-level jobs in the heating and air conditioning field. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Completion of this program fulfills the education requirements to take the state HVAC journeyman exam. Students will complete the Environmental Protection Agency 608 Technician Certification test, as required by the federal Clean Air Act of 1990.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge of the basic components in the compression refrigeration cycle and the purpose of each component.
2. Operate oxyacetylene and turbo torch outfits and successfully and braze copper tubing connections with proficiency.
3. Install required electrical components and electrical wiring of a typical heating and air conditioning system.
4. Successfully complete the Environmental Protection Agency 608 Technician Certification test, as required by the federal Clean Air Act of 1990.

Required Courses

- AIR 121 - Air Conditioning and Refrigeration I 3 credits (*Offered Fall only*)
- AIR 122 - Air Conditioning and Refrigeration II 3 credits (*Offered Spring only*)
- AIR 134 - Circuits and Controls I 3 credits (*Offered Spring only*)
- AIR 154 - Heating Systems I 3 credits (*Offered Fall only*)
- ELE 131 - National Electrical Code I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits

Total Credits to Complete Program: 19

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Human Services, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in human services. Graduates will be prepared to work in the areas of social services, substance abuse, disabilities, and family violence. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. By selecting specific courses in this major, students may be eligible to complete one or more of the following career studies certificates: Substance Abuse, Bereavement and Grief Counseling, Adult Home Administration.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Describe human services theory, vocabulary, and skills needed in the field.
2. Identify the purpose of human services and its ongoing role in working with individuals, families, groups, communities and society.
3. Integrate human services theory and skills into practice.
4. Identify knowledge and practice skills needed for working with those in drug and alcohol abuse programs.
5. Exhibit the skills needed to function as a mental health worker, including problem-solving, goal-setting, and implementation of strategies and evaluation techniques to interact with a variety of clients.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
- HMS 100 - Introduction to Human Services 3 credits
- HMS 251 - Substance Abuse I 3 credits
- PSY 200 - Principles of Psychology 3 credits
- ENG 112 - College Composition II 3 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 121, HIS 122, HIS 112.

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options:ITE 119, or 3-one credit (ITE 101, ITE 129, ITE 141, ITE 151)
HMS/MEN/General Electives (3 credits) See below.
- MEN 101 - Mental Health Skill Training I 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: ENG 210.
- ENG 246 - American Literature 3 credits Additional Course Options:ENG 225, ENG 245, ENG 255, ENG 258, ENG 275, PHI 101, PHI 111, REL 230.
- MEN 102 - Mental Health Skill Training II 3 credits
- PSY 230 - Developmental Psychology 3 credits
- SOC 200 - Introduction to Sociology 3 credits
HMS/MEN/General Electives (6 credits) See below.
- MEN 190 - Coordinated Practice 3 credits Additional Course Options: MEN 290.
- MEN 196 - On-Site Training 3 credits Additional Course Options: MEN 296.
- PHI 220 - Ethics 3 credits Additional Course Options: SOC 211.

HMS/MEN/General Electives

Students interested in earning a Career Studies Certificate in a specific field should enroll in the following courses:

Adult Home Administration: 12 Credits

- HMS 106 - Working with Death and Dying 3 credits
- HMS 225 - Functional Family Intervention 3 credits
- HMS 236 - Gerontology 3 credits
- MKT 100 - Principles of Marketing 3 credits Additional Course Options: BUS 111, BUS 200

Bereavement and Grief Counseling: 12 Credits

- HMS 106 - Working with Death and Dying 3 credits
- PSY 116 - Psychology of Death and Dying 3 credits
- HMS/MEN/General Electives 6 credits

Substance Abuse Assistant: 12 Credits

- HMS 252 - Substance Abuse II 3 credits
- HMS 258 - Case Management and Substance Abuse 3 credits
- HMS/MEN/General Electives 6 credits

HMS/MEN/General Electives: 12 credits

- HMS 106 - Working with Death and Dying 3 credits
- HMS 225 - Functional Family Intervention 3 credits
- HMS 236 - Gerontology 3 credits
- HMS 252 - Substance Abuse II 3 credits
- HMS 258 - Case Management and Substance Abuse 3 credits
- MEN 121 - Intellectual Disabilities I 3 credits
- SOC 268 - Social Problems 3 credits

Total Minimum Credits to Complete: 64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for a Career Studies Certificate (CSC) in Adult Home Administration or Bereavement and Grief Counseling, students should consult their faculty advisor.

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.

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. All internships must be approved by the Human Services and Mental Health Program Chair.

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.

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.

Students who are 18 years of age or younger will be unable to secure the required internship. They will be unable to complete the requirements of the Human Services degree.

Human Services, Criminology Specialization, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in human services. Graduates will be prepared to work in the areas of social services, substance abuse, criminology, and corrections..

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major. By selecting specific courses in this major, students may be eligible to complete one or more of the following career studies certificates: Criminal Justice, Substance Abuse.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Describe human services theory, vocabulary, and skills needed in the field.
2. Identify the purpose of human services and its ongoing role in working with individuals, families, groups, communities and society.
3. Integrate human services theory and skills into practice.
4. Identify the major components and functions of the criminal justice system, including law enforcement, judiciary, and corrections.
5. Identify the nature, extent, causes, consequences, and prevention of criminal behavior.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: BIO 101, CHM 101, CHM 111, ENV 121, PHY 101, PHY 201.
- HMS 100 - Introduction to Human Services 3 credits
- HMS 251 - Substance Abuse I 3 credits Additional Course Options: ADJ 228, HMS 258.
- ADJ 100 - Survey of Criminal Justice 3 credits
- ADJ 201 - Criminology 3 credits
ADJ/HMS/MEN/General Electives (3 credits) See below.
- ENG 112 - College Composition II 3 credits
- HMS 225 - Functional Family Intervention 3 credits Additional Course Option: HMS 106.
- MEN 101 - Mental Health Skill Training I 3 credits
- PSY 200 - Principles of Psychology 3 credits
- ADJ 211 - Criminal Law, Evidence and Procedures I 3 credits Additional Course Option: ADJ 133.
ADJ/HMS/MEN/General Electives (3 credits) See below.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: ITE 119, or 3 1-credit ITE courses (ITE 101, ITE 129, ITE 141, ITE 151)
- MEN 102 - Mental Health Skill Training II 3 credits
- PSY 230 - Developmental Psychology 3 credits
ADJ/HMS/MEN/General Electives (3 credits) See below.
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 255, ENG 258, ENG 275, PHI 101, PHI 111, REL 230.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 121, HIS 122, HIS 112.
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112, ECO 201, ECO 202, PLS 135, PLS 241
- MEN 190 - Coordinated Practice 3 credits Additional Course Option: MEN 290.
- MEN 196 - On-Site Training 3 credits Additional Course Option: MEN 296 .
- SOC 200 - Introduction to Sociology 3 credits

ADJ/HMS/MEN/General Electives

Students interested in earning a Career Studies Certificate in a specific field should enroll in the following courses or select three courses from the electives listing:

Criminal Justice: 9 Credits

- ADJ 160 - Police Response to Critical Incidents 3 credits
- ADJ 227 - Constitutional Law for Justice Personnel 3 credits
- ADJ 229 - Law Enforcement and the Community 3 credits

Substance Abuse Assistant: 9 Credits

- HMS 252 - Substance Abuse II 3 credits Additional Course Option: ADJ 228.
- HMS 258 - Case Management and Substance Abuse 3 credits
ADJ/HMS/MEN/General Electives (3 credits) See below.

ADJ/HMS/MEN/General Electives

- ADJ 160 - Police Response to Critical Incidents 3 credits
- ADJ 227 - Constitutional Law for Justice Personnel 3 credits
- ADJ 228 - Narcotics and Dangerous Drugs 3 credits
- ADJ 229 - Law Enforcement and the Community 3 credits
- HMS 106 - Working with Death and Dying 3 credits
- HMS 225 - Functional Family Intervention 3 credits
- HMS 236 - Gerontology 3 credits
- HMS 252 - Substance Abuse II 3 credits
- HMS 258 - Case Management and Substance Abuse 3 credits
- MEN 121 - Intellectual Disabilities I 3 credits
- SOC 268 - Social Problems 3 credits

Total Minimum Credits to Complete: 67

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

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.

Students must obtain a grade of "C" or better in the human services sequence courses (HMS 100, MEN 101, MEN 102, MEN 190, and MEN 196 MEN 296) in order to remain in the program.

MEN 102 must be taken prior to enrolling in MEN 190 and MEN 196. MEN 190 and MEN 196, are co requisites and must be taken in the same semester. Students will complete 100 hours of practical hands-on training on site in a criminology or corrections agency or facility. Students will secure their own practicum sites prior to the start of their MEN 190 and MEN 196 classes. All internships must be approved by the Human Services and Mental Health program chair.

Students may take a Science course in place of a Math course.

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.

Students who are 18 years of age or younger may not be able to secure internship sites. This will prevent them from completing requirements for the Human Services degrees and certificates.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for a Career Studies Certificate (CSC) in Criminal Justice or Substance Abuse Assistant, students should consult their faculty advisor. Students seeking a career studies certificate (CSC) in Bereavement and Grief Counseling must secure a practicum in the area of bereavement, grief, or a hospice facility

Human Services, Pre-Social Work Specialization, AAS

PURPOSE: This two-year degree prepares students for jobs in human services. Graduates will be prepared to work in the fields of mental health and social services. This specialization is intended for students who plan to pursue a bachelor's degree in social work.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Describe human services theory, vocabulary, and skills needed in the field.
2. Identify the purpose of human services and its ongoing role in working with individuals, families, groups, communities and society.
3. Integrate human services theory and skills into practice.
4. Recognize the various types of addictions and the differences among them.
5. Exhibit the skills needed to function as a mental health worker, including problem-solving, goal-setting, and implementation of strategies and evaluation techniques to interact with a variety of clients.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
- HMS 100 - Introduction to Human Services 3 credits
- HMS 251 - Substance Abuse I 3 credits
- PSY 200 - Principles of Psychology 3 credits

- ENG 112 - College Composition II 3 credits
- BIO 101 - General Biology I 4 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112, HIS 121, HIS 122.
- MEN 101 - Mental Health Skill Training I 3 credits
- PSY 230 - Developmental Psychology 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: ENG 210
- MEN 102 - Mental Health Skill Training II 3 credits
- MTH 245 - Statistics I 3 credits Additional Course Option: BIO 102 (*Meet with faculty advisor*)
- PHI 220 - Ethics 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 255, ENG 275 , PHI 101, PHI 111, REL 230.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Options: FRE 101, ENG 251, ENG 252, FRE 102, GEO 220, HIS 111, HIS 112, PLS 241, REL 230, SPA 102
- MEN 190 - Coordinated Practice 3 credits
- MEN 196 - On-Site Training 3 credits
- SOC 211 - Cultural Anthropology 3 credits

Total Minimum Credits to Complete: 62-64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

It is strongly recommended that students complete all developmental coursework in English before enrolling in HMS 100.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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. Students must also maintain a grade of "B" or better in the following courses: HMS 100, MEN 101, MEN 102, MEN 190 and MEN 196.

The coordinated practice courses, MEN 190 and MEN 196, are co-requisites and must be taken in the same semester. Students 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 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.

Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. They will be unable to complete the requirements of this Human Services degree.

Students who are 18 years of age or younger will be unable to secure the required internship. They will be unable to complete the requirements of this Human Services degree.

Additional Virginia Commonwealth University (VCU) Transfer Requirements:

Students who plan to transfer to VCU School of Social Work will require one of the following Humanities courses: Religion (REL230), or ENG 241, ENG 242, ENG 251 or ENG 252 or PHI 101.

Students who plan to transfer to VCU School of Social Work must take ENG 210 Advanced Composition.

Students who plan to transfer to VCU School of Social work must take a foreign language. VCU does not accept Language course CLEP. Students should consult with their faculty advisors about appropriate language courses. Sign Language is an acceptable elective for VCU.

Additional Virginia State University (VSU) Transfer Requirements:

Students planning to transfer to the VSU Department of Social Work must take CST 100 Principles of Public Speaking.

Students planning to transfer to VSU must take an English Literature course.

Students who plan to transfer to VSU Department of Social Work may take a global studies course in place of a foreign language. Global Studies course options: HIS 111, HIS 112, ENG 253, 254, PLS 241, REL 230, GEO 220.

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.

Industrial Electricity, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs as an industrial electrician. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Completion of this degree fulfills the education requirements to take the state electrician journeyman exam.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge and application of direct and alternating currents, resistance, magnetism, inductance and capacitance in industry practice.
2. Install and repair functioning, safe, and efficient electrical circuits.
3. Install, program, interface, and troubleshoot programmable controllers.

Required Courses

- ELE 133 - Practical Electricity I 3 credits
- ELE 137 - National Electrical Code – Industrial 3 credits (*Offered Fall Only*)
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 156 - Electrical Control Systems 3 credits (*Offered Fall Only*)
- ELE 159 - Electrical Motors 3 credits (*Offered Spring Only*)
- ELE 239 - Programmable Controllers 3 credits (*Offered Fall Only*)
- ELE 240 - Advanced Programmable Logic Controllers 3 credits (*Offered Spring Only*)

Total Credits to Complete Program: 22

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Information Systems, 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.

By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Demonstrate the knowledge and skills necessary to design a database.
2. Apply database design by creating a working database.
3. Design an operational computer program.
4. Communicate effectively in an IT environment.
5. Model and design an information system.

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 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.

Text in italics and parentheses indicates approved course substitutions. Pre-requisite and co-requisite requirements can be found in course details.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits
- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ITP 100 - Software Design 3 credits
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 111, PHY 201.
- ENG 112 - College Composition II 3 credits
- ITP 120 - Java Programming I 3 credits
- ITP 251 - Systems Analysis and Design 3 credits
- MTH 261 - Applied Calculus I 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- BIO 102 - General Biology II 4 credits Additional Course Options: CHM 112, PHY 202.
- ECO 201 - Principles of Macroeconomics 3 credits
- ITD 136 - Database Management Software 3 credits
- PHI 111 - Logic I 3 credits Additional Course Option: PHI 220.
- ACC 212 - Principles of Accounting II 3 credits
- CST 110 - Introduction to Communication 3 credits Additional Course Option: CST 100.
- ECO 202 - Principles of Microeconomics 3 credits
- PSY 200 - Principles of Psychology 3 credits Additional Course Option: SOC 200.

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Approved course substitutions are indicated in parentheses and italics.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

All information technology courses must be completed within five years of a student's intended graduation date.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Information Technology, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: The Information Technology (IT) two-year degree prepares students for entry-level jobs in IT. Jobs include computer support specialist, networking and security technician, and programmer. 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 seven tracks are: Cisco Network Administration, Computer Application Design, Cybersecurity, Network Security and Support, Computer Programming, Cloud Computing, and Management Information Systems. This degree may be transferable to some four-year colleges. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Many courses in the Tracks provide preparation for industry certifications. Select the course details to locate certification information. *Many courses in the Tracks provide preparation for industry certifications. Select the course details to locate certification information.*

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Show knowledge and skills associated with the Open Systems Interconnection Model, layers, and functions.
2. Communicate effectively in IT environments using research, writing, and presentation skills. ITE 290
3. Apply networking protocols, standards, media, implementation, and support.
4. Demonstrate an understanding of program logic by creating flowcharts and structure charts.
5. Model and design an information system.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111.
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ITN 101 - Introduction to Network Concepts 3 credits
- ITP 100 - Software Design 3 credits
- IT Track Courses 6 credits (*See tracks below*)
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITE 221 - PC Hardware and OS Architecture 3 credits
- ITN 260 - Network Security Basics 3 credits
- ACC 211 - Principles of Accounting I 3 credits
- ITD 136 - Database Management Software 3 credits
IT Track Courses 6-7 credits (*See tracks below*)
- ITP 251 - Systems Analysis and Design 3 credits
IT Track Course 3 credits (*See tracks below*)
- ITN 170 - Linux System Administration 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Option: ECO 202.
- PHI 111 - Logic I 3 credits Additional Course Option: PHI 220.
- CST 110 - Introduction to Communication 3 credits Additional Course Option: CST 100.
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 62-63

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

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.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

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 advisor about completing a certificate milestone prior to completing the AAS.

IT Required Track Courses:

Cisco Network Administration Track: 16 Credits

- ITN 154 - Networking Fundamentals, Router Basics, and Configuration (ICND1) - Cisco 4 credits
- ITN 155 - Switching, Wireless, and WAN Technologies (ICND2) - Cisco 3 credits
- ITN 156 - Basic Switching and Routing – Cisco 3 credits
- ITP 150 - Python Programming 3 credits
- ITN 195 - Cisco Cybersecurity Operations 3 credits

Computer Application Design Track: 15 Credits

- ART 116 - Design for the Web I 3 credits
- ITE 140 - Spreadsheet Software 3 credits
- ITD 132 - Structured Query Language 3 credits
- ART 117 - Design for the Web II 3 credits
- BUS 100 - Introduction to Business 3 credits

Cybersecurity Track: 15 Credits

- ITN 261 - Network Attacks, Computer Crime and Hacking 3 credits
- ITN 262 - Network Communication, Security and Authentication 3 credits
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security 3 credits
- ITN 266 - Network Security Layers 3 credits
- ITN 267 - Legal Topics in Network Security 3 credits

Network Security and Support Track: 15 Credits

- ITN 111 - Server Administration 3 credits
- ITN 262 - Network Communication, Security and Authentication 3 credits
- ITN 245 - Network Troubleshooting 3 credits
- ITN 254 - Virtual Infrastructure: Installation and Configuration 3 credits
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security 3 credits

Computer Programming Track: 15 Credits

- ITP 136 - C# Programming I 3 credits
- ITP 120 - Java Programming I 3 credits
- ITP 150 - Python Programming 3 credits
- ITP 220 - Java Programming II 3 credits
- ITD 132 - Structured Query Language 3 credits

Cloud Computing Track: 15 Credits

- ITP 150 - Python Programming 3 credits
- ITN 111 - Server Administration 3 credits
- ITN 254 - Virtual Infrastructure: Installation and Configuration 3 credits
- ITD 132 - Structured Query Language 3 credits
- ITN 295 - Cloud Security 3 credits

Management Information Systems Track: 15 Credits

- ITE 140 - Spreadsheet Software 3 credits
- BUS 100 - Introduction to Business 3 credits
- ACC 212 - Principles of Accounting II 3 credits
- BUS 204 - Project Management 3 credits Additional Course Option: ITP 170.
- BUS 117 - Leadership Development 3 credits

Liberal Arts, AA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in programs such as English, history, philosophy, political science, art history, foreign languages, and religious studies.

CREDENTIALS: An Associate of Arts (AA) degree is a major in an area such as liberal arts that takes two years for full-time students to complete. The AA degree is for students who plan to transfer to four-year colleges.

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 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 to discuss course placement and returning students their faculty advisor for more information. These majors require two years of a foreign language.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Articulate the attainment of an introductory level of proficiency in speaking and listening in a foreign language.
2. Demonstrate the attainment of an introductory level of proficiency in reading and writing a foreign language.
3. Evaluate information, ideas, and arguments from relevant perspectives to make sense of complex issues and/or reach well-reasoned conclusions.
4. Demonstrate civic engagement through an understanding of the knowledge and values necessary to become an informed and contributing member of society.
5. Work effectively in teams and display situationally appropriate demeanor and behavior.
6. Calculate, interpret, and use numerical and quantitative information.
7. Show knowledge of the elements and application of the scientific process, recognize empirical evidence, and draw conclusions based on evidence.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 , MTH 263.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Option: SPA 101, ASL 101, FRE 101, or Approved Transfer Elective (see below for options - 3-4 credits).
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110.
- ENG 112 - College Composition II 3 credits
- SPA 102 - Beginning Spanish II 4 credits Additional Course Option: SPA 102, ASL 102, FRE 102, or Approved Transfer Elective (see below for options 3-4 credits).
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, CST 130, CST 151, MUS 121, MUS 226.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112, HIS 121, HIS 122.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: PSY 230, SOC 200, SOC 211, ECO 150, ECO 201.
- SPA 201 - Intermediate Spanish I 3 credits Additional Course Option: ASL 201, FRE 201, Approved Transfer Elective (see below for options).
- BIO 101 - General Biology I 4 credits Additional Course Options: ENV 121, CHM 101, PHY 101, CHM 111, PHY 201.
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112.
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.
- PHI 220 - Ethics 3 credits Additional Course Options: REL 230, PHI 101, REL 100, PHI 111.
- SPA 202 - Intermediate Spanish II 3 credits Additional Course Option: ASL 202, FRE 202. See additional information about Foreign Language.
- REL 230 - Religions of the World 3 credits Additional Course Options: SOC 268, PLS 135, SOC 211, GEO 210, GEO 220, PLS 241. Transfer Electives (see below for options) 8-10 credits See additional information about Foreign Language.

Total Minimum Credits to Complete: 60-62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.

Students whose transfer majors do not require completion of a 202-level Foreign Language may work with their advisor to substitute another course for this requirement.

Students should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. The Liberal Arts degree requires completion of a foreign language **at** the 202-level; 101, 102, and 201 should be taken as required in preparation for 202. Students who are not required to complete lower-level foreign language must select approved Electives to fulfill those credits. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

Students should regularly meet with their faculty advisor, confirm requirements at their intended four-year transfer institution, and check their advisement report in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Transfer Elective Options:

- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits

- BIO 101 - General Biology I 4 credits
- BIO 102 - General Biology II 4 credits
- BUS 100 - Introduction to Business 3 credits
- CHM 101 - Introductory Chemistry 4 credits
- CST 130 - Introduction to the Theatre 3 credits
- CST 151 - Film Appreciation I 3 credits
- ECO 202 - Principles of Microeconomics 3 credits
- ENG 211 - Creative Writing I 3 credits
- ENG 225 - Reading Literature: Culture and Ideas 3 credits
- ENG 245 - British Literature 3 credits
- ENG 246 - American Literature 3 credits
- ENG 255 - World Literature 3 credits
- ENG 258 - African American Literature 3 credits
- ENG 275 - Women in Literature 3 credits
- ENV 121 - General Environmental Science I 4 credits
- GEO 200 - Introduction to Physical Geography 3 credits
- HLT 160 - Personal Health and Fitness 3 credits
- MTH 161 - Precalculus I 3 credits
- MTH 162 - Precalculus II 3 credits
- MTH 245 - Statistics I 3 credits
- MTH 264 - Calculus II 4 credits
- MUS 121 - Music in Society 3 credits
- MUS 226 - World Music 3 credits
- PHI 101 - Introduction to Philosophy I 3 credits
- PHI 111 - Logic I 3 credits
- PHI 220 - Ethics 3 credits
- PHY 101 - Introduction to Physics I 4 credits
- PLS 135 - U.S. Government and Politics 3 credits
- PLS 241 - Introduction to International Relations 3 credits
- PSY 200 - Principles of Psychology 3 credits
- PSY 230 - Developmental Psychology 3 credits
- REL 100 - Introduction to the Study of Religion 3 credits
- REL 230 - Religions of the World 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 211 - Cultural Anthropology 3 credits
- SOC 268 - Social Problems 3 credits

Management Information Systems, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in business and IT. Jobs include computer support specialist, computer operator, and data entry keyer. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *This program provides preparation for the AWS Certified Cloud Practitioner certification.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
2. Create an operational database using Microsoft Access.
3. Describe the role of information in a modern economy.

Required Courses

- BUS 100 - Introduction to Business 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- ITD 136 - Database Management Software 3 credits
- BUS 117 - Leadership Development 3 credits (*Offered Spring only*)
- ACC 211 - Principles of Accounting I 3 credits
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- BUS 204 - Project Management 3 credits (*Offered Spring only*) Additional Course Option: ITP 170.
- ITE 140 - Spreadsheet Software 3 credits

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Mass Communications, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in communications with a focus on media, advertising, or public relations.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Show introductory knowledge of media literacy.
2. Communicate effectively oral contexts, and using credible sources.
3. Demonstrate introductory knowledge of public relations.
4. Convey the process of preparing a public relations campaign and distinguish the roles of research, planning, design, and implementation in this process.
5. Conduct a journalistic interview.
6. Write different types of news stories, adapting for content to context, medium, and audience.

Required Courses

- SDV 100 - College Success Skills 1 credit
 - ENG 111 - College Composition I 3 credits
 - MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 MTH 263.
 - CST 100 - Principles of Public Speaking 3 credits
 - HIS 121 - United States History to 1877 3 credits
 - SPA 101 - Beginning Spanish I 4 credits Additional Course Options: ASL 101, FRE 101, or Approved Transfer Elective- (see options below) 3 -4 credits
 - ENG 112 - College Composition II 3 credits
 - MTH 245 - Statistics I 3 credits
 - CST 114 - Survey of Mass Media 3 credits
 - HIS 122 - United States History Since 1865 3 credits
 - SPA 102 - Beginning Spanish II 4 credits Additional Course Options: ASL 102, FRE 102, or Approved Transfer Elective- (see options below) 3-4 credits
 - CST 228 - Writing Across Media 3 credits
 - PLS 135 - U.S. Government and Politics 3 credits
 - ENG 246 - American Literature 3 credits Additional Course Options: ENG 255, ENG 258.
 - BIO 101 - General Biology I 4 credits Additional Course Options: CHM 101, ENV 121, PHY 101.
 - ART 180 - Introduction to Computer Graphics 3 credits Approved Course Options: ART 208, PHT 164.
 - CST 221 - Public Relations 3 credits
 - ECO 150 - Economic Essentials: Theory and Application 3 credits
 - PHI 220 - Ethics 3 credits OR Additional Approved Transfer Elective Options (Choose 2 or more): ACC 211, HLT 160, ITE 152, PSY 200, REL 230, SOC 200, SOC 268, BIO 102, CHM 101, ENV 121, PHY 101.
- Must choose 7-9 total credits from approved transfer electives to meet the minimum program requirement of 60 credits.

Total Minimum Credits to Complete: 60-62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students who completed three years of the same foreign language in high school have met the foreign language requirement and must take two courses from the Approved Electives list instead of SPA or FRE 101-FRE 102. Heritage or conversationally fluent speakers may enroll directly into

SPA or FRE 102. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

Students taking ECO 201 may also be required to take ECO 202. Meet with faculty advisor.

Transfer institutions may have computer competency or health/physical education requirements. Students must consult with their faculty advisor to determine the best options for transfer.

Massage Therapy, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This program prepares the student with skills and competencies in technique and theory for licensure and entry-level massage therapy career positions. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. To seek employment, graduates must successfully pass the Massage & Bodywork Licensing Exam (MBLEX) and apply for licensure with the Department of Health Professions Board of Nursing.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should consult with their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate proficient application of massage and bodywork techniques.
2. Demonstrate competencies in workplace safety and standards for the therapeutic environment.
3. Demonstrate critical thinking, reasoning and ethical decision making in the therapeutic relationship
4. Demonstrate proficient working knowledge of basic human anatomy, physiology, pathology and kinesiology and the direct and indirect effects of massage on those systems.

Required Courses

- PTH 151 - Musculoskeletal Structure and Function 4 credits
- HLT 170 - Introduction to Massage 1 credit
- HLT 180 - Therapeutic Massage I 3 credits
- HLT 280 - Therapeutic Massage II 3 credits
- HLT 281 - Therapeutic Massage III 3 credits
- HLT 195 - Business Skills for the Health Services Practitioner 3 credits
- HLT 190 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To enroll in HLT 190 Coordinated Internship, students must have completed all coursework or be concurrently completing coursework in present semester for graduation with faculty advisor's approval.

Mechanical Engineering Technology Energy Specialization, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in energy-related technologies. Jobs include system installer and energy system repair worker. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline.
2. Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
3. Apply written, oral, and graphical communication in well-defined technical and non-technical environments, and an ability to identify and use appropriate technical literature.
4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Display professional ethics and to function effectively as a member of a technical team.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Options: ENG 111.
- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 161, MTH 162, MTH 263.
- CAD 151 - Engineering Drawing Fundamentals I 3 credits *Offered Fall Only*
- MEC 101 - Introduction to Engineering Technology I 2 credits *Offered Fall Only*
- MEC 113 - Materials and Processes of Industry 3 credits *Offered Fall Only*
- CHM 101 - Introductory Chemistry 4 credits Additional Course Options: CHM 111.

- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: ITE 152.
- MEC 102 - Introduction to Engineering Technology II 2 credits *Offered Spring Only*
- MEC 270 - Computations for Engineering Technology 3 credits *Offered Spring Only*
- CAD 241 - Parametric Solid Modeling I 3 credits (*Offered Spring Only*)
- ENE 100 - Conventional and Alternate Energy Applications 4 credits *Offered Fall Only*
- ENE 104 - Energy Industry Fundamentals 4 credits *Offered Spring Only*
- PHI 220 - Ethics 3 credits (choose 1) Additional Course Options: ART 101, ART 102, PHI 101, REL 100, REL 230.
- ELE 159 - Electrical Motors 3 credits
- ENE 101 - Principles of Wind Energy 3 credits *Offered Fall Only* Additional Course Options: ELE 176.
- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits *Offered Fall Only*
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- MEC 295 - Alternative Energy Systems Design 3 credits *Offered Spring Only*
- SOC 200 - Introduction to Sociology 3 credits

Total Minimum Credits to Complete: 62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

Mechanical Engineering Technology, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for jobs in the field of mechanical engineering technology. Jobs include manufacturing planner, engineering technician, and CAD operators. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: Though this program is not designed for transfer, this degree may be transferable to some four-year colleges. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline.
2. Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
3. Apply written, oral, and graphical communication in well-defined technical and non-technical environments, and an ability to identify and use appropriate technical literature.
4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Display professional ethics and to function effectively as a member of a technical team.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111.
- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 161, MTH 162, MTH 263.
- CAD 151 - Engineering Drawing Fundamentals I 3 credits *(Offered Fall Only)* Additional course option: CAD 201.
- MEC 101 - Introduction to Engineering Technology I 2 credits *(Offered Fall Only)*
- MEC 113 - Materials and Processes of Industry 3 credits *(Offered Fall Only)*
- CHM 101 - Introductory Chemistry 4 credits Additional Course Options: CHM 111
- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, PHI 101, REL 100, REL 230.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional course option: ITE 152.
- MEC 102 - Introduction to Engineering Technology II 2 credits *(Offered Spring only)*
- MEC 270 - Computations for Engineering Technology 3 credits *(Offered Spring Only)*
- CAD 241 - Parametric Solid Modeling I 3 credits *(Offered Spring Only)*
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits *(Offered Fall Only)*
- MEC 131 - Mechanics I – Statics for Engineering Technology 3 credits *(Offered Fall Only)*
- MEC 211 - Machine Design I 4 credits *(Offered Spring Only)*
- CAD 242 - Parametric Solid Modeling II 3 credits *(Offered Fall Only)*
- ELE 159 - Electrical Motors 3 credits
- MEC 132 - Mechanics II – Strength of Mat. for Eng. Tech 3 credits *(Offered Spring Only)*
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- SOC 200 - Introduction to Sociology 3 credits

Total Credits to Complete Program: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for entry-level jobs in mechatronics. Students will work with automated equipment and gain mechanical and electrical skills. Jobs include system installer and machine repair worker. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: Though this program is not designed for transfer, this degree may be transferable to some four-year colleges. Students desiring to transfer should consult their academic advisors and their intended transfer institutions for specific direction in program and course selection. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline.
2. Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
3. Apply written, oral, and graphical communication in well-defined technical and non-technical environments, and an ability to identify and use appropriate technical literature.
4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Display professional ethics and to function effectively as a member of a technical team.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111.
- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 161, MTH 162, MTH 263.
- CAD 151 - Engineering Drawing Fundamentals I 3 credits (*Offered Fall Only*) Additional course option: CAD 201.
- MEC 101 - Introduction to Engineering Technology I 2 credits (*Offered Fall Only*)
- MEC 113 - Materials and Processes of Industry 3 credits (*Offered Fall Only*)
- CHM 101 - Introductory Chemistry 4 credits Additional Course Options: CHM 111
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Option: ITE 152.
- MEC 102 - Introduction to Engineering Technology II 2 credits (*Offered Spring Only*)
- MEC 270 - Computations for Engineering Technology 3 credits (*Offered Spring Only*)
- CAD 241 - Parametric Solid Modeling I 3 credits (*Offered Spring Only*)
- ELE 239 - Programmable Controllers 3 credits (*Offered Fall Only*)
- MEC 140 - Introduction to Mechatronics 3 credits (*Offered Spring Only*)
- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, PHI 101, REL 100, REL 230.
- ELE 159 - Electrical Motors 3 credits

- ELE 240 - Advanced Programmable Logic Controllers 3 credits (*Offered Spring Only*)
- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits (*Offered Fall Only*)
- MEC 230 - Mechatronic Process Control 3 credits (*Offered Fall Only*)
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- MEC 295 - Robotic and Mechatronic Systems Design 3 credits (*Offered Spring Only*)
- SOC 200 - Introduction to Sociology 3 credits

Total Minimum Credits to Complete: 63

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Mechanical Maintenance, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in mechanical maintenance. Provides students with hands-on training for maintaining and repairing mechanical equipment. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Install mechanical components according to the manufacturer's specifications.
2. Perform alignment, calibration, and maintenance procedures as specified by manufacturers.
3. Troubleshoot malfunctions, failure, and misapplication of mechanical components.
4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Display professional ethics and to function effectively as a member of a technical team.

Required Courses

- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 161, MTH 162, MTH 263.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 116 - Applied Technology 3 credits
- MAC 181 - Machine Blueprint Reading I 3 credits
- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits (*Offered Fall Only*)
- MEC 154 - Mechanical Maintenance I 3 credits (*Offered Fall Only*)
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- WEL 120 - Introduction to Welding 2 credits Additional Course Option: MEC 253.
- MEC 254 - Mechanical Maintenance II 3 credits (*Offered Spring Only*)
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits

Total Minimum Credits to Complete: 27

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Museum Studies, CSC

PURPOSE: This two-semester program prepares students for jobs in the museum field. It also provides training for students already working in the field. This program is only offered online.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Evaluate the key aspects of museum operations (facilities, collections management, community engagement, visitor experience, etc.) and their stated missions.
2. Demonstrate knowledge of the industry standards related to the policies and procedures associated with Collection Management (ethical and legal responsibilities, cataloguing and reporting, risk management, etc.)
3. Successfully complete an internship at an approved museum, gallery, or cultural institution.

Required Courses

- ART 184 - Survey of Museum Practice 3 credits (*Offered Fall only*) Additional Course Option: HIS 183
- ART 185 - Introduction to Museum Education 3 credits (*Offered Fall only*) Additional Course Option: HIS 185
- Topics in Museum Studies 1 credit
- Topics in Museum Studies 1 credit

- Topics in Museum Studies 1 credit
- ART 186 - Collections Management 3 credits (*Offered Spring only*) Additional Course Option: HIS 186.
- ART 296 - Museum Internship 3 credits (*Offered Spring only*) Additional Course Options: ART 298, HIS 296, HIS 298.

Total Minimum Credits to Complete: 15

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

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.

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.

One-credit ART 195 and/or HIST 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.

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.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Music, AFA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in music with a performance concentration. This degree is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Fine Art (AFA) degree is a major in an area such as theatre, music, and visual arts that takes two years for full-time students to complete. The AFA degree is for students who plan to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Analyze a musical composition in terms of musical terminology, chord structure, and rhythm.
2. Write a musical composition demonstrating an understanding of the elements of musical theory.
3. Perform in an ensemble setting.
4. Demonstrate proficiency in playing piano at a sophomore level.
5. Demonstrate knowledge of music history appropriate to the sophomore level.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 MTH 263.
- MUS 111 - Music Theory I 4 credits
- MUS 141 - Class Piano I 2 credits
- MUS 226 - World Music 3 credits
- MUS 129 - Theatre/Musical Workshop 3 credits Additional Course Options: MUS 137, MUS 143, MUS 144, MUS 148, MUS 149. (4-5 credits)
- ENG 112 - College Composition II 3 credits
- MUS 112 - Music Theory II 4 credits
- MUS 142 - Class Piano II 2 credits
- MUS 131 - Class Voice I 2 credits Additional Course Options: MUS 132, MUS 145, MUS 136, MUS 155, MUS 165, MUS 175, MUS 185, MUS 236, MUS 245, MUS 255, MUS 265, MUS 275 MUS 285. (6 credits)
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112, PSY 200, PSY 230, SOC 200.
- MUS 221 - History of Western Music Prior to 1750 3 credits
- MUS 211 - Advanced Music Theory I 4 credits
- PHY 101 - Introduction to Physics I 4 credits Additional Course Options: ENV 121, CHM 101, BIO 101.
- MUS 222 - History of Western Music 1750 to Present 3 credits
- MUS 212 - Advanced Music Theory II 4 credits
- MUS 132 - Class Voice II 2 credits Additional Course Options: MUS 129, MUS 131, MUS 136, MUS 137, MUS 138, MUS 143, MUS 144, MUS 145, MUS 148, MUS 149, MUS 155, MUS 163, MUS 164, MUS 165, MUS 175, MUS 185, MUS 225, FRE 101, FRE 102, GER 101, GER 102. (3-4 credits)
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.

Total Minimum Credits to Complete: 62-64

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

General education and major degree requirements will vary by institution and by program. Students must meet with their academic advisor to determine the best choices for transfer. Note that some course options have prerequisites.

Some four-year programs require a foreign language. See advisor to determine best options for transfer. Note that some options have prerequisites.

Voice majors are generally required to take French, German, or Italian. JTCC offers FRE courses online and on campus whereas GER courses are offered online only through Northern Virginia Community College. Italian is not currently being offered. Students transferring to programs that require a foreign language should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. See advisor to determine best options for transfer.

Network Security and Support, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in computer networking. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. *Many courses in this program provide preparation for industry certifications. Select the course details to locate certification information.*

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate the knowledge and practical skills of Open Systems Interconnection Model, layers, and functions relevant to an IT environment.
2. Communicate effectively in IT environments using research, writing, and presentation skills.
3. Show knowledge of configuration of services, including DNS and DHCP.

Required Courses

- ITN 101 - Introduction to Network Concepts 3 credits
- ITN 170 - Linux System Administration 3 credits
- ITN 111 - Server Administration 3 credits (*Offered Fall only*)
- ITE 221 - PC Hardware and OS Architecture 3 credits
- ITN 245 - Network Troubleshooting 3 credits (*Offered Fall only*)
- ITN 257 - Cloud Computing: Infrastructure and Services 3 credits
- ITN 260 - Network Security Basics 3 credits
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security 3 credits
- ITE 290 - Coordinated Internship 1 credit

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

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.

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

All information technology courses must be completed within five years of student's intended graduation date.

Students must have completed all coursework or be concurrently completing coursework in present semester for graduation with advisor's approval.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Nurse Aide/Medication Aide, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This program prepares students to become certified nurse aides (CNA) or for current CNAs to become medication aides. This program is offered as credit or non-credit. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. This program prepares students for the Virginia Board of Nursing's occupational exams for Certified Nursing Assistant and Registered Medication Aide.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS:

Students must meet JTCC admission requirements. Students must be able to fulfill all essential functions as outlined in the program materials located on the web site. Prior to enrolling in the NA courses, students must have current CPR certification, and submit to a criminal background check, drug screening and physical examination with immunization records. 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. Students should consult their faculty advisor for more information.

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 and refer to the NA 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. 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.
9. To enroll in HCT 115 , students must be a Certified Nursing Assistant (CNA).
10. To become a Medication Aide a student must satisfactorily have passed the CNA exam and the PSI Medication Aide exam.

PROGRAM OUTCOMES: By the completion of this program, students will demonstrate knowledge of the role of the nurse aide:

1. Exhibit competence in the role and in the performance of skills required of a nurse aide.
2. Express understanding of the needs of clients, the health care system and the health care team.
3. Comprehend basic anatomy and physiology and disease prevention and care provision.
4. Demonstrate understanding of universal precaution and the application of infection control principles and techniques.
5. Document effectively and appropriately as would be required of a nurse aide using multiple systems.

6. Understand the legal/ethical responsibilities of a nurse aide and be able to function effectively within established parameters.
7. Demonstrate professionalism and a healing attitude towards patient care.

Required Courses

- HLT 143 - Medical Terminology I 3 credits
- HCT 101 - Health Care Technician I 3 credits
- HCT 102 - Health Care Technician II 4 credits

MILESTONE: Eligible to Sit for Certified Nursing Assistant Exam

- HCT 115 - Medication Administration Training 3 credits
- HCT 190 - Coordinated Internship 1 credit
- HLT 106 - First Aid and Safety 2 credits

MILESTONE: Eligible to Sit for the Medication Aide Exam

Total Minimum Credits: 16

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students must be able to pass background check and drug screen before taking HCT 101 and HCT 102. These courses must be taken concurrently (at the same time).

Students cannot register for HCT 115, HCT 190, or NUR 31 until they have successfully passed the CNA certification exam.

Students who are already Certified Nursing Assistants in Virginia may be considered for credit for prior learning. Meet with an advisor to determine eligibility to enroll in HCT 115, HCT 190, and NUR 31.

Students are eligible to take the PSI Medication Aide exam after completion of HCT 115 and HCT 190.

Nursing, AAS

G3 Eligible Program— Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

View application and additional information

As a student interested in nursing as my academic major, I understand that when I enroll at John Tyler Community College, my major may be declared as nursing. I understand that while nursing may be my declared major, I will not be eligible to enroll in any nursing classes (NSG prefix) until I am formally admitted into the AAS Nursing program. I understand that I must meet all requirements for acceptance into the AAS-Nursing program to include: completing all pre-requisite courses with a grade of "C" or better, maintaining a minimum GPA, meeting minimum entrance exam scores, and submitting the official application to the nursing program. John Tyler Community College's AAS-Nursing program is competitive, and I understand that even if I achieve or exceed minimum entrance requirements, I am not guaranteed admission into the nursing program. If I am not formally admitted to the AAS-Nursing program at John Tyler Community College, I understand that I will not be allowed to enroll in nursing (NSG) classes and may be removed from the nursing major at that time.

PURPOSE: Students who complete the Associate Degree of Applied Science with a major in Nursing will be expected to:

1. Provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
2. Practice safe nursing care that minimizes risk of harm across systems and client populations.
3. Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.
4. 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. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
6. 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. Students may need to complete placement tests in English and mathematics. Visit <http://www.jtcc.edu/placement> for all course placement options.

GENERAL REQUIREMENTS:

1. Detailed information for interested applicants is located here.
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. Science courses must have been taken within the past ten years of program start date to 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 pre-requisite curricular GPA of at least 2.5 to be considered for admission. The admission process is competitive and selective. Official transcripts of all 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 three (3) 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 faculty advisors assigned after they have been curriculum placed by the Advising office. Students are strongly encouraged to seek guidance from advisors while preparing for the application process.

TRACKS AVAILABLE:

- **Traditional Track:** The theory portion of most traditional courses are delivered in the on-campus classroom environment facilitated by faculty. There are also additional online requirements.
- **Hybrid Distance Education Track (HDET):** The theory portion of each course is delivered via online format facilitated by faculty. There are also additional on-campus requirements.
- **Clinical for both tracks:** The clinical components/experiences for each course are face-to-face and are dependent on the availability of clinical faculty and the availability of clinical sites/locations. These clinical components/experiences may be held during day, evening, weekday, or weekend hours, and possibly night shifts. Students must meet the requirements of the clinical agencies.

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 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.

Pursuant to United States Department of Education (US DOE) regulation 34 CFR 668.43 (a) (5) (v), the John Tyler Community College Associate Degree in Nursing (ADN) program provides the following information for all prospective and current students:

The John Tyler Community College (JTCC) ADN program meets all Virginia Board of Nursing requirements for pre-licensure nursing education programs in the Commonwealth of Virginia. In addition, the JTCC ADN program meets all requirements for nationally recognized accreditation by the Accrediting Commission for Education in Nursing.

The Commonwealth of Virginia participates with 32 other states in the National Council of State Boards of Nursing (NCSBN) National Licensing Compact (NLC) to allow nurses licensed in one state to provide nursing care across state lines in other compact states. The Uniform Licensing Requirements (ULRs) are found at: https://www.ncsbn.org/NLC_ULRs.pdf.

States currently in the NLC are found at: <https://www.ncsbn.org/nlcmemberstates.pdf>. Prospective and current students are strongly encouraged to evaluate all state requirements in jurisdictions where they intend to practice nursing. A list of all state requirements is found at: <https://www.ncsbn.org/14730.htm>.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

APPLICATION PERIODS:

Spring Application Period

January 15 - March 1 (for consideration for admission to the nursing program in August).

Summer/Fall Application Period

June 15 - August 1 (for consideration for admission to the nursing program in January).

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.

- BIO 141 - Human Anatomy and Physiology I 4 credits
- PSY 230 - Developmental Psychology 3 credits

First Semester – NSG courses are sequential and must be taken in the semester listed

- BIO 142 - Human Anatomy and Physiology II 4 credits
- NSG 100 - Introduction to Nursing Concepts 4 credits
- NSG 106 - Competencies for Nursing Practice 2 credits
- NSG 130 - Professional Nursing Concepts 1 credit
- NSG 200 - Health Promotion and Assessment 3 credits

Second Semester – NSG courses are sequential and must be taken in the semester listed

- BIO 150 - Introductory Microbiology 4 credits
- NSG 152 - Health Care Participant 3 credits
- NSG 170 - Health/Illness Concepts 6 credits

Third Semester – NSG courses are sequential and must be taken in the semester listed

- ENG 112 - College Composition II 3 credits Additional Course Option: HLT 230
- NSG 210 - Health Care Concepts I 5 credits
- NSG 211 - Health Care Concepts II 5 credits

Fourth Semester – NSG courses are sequential and must be taken in the semester listed

- NSG 230 - Advanced Professional Nursing Concepts 2 credits
- NSG 252 - Complex Health Care Concepts 4 credits
- NSG 270 - Nursing Capstone 4 credits

Humanities Elective (Choose 1):

- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- PHI 101 - Introduction to Philosophy I 3 credits
- PHI 220 - Ethics 3 credits
- ENG 255 - World Literature 3 credits

Total Minimum Credits to Complete: 67

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are eligible to apply to the nursing program while enrolled in or after completion of the first semester prerequisite courses: SDV 101/100, ENG 111, MTH 154 or MTH 155 or MTH 161 or MTH 245, PSY 230 and BIO 141 (within 10 years prior to acceptance into the Nursing Program).

Transfer credit cannot be awarded for courses over 10 years old in Natural or Physical Sciences (BIO 141, BIO 142, BIO 150) for students in the Nursing Program.

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.

Students planning to transfer to VCU should take HLT 230 instead of ENG 112.

The Humanities Elective must be taken prior to or currently with fourth semester.

The nursing courses are sequential and must be taken in the semester listed.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Paralegal Studies, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in the legal field. Jobs include paralegal and legal assistant.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Research and evaluate a case brief.
2. Perform legal research.
3. Write a memorandum of law.

Required Courses

- ENG 111 - College Composition I 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- LGL 110 - Introduction to Law and the Legal Assistant 3 credits
- LGL 125 - Legal Research 3 credits
- LGL 126 - Legal Writing 3 credits
- LGL Elective (any LGL course offered) 3 credits Based on availability, options might include: LGL 115, LGL 117, LGL 130, LGL 215, LGL 218, LGL 235, LGL 238

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

²Students who desire to continue with the Business Administration, Paralegal Studies Specialization should consult with their faculty advisor.

Photography, CSC

PURPOSE: This one-year program prepares students for entry-level jobs in photography. This program is offered at the Midlothian Campus.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Execute a body of photographic artwork utilizing various lighting and photographic equipment.
2. Create a body of photographic work utilizing indoor studio lighting equipment and techniques.
3. Compile a digital portfolio that can be used to satisfy professional requirements.

Required Courses

- ART 180 - Introduction to Computer Graphics 3 credits
- PHT 110 - History of Photography 3 credits
- PHT 135 - Electronic Darkroom 3 credits
- PHT 164 - Introduction to Digital Photography 3 credits
- PHT 221 - Studio Lighting I 3 credits (*Offered Fall only*)
- PHT 264 - Digital Photography II 3 credits (*Offered Spring only*)
- ART 287 - Portfolio and Resume Preparation 1 credit Additional Course Option: PHT 296
- ART 208 - Video Techniques 3 credits Additional Course Options: PHT 216, PHT 247
- PHT 226 - Commercial Photography 3 credits (*Offered Spring only*) Additional Course Options: ART 208 , PHT 216 , PHT 247

Total Minimum Credits to Complete: 25

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Student must develop a transfer portfolio during their last semester of study.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This four-semester program prepares students for entry-level jobs in machining. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a CERT intend to pursue immediate employment. Students can earn industry-recognized certifications in both manual and Computer Numerical Control machining. Student can complete the Career Studies Certificates (CSC) in Basic Precision Machining Technology and Computer Numerical Control during their program.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Calculate and interpret linear and micrometer measurements relevant to machining operations.
2. Earn nationally-recognized Level One Materials, Measurement, and Safety (MMS) credentials through the National Institute of Metalworking Skills (NIMS).
3. Earn nationally-recognized Level One Computer Numerical Controls (CNC) credentials through the National Institute of Metalworking Skills (NIMS).
4. Write procedures using terminology and computer-aided manufacturing (CAM) to produce numerical control code for machines.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111
- MTH 111 - Basic Technical Mathematics 3 credits Additional Course Options: MTH 154, MTH 161, MTH 263
- MAC 161 - Machine Shop Practices I 3 credits *(Offered Fall Only)*
- MAC 162 - Machine Shop Practices II 3 credits *(Offered Spring Only)*
- MAC 163 - Machine Shop Practices III 3 credits *(Offered Fall Only)*
- MAC 164 - Machine Shop Practices IV 3 credits *(Offered Spring Only)*

MILESTONE: Basic Precision Machining Technology Career Studies Certificate (Meet with faculty advisor)

- MAC 181 - Machine Blueprint Reading I 3 credits
- MAC 121 - Computer Numerical Control I 3 credits *(Offered Spring Only)*
- MAC 122 - Computer Numerical Control II 3 credits *(Offered Fall Only)*
- MAC 123 - Computer Numerical Control III 3 credits *(Offered Spring Only)*
- MAC 130 - Introduction to Electric Discharge Machining (EDM) 2 credits Additional Course Option: MAC 134
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits *(Offered Spring Only)*

MILESTONE: Computer Numerical Control Career Studies Certificate (Meet with faculty advisor)

- MAC 199 - Supervised Study 2 credits *Offered Summer only*. Additional Course Option: MAC 195
- MAC 299 - Supervised Study 2 credits *Offered Summer Only*. Additional Course Option: MAC 295

Total Minimum Credits to Complete: 40

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for Career Studies Certificates (CSC) in Basic Precision Machining Technology and/or Computer Numeric Control (CNC), students should consult their faculty advisor.

Courses noted as Fall only, Spring only, or Summer only are based on historical trends and current planning and may change without notice.

Psychology, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in psychology.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Recognize and apply psychological terminology, major theoretical perspectives, content domains, and figures in the context of the discipline of psychology.
2. Identify relevant sources of psychology-related information and accurately summarize in APA format.
3. Accurately summarize an empirical research study
4. Critically evaluate and interpret psychological phenomena using scientific reasoning.
5. Apply statistical tests in the analysis of behavioral data.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- PSY 200 - Principles of Psychology 3 credits
- SPA 101 - Beginning Spanish I 4 credits Approved Course Options: FRE 101 or Approved Elective (meet with advisor) (3-4 credits)
- CST 100 - Principles of Public Speaking 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 245 - Statistics I 3 credits

- SPA 102 - Beginning Spanish II 4 credits Approved Course Options: FRE 102 or Approved Elective (meet with advisor) (3-4 credits)
- PSY 230 - Developmental Psychology 3 credits
- HIS 121 - United States History to 1877 3 credits Additional Course Option: HIS 122.
- BIO 101 - General Biology I 4 credits
- PSY 210 - Statistics for Behavioral Sciences 4 credits
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, CST 130, CST 151, MUS 121.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Approved Course Options: HIS 112, HIS 121, HIS 122.
- ENG 246 - American Literature 3 credits Approved Course Options: ENG 225, ENG 245, ENG 255, ENG 258, ENG 275.
- BIO 102 - General Biology II 4 credits
- PHI 220 - Ethics 3 credits
- PSY 225 - Theories of Personality 3 credits
Transfer Elective options: (3 credits) HLT 160, PLS 135, REL 230, SOC 200, SOC 268, any "Additional Course Option" listed above with ART, CST, ENG, HIS, or MUS prefix.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students who completed three years of the same foreign language in high school have met the foreign language requirement and must take two courses from the **Elective** options instead of SPA or FRE 101-FRE 102. Heritage or conversationally fluent speakers may enroll directly into FRE or SPA 102. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

Residential Electricity, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs as a residential electrician. This program is offered at the Chester Campus. All career-technical degrees are guided by [advisory committees](#) comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Completion of this degree fulfills the education requirements to take the state electrician journeyman exam.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate knowledge and application of direct and alternating currents, resistance, magnetism, inductance and capacitance in industry practice.
2. Install and repair functioning, safe, and efficient residential circuits.
3. Apply the National Electrical Code along with State and local codes to the industrial wiring process.

Required Courses

- ELE 110 - Home Electric Power 3 credits
- ELE 133 - Practical Electricity I 3 credits
- ELE 127 - Residential Wiring Methods 3 credits
- ELE 131 - National Electrical Code I 3 credits
- ELE 123 - Electrical Applications I 2 credits Additional Course Option: ELE 150
- ELE 151 - Electrical Troubleshooting 3 credits

Total Minimum Credits to Complete: 17

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Science, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in a science program such as biology, chemistry, physics, pre-med, pre-dentistry, and environmental science.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to:

1. Explain the process and limitations of scientific inquiry.
2. Apply scientific literacy skills to design and perform an experiment, and then evaluate the data collected to draw evidence-based conclusions.
3. Show an understanding of the fundamental laws, theories, and concepts of inorganic chemistry.
4. Analyze data and interpret charts, graphs, and tables to draw valid conclusions.
5. Show an understanding of the function concept in graphical form, including linear, polynomial, rational, algebraic, exponential, and logarithmic functions.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits Additional Course Option: MTH 263.
- CHM 111 - General Chemistry I 4 credits
- ENG 112 - College Composition II 3 credits
- SPA 101 - Beginning Spanish I 4 credits Additional Course Options: FRE 101, CST 100
- MTH 162 - Precalculus II 3 credits Additional Course Option: MTH 264.
- CHM 112 - General Chemistry II 4 credits
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: PSY 230, SOC 200, SOC 211, ECO 201, ECO 202.
- MTH 245 - Statistics I 3 credits Additional Course Option: MTH 263.
- PHY 201 - General College Physics I 4 credits Additional Course Option: PHY 241.
- BIO 101 - General Biology I 4 credits Advanced Math Additional Course Options: MTH 263, MTH 265
- PSY 230 - Developmental Psychology 3 credits Additional Course Options: PSY 200, SOC 200, SOC 211, ECO 201, ECO 202.
- ENG 255 - World Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 246, ENG 258, ENG 275.
- PHY 202 - General College Physics II 4 credits Additional Course Option: PHY 242.
- BIO 102 - General Biology II 4 credits
Advanced Math Additional Course Options: MTH 264, MTH 265, MTH 267.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 121, HIS 122, HIS 112.
- HLT 160 - Personal Health and Fitness 3 credits Additional Course Options: ART 101, ART 102, CHM 241, EDU 200, ITE 115, ITE 119.
- SPA 102 - Beginning Spanish II 4 credits Additional Course Options: FRE 102, PHI 220, REL 230, PHI 101, REL 100, PHI 111

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Science students must complete 9 math credits. Students may choose from the following math courses: MTH 161, MTH 162, MTH 167, MTH 245, MTH 263, MTH 264, and MTH 265. Please note that students cannot receive credit for both MTH 167 and MTH 161/MTH 162. Students intending to transfer to VCU must take MTH 161 and MTH 162 to receive credit for the VCU Precalculus course. MTH 263 and MTH 264 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.

PHY 201/PHY 202 is recommended for Biology or Chemistry majors and PHY 241/PHY 242 is recommended for Physics majors. Other lab science courses may be used to satisfy this requirement. Please see your advisor to discuss this further.

Students must complete either the General Biology sequence or Advanced Math. The following courses will count for the Advanced Math requirement: MTH 263, MTH 264, MTH 265. MTH 263, MTH 264, MTH 265 is preferred for chemistry and Physics majors. BIO 101 and BIO 102 is preferred for Biology, Biochemistry, and Environmental Science majors. Pre-med students should meet with their advisor to determine the best course option.

Students who have not satisfied the foreign language requirement at their intended transfer institution should consider taking foreign language for this course requirement.

Elective course: Students who are interested in pursuing a career in science education should take EDU 200 for the elective course. Students should consult with their advisor and/or transfer institution to determine the most appropriate elective.

Secondary Teacher Education (English/History), AA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in English or history. Graduates have the intent to become a middle or high school English, history, or social studies teacher.

CREDENTIALS: An Associate of Art (AA) degree is a major related to the Liberal Arts (i.e. English, history, philosophy, foreign language, etc.) that takes 2 years for full-time students to complete. This major requires students to take foreign language. Students receiving an AA degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey an understanding of the history of education in the United States.
2. Articulate the attainment of an introductory level of proficiency in speaking and listening in a foreign language.
3. Demonstrate the attainment of an introductory level of proficiency in reading and writing a foreign language.
4. Create a lesson plan based on an analysis of a sample related to the program of study.
5. Integrate and display communication, instruction, and assessment strategies in a 40-hour field internship setting.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 122.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Options: FRE 101 or Transfer Elective (see below for options)
- ENG 112 - College Composition II 3 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, MUS 221.
- PSY 230 - Developmental Psychology 3 credits
- SPA 102 - Beginning Spanish II 4 credits Additional Course Options: FRE 102 or Transfer Elective (see below for options)
- BIO 101 - General Biology I 4 credits
- CST 100 - Principles of Public Speaking 3 credits
- ECO 201 - Principles of Macroeconomics 3 credits Additional Course Options: ECO 202, PLS 135.
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 225 ENG 245 ENG 255 ENG 258 ENG 275
- SPA 201 - Intermediate Spanish I 3 credits Additional Course Option: FRE 201.
- PHY 101 - Introduction to Physics I 4 credits Additional Course Option: ENV 121.
- ENG 255 - World Literature 3 credits Additional Course Options: ENG 225, ENG 245, ENG 246, ENG 255, ENG 258, ENG 275, (History/Social Studies majors should take GEO 210.)

- SPA 202 - Intermediate Spanish II 3 credits Additional Course Option: FRE 202.
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits Additional Course Options: ITE 119 or Transfer Elective (see options below)
- EDU 200 - Introduction to Teaching as a Profession 3 credits

Total Minimum Credits to Compete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. Most four-year English and history degrees require completion of a foreign language **at** the 202-level; 101, 102, and 201 should be taken only as needed in preparation for 202. Students who are not required to complete lower-level foreign language must select from the Approved Electives listed below. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

Transfer Elective Options

ART 101 History and Appreciation of Art I

ART 102 History and Appreciation of Art II

ECO 201 Principles of Macroeconomics

ECO 202 Principles of Microeconomics

ENG 210 Advanced Composition

ENG 211 Creative Writing

ENG 241 Survey of American Literature I

ENG 242 Survey of American Literature II

ENG 243 Survey of English Literature I

ENG 244 Survey of English Literature II

ENG 251 Survey of World Literature I

ENG 252 Survey of World Literature II

HIS 111 History of World Civilization I

HIS 112 History of World Civilization II

HIS 121 United States History I or

HIS 122 United States History

MTH 162 Precalculus II

MTH 245 Statistics I

MTH 264 Calculus II

MUS 121 Music Appreciation I

PHI 220 Ethics

PLS 135 American National Politics

REL 230 Religions of the World

Substance Abuse Assistant, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students for entry-level jobs in the substance abuse field. All career-technical degrees are guided by input from local business leaders. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate(CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Completion of this degree fulfills some of the education requirements for state certification as a substance abuse assistant.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Recognize the various types of addictions and the differences among them.
2. Demonstrate the ability to work in a multicultural context applying this knowledge in their treatment of substance abuse in the field.
3. Describe examples of human services agencies, their roles in providing support to the community, and potential careers in the human services sector.

Required Courses

- HMS 100 - Introduction to Human Services 3 credits
- HMS 251 - Substance Abuse I 3 credits
- HMS 252 - Substance Abuse II 3 credits (*Offered Spring only*) Additional Course Option: ADJ 228.
- HMS 258 - Case Management and Substance Abuse 3 credits
- MEN 101 - Mental Health Skill Training I 3 credits
- MEN 102 - Mental Health Skill Training II 3 credits Additional course option: MEN 198.
- MEN 190 - Coordinated Practice 3 credits Additional course option: MEN 290.
- MEN 196 - On-Site Training 3 credits Additional course option: MEN 296.

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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.

Students must meet with their advisor prior to enrolling in MEN 190 and MEN 196.

Students must complete HMS 100 and MEN 101 prior to enrolling in MEN 102

HMS 100, MEN 101 and HMS 251 must be completed prior to enrolling in MEN 190 and MEN 196.

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 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 pursuing a Substance Abuse Assistant Certificate must secure a practicum in a substance abuse agency or facility. 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.

Students must complete HMS 251 with a grade of "C" or better prior to enrolling in HMS 252 or ADJ 228, or HMS 258.

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.

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.

This program is in compliance with State of Virginia requirements for certification as a Substance Abuse Assistant.

Supervision, CSC

PURPOSE: This one-year program prepares students with work experience for jobs in supervision and management. Jobs include area supervisor and retail manager. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate basic proficiency in creation of spreadsheets using Microsoft Excel.
2. Explain the ethical and legal implications of managerial decisions and the effect of those decisions on organizational stakeholders.
3. Apply basic management principles in first-line supervisory situations.

Required Courses

- ENG 111 - College Composition I 3 credits
- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- BUS 111 - Principles of Supervision I 3 credits (*Offered Spring only*)
- BUS 200 - Principles of Management 3 credits
- BUS 205 - Human Resource Management 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Option: CST 110
- BUS 201 - Organizational Behavior 3 credits
- ACC 211 - Principles of Accounting I 3 credits

Total Minimum Credits to Complete: 24

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses that state Fall only or Spring only are based on historical trends and current planning and may change without notice.

Surveying and Geographic Information Systems, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This one-year program prepares students with skills for initial employment or advancement in a surveying company and introduces the concepts of Geographic Information Systems (GIS), Global Positioning Systems (GPS) and remote sensing components of Geospatial Technology. Instruction is provided in computer-aided drafting, the use of surveying equipment and traverse calculations to include COGO and latitude/departures. The curriculum also provides technology applications useful for site development, business and security. Jobs include surveyor, mapmaker and GIS technician. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment.

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students should visit their faculty advisor for more information.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate skills in the use of surveying equipment.
2. Distinguish among the concepts of Geographic Information Systems (GIS), Global Positioning Systems (GPS), and remote sensing components of Geospatial Technology.

3. Produce accurate maps with data points, using ESRI Map software. Create a short screenplay utilizing visual writing techniques and industry standard formatting.
4. Apply computer-aided drafting (CAD) concepts and components used in industry
5. Demonstrate skills in the use of file management.

Required Courses

- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional course option: CAD 151.
- CIV 171 - Surveying I 3 credits (*Offered Fall only*)
- CIV 172 - Surveying II 3 credits (*Offered Spring only*)
- GIS 101 - Introduction to Geospatial Technology I 3 credits (*Offered Fall only*)
- GIS 102 - Introduction to Geospatial Technology II 3 credits (*Offered Spring only*)
- CAD 260 - Computer Applications for Surveyors and Technicians 3 credits Additional Course Options: IND 197.

Total Minimum Credits to Complete: 18

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Teacher Education Secondary Mathematics Specialization AS

PURPOSE: This two-year degree prepares student to transfer to a four-year college and major in math. Graduates have the intent to become a middle or high school math teacher.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey an understanding of the history of education in the United States.
2. Explain the physical, cognitive, and psychosocial development of an individual.
3. Create a lesson plan based on an analysis of a sample related to the program of study – Secondary Mathematics.
4. Communicate effectively in written and oral contexts.
5. Show knowledge, skills, and ability to problem-solve.
6. Demonstrate effective communication, instruction, and assessment strategies in a 40-hour field internship setting.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 161 - Precalculus I 3 credits Additional Course Options: MTH 162, MTH 263, MTH 264.
- CST 100 - Principles of Public Speaking 3 credits
- BIO 101 - General Biology I 4 credits Additional Course Options: CHM 111, PHY 201.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Option: HIS 112.
- ENG 112 - College Composition II 3 credits
- MTH 162 - Precalculus II 3 credits Additional Course Options: MTH 263, MTH 264, MTH 265.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, MUS 121.
- BIO 102 - General Biology II 4 credits Additional Course Options: CHM 112, PHY 202.
- PSY 230 - Developmental Psychology 3 credits
- MTH 263 - Calculus I 4 credits Additional Course Options: MTH 264, MTH 265, MTH 266, MTH 267.
- HIS 121 - United States History to 1877 3 credits Additional Course Option: HIS 122.
- ENG 241 - Survey of American Literature I 3 credits Additional Course Options: ENG 242, ENG 251, ENG 252.
- SPA 101 - Beginning Spanish I 4 credits Additional Course Option: (FRE 101, Approved Elective-see list below). Meet with advisor.
- MTH 264 - Calculus II 4 credits Additional Course Options: MTH 265, MTH 266, MTH 267.
- SPA 102 - Beginning Spanish II 4 credits Additional Course Option: FRE 102. Approved Elective-see list below) Meet with advisor
- EDU 200 - Introduction to Teaching as a Profession 3 credits

Approved Elective 3-5 Credits

- CSC 200 - Introduction To Computer Science 3 credits Any course from **Math Courses List** (3-4 credits each) **or** MTH 266 *or* MTH 267 Additional Course Options: ECO 201, ECO 202, FRE 201, FRE 202, HLT 160, PHI 111, PHI 220, REL 230, SPA 201, SPA 202.

Total Minimum Credits for Completion: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

For optimum transferability students should take BIO 101-BIO 102 *or* CHM 111-CHM 112 *or* PHY 201-PHY 202.

Some transfer institutions/majors require that students have a foreign language proficiency through the 102 level. Students who took 3 years of the same foreign language in high school may be exempt from this requirement. Native/fluent speakers may enroll directly into SPA 102 or FRE 102. Please check with your faculty advisor to determine if your transfer institution requires a foreign language and/or if you wish to take a language other than Spanish or French. Students who have fulfilled their foreign language requirement or whose transfer program does not require foreign language may take an Approved Elective.

Students should consult with their academic advisor and prospective four-year institutions to determine best options for transfer. Students must complete a minimum of 60 credits to earn an associate degree. Students who have completed a minimum of 60 credits may waive the Approved Elective option.

Students 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. When possible, students are encouraged to take MTH 263, MTH 264, MTH 265, and MTH 266 or MTH 267 in order to be on schedule after transfer to a university.

Math Courses List—Choose minimum 14 credits CR Pre-requisite Courses

Entry at Precalculus I

MTH 161 Precalculus I	3	Modules 1-9
MTH 162 Precalculus I	3	MTH 161
MTH 263 Calculus I	4	MTH 162
MTH 264 Calculus II	4	MTH 263
MTH 265 Calculus III (for Transfer Elective, if possible)	4	MTH 264

Entry at Precalculus II

MTH 162 Precalculus II	3	MTH 161
MTH 263 Calculus I	4	MTH 162
MTH 264 Calculus II	4	MTH 263
MTH 265 Calculus III	4	MTH 264
MTH 266 Linear Algebra or	3	MTH 264
MTH 267 Differential Equations (for Transfer Elective,if possible)	3	MTH 264

Entry at Calculus I

MTH 263 Calculus I	4	MTH 162
MTH 264 Calculus II	4	MTH 263
MTH 265 Calculus III	4	MTH 264
MTH 266 Linear Algebra or	3	MTH 264
MTH 267 Differential Equations (for Transfer Elective,if possible)	3	MTH 264

Teacher Education, AS

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in elementary education (kindergarten - 6th grade). Not intended for students who want to teach special education, physical education, health, art, theatre or music.

CREDENTIALS: An Associate of Science (AS) degree is a major related to an area such as business administration, engineering, science, and social sciences that takes 2 years for full time students to complete. Students receiving an AS degree intend to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Convey an understanding of the history of education in the United States.
2. Explain the physical, cognitive, and psychosocial development of an individual.
3. Create a lesson plan based on an analysis of a sample related to the program of study: K-6 education.
4. Communicate effectively in written and oral contexts.
5. Show knowledge, skills, and ability to problem-solve.
6. Demonstrate effective communication, instruction, and assessment strategies in a 40-hour field internship setting.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161 , MTH 263.
- CST 100 - Principles of Public Speaking 3 credits
- HIS 121 - United States History to 1877 3 credits Additional Course Option: HIS 122.
- ENG 112 - College Composition II 3 credits
- MTH 245 - Statistics I 3 credits Additional Course Option: MTH 162, MTH 264.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits Additional Course Options: ART 102, MUS 121 , CHD 145.
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Option: HIS 112, HIS 281.
- PSY 230 - Developmental Psychology 3 credits
- PHY 101 - Introduction to Physics I 4 credits Additional Course Option: ENV 121, CHM 101.
- GEO 210 - People and the Land: An Introduction to Cultural Geography 3 credits Additional Course Option: GEO 200.
- PLS 135 - U.S. Government and Politics 3 credits
- Transfer Elective (see below for options) 3 -4 credits
- ENG 250 - Children's Literature 3 credits Additional Course Options: ENG 246, ENG 255, ENG 258.
- BIO 101 - General Biology I 4 credits
- ECO 150 - Economic Essentials: Theory and Application 3 credits
Transfer Elective: 3 - 4 credits (see below for options)
Transfer Elective: 3 - 4 credits (see below for options)
- EDU 200 - Introduction to Teaching as a Profession 3 credits

Total Minimum Credits to Complete: 60-62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Some transfer institutions/majors require that students have a foreign language proficiency through the 102 level. Students who took 3 years of the same foreign language in high school may be exempt from this requirement. Native/fluent speakers may enroll directly into SPA 102 or FRE 102. Please check with your faculty advisor to determine if your transfer institution requires a foreign language and/or if you wish to take a language other than Spanish or French.

Students must complete a minimum of 60 credits to earn an associate degree.

Transfer Elective Options

CHD 210 Introduction to Exceptional Children

CHM 101 Introductory Chemistry I

ASL 101 American Sign Language I

ASL 102 American Sign Language II

ASL 201 American Sign Language III

ASL 202 American Sign Language IV

FRE 101 Beginning French I

FRE 102 Beginning French II

FRE 201 Intermediate French I

FRE 202 Intermediate French II

HIS 282 History of Virginia II

HLT 160 Personal Health and Wellness

PHI 220 Ethics

SOC 200 Principles of Sociology

SOC 268 Social Problems

SPA 101 Beginning Spanish I

SPS 102 Beginning Spanish II

SPA 201 Intermediate Spanish I

SPA 202 Intermediate Spanish II

Technical Studies, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks. Learn more at www.jtcc.edu/g3.

PURPOSE: This two-year degree prepares students for entry-level jobs in technical fields including CAD, electricity, HVAC, machining, mechanical maintenance, and welding. This degree is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete. Although the purpose of an AAS degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAS major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Exhibit the knowledge and skills to safely perform laboratory duties and recognize safety issues, in accordance with OSHA standards.
2. Apply principles and techniques of quality engineering for management, design, production, and assurance of quality.
3. Collaborate effectively in teams to improve quality and productivity.
4. Explain the application of liquids, gases, solids, metrics, mechanics, forces, simple machines, heat, light, sound, and nuclear energy in industrial engineering processes.
5. Install mechanical components according to the manufacturer's specifications, with regard to spacing alignment, tension, torque, and size. (Students pursuing the Mechanical Maintenance track.)
6. Show effective teamwork, communication, and introductory fabrication skills. (Students pursuing the Welding track.)

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Options: ENG 111.
- MTH 111 - Basic Technical Mathematics 3 credits 3-4 credits Additional Course Options: MTH 130, MTH 154, BIO 101, CHM 101, ENV 121, PHY 101, CHM 111, MTH 161, MTH 162, MTH 261, MTH 263, PHY 201, PHY 241.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: ECO 201, ECO 202, PSY 230, SOC 200, SOC 211.
- PHI 220 - Ethics 3 credits Additional Course Options: ART 101, ART 102, PHI 101, REL 100, REL 230.
- SOC 200 - Introduction to Sociology 3 credits 3 credits Approved Electives (choose 1): PSY 200, ECO 201, ECO 202, PSY 230, SOC 211, PHI 220, ART 101, ART 102, PHI 101, REL 100, REL 230, ENG 112 (ENG 111 is a pre-requisite for ENG 112).

Total Minimum General Education Credits: 16-17 Total Minimum Credits: 60-62

ADDITIONAL INFORMATION:

Students must complete at least one career studies certificate or certificate as part of these credits. Additional courses should be taken to create a coherent plan of study. Pre-approved plans for many of the skilled trades areas are presented in the catalog. Students wishing to design a customized degree should email advising@jtcc.edu to set up an advising appointment.

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students with good computer skills may seek to satisfy the ITE 115 requirement by taking the College Level Examination Program (CLEP) or the John Tyler Community College ITE 115 Test Challenge Exam.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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.

Students pursuing a track in CAD & Modeling, Electricity, Mechanical Maintenance or Machining must take MTH 111. Students pursuing a track in HVAC or Welding may take either MTH course.

The technical track courses must be approved in advance by the faculty advisor.

To determine eligibility for a track-related Career Studies Certificate (CSC), students should consult their faculty advisor.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

Students pursuing the welding track should meet with their faculty advisor regarding the best Restricted Technical Elective to take.

Technical Track Courses:

Pre-Approved Computer-Aided Drafting & Modeling Track: 46 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional course option: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional course option: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional course option: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional course option: IND 298.

Pre-Approved CAD Classes (CAD and Modeling CSC): 24 credits

- CAD 202 - Computer Aided Drafting and Design II 3 credits
- CAD 231 - Computer Aided Drafting I 3 credits Additional course option: CAD 260.
- CAD 241 - Parametric Solid Modeling I 3 credits
- CAD 242 - Parametric Solid Modeling II 3 credits
- ARC 221 - Architectural CAD Applications Software I 3 credits

- ARC 222 - Architectural CAD Applications Software II 3 credits
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits Additional course option: GIS 101.
- ARC 258 - Building Codes, Contract Documents and Professional Office Practices 3 credits Additional course option: CIV 171, GIS 102.

Pre-Approved Heating, Ventilation and Air Conditioning Track: 44 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved HVAC Track Classes (Heating and Air Conditioning CSC): 22 credits

- AIR 121 - Air Conditioning and Refrigeration I 3 credits
- AIR 122 - Air Conditioning and Refrigeration II 3 credits
- AIR 134 - Circuits and Controls I 3 credits
- AIR 154 - Heating Systems I 3 credits
- ELE 131 - National Electrical Code I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 159 - Electrical Motors 3 credits

Pre-Approved Industrial Electricity Track: 44 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Industrial Electricity Track Classes (Industrial Electricity CSC): 22 credits

- ELE 133 - Practical Electricity I 3 credits
- ELE 137 - National Electrical Code – Industrial 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits

- ELE 156 - Electrical Control Systems 3 credits
- ELE 159 - Electrical Motors 3 credits
- ELE 239 - Programmable Controllers 3 credits
- ELE 240 - Advanced Programmable Logic Controllers 3 credits

Pre-Approved Mechanical Maintenance Track: 45 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Mechanical Maintenance Track Classes (Mechanical Maintenance CSC): 23 credits

- MAC 131 - Machine Lab I 2 credits
- MAC 181 - Machine Blueprint Reading I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 159 - Electrical Motors 3 credits
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- WEL 120 - Introduction to Welding 2 credits
- MEC 154 - Mechanical Maintenance I 3 credits
- MEC 254 - Mechanical Maintenance II 3 credits

Pre-Approved Precision Machining Technology Computer Numerical Control Track: 44 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- MAC 150 - Introduction to Computer-Aided Manufacturing 3 credits
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Computer Numerical Control Track Classes (Computer Numerical Control CSC): 22 credits

- MAC 181 - Machine Blueprint Reading I 3 credits
- MAC 121 - Computer Numerical Control I 3 credits
- MAC 122 - Computer Numerical Control II 3 credits
- MAC 123 - Computer Numerical Control III 3 credits
- MAC 130 - Introduction to Electric Discharge Machining (EDM) 2 credits
- MAC 134 - CMM Operation and Programming 2 credits
- MAC 161 - Machine Shop Practices I 3 credits
- MAC 162 - Machine Shop Practices II 3 credits

Pre-Approved Residential Electricity Track: 44 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Residential Electricity Track Classes (Residential Electricity CSC): 22 credits

- ELE 110 - Home Electric Power 3 credits
- ELE 133 - Practical Electricity I 3 credits
- ELE 127 - Residential Wiring Methods 3 credits
- ELE 131 - National Electrical Code I 3 credits
- ELE 138 - National Electrical Code Review I 3 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ELE 151 - Electrical Troubleshooting 3 credits

Pre-Approved Welding Track: 45 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits

- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Welding Courses (Welding CSC): 23 credits

- WEL 120 - Introduction to Welding 2 credits
- WEL 123 - Shielded Metal Arc Welding (Basic) 3 credits
- WEL 150 - Welding Drawing and Interpretation 2 credits
- WEL 160 - Gas Metal Arc Welding 3 credits
- WEL 161 - Flux Cored Arc Welding (FCAW) 3 credits
- WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) 3 credits
- WEL 247 - Welding Layout and Fabrication I 2 credits
- WEL 248 - Welding Layout and Fabrication II 2 credits
- CAD 202 - Computer Aided Drafting and Design II 3 credits Additional Restricted Technical Elective 3-4 credits (choose 1) ELE 133 ELE 150 MEC 154 MAC 150.

Pre-Approved Precision Machining Technology Track: 45 Credits

Pre-Approved Technical Core Courses: 22 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 101 - Quality Assurance Technology I 3 credits Additional Course Options: BUS 208.
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Precision Machining Technology Track Classes (Basic Precision Machining Technology CSC): 23 credits

- MAC 121 - Computer Numerical Control I 3 credits
- MAC 122 - Computer Numerical Control II 3 credits
- MAC 123 - Computer Numerical Control III 3 credits
- MAC 161 - Machine Shop Practices I 3 credits
- MAC 162 - Machine Shop Practices II 3 credits
- MAC 163 - Machine Shop Practices III 3 credits
- MAC 164 - Machine Shop Practices IV 3 credits
- MAC 130 - Introduction to Electric Discharge Machining (EDM) 2 credits Additional Course Options: MAC 134.

Pre-Approved Energy Track: 45 Credits

Pre-Approved Technical Core Courses: 19 credits

- ITE 115 - Introduction to Computer Applications and Concepts 3 credits
- CAD 201 - Computer Aided Drafting and Design I 3 credits Additional Course Options: CAD 151.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- IND 116 - Applied Technology 3 credits
- IND 137 - Team Concepts and Problem Solving 3 credits
- IND 197 - Cooperative Education 3 credits Additional Course Options: IND 198.
- IND 297 - Cooperative Education 1 - 5 credits Additional Course Options: IND 298.

Pre-Approved Energy Track Classes (Energy Technology CSC): 26 credits

- MEC 195 - Mechanical Engineering Technology Laboratory 2 credits
- ELE 150 - A.C. and D.C. Circuit Fundamentals 4 credits
- ENE 104 - Energy Industry Fundamentals 4 credits
- MEC 154 - Mechanical Maintenance I 3 credits
- AIR 121 - Air Conditioning and Refrigeration I 3 credits
- ELE 159 - Electrical Motors 3 credits
- MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics 3 credits
- ENE 100 - Conventional and Alternate Energy Applications 4 credits

Theatre, AFA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in theatre, with a performance concentration. This degree is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Fine Arts (AFA) degree is a major in an area such as theatre, music, and visual arts that takes two years for full-time students to complete. The AFA degree is for students who plan to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. 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. Because transfer requirements will vary based upon the intended transfer institution, students **must** meet with their faculty advisor to develop a schedule that best suits their goals.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Project one's self believably in word and action into imaginary circumstances, evoked through improvisation or text, both by oneself and in an ensemble.
2. Show competency in theatrical makeup.
3. Demonstrate knowledge of theatre history in the context of current professional practice.
4. Communicate ideas, concepts, and requirements related to the student's professional practice to theatre professionals and laypersons.
5. Create a performance portfolio that demonstrates competencies in character analysis, text analysis and self-reflection.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- CST 131 - Acting I 3 credits
- CST 145 - Stagecraft 3 credits Additional Course Options: CST 258.
- CST 210 - Theatre Aesthetics 3 credits Additional Course Options: CST 130.
- ENG 112 - College Composition II 3 credits
- CST 132 - Acting II 3 credits
- CST 149 - Introduction to Make-Up for the Theatre 3 credits
- CST 136 - Theatre/Musical Workshop 3 credits Take CST 136 twice. (6 credits)
- HIS 121 - United States History to 1877 3 credits Additional Course Options: HIS 111, HIS 122, HIS 112, PSY 200 ,PSY 230, SOC 200.
- CST 111 - Voice and Diction I 3 credits
- CST 147 - Costume Construction 3 credits
- CST 160 - Improvisation I 3 credits Additional Course Options: CST 211, CST 140.
- CST 237 - Movement I 3 credits
- PHY 101 - Introduction to Physics I 4 credits Additional Course Options: ENV 121, CHM 101, BIO 101.
- CST 211 - Acting III 3 credits Additional Course Options: CST 112, CST 140, CST 161, CST 212, CST 231, CST 238.
- CST 212 - Acting IV 3 credits Additional Course Options: CST 140, CST 112, CST 161, CST 211, CST 231, CST 238, FRE 101, FRE 102, FRE 201, FRE 202, SPA 101, SPA 102, SPA 201, SPA 202.
- CST 140 - Acting for the Camera 3 credits Additional Course Options: CST 112, CST 161, CST 211, CST 212, CST 231, CST 238, CST 245, FRE 101, FRE 102, FRE 201, FRE 202, SPA 101, SPA 102, SPA 201, SPA 202.
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.

Total Minimum Credits to Complete: 62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

General education and major degree requirements will vary by institution and by program. Students must meet with their faculty advisor to determine the best choices for transfer. Please note that some course options will have prerequisites. Some four-year programs require a foreign language.

Students transferring to programs that require a foreign language should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

CST 136 - Theatre/Musical Workshop focuses on the major Fall or Spring production. Because each production is unique and provides requisite experience/portfolio material, students may take the course more than once for credit.

Theatre, Technical Theatre Specialization AFA

PURPOSE: This two-year degree prepares students to transfer to a four-year college and major in theatre, with a technical theatre concentration. This degree is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Fine Arts (AFA) degree is a major in an area such as theatre, music, and visual arts that takes two years for full-time students to complete. The AFA degree is for students who plan to transfer to four-year colleges.

TRANSFER INFORMATION: This program is designed for transfer. 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. More information can also be found at www.jtcc.edu/academics/transfer/

PROGRAM REQUIREMENTS AND SPECIAL CONDITIONS: Students must meet JTCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Create a technical portfolio that demonstrates competencies in makeup, costume, scenic design and lighting design.
2. Show competency in theatrical makeup.
3. Demonstrate knowledge of theatre history in the context of current professional practice.
4. Communicate ideas, concepts, and requirements related to the student's professional practice to theatre professionals and laypersons.
5. Gauge measurements of linear perspective and proportion, in relation to drawing.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Options: MTH 161, MTH 263.
- CST 145 - Stagecraft 3 credits
- CST 131 - Acting I 3 credits Additional Course Options: CST 100.
- CST 210 - Theatre Aesthetics 3 credits Additional Course Option: CST 130.
- ENG 112 - College Composition II 3 credits
- ART 121 - Foundations of Drawing 3 credits
- CST 147 - Costume Construction 3 credits
- CST 149 - Introduction to Make-Up for the Theatre 3 credits
- HIS 111 - World Civilization Pre-1500 CE 3 credits Additional Course Options: HIS 112, HIS 121, HIS 122, PSY 200, PSY 230, SOC 200.
- ART 122 - Drawing II 3 credits (choose 2) 6 credits Additional Course Options: ART 130. ART 131, ART 132.
- CST 245 - Basic Lighting 3 credits
- CST 136 - Theatre/Musical Workshop 3 credits
Take CST 136 twice. (6 credits)
- PHY 101 - Introduction to Physics I 4 credits Additional Course Options: CHM 101, ENV 121, BIO 101.
- CST 258 - Scenic Design 3 credits

- ART 101 - History of Art: Prehistoric to Gothic 3 credits (choose 2) 6 credits Additional Course Options: ART 102 , ART 180 , ART 203 , CST 132, CST 151, CST 160, PHT 150, PHT 151, FRE 101, FRE 102, FRE 201, FRE 202, SPA 101, SPA 102, SPA 201, SPA 202.
- ENG 225 - Reading Literature: Culture and Ideas 3 credits Additional Course Options: ENG 245, ENG 246, ENG 255, ENG 258, ENG 275.

Total Minimum Credits to Complete: 62

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

General education and major degree requirements will vary by institution and by program. Students must meet with their faculty advisor to determine the best choices for transfer. Please note that some course options will have prerequisites. Some four-year programs require a foreign language.

Students transferring to programs that require a foreign language should enroll in the highest-level foreign language course for which they are prepared. Heritage or conversationally fluent speakers may enroll directly into 102. Please check with your advisor to determine the best option(s) for course substitution or if you wish to take a foreign language other than Spanish or French.

CST 136 - Theatre/Musical Workshop focuses on the major Fall or Spring production. Because each production is unique and provides requisite experience/portfolio material, students may take the course more than once for credit.

Visual Arts, AAA

PURPOSE: This two-year degree prepares students to create, exhibit, and market artwork. This degree is offered at the Midlothian Campus.

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 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 to discuss course placement and returning students their faculty advisor for more information. Student must develop a portfolio during their last semester of study.

CREDENTIALS: An Associate of Applied Art degree is a major in an area related to the visual arts such as film, photography, and visual arts that takes two years for full-time students to complete.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Critically evaluate personal studio art projects and those of other students, applying the process of critique.
2. Write a professional resume, cover letter, and artist statement introducing themselves, their art, and their artistic philosophies.
3. Gauge measurements of linear perspective and proportion, in relation to drawing.
4. Create artwork from both from direct observation and abstract/conceptual representation.
5. Execute a body of artwork showing introductory level mastery of a particular medium to emphasize artistic focus.
6. Assemble a portfolio of visual works and projects.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
Additional Course Option: MTH 161.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- ART 122 - Drawing II 3 credits
- ART 132 - Three-Dimensional Design 3 credits
- ART 130 - Introduction to Multimedia 4 credits
- ART 153 - Ceramics I 3 credits Additional Course Options: ART 203, ART 217, ART 241, ART 243.
- ART 203 - Animation I 4 credits Additional Course Options: ART 153, ART 241, ART 242, ART 243, ART 244.
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: CST 130, CST 145, CST 151, CST 160.
- ART 208 - Video Techniques 3 credits Additional Course Options: PHT 105, PHT 135, PHT 164.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200, HIS 111, HIS 112, HIS 121, HIS 122.
- ART 154 - Ceramics II 3 credits Additional Course Options: ART 204, ART 242, ART 244, ART 247, ART 248.
- ART 245 - Portrait Painting 3 credits Additional Course Options: ART 153, ART 203, ART 246, ART 247, ART 249, ART 259.
- ENG 246 - American Literature 3 credits Additional Course Options: ENG 255, REL 230, BUS 100, ENG 211.
- ART 287 - Portfolio and Resume Preparation 1 credit

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students must develop a portfolio during their last semester of study.

Visual Arts, Film Specialization, AAA

PURPOSE: This two-year degree prepares students for jobs in digital film production. This degree is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Applied Arts (AAA) degree is a major in an area related to the visual arts such as film, photography, and visual arts that takes two years for full-time students to complete. Although the purpose of an AAA degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAA major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Critically evaluate personal studio art projects and those of other students, applying the process of critique.
2. Write a professional resume, cover letter, and artist statement introducing themselves, their art, and their artistic philosophies.
3. Gauge linear perspective and proportion in relation to drawing.
4. Produce an edited film sequence utilizing various film editing and postproduction techniques.
5. Execute a body of artwork utilizing various lighting and filmmaking equipment.
6. Assemble a reel of specified projects.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional Course Option: MTH 161.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- CST 151 - Film Appreciation I 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- ART 132 - Three-Dimensional Design 3 credits
- ART 130 - Introduction to Multimedia 4 credits
- ART 150 - History of Film and Animation 3 credits
- PHT 150 - Film Production I 3 credits *Offered Fall only*
- ART 180 - Introduction to Computer Graphics 3 credits Additional Course Options: ART 203, ART 208, ART 217, CST 131, CST 145.
- CST 131 - Acting I 3 credits Additional Course Options: CST 136, CST 140, CST 145, CST 160.
- ART 208 - Video Techniques 3 credits Additional Course Options: PHT 120, PHT 164, PHT 221.
- PHT 151 - Film Production II 3 credits *Offered Spring only*
- PHT 274 - Digital Film Editing and Post Production 3 credits *Offered Spring only*
- ART 204 - Animation II 4 credits Additional Course Options: ART 218, CST 132, CST 136, CST 140, CST 145, PHT 135.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200, HIS 111, HIS 112, HIS 121, HIS 122.
- ART 287 - Portfolio and Resume Preparation 1 credit

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Students enrolled in ART 287 will develop a portfolio during their last semester of study.

Visual Arts, Photography Specialization, AAA

PURPOSE: This two-year degree prepares students for jobs in photography. This program is offered at the Midlothian Campus.

CREDENTIALS: An Associate of Applied Arts (AAA) degree is a major in an area related to the visual arts such as film, photography, and visual arts that takes two years for full-time students to complete. Although the purpose of an AAA degree is to gain skills for employment, some transfer institutions may accept some or all of the courses from an AAA major.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Critically evaluate personal studio art projects and those of other students, applying the process of critique.
2. Write a professional resume, cover letter, and artist statement introducing themselves, their art, and their artistic philosophies.
3. Gauge measurements of linear perspective and proportion, in relation to drawing.
4. Produce a body of photographic artwork utilizing photo processing and editing software.
5. Execute a body of photographic artwork utilizing various lighting and photographic equipment.
6. Assemble a digital portfolio.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 154 - Quantitative Reasoning 3 credits Additional course option: MTH 161.
- ART 101 - History of Art: Prehistoric to Gothic 3 credits
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- ART 102 - History of Art: Renaissance to Modern 3 credits
- ART 132 - Three-Dimensional Design 3 credits
- ART 130 - Introduction to Multimedia 4 credits
- ART 122 - Drawing II 3 credits Additional Course Options: ART 150, ART 203, ART 217.
- PHT 135 - Electronic Darkroom 3 credits
- PHT 164 - Introduction to Digital Photography 3 credits
- CST 100 - Principles of Public Speaking 3 credits Additional Course Options: CST 110, CST 114, CST 151.
- PHT 221 - Studio Lighting I 3 credits *Offered Fall only*
- PHT 110 - History of Photography 3 credits

- PHT 264 - Digital Photography II 3 credits *Offered Spring only*
- ART 208 - Video Techniques 3 credits Additional Course Options: PHT 216, PHT 226, PHT 247.
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200, HIS 111, HIS 112, HIS 121, HIS 122.
- ART 287 - Portfolio and Resume Preparation 1 credit

Total Minimum Credits to Complete: 60

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

Student must develop a portfolio during their last semester of study.

Web Design, AAS

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: For students who intend to pursue careers in interactive media design. Coursework prepares students for entry into fields requiring knowledge of web programming and graphic design such as web design, front-end web development, web content management, and related fields. All career-technical degrees are guided by advisory committees comprised of local business leaders. Web Design Advisory Committee will be added soon.

CREDENTIALS: An Associate of Applied Science (AAS) degree is a major in a career-technical area that takes two years for full-time students to complete.

TRANSFER INFORMATION: 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. More information can also be found at www.jtcc.edu/academics/transfer/

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an intermediate level of competency in the following skills:

1. Apply design principles to accepted industry standards.
2. Integrate video and photography into website designs.
3. Show front-end web design development skills using industry-accepted software.
4. Demonstrate knowledge and skills in website operation and maintenance.
5. Critically evaluate websites using effective communication.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 111 - College Composition I 3 credits
- ENG 112 - College Composition II 3 credits
- MTH 154 - Quantitative Reasoning 3 credits
- PSY 200 - Principles of Psychology 3 credits Additional Course Options: SOC 200.
- ART 250 - History of Design 3 credits Additional Course Options: ART 101, ART 102, CST 114.
- ART 121 - Foundations of Drawing 3 credits
- ART 131 - Two-Dimensional Design 3 credits
- ART 180 - Introduction to Computer Graphics 3 credits
- ART 130 - Introduction to Multimedia 4 credits
- ART 141 - Typography I 3 credits
- ART 217 - Graphic Design I 4 credits
- ART 203 - Animation I 4 credits
- ART 208 - Video Techniques 3 credits
- ART 116 - Design for the Web I 3 credits
- ART 117 - Design for the Web II 3 credits
- ART 263 - Interactive Design I 3 credits
- ART 264 - Interactive Design II 3 credits
- PHT 105 - Basic Photography 3 credits Additional Course Options: PHT 135, PHT 164.
- ART 296 - On-Site Training: Web Design Internship 3 credits
or ART 298.

Total Minimum Credits to Complete: 61

ADDITIONAL INFORMATION:

Students are strongly encouraged to complete their SDV and ENG requirements first.

Students should regularly meet with their academic advisor to determine the best options to meet their intended career goals.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

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.

Welding Certificate

G3 Eligible Program— Qualifying students may have ZERO costs for tuition, fees, and textbooks.

Learn more at www.jtcc.edu/g3.

PURPOSE: This program prepares students for jobs as entry-level welders. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Certificate is a program of study typically less than two years in length with a major in a career-technical area. Students receiving a CERT intend to pursue immediate employment. Students may earn American Welding Society certifications.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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 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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Demonstrate the ability to layout and complete accurate cutting projects with only written directions.
2. Perform enhanced entry-level skills in SMAW welding of plate through testing.
3. Show effective teamwork, communication, and introductory fabrication skills.
4. Identify, interpret, and apply basic blueprints and welding symbols on performance based SENSE tests.
5. Fabricate an EDU-1 SENSE project.

Required Courses

- SDV 100 - College Success Skills 1 credit
- ENG 115 - Technical Writing 3 credits Additional Course Option: ENG 111.
- MTH 130 - Fundamentals of Reasoning 3 credits Additional Course Options: MTH 111, MTH 154, MTH 161, MTH 263.
- SAF 130 - Industrial Safety – OSHA 10 1 credit
- WEL 150 - Welding Drawing and Interpretation 2 credits
- WEL 120 - Introduction to Welding 2 credits
- WEL 123 - Shielded Metal Arc Welding (Basic) 3 credits
- WEL 160 - Gas Metal Arc Welding 3 credits
- WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) 3 credits
- WEL 247 - Welding Layout and Fabrication I 2 credits
- WEL 161 - Flux Cored Arc Welding (FCAW) 3 credits
- WEL 248 - Welding Layout and Fabrication II 2 credits

Total Minimum Credits to Complete: 28

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

Students are strongly encouraged to complete their ENG, MTH, and SDV requirements first.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To determine eligibility for Career Studies Certificate (CSC) in Welding, students should consult their faculty advisor.

To achieve American Welding Society SENSE certification, the student must successfully complete workmanship samples and weld tests throughout the program.

Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

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. Meet with faculty advisor.

Welding, CSC

G3 Eligible Program– Qualifying students may have ZERO costs for tuition, fees, and textbooks.
Learn more at www.jtcc.edu/g3.

PURPOSE: This program prepares students for jobs as entry-level welders. This program is offered at the Chester Campus. All career-technical degrees are guided by advisory committees comprised of local business leaders.

CREDENTIALS: A Career Studies Certificate (CSC) is a program of study typically less than one year in length with a major in a career-technical area. Students receiving a CSC intend to pursue immediate employment. Students may earn American Welding Society certifications.

The College has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found at www.jtcc.edu/NC-SARA.

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.

PROGRAM OUTCOMES: By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:

1. Exhibit the knowledge and skills to safely perform laboratory duties and recognize safety issues, in accordance with OSHA standards.
2. Demonstrate the ability to perform enhanced entry-level skills in SMAW welding of plate through testing.
3. Identify, interpret, and apply basic blueprints and welding symbols on performance based SENSE tests

Required Courses

- SAF 130 - Industrial Safety – OSHA 10 1 credit
- WEL 150 - Welding Drawing and Interpretation 2 credits
- WEL 120 - Introduction to Welding 2 credits Additional course option: WEL 116.
- WEL 123 - Shielded Metal Arc Welding (Basic) 3 credits
- WEL 160 - Gas Metal Arc Welding 3 credits
- WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) 3 credits Additional course option: WEL 130.
- WEL 247 - Welding Layout and Fabrication I 2 credits
- WEL 161 - Flux Cored Arc Welding (FCAW) 3 credits Additional course option: WEL 141.

Total Minimum Credits to Complete: 19

ADDITIONAL INFORMATION:

Pre-requisite and co-requisite requirements can be found in course details.

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.

Students should regularly meet with their faculty advisor and check their degree progress by accessing advisement reports in the Student Information System (SIS) in the myTyler portal or the Academic Planner in Navigate.

To achieve American Welding Society SENSE certification, the student must successfully complete workmanship samples and weld tests throughout the program.

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.

Accounting

ACC 211 - Principles of Accounting I

ACC 212 - Principles of Accounting II

ACC 215 - Computerized Accounting

ACC 219 - Government and Non-profit Accounting

ACC 221 - Intermediate Accounting I

ACC 222 - Intermediate Accounting II

ACC 230 - Advanced Accounting

ACC 231 - Cost Accounting I

ACC 241 - Auditing I

ACC 261 - Principles of Federal Taxation I

ACC 262 - Principles of Federal Taxation II

Air Conditioning

AIR 121 - Air Conditioning and Refrigeration I

AIR 122 - Air Conditioning and Refrigeration II

AIR 134 - Circuits and Controls I

AIR 154 - Heating Systems I

American Sign Language

ASL 101 - American Sign Language I

ASL 102 - American Sign Language II

ASL 201 - American Sign Language III

ASL 202 - American Sign Language IV

Architecture

ARC 105 - Orientation and History of Architecture

ARC 115 - Architectural Graphics

ARC 121 - Architectural Drafting I

ARC 122 - Architectural Drafting II

ARC 221 - Architectural CAD Applications Software I

ARC 222 - Architectural CAD Applications Software II

ARC 231 - Advanced Architectural Drafting I

ARC 232 - Advanced Architectural Drafting II

ARC 243 - Environmental Systems

ARC 246 - Materials and Methods of Construction

ARC 258 - Building Codes, Contract Documents and Professional Office Practices

Art

ART 101 - History of Art: Prehistoric to Gothic

ART 102 - History of Art: Renaissance to Modern

ART 116 - Design for the Web I

ART 117 - Design for the Web II

ART 121 - Foundations of Drawing

ART 122 - Drawing II

ART 130 - Introduction to Multimedia

ART 131 - Two-Dimensional Design

ART 132 - Three-Dimensional Design

ART 141 - Typography I

ART 150 - History of Film and Animation

ART 153 - Ceramics I

ART 154 - Ceramics II

ART 180 - Introduction to Computer Graphics

ART 184 - Survey of Museum Practice

ART 185 - Introduction to Museum Education

ART 186 - Collections Management

ART 195 - Museum Studies: Museums and Digital Content

ART 195 - Topics

ART 203 - Animation I

ART 204 - Animation II

ART 208 - Video Techniques

ART 213 - Italian Art I

ART 217 - Graphic Design I

ART 218 - Graphic Design II

ART 241 - Painting I

ART 242 - Painting II

ART 243 - Watercolor I

ART 244 - Watercolor II

ART 245 - Portrait Painting

ART 246 - Figure Painting

ART 247 - Painting Techniques for Illustrators

ART 248 - Painting III

ART 249 - Painting IV

ART 250 - History of Design

ART 259 - Landscape Painting

ART 263 - Interactive Design I

ART 264 - Interactive Design II

ART 287 - Portfolio and Resume Preparation

ART 291 - Computerized Graphic Design I

ART 296 - Museum Internship

ART 296 - On-Site Training: Web Design Internship

ART 298 - Museum Studies: Seminar & Project

ART 298 - Web Design Seminar and Project

Basic Skills

BSK 1 - Whole Numbers

Biology

BIO 101 - General Biology I

BIO 102 - General Biology II

BIO 141 - Human Anatomy and Physiology I

BIO 142 - Human Anatomy and Physiology II

BIO 145 - Basic Human Anatomy and Physiology

BIO 150 - Introductory Microbiology

Business Management and Administration

BUS 100 - Introduction to Business

BUS 111 - Principles of Supervision I

BUS 116 - Entrepreneurship

BUS 117 - Leadership Development

BUS 195 - Microsoft Project

BUS 200 - Principles of Management

BUS 201 - Organizational Behavior

BUS 204 - Project Management

BUS 205 - Human Resource Management

BUS 206 - Advanced Project Management

BUS 208 - Quality and Productivity Management

BUS 209 - Continuous Quality Improvement

BUS 220 - Introduction to Business Statistics

BUS 234 - Supply Chain Management

BUS 236 - Communication in Management

BUS 241 - Business Law I

BUS 266 - Production and Operations Management

BUS 280 - Introduction to International Business

BUS 295 - CAPM/PMP Exam prep

BUS 298 - Seminar and Project

Chemistry

CHM 101 - Introductory Chemistry

CHM 110 - Survey of Chemistry

CHM 111 - General Chemistry I

CHM 112 - General Chemistry II

CHM 241 - Organic Chemistry I

CHM 242 - Organic Chemistry II

CHM 245 - Organic Chemistry Laboratory: I

CHM 246 - Organic Chemistry Laboratory II

Childhood Development

CHD 118 - Language Arts for Young Children

CHD 120 - Introduction to Early Childhood Education

CHD 145 - Teaching Art, Music and Movement to Children

CHD 146 - Math, Science and Social Studies for Children

CHD 165 - Observation and Participation in Early Childhood/Primary Settings

CHD 166 - Infant and Toddler Programs

CHD 205 - Guiding the Behavior of Children

CHD 210 - Introduction to Exceptional Children

CHD 216 - Early Childhood Programs, School, and Social Change

CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings

CHD 270 - Administration of Child Care Programs

Chinese

CHI 101 - Beginning Chinese I

CHI 102 - Beginning Chinese II

CHI 201 - Intermediate Chinese I

CHI 202 - Intermediate Chinese II

Civil Engineering

CIV 171 - Surveying I

CIV 172 - Surveying II

CIV 190 - Coordinated Internship

CIV 196 - On-Site Training

Communication Studies and Theatre

CST 100 - Principles of Public Speaking

CST 110 - Introduction to Communication

CST 111 - Voice and Diction I

CST 112 - Voice and Diction II

CST 114 - Survey of Mass Media

CST 130 - Introduction to the Theatre

CST 131 - Acting I

CST 132 - Acting II

CST 136 - Theatre/Musical Workshop

CST 140 - Acting for the Camera

CST 145 - Stagecraft

CST 147 - Costume Construction

CST 149 - Introduction to Make-Up for the Theatre

CST 151 - Film Appreciation I

CST 160 - Improvisation I

CST 161 - Improvisation II

CST 210 - Theatre Aesthetics

CST 211 - Acting III

CST 212 - Acting IV

CST 221 - Public Relations

CST 228 - Writing Across Media

CST 231 - History of Theatre I

CST 237 - Movement I

CST 238 - Movement II

CST 245 - Basic Lighting

CST 256 - Costume Design

CST 258 - Scenic Design

Computer Science

CSC 200 - Introduction To Computer Science

CSC 201 - Computer Science I

CSC 202 - Computer Science II

CSC 205 - Computer Organization

CSC 208 - Introduction to Discrete Structures

Computer-Aided Drafting and Design

CAD 151 - Engineering Drawing Fundamentals I

CAD 152 - Engineering Drawing Fundamentals II

CAD 195 - AutoCAD Update

CAD 201 - Computer Aided Drafting and Design I

CAD 202 - Computer Aided Drafting and Design II

CAD 231 - Computer Aided Drafting I

CAD 235 - Applications for Additive Manufacturing

CAD 241 - Parametric Solid Modeling I

CAD 242 - Parametric Solid Modeling II

CAD 260 - Computer Applications for Surveyors and Technicians

CAD 262 - Computer-Aided Civil Design and Hydrology

Criminal Justice

ADJ 100 - Survey of Criminal Justice

ADJ 105 - The Juvenile Justice System

ADJ 111 - Law Enforcement Organization and Administration I

ADJ 133 - Ethics and the Criminal Justice Professional

ADJ 140 - Introduction to Corrections

ADJ 145 - Corrections and the Community

ADJ 160 - Police Response to Critical Incidents

ADJ 170 - Street Gangs and Law Enforcement

ADJ 201 - Criminology

ADJ 211 - Criminal Law, Evidence and Procedures I

ADJ 227 - Constitutional Law for Justice Personnel

ADJ 228 - Narcotics and Dangerous Drugs

ADJ 229 - Law Enforcement and the Community

ADJ 236 - Principles of Criminal Investigation

ADJ 241 - Correctional Law

ADJ 245 - Management of Correctional Facilities

ADJ 247 - Criminal Behavior

ADJ 295 - Special Topics – Multicultural Perspectives in Law Enforcement

Dietetics

DIT 190 - Coordinated Internship

DIT 221 - Medical Nutrition Therapy

Drafting

DRF 128 - Geometric Dimensioning and Tolerancing

DRF 160 - Machine Blueprint Reading

Economics

ECO 120 - Survey of Economics

ECO 150 - Economic Essentials: Theory and Application

ECO 201 - Principles of Macroeconomics

ECO 202 - Principles of Microeconomics

Education

EDU 200 - Introduction to Teaching as a Profession

EDU 220 - Teaching Reading

EDU 235 - Health, Safety, and Nutrition Education

EDU 254 - Teaching Basic Academic Skills to Exceptional Children

EDU 270 - Introduction to Autism Spectrum Disorders

EDU 271 - Methodologies and Curriculum Development for Students with Autism Spectrum

Electrical Technology

ELE 110 - Home Electric Power

ELE 123 - Electrical Applications I

ELE 124 - Electrical Applications II

ELE 127 - Residential Wiring Methods

ELE 131 - National Electrical Code I

ELE 133 - Practical Electricity I

ELE 137 - National Electrical Code – Industrial

ELE 138 - National Electrical Code Review I

ELE 150 - A.C. and D.C. Circuit Fundamentals

ELE 151 - Electrical Troubleshooting

ELE 156 - Electrical Control Systems

ELE 159 - Electrical Motors

ELE 176 - Introduction to Alternative Energy Including Hybrid Systems

ELE 239 - Programmable Controllers

ELE 240 - Advanced Programmable Logic Controllers

Emergency Medical Services

EMS 110 - Emergency Vehicle Operator's Course (EVOC)

EMS 111 - Emergency Medical Technician

EMS 112 - Emergency Medical Technician Basic I

EMS 113 - Emergency Medical Technician Basic II

EMS 120 - Emergency Medical Technician - Basic Clinical

EMS 121 - Preparatory Foundations

EMS 123 - EMS Clinical Preparation

EMS 125 - Basic Pharmacology

EMS 126 - Basic Pharmacology Lab

EMS 127 - Airway, Shock and Resuscitation

EMS 128 - Airway, Shock and Resuscitation Lab

EMS 135 - Emergency Medical Care

EMS 136 - Emergency Medical Care Lab

EMS 137 - Trauma Care

EMS 138 - Trauma Care Lab

EMS 139 - Special Populations

EMS 140 - Special Populations Lab

EMS 141 - Cardiovascular Care

EMS 142 - Cardiovascular Care Lab

EMS 150 - Advanced Emergency Medical Technician (AEMT)

EMS 151 - Introduction to Advanced Life Support

EMS 152 - Advanced EMT Completion

EMS 153 - Basic ECG Recognition

EMS 154 - ALS Cardiac Care

EMS 157 - ALS – Trauma Care

EMS 159 - ALS – Special Populations

EMS 163 - Prehospital Trauma Life Support

EMS 164 - Advanced Medical Life Support (AMLS)

EMS 165 - Advanced Cardiac Life Support

EMS 167 - Emergency Pediatrics Course (EPC)

EMS 170 - ALS Internship I

EMS 172 - ALS Clinical Internship II

EMS 173 - ALS Field Internship II

EMS 175 - Paramedic Clinical Experience I

EMS 201 - EMS Professional Development

EMS 202 - Paramedic Pharmacology

EMS 203 - Advanced Patient Care

EMS 204 - Advanced Patient Care Lab

EMS 205 - Advanced Pathophysiology

EMS 206 - Pathophysiology for Health Professions

EMS 207 - Advanced Patient Assessment

EMS 209 - Advanced Pharmacology

EMS 210 - EMS Operations

EMS 211 - Operations

EMS 212 - Leadership and Professional Development

EMS 213 - ALS Skills Development

EMS 215 - Registry Review

EMS 216 - Paramedic Review

EMS 242 - ALS Clinical Internship III

EMS 243 - ALS Field Internship III

EMS 244 - ALS Clinical Internship IV

EMS 245 - ALS Field Internship

EMS 247 - Paramedic Clinical Experience II

EMS 248 - Paramedic Comprehensive Field Experience

EMS 249 - Paramedic Capstone Internship

Energy Technology

ENE 100 - Conventional and Alternate Energy Applications

ENE 101 - Principles of Wind Energy

ENE 104 - Energy Industry Fundamentals

Engineering

EGR 121 - Foundations of Engineering

EGR 122 - Engineering Design

EGR 124 - Introduction to Engineering and Engineering Methods

EGR 126 - Computer Programming for Engineers

EGR 140 - Engineering Mechanics: Statics

EGR 206 - Engineering Economics

EGR 245 - Engineering Mechanics – Dynamics

EGR 246 - Mechanics of Materials

EGR 248 - Thermodynamics for Engineering

EGR 251 - Basic Electric Circuits

EGR 255 - Electrical Circuits Laboratory

EGR 261 - Signals and Systems

EGR 263 - Signals and Systems Laboratory

EGR 270 - Fundamentals of Computer Engineering

English

ENG 111 - College Composition I

ENG 112 - College Composition II

ENG 115 - Technical Writing

ENG 210 - Advanced Composition

ENG 211 - Creative Writing I

ENG 225 - Reading Literature: Culture and Ideas

ENG 241 - Survey of American Literature I

ENG 242 - Survey of American Literature II

ENG 243 - Survey of English Literature I

ENG 244 - Survey of English Literature II

ENG 245 - British Literature

ENG 246 - American Literature

ENG 250 - Children's Literature

ENG 251 - Survey of World Literature I

ENG 252 - Survey of World Literature II

ENG 255 - World Literature

ENG 258 - African American Literature

ENG 275 - Women in Literature

English as a Second Language

ESL 31 - Composition I

ESL 32 - Reading I

ESL 41 - Composition II

ESL 42 - Reading II

ESL 51 - Composition III

ESL 52 - Reading III

English Fundamentals

ENF 1 - Preparing for College English I

ENF 2 - Preparing for College English II

ENF 3 - Preparing for College English III

Environmental Science

ENV 121 - General Environmental Science I

Financial Services

FIN 215 - Financial Management

French

FRE 101 - Beginning French I

FRE 102 - Beginning French II

FRE 201 - Intermediate French I

FRE 202 - Intermediate French II

Funeral Services

FNS 110 - Introduction to Funeral Service

FNS 111 - Theory of Embalming I

FNS 112 - Theory of Embalming II

FNS 113 - Theory of Embalming Laboratory: I

FNS 114 - Theory of Embalming Laboratory: II

FNS 121 - Anatomy for Funeral Service I

FNS 125 - Microbiology for Funeral Service

FNS 126 - Pathology for Funeral Service

FNS 213 - Restorative Art

FNS 214 - Restorative Art Technical Applications

FNS 231 - Principles of Funeral Management I

FNS 232 - Principles of Funeral Management II

FNS 236 - Funeral Service Law

FNS 270 - Funeral Service Review

FNS 290 - Coordinated Internship

Geography

GEO 200 - Introduction to Physical Geography

GEO 210 - People and the Land: An Introduction to Cultural Geography

GEO 220 - World Regional Geography

Geographic Information Systems

GIS 101 - Introduction to Geospatial Technology I

GIS 102 - Introduction to Geospatial Technology II

German

GER 101 - Beginning German I

GER 102 - Beginning German II

GER 201 - Intermediate German I

GER 202 - Intermediate German II

Health

HLT 106 - First Aid and Safety

HLT 110 - Concepts of Personal and Community Health

HLT 116 - Personal Wellness

HLT 143 - Medical Terminology I

HLT 160 - Personal Health and Fitness

HLT 170 - Introduction to Massage

HLT 180 - Therapeutic Massage I

HLT 190 - Coordinated Internship

HLT 195 - Business Skills for the Health Services Practitioner

HLT 230 - Principles of Nutrition and Human Development

HLT 280 - Therapeutic Massage II

HLT 281 - Therapeutic Massage III

Health Care Technology

HCT 101 - Health Care Technician I

HCT 102 - Health Care Technician II

HCT 115 - Medication Administration Training

HCT 190 - Coordinated Internship

History

HIS 111 - World Civilization Pre-1500 CE

HIS 112 - World Civilization Post-1500 CE

HIS 121 - United States History to 1877

HIS 122 - United States History Since 1865

HIS 183 - Survey of Museum Practice

HIS 185 - Introduction to Museum Education

HIS 186 - Collections Management

HIS 281 - History of Virginia I

HIS 296 - Museum Internship

HIS 298 - Museum Studies: Seminar and Project

HIST 195 - Topics

Hotel-Restaurant-Inst Mgmt

HRI 101 - Hotel Restaurant Organization & Management I

HRI 102 - Hotel Restaurant Organization & Management II

HRI 115 - Food Service Managers Sanitation Certification

Human Services

HMS 100 - Introduction to Human Services

HMS 106 - Working with Death and Dying

HMS 225 - Functional Family Intervention

HMS 226 - Helping Across Cultures

HMS 236 - Gerontology

HMS 251 - Substance Abuse I

HMS 252 - Substance Abuse II

HMS 258 - Case Management and Substance Abuse

Industrial Engineering Technology

IND 101 - Quality Assurance Technology I

IND 113 - Materials and Processes in Manufacturing I

IND 116 - Applied Technology

IND 137 - Team Concepts and Problem Solving

IND 181 - World Class Manufacturing I

IND 197 - Cooperative Education

IND 198 - Seminar and Project

IND 250 - Introduction to Basic Computer Integrated Manufacturing

IND 297 - Cooperative Education

IND 298 - Seminar and Project

Information Technology Database Processing

ITD 110 - Web Page Design I

ITD 132 - Structured Query Language

ITD 136 - Database Management Software

ITD 210 - Web Page Design II

Information Technology Essentials

ITE 101 - Introduction to Microcomputers

ITE 115 - Introduction to Computer Applications and Concepts

ITE 119 - Information Literacy

ITE 129 - Introduction to Presentation Software

ITE 130 - Introduction to Internet Services

ITE 140 - Spreadsheet Software

ITE 141 - Microcomputer Software: Spreadsheets

ITE 150 - Desktop Database Software

ITE 152 - Introduction to Digital Literacy and Computer Applications

ITE 200 - Technology for Teachers (TSIP)

ITE 215 - Advanced Computer Applications and Integration

ITE 221 - PC Hardware and OS Architecture

ITE 290 - Coordinated Internship

ITE 295 - Topics in Information Technology Essentials

Information Technology Networking

ITN 101 - Introduction to Network Concepts

ITN 111 - Server Administration

ITN 154 - Networking Fundamentals, Router Basics, and Configuration (ICND1) - Cisco

ITN 155 - Switching, Wireless, and WAN Technologies (ICND2) - Cisco

ITN 156 - Basic Switching and Routing – Cisco

ITN 157 - WAN Technologies – Cisco

ITN 170 - Linux System Administration

ITN 171 - Unix 1

ITN 195 - Cisco Cybersecurity Operations

ITN 195 - Topics in CISCO Networking

ITN 245 - Network Troubleshooting

ITN 254 - Virtual Infrastructure: Installation and Configuration

ITN 257 - Cloud Computing: Infrastructure and Services

ITN 260 - Network Security Basics

ITN 261 - Network Attacks, Computer Crime and Hacking

ITN 262 - Network Communication, Security and Authentication

ITN 263 - Internet/Intranet Firewalls and E-Commerce Security

ITN 266 - Network Security Layers

ITN 267 - Legal Topics in Network Security

ITN 295 - Cloud Security

Information Technology Programming

ITP 100 - Software Design

ITP 120 - Java Programming I

ITP 136 - C# Programming I

ITP 150 - Python Programming

ITP 160 - Introduction to Game Design & Development

ITP 170 - Project Management

ITP 220 - Java Programming II

ITP 251 - Systems Analysis and Design

Legal Administration

LGL 110 - Introduction to Law and the Legal Assistant

LGL 115 - Real Estate Law for Legal Assistants

LGL 117 - Family Law

LGL 125 - Legal Research

LGL 126 - Legal Writing

LGL 130 - Law Office Administration and Management

LGL 215 - Torts

LGL 218 - Criminal Law

LGL 235 - Legal Aspects of Business Organizations

LGL 238 - Bankruptcy

Machine Technology

MAC 121 - Computer Numerical Control I

MAC 122 - Computer Numerical Control II

MAC 123 - Computer Numerical Control III

MAC 130 - Introduction to Electric Discharge Machining (EDM)

MAC 131 - Machine Lab I

MAC 134 - CMM Operation and Programming

MAC 150 - Introduction to Computer-Aided Manufacturing

MAC 161 - Machine Shop Practices I

MAC 162 - Machine Shop Practices II

MAC 163 - Machine Shop Practices III

MAC 164 - Machine Shop Practices IV

MAC 181 - Machine Blueprint Reading I

MAC 199 - Supervised Study

MAC 299 - Supervised Study

Marketing

MKT 100 - Principles of Marketing

MKT 220 - Principles of Advertising

MKT 221 - Public Relations

MKT 228 - Promotion

MKT 282 - Principles of E-Commerce

MKT 284 - Social Media Marketing

Math Essentials

MTE 1 - Operations with Positive Fractions

MTE 2 - Operations with Positive Decimals and Percents

MTE 3 - Algebra Basics

MTE 4 - First Degree Equations and Inequalities in One Variable

MTE 5 - Linear Equations, Inequalities and Systems of Linear Equations in Two Variables

MTE 6 - Exponents, Factoring and Polynomial Equations

MTE 7 - Rational Expressions and Equations

MTE 8 - Rational Exponents and Radicals

MTE 9 - Functions, Quadratic Equations and Parabolas

Mathematics Corequisite

MCR 4 - Learning Support for Quantitative Reasoning

MCR 6 - Learning Support of Precalculus I

Mathematics

MTH 111 - Basic Technical Mathematics

MTH 130 - Fundamentals of Reasoning

MTH 154 - Quantitative Reasoning

MTH 161 - Precalculus I

MTH 162 - Precalculus II

MTH 245 - Statistics I

MTH 261 - Applied Calculus I

MTH 263 - Calculus I

MTH 264 - Calculus II

MTH 265 - Calculus III

MTH 266 - Linear Algebra

MTH 267 - Differential Equations

MTH 288 - Discrete Mathematics

Mechanical Engineering Technology

MEC 101 - Introduction to Engineering Technology I

MEC 102 - Introduction to Engineering Technology II

MEC 113 - Materials and Processes of Industry

MEC 122 - 3D Printing for Engineering Design

MEC 131 - Mechanics I – Statics for Engineering Technology

MEC 132 - Mechanics II – Strength of Mat. for Eng. Tech

MEC 140 - Introduction to Mechatronics

MEC 154 - Mechanical Maintenance I

MEC 161 - Basic Fluid Mechanics - Hydraulics/Pneumatics

MEC 195 - Mechanical Engineering Technology Laboratory

MEC 211 - Machine Design I

MEC 230 - Mechatronic Process Control

MEC 252 - Mechanical Systems Maintenance

MEC 253 - Preventative and Predictive Maintenance

MEC 254 - Mechanical Maintenance II

MEC 270 - Computations for Engineering Technology

MEC 295 - Alternative Energy Systems Design

MEC 295 - Robotic and Mechatronic Systems Design

Mental Health

MEN 101 - Mental Health Skill Training I

MEN 102 - Mental Health Skill Training II

MEN 121 - Intellectual Disabilities I

MEN 122 - Intellectual Disabilities II

MEN 190 - Coordinated Practice

MEN 196 - On-Site Training

MEN 198 - Seminar and Project

MEN 290 - Coordinated Practice

MEN 296 - On-Site Training

Music

MUS 101 - Fundamentals of Music

MUS 111 - Music Theory I

MUS 112 - Music Theory II

MUS 121 - Music in Society

MUS 129 - Theatre/Musical Workshop

MUS 131 - Class Voice I

MUS 132 - Class Voice II

MUS 136 - Applied Music-Voice

MUS 137 - Chorus Ensemble

MUS 138 - Small Vocal Ensemble

MUS 141 - Class Piano I

MUS 142 - Class Piano II

MUS 143 - Chamber Ensemble

MUS 144 - Jazz Chamber Ensemble

MUS 145 - Applied Music - Keyboard

MUS 148 - Orchestra Ensemble

MUS 149 - Band Ensemble

MUS 155 - Applied Music - Woodwinds

MUS 163 - Guitar Theory and Practice I

MUS 164 - Guitar Theory and Practice II

MUS 165 - Applied Music - Strings

MUS 175 - Applied Music - Brass

MUS 185 - Applied Music - Percussion

MUS 211 - Advanced Music Theory I

MUS 212 - Advanced Music Theory II

MUS 221 - History of Western Music Prior to 1750

MUS 222 - History of Western Music 1750 to Present

MUS 225 - The History of Jazz

MUS 226 - World Music

MUS 236 - Advanced Applied Music - Voice

MUS 245 - Advanced Applied Music - Keyboard

MUS 255 - Advanced Applied Music - Woodwinds

MUS 265 - Advanced Applied Music - Strings

MUS 275 - Advanced Applied Music - Brass

MUS 285 - Advanced Applied Music - Percussion

Nursing

NSG 100 - Introduction to Nursing Concepts

NSG 106 - Competencies for Nursing Practice

NSG 130 - Professional Nursing Concepts

NSG 152 - Health Care Participant

NSG 170 - Health/Illness Concepts

NSG 200 - Health Promotion and Assessment

NSG 210 - Health Care Concepts I

NSG 211 - Health Care Concepts II

NSG 230 - Advanced Professional Nursing Concepts

NSG 252 - Complex Health Care Concepts

NSG 270 - Nursing Capstone

Philosophy

PHI 101 - Introduction to Philosophy I

PHI 111 - Logic I

PHI 220 - Ethics

Photography

PHT 105 - Basic Photography

PHT 110 - History of Photography

PHT 120 - Screenwriting

PHT 135 - Electronic Darkroom

PHT 150 - Film Production I

PHT 151 - Film Production II

PHT 164 - Introduction to Digital Photography

PHT 216 - Outdoor and Wildlife Photography

PHT 221 - Studio Lighting I

PHT 226 - Commercial Photography

PHT 247 - Alternative Photographic Processes

PHT 264 - Digital Photography II

PHT 274 - Digital Film Editing and Post Production

PHT 296 - Filmmaking Internship

PHT 299 - Supervised Study

Physical Education and Recreation

PED 109 - Yoga

PED 111 - Weight Training I

PED 116 - Lifetime Fitness and Wellness

Physical Therapy Assistant

PTH 151 - Musculoskeletal Structure and Function

Physics

PHY 101 - Introduction to Physics I

PHY 201 - General College Physics I

PHY 202 - General College Physics II

PHY 241 - University Physics I

PHY 242 - University Physics II

Political Science

PLS 135 - U.S. Government and Politics

PLS 211 - U.S. Government I

PLS 212 - U.S. Government II

PLS 241 - Introduction to International Relations

Psychology

PSY 116 - Psychology of Death and Dying

PSY 200 - Principles of Psychology

PSY 210 - Statistics for Behavioral Sciences

PSY 213 - Statistics for Behavioral Sciences

PSY 225 - Theories of Personality

PSY 230 - Developmental Psychology

Recreation and Parks

RPK 180 - Youth Sports Administration

RPK 210 - Principles and Psychology of Coaching

RPK 296 - On Site Training

Religion

REL 100 - Introduction to the Study of Religion

REL 230 - Religions of the World

Russian

RUS 101 - Beginning Russian I

RUS 102 - Beginning Russian II

RUS 201 - Intermediate Russian I

RUS 202 - Intermediate Russian II

Safety

SAF 126 - Principles of Industrial Safety

SAF 130 - Industrial Safety – OSHA 10

Sociology

SOC 200 - Introduction to Sociology

SOC 211 - Cultural Anthropology

SOC 268 - Social Problems

Spanish

SPA 101 - Beginning Spanish I

SPA 102 - Beginning Spanish II

SPA 103 - Basic Spoken Spanish I

SPA 104 - Basic Spoken Spanish II

SPA 163 - Spanish for Health Professionals I

SPA 164 - Spanish for Health Professionals II

SPA 201 - Intermediate Spanish I

SPA 202 - Intermediate Spanish II

SPA 211 - Intermediate Spanish Conversation I

SPA 212 - Intermediate Spanish Conversation II

Student Development

SDV 100 - College Success Skills

SDV 101 - Orientation to Discipline

SDV 108 - College Survival Skills

Unmanned Systems

UMS 107 - Small Unmanned Aircraft Systems (sUAS) Remote Pilot Ground School

Welding

WEL 116 - Welding I (Oxyacetylene)

WEL 120 - Introduction to Welding

WEL 123 - Shielded Metal Arc Welding (Basic)

WEL 130 - Inert Gas Welding

WEL 141 - Welder Qualification Tests I

WEL 150 - Welding Drawing and Interpretation

WEL 160 - Gas Metal Arc Welding

WEL 161 - Flux Cored Arc Welding (FCAW)

WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG)

WEL 244 - Weld Testing and Codes

WEL 247 - Welding Layout and Fabrication I

WEL 248 - Welding Layout and Fabrication II

About Tyler

John Tyler Community College is a public institution of higher education established as part of a statewide system of community colleges. John Tyler Community College primarily serves 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 in Chesterfield County on October 2, 1967, as a result of the 1964 passage of the legislation establishing two-year technical colleges across the Commonwealth of Virginia. Since its opening, Chester Campus has grown to include three academic buildings, a workforce center, an administrative building, a student center, and a physical plant facility.

To meet the increasing needs of the service area, the college began offering classes in the Midlothian area of Chesterfield County in 1981. Classes were held in various locations, including the Watkins Annex and the Featherstone Professional Center until May 2000 when the college opened its Midlothian Campus. The Midlothian Campus currently includes three academic buildings, an administrative building, and a warehouse physical plant facility.

During the 2019-2020 academic year, John Tyler Community College served over 13,600 credit students in more than 70 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. Advance equity in access, inclusion, and completion by strengthening our student and academic supports, particularly for our underserved populations of students.
2. Expand and enhance our funding and finance models to include flexible financial options for students.
3. Provide educational and career pathways through expanded partnerships and experiential learning options for students
4. Identify and invest in innovative processes and equity practices to improve and promote a culture of professional excellence and student success.

VCCS Code of Ethics

Tyler's faculty and staff also abide by the Virginia Community College System (VCCS) Code of Ethics:

- We are committed to learning environments that foster academic integrity.
- We will foster in all disciplines a mutual respect and openness for the freedom of responsible student thought, research, and discussion on all sides of academic issues to facilitate balanced and thorough academic analysis for all participants.
- We will be good stewards of our resources and make effective and efficient use of them, thereby ensuring accountability to the Commonwealth 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, race, color, religion, national origin, age, disability, veteran status, sexual orientation, 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, Associate of Fine 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.

Career and Education Consortium (CEC)

The Career and Education Consortium (CEC) coordinates ongoing collaboration between Tyler, public school divisions, employers, universities, state and local government and the community-at-large to offer high-quality academic programs and career preparation for all students in the region. The CEC provides professional development for educators, markets college and career preparation, and serves the counties of Amelia, Charles City, Chesterfield, Dinwiddie, Prince George, Surry and Sussex and the cities of Colonial Heights, Hopewell and Petersburg. Please visit www.jtcc.edu/workforce/cec/ 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 for questions about the accreditation of John Tyler Community College.

The Funeral Services Program is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097; 816-233-3747; <http://www.abfse.org>; and is approved by the Commonwealth of Virginia Board of Funeral Directors and Embalmers.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; 404-975-5000, info@acenursing.org; www.acenursing.org. Approved by the Virginia Board of Nursing.

The EMT 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.

The Advanced EMT 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.

The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088; 214-703-8445; Fax 214-703-8992; www.coaemsp.org.

The Precision Machining Technology Program is accredited by the National Institute for Metalworking Skills, Inc. (NIMS), 10565 Fairfax Blvd, Suite 10, Fairfax, VA 22030; 844-839-6467.

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.

Apply for Admission

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. 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. 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.

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. 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.

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. Students who applied but did not enroll within three semesters of application are required to reapply.

Admission to Individual Courses (Non-curricular Students)

Students who do not intend to declare a major at Tyler may enroll in courses. Students may enroll in courses when the pre-requisites have been met. Pre-requisites are part of the course information at www.jtcc.edu/schedule. Not all courses have pre-requisites.

Admission Limits

When enrollment must be limited for any curriculum, first priority will be given to all qualified students who reside within the College's service region. Such students must meet established program deadlines and requirements. The priority list is as follows:

1. Residents of the cities and counties within the College's service region;

2. Other Virginia residents; and
3. Out-of-state students.

Special Admission Procedures

Transfer Students

Transfer students should submit an Application for Admission. If they plan to request transfer credit or if submission of transcripts is required by their program of study, students should have transcripts from all previous institutions attended sent to the Admissions and Records office. Some programs do not require transcript submission. An official evaluation of transfer courses will be completed by the John Tyler Community College (JTCC) Registrar or Assistant Registrar of Admissions and Records once the student is placed in a curriculum, enrolls in courses, 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, the length of time since a course was taken may be a factor in its acceptance by the intended transfer institution, even if the course was accepted by JTCC for its degree requirements.

In general, 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 campus for additional information. JTCC reserves the right to accept or reject credit recommendations that are noted on foreign credential evaluations.

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 (deanofstudents@jtcc.edu) at least four weeks prior to the desired semester of admission.
- If a transfer student is suspended or dismissed for other than academic reasons, the student must be considered for admission by the Threat Assessment Team by submitting a letter to the Dean of Students (deanofstudents@jtcc.edu) at least four weeks prior to the desired semester of admission.

Dual Enrollment of High School Students

Dual enrollment courses allow a student to simultaneously earn college and high school credit while present on their high school campus. The courses are taught at the college level by high school instructors who meet the College's academic requirements and are offered according to the school district's calendar and schedule.

Dual enrollment is primarily for high school juniors and seniors who meet the college admissions criteria. Because admitting high school sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be determined 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 tests or by meeting other entrance standards as set by the Virginia Community College System. School

counseling staff identify prospective students and manage the selection and admissions process. Course options vary at each school. Generally, textbooks are provided without cost to students and course fees are charged to the school district at the end of each semester. Parents may be expected to reimburse the school district for course fees prior to or after the start of the school year.

Ten school districts in John Tyler Community College's service region have offered dual enrollment courses and they include Amelia, Charles City, Chesterfield, Colonial Heights, Dinwiddie, Hopewell, Petersburg, Prince George, Surry and Sussex. Dual enrollment courses provide an excellent opportunity for high school students to get a head start on college. For additional information about dual enrollment, contact the Dual Enrollment Coordinator at 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 to take classes at John Tyler Community College. They must satisfy the admission requirements expected of all students, including the completion of tests which demonstrates the ability to benefit. These include taking one of the following: College placement tests, PSAT, SAT, or ACT and obtaining scores at or above the scores listed in the placement test scores section of the catalog. Students must also provide the institution with letters of permission to enroll from their principals or designees, as well as letters from their parents or guardians. These permission letters must be uploaded to the Concurrent Enrollment Form.

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 determined on a case-by-case basis. Formal approval 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. These permission letters must be uploaded to the Concurrent Enrollment Form.

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 determined on a case-by-case basis. Formal approval 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 welcomes students from around the world and offers comprehensive admission assistance, immigration advising and support services to all non-citizens and English as a second language (ESL) applicants.

All visa holders seeking admission must present their original I-94 and any other required documentation to the Admissions and Records office prior to the beginning of the semester in which they wish to enroll. Copies cannot be accepted.

Information for international students seeking an F-1 Visa can be found on the International Students page on the college website or by emailing IntlStudentServices@jtcc.edu.

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 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

The college has entered into a regional reciprocity agreement through NC-SARA to accept out-of-state students (except for students residing in California) in our online programs and courses. Students may contact the State Council of Higher Education for Virginia (SCHEV) at 804-225-2600 or communications@schev.edu for information related to state agency contacts for complaint resolution. General disclosure information about external certification or licensure requirements outside the state of Virginia may be found on the NC-SARA page of the college website.

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. Academically dismissed students, may petition the Academic Status Committee by submitting their request for exception to this policy to the Dean of Students (deanofstudents@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 or non-academic reasons may petition the Threat Assessment Team for an exception to this policy by submitting their requests to the Dean of Students (deanofstudents@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.

Sex Offender and Crimes Against Minors Registry Admissions Policy

Section 23-2-2:1 of the Code of Virginia requires that the Virginia Community College System (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 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 the TAT meeting 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.

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. Campus and Zoom orientation sessions are held throughout the summer and prior to the spring semester. New Student Orientation is mandatory for students entering Tyler. An online orientation is available year-round for those students who cannot make it to campus. To register for your campus or online orientation go www.jtcc.edu/orientation.

SDV 100 – College Success Skills Course

All degree-seeking and some certificate students are required to complete SDV 100 (or SDV 101 or SDV 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 strongly encouraged to complete an SDV course during their first semester of attendance and preferably within the first 15 credits. Note: SDV 100 is different from New Student Orientation which is mandatory for all students.

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 declaring a major with students. If students require assistance beyond the scope of the services of advisors, the JTCC Care Team may assist the student by connecting them with internal and external resources. 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

To receive financial aid and to graduate from John Tyler Community College (JTCC), you must be enrolled in a major at the college. If you know what you want to major in, simply select your chosen major when you apply online for admission. If you need assistance choosing your major, or you wish to change your major, contact the Advising Center to discuss your future plans and JTCC majors.

Chester Advising Center – Moyer Hall, M107

Midlothian Advising Center – T Building, T115

Visit the Declare a Major page on the college website at <https://jtcc.edu/academics/declaring-a-major/>.

Students applying for Funeral Services or Emergency Medical Services must provide the college with official copies of transcripts from high school and all colleges and universities previously attended.

Students must provide the college with official copies of transcripts from all colleges and universities previously attended only if any of the following are applicable:

1. The student has been suspended or dismissed from another college or university; and/or
2. The student is requesting a transcript review for transfer credits from a college outside the VCCCS.

Math and English Course Placement

To determine your placement in college-level math and English courses, you should schedule an appointment with the Advising Center. The following information may assist your advisor with placing you:

- An unofficial transcript showing prior college coursework in math and/or English
- PSAT, SAT, or ACT scores
- Demonstration of completion of required high school coursework, along with your GPA, within the last 5 years

Transcript(s) or score(s) can also be emailed to admissionsandrecords@jtcc.edu. Staff will review your materials and post any exemptions in SIS within 48 hours.

John Tyler advisors work closely with students to award credit and offer placement into college-level courses through a variety of measures.

- Students who graduated high school 6 years or more ago must work closely with an advisor to determine appropriate placement based on prior college coursework and other measures.
- Students who have graduated high school within 5 years may qualify for direct placement based on the tables provided below. Don't worry if you do not meet any of the placement measures in the tables below! The Advising Center will work with you to get you placed into courses that are appropriate for you and your goals.

Math Placement

Math Placement Measure	HSGPA / Score Range / Course Outcome	Highest Course for Which Student is Eligible
HSGPA & Algebra II + One Additional Algebra Intensive Course*	3.0 or higher	MTH 161
HSGPA & Algebra II + One Additional Algebra Intensive Course*	2.5 – 2.9	MTH 161 + MCR 6
HSGPA & Algebra II + One Additional Algebra Intensive Course*	2.0 or higher & PASSED Algebra II + Additional Algebra Intensive Course	MTH 161 + MCR 6

HSGPA & Algebra II	3.0 or higher	MTH 154
HSGPA & Algebra II	2.5 – 2.9	MTH 154 + MCR 4
HSGPA & Algebra II	2.0 or higher & PASSED Algebra II	MTH 154 + MCR 4
HSGPA & Algebra I	3.0 or higher	MTH 111, MTH 130 MTH 154 + MCR 4
SAT – Math	530 or above	MTH 161
SAT – Math	510 – 520 range	MTH 154
ACT – Subject Area Test Math	22 or above	MTH 161
ACT – Subject Area Test Math	19 – 21 range	MTH 154
GED – Math	165 or above	MTH 154
GED – Math	155 – 164 range	MTH 111, MTH 130, MTH 154 + MCR 4
TASC – Math	560 or above	MTH 154
TASC – Math	530 – 559 range	MTH 154 + MCR 4

*Algebra Intensive Courses above Algebra II: Trigonometry, Math Analysis, Pre-Calculus, Calculus, Algebra III

English Placement

English Placement Measure	HSGPA / Score Range / Course Outcome	Highest Course for Which Student is Eligible
High School GPA	3.0 or above	ENG 111
	2.7 - 2.9	ENF 3/ENG 111
SAT-ERW (Evidence-Based Reading and Writing)	480 or above	ENG 111
	460 - 470 range	ENF 3/ ENG 111
SAT – Critical Reading (Verbal) and Writing (Pre-March 2016)	500 or above (on both sections)	ENG 111

ACT-Subject Area Tests: English and Reading	18 or above (on each test)	ENG 111
	15 - 17 range (on each test)	ENF 3/ ENG 111
GED-English (RLA-Reading through Language Arts)	165 or above	ENG 111
TASC – Language Arts Writing + Essay	Language Arts Writing: 560 + Essay score of at least 6/8	ENG 111
	Language Arts Writing: 530 - 559 + Essay score of at least 4/8	ENF 3/ ENG 111
	Language Arts Writing: 500 – 529 + Essay score of at least 2/8	ENF 2

Additional Placement Information

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 associate 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 may be able to place directly, provided they meet the prerequisites for the respective courses in their chosen program of study.
3. Any student who has successfully completed developmental math and/or English courses at a VCCS institution will be able to place directly into subsequent courses. 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 transferring from foreign institutions should contact the Office of International Student Services before pursuing evaluation of their international transcripts. Before class registration, new or transfer immigrant international students must bring original copies of all required documentation regarding their status in the United States to the Office of International Student Services or the Admissions and Records Office. Copies cannot be accepted.
6. Students have the option to take a 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.
7. 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.
8. Placement test scores are valid for five (5) years after the date of the test. Students who take a 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.

9. Previously taken developmental courses will be valid for five (5) years after the term taken. Students who begin a developmental English and/or math course sequence are expected to complete the course sequence and will be ineligible for a re-test.
10. All current 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 available to dual enrollment or home-schooled students. Students should apply to the College 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 English 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.

Register for Classes

Class Registration

Registration involves reserving a space in the class(es) selected and paying tuition. Information on the dates and location of registration can be found on the college website under Register for Classes. Allowance is made for late registration, but a student may not enroll in a course after the last day to add without approval from the appropriate division office. 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.

Dropping a Course

Students may drop a course with a full refund only during the first 15 percent of the course. Drop w/refund dates are published in the academic calendar and in course syllabi. Students who never attend a class or have a last date of attendance for the course prior to the drop date will be administratively removed from the course, and NO REFUND will be given. Students are responsible for dropping courses by posted deadlines.

Withdrawing from a Course

Students may withdraw from a course without academic penalty during the first 60 percent of the course.

Withdrawing cannot be done online. It must be done through the Office of Admissions and Records either in person or by emailing admissionsandrecords@jtcc.edu with a VCCS email account. The student will receive a grade of "W" for withdrawal. After the deadline to withdraw, 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 after the 60% deadline.) 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 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 offers instructional modes to provide students with the flexibility in scheduling their courses.

- **Seated Classes**

Seated classes are traditional, in-person classes that provide a face-to-face learning experience and meet at a regularly scheduled time. These sections are located on either the Chester or Midlothian Campus.

- **Hybrid Classes (R)**

Hybrid classes combine scheduled, face-to-face instructional times with out-of-class activities and/or online learning. Hybrid classes may be offered on campus or through Zoom and are recognizable in the course schedule by the "R" designation in front of the course section number.

- **Synchronous Online "Zoom" Classes (Z)**

Synchronous online or "Zoom" classes are offered at regularly scheduled times and use Zoom and the college's learning management system for class meetings, out-of-class activities, and/or online learning. Fully online Zoom section numbers can be identified by the "Z" designation

- **Asynchronous Online Classes (N)**

In asynchronous online classes all coursework and interactions with the instructor and classmates are completed online through the college's learning management system without a scheduled class time. Asynchronous online classes are recognizable in the course schedule by a letter designation (N) in front of the course section number. The college subscribes to the core principles of Quality Matters™ helping to ensure, through an ongoing review process, that our distance learning classes are of the highest educational quality.

Students enrolling in asynchronous online courses need constant, reliable internet access and should know how to use the internet and e-mail. Asynchronous online courses are accessed through Canvas.

Canvas is an online learning 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 Canvas via the myTyler single sign-on. Instructors have until the first day of class to make the Canvas course available to students.

Students can locate tutorials on how to navigate Canvas and other educational technologies on the JTCC web site at jtcc.edu/services/technology-tools or by clicking on the Help button in the Canvas global navigation or the Support button on the home page of every course. Students may receive live technical assistance 7-days a week by visiting the Help Hub.

- **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. Students enrolled in 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.

- **Test Proctoring**

Online courses may require proctored tests or activities. Required proctored assessments can be completed at the JTCC Testing Centers located on both campuses, testing sites at other VCCS colleges, or any approved site outside of the state of Virginia. 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.

Pay for College and Textbooks

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 on the Paying for Tyler page of the college website.

The e-Rate is applicable to designated distance-learning courses delivered entirely over the Internet. 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. 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 on the college website under Paying for Tyler. 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 who reside in VA may receive in-state tuition rates. Spouses and dependents of active-duty military members may receive in-state tuition rates as long as the military member has been assigned to a permanent duty station in VA and resides in VA. In order to secure the benefit, a copy of current permanent orders, valid military dependent 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.

Veterans who reside in VA may receive in-state tuition rates. Spouses and dependents of veterans may receive in-state tuition rates only if the veteran has established domicile in VA. Contact the Office of Admissions and Records at admissionsandrecords@jtcc.edu for more information.

For information about qualifying for in-state-tuition, look under Section 702 of the Veterans Choice Act.

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. 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 (convenience fees are applicable).

All Visa and MasterCard payments can be made online via the credit/debit card processing E-Pay system. E-Pay is only accessible through the Student Center in the Student Information System in myTyler.

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. See the Payment Plan page on the college website for details.

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. Students who drop themselves from a course, online or through a campus office, on or prior to the drop date for that course will receive a refund. Students who never attend a class or have a last date of attendance for the course prior to the drop date will be administratively removed from the course, and NO REFUND will be given. Students are responsible for dropping courses by posted deadlines. If a student registers for a course that is cancelled by the college and does not elect to enter an alternate course, the student will receive a refund. Students who withdraw from classes after the drop date will not receive a refund. Students on financial aid and/or veteran's benefits are strongly encouraged to discuss the financial impacts of dropping or withdrawing from classes with the appropriate advisor before doing so.

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 Associate 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

- a. 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:
- b. 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.

Textbooks and Course Materials

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 page on the college website and on course pages found under Class Schedule.

- Purchase New or Used Textbooks

Traditional textbooks continue to be replaced by digital courseware products that integrate with the Learning Management System. Some courses requiring a digital courseware product might also have a supplemental physical copy. The bookstore strives to offer multiple formats of both new and used textbooks when available.

- Rent Textbooks

Some physical textbooks are available to rent for a semester. Renting textbooks can substantially lower college expenses. Students can search the bookstore website to check rental availability. For the full text of the rental agreement, go to the FAQ page on the bookstore website.

- Digital Textbooks and/or Ebooks

Digital textbooks and/or ebooks are the same editions of a physical textbook and are accessible either as a download or on the internet. Thousands of titles are available in this paperless format at reduced cost in comparison traditional textbooks. If a textbook is available in a digital or ebook format, it will automatically be listed as an alternative on the bookstore website. If a course requires courseware a digital textbook or ebook alone will not meet the course materials requirement.

- Access Codes with Courseware

An access code is a series of letters and numbers that allows access to a course's online content, additional study material, and an e-book of the text. Digital courseware materials integrate with the Learning Management System and are available on the first day of class when the instructor opens the course. Some access codes are security protected and printed on cardboard. Cardboard access codes must be physically picked up in-store or shipped to the student. Other access codes are printed on a bookstore receipt or sent via email and include a digital delivery fee.

- Vouchers

Lab kit or test vouchers contain access codes that must be redeemed through a third-party vendor website. Lab kit vouchers are redeemed for a physical lab kit shipped to the student from the third-party vendor, at no additional standard shipping costs, after the redemption process has been completed. Test vouchers are also redeemed through a third-party vendor website to access a test/exam.

- **Open Education Resources (OER)**
Open educational resources are public domain resources available at little or no cost that can be used for teaching, learning, or research. This 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.
- **Follett ACCESS***
For specified courses, Follett ACCESS is a program designed to provide required digital and/or physical course materials at a low cost on the first day of class. Follett ACCESS course material fees are added to the student's account by the college along with tuition and other fees. Some Follett ACCESS courses have a low-cost loose-leaf copy of the text that can be purchased as an optional supplement to the digital material.

*Students using the Chapter 33 (Post 9-11) GI Bill who have registered in a Follett ACCESS course should be aware the Follett ACCESS course material fee is not covered by the VA. Payment of Follett Access fees is the student's responsibility and can be paid via financial aid, out-of-pocket, or with the book stipend received as part of the Post 9-11 benefit. Although this requirement will not prevent access to course materials, failure to pay the required fees will result in a debt to the college for the balance owed. For additional information regarding this requirement, contact the JTCC Military and Veterans Education Office.

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 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 or via the veterans@jtcc.edu e-mail account immediately after enrollment each semester.

GI Bill recipients are required to pay tuition in accordance with the college's tuition payment guidelines with the exception of students using Chapter 33 (Post 9/11) and Chapter 31 (VR&E). Students using these GI Bill chapters must provide the appropriate certificate of eligibility, statement of benefits obtained from the Department of Veterans Affairs website, or VA Form 28-1905 to M&VEO staff before enrollment certification can be submitted.

Students using GI Bill Chapters 31 and 33 will not be restricted from enrollment, assessed late fees or denied access to institutional facilities pending the disbursement of benefit by the VA. This policy does not preclude the payment of tuition and fees that are not covered by the student's benefit.

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 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.

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the Virginia State Approving Agency via email at saa@dvs.virginia.gov.

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 e-mail account. The DoD will only pay in-state rates for tuition.

John Tyler Community College limits academic residency for active duty service members to only 25%. This means that an active duty service member 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).
- 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).
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia while attending John Tyler Community College (regardless of his/her formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- A spouse or child 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 the College (regardless of his/her formal State of residence).
- An individual using educational assistance under Chapter 31, Vocational Rehabilitation and Employment (VR&E) who lives in the Commonwealth of Virginia while attending the College (regardless of his/her formal state of residence) effective for courses, semesters, or terms beginning after March 1, 2019.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution.

Foundation Scholarships

Every year many Tyler students get help paying for college through scholarships from the John Tyler Community College Foundation. There are a wide variety of merit- and need-based scholarships available. Some are general while others are for specific majors and/or for students who live in a particular locality.

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 Tyler are also encouraged to apply.

To qualify, students must:

- Submit a completed scholarship application prior to the appropriate deadline.
- Earn the minimum cumulative grade point average (GPA) published each year in the scholarship application guidelines.
- Be enrolled or plan to enroll at Tyler for the academic year. Students must be officially enrolled before scholarship funds will be disbursed. Not enrolled? Visit the Advising Center on either campus.

The Foundation scholarship application deadlines will be made public for each scholarship cycle throughout the academic year and students can apply online at www.jtcc.edu/scholarships. For questions, call the Foundation office at (804) 594-1476 or e-mail foundation@jtcc.edu.

Financial Assistance

John Tyler Community College attempts to ensure that qualified students are not denied an education due to 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. Students are urged to submit their financial aid applications well in advance of their anticipated registration dates. The priority date for applying for financial aid for the fall semester is May 15. The priority date for applying for financial aid for the spring semester is September 15. 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.

Tyler uses Messaging via the Student Center in myTyler to communicate with students about financial aid. It is important that students monitor their myTyler account and their Tyler email on a regular basis for the most up-to-date information regarding their financial aid.

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);
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 the student's major.

Non-Credit Financial Aid

As a result of a new program approved by Virginia's General Assembly, the Community College Workforce Alliance (CCWA) 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 or by email at 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 5846 or less. The max award for the 2021-2022 academic year is \$6495, with a minimum of \$672. A minimum of 12 credit hours each semester is necessary to receive full eligibility, with prorated 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 8 credit hours are required each semester in order to receive PTAP.

Virginia Community College System (VCCS) Tuition Grant

The VCCS Tuition Grant 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.

G3 Scholarships

G3 is a state grant that provides up to tuition, fees, and an annual book allowance for undergraduate Virginia residents who enroll in stackable credential programs that lead to high demand jobs in targeted industry sectors in Healthcare, Information Technology and Computer Science,

Manufacturing and Skilled Trades, Early Childhood Education, and Public Safety. A minimum of 6 credit hours is required in an eligible program each semester to receive G3. The grant can only pay for tuition, fees, and a book allowance not already covered by other grant and scholarship aid.

Federal Direct Loan and PLUS Loan Program

The Federal Direct Loan 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 through the Loans page under Financial Aid on the college website. 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.

Help Hub

The Help Hub is a one-stop source for information and connection to student support and services. Help Hub representatives serve as Tier I student technical support, provide student password support for access to MyTyler, and can offer directional support to guide students to services across campus. Students may reach the Help Hub by texting 804-476-0401 or requesting a phone call at <https://jtcc.edu/services/help-hub/>. Hours of operation are Monday through Thursday from 8:00 a.m. - 10:00 p.m., Friday from 8:00 a.m. - 5:00 p.m., and Saturday and Sunday from 1:00 p.m. - 6:00 p.m.

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 the Financial Aid page on the college website.

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. 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.

Stay Connected

Stay Connected

E-mail

All students are assigned a Virginia Community College System (VCCS) e-mail address when they enroll in a class at 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 once they are enrolled in a class. 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.

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.

- [Instagram.com/johntylercc](https://www.instagram.com/johntylercc)
- [Facebook.com/johntylercc](https://www.facebook.com/johntylercc)
- [Facebook.com/groups/JTCCStudentActivities](https://www.facebook.com/groups/JTCCStudentActivities)
- [linkedin.com/school/john-tyler-community-college](https://www.linkedin.com/school/john-tyler-community-college)
- [Twitter.com/johntylercc](https://twitter.com/johntylercc)

Get Involved

Student Activities

The Student Activities Office provides a variety of educational, cultural, and social experiences for students, faculty, staff and members of the Tyler community. Student activities and organizations are open to all interested students. Students may seek leadership opportunities in Tyler's Student Government Association. 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.

- **Social and Cultural Programs:** The Student Activities Office sponsors movie nights, volunteer projects, intermural sports, guest speakers, sports viewing parties, cardio/fitness classes, game nights and more.
- **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 College currently recognized more than 35 student clubs and organizations.
To see Tyler's current clubs and organizations click [here](#)

If you're interested in starting a student club click [here](#)

- **Honorary Organizations:** Phi Theta Kappa International Honor Society Tau Rho (Chester) , Beta Omicron Omicron (Midlothian), Mu Alpha Theta National High School & Two-Year College Mathematics Honor society (both campuses)
- **Intramurals:** Basketball, Soccer, and flag football. To register visit www.jtcc.edu/studentactivities.

- **Government:** The Student Government Association (SGA) of John Tyler Community College was formed to encourage an active role in college life and activities. SGA provides each student with a voice in student affairs. For more information on our SGA click [here](#).
- **Fitness Centers:** Students may use the fitness center during scheduled hours. **Students must complete a waiver in order to use the facilities and sign-in each time before using the facilities.** Fitness centers are located on both campuses at:
Chester Campus: Nicholas Student Center, N101
Midlothian Campus: T-Building, T105
- **Student Ambassador Program:** Tyler's Student Ambassador Program is a leadership opportunity for Tyler students who are dedicated to serving and representing John Tyler Community College. Student Ambassadors give campus tours, assist prospective and new students, and support various campus events including Open House and New Student Orientation. More information about the program can be found through the Student Activities Office.
- **Study Abroad:** John Tyler Community College has a multifaceted international education program aimed at developing global awareness and global learners through international travel presentations and study-abroad opportunities for faculty, staff, and students.
- **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.

Academic Policies

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)

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.

Repeating and Auditing Courses

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 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.

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 their major. 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

Students are considered to be "in good academic standing" if they do not fall under one of the below categories. Colleges will determine appropriate actions and resources for students receiving an academic warning as well as those placed on academic probation and suspension. 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 receive a notification of academic warning to inform them they are at risk of incurring regative academic standings in subsequent terms. The statement "Academic Warning" shall be placed on their permanent records. Academic warning is not an official standing.

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 but shall not be placed on the students' official transcripts. 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 encouraged to consult with their advisors. 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 their permanent records but shall not be placed on the students' official transcripts. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. Suspended students may be reinstated at the conclusion of the suspension period by following the process established by the college. 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 their permanent records. 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 advisors.

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 their 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 advisors. 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 a grade point average (GPA) between 1.50 and 1.99 may not result in formal academic probation, a minimum GPA of 2.0 in their curriculum is a prerequisite to the receipt of an associate degree, certificate, or career studies certificate.

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 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 courses and grades will remain listed on the transcript. For additional information about academic renewal, please contact the Admissions and Records office at admissionsandrecords@jtcc.edu

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 manages 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. Students may appeal a course grade by following the policy guidelines listed in the Student Handbook.

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, dates of attendance, major field of study, course credit load, expected or actual date of graduation, and any degrees, honors, and awards received. A student who does not want this information to be released can place a FERPA block on his/her account through myTyler. Questions regarding FERPA should be directed to the College registrar or assistant registrar.

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.), Associate of Fine Arts (A.F.A.), or the Associate of Science (A.S.) degree. These degrees include a core of at least fifteen semester hours of general education courses.

- **Career 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 Audit/No Credit.

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

- 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 number of quality 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 number of quality points earned for the semester by the total number of credits attempted. The cumulative grade point average is determined by dividing the total number of quality points

earned at John Tyler Community College by the total number of credits attempted at the college. Courses for which P, S, and U grades are awarded (courses numbered 1–9) are not included in the total number of 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 be required to attend certain student activities on campus. If you have questions about getting a student ID, please email studentactivities@jtcc.edu.

Parking

Adequate parking is provided for students. Parking decals are required for all students and may be obtained from Campus Security.

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 a change in the college's schedule, notification will be made on the college web site (www.jtcc.edu), through Tyler Alert (www.jtcc.edu/tyleralert), on the college's Facebook (www.facebook.com/johntylrcc) and Twitter (www.twitter.com/johntylrcc) 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. 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. Please see Student Conduct in the Student Handbook for additional information.

Bulletin Boards

Bulletin boards designated for student use are provided in all the college buildings. Approval for posting is granted by the student activities coordinator. Commercial notices or solicitations are generally not permitted. Printed material may remain posted only for a specified time. College personnel is responsible for posting and removing all items on bulletin boards. Materials may not be posted to walls, glass surfaces, doors or parked vehicles.

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
- Midlothian Campus - 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 Student Center; on the Midlothian Campus, the lounge is located in Hamel Hall, Room H106. All students are expected to conduct themselves in a manner consistent with the community standards of a postsecondary public academic institution. The Student 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, CAD 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.

Tools for Success

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 immediately after the census date (15%) 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 Instructional 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 ensure 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 the 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 then provide the student with copies of their 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.

Appeal

To appeal the decision of the DSS professional counselor regarding the approval or implementation of accommodations, students should follow the Student Grievance Policy. Please see the Student Grievance Policy (19.19.15) in the Student Handbook.

Disability Services/Accessibility 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.

Support services available include:

- Testing accommodations to include placement testing
- Instructional accommodations plans
- Consultation services for faculty and staff
- Assistance with registration
- Career counseling
- Books in alternate format
- Assistive technology
- Free access to Kurzweil 3000, an educational technology tool that reading assistance, comprehension support, and support for improving writing and test-taking skills

Service Animals and Emotional Support Animals

Service Animals

Service Animal: a dog that is individually trained to do work or perform tasks for an individual with a disability. Examples of such work or tasks include guiding people who are blind; alerting people who are deaf; pulling a wheelchair; alerting and protecting a person who is having a seizure; reminding a person with mental illness to take prescribed medications; calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack; or performing other duties. Service Animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals under the ADA.

The student (handler) or individual (handler) is not required to register a service animal with the Disability Support Services (DSS) office nor may the College require documentation for review by the DSS office before the dog is allowed on campus. An individual with a service animal is not required to obtain permission to bring the service dog on campus. Service dogs are not designated on the student's Instructional Accommodation Plan (IAP). Students who have service animals may or may not have other accommodations.

When a student appears with a service animal, the college may ask only two questions:

- 1.) Is the dog required because of a disability?
- 2.) What work or task has the dog been trained to perform?

These are the only two questions that may be asked. The college may not inquire as to the nature of the student's disability. The college may not attempt to verify or confirm that the animal performs the service indicated by the student (handler).

The student (handler) or individual (handler) is expected to maintain control of the animal at all times. If the presence of a service animal causes a disruption, please call the DSS office on either campus as soon as possible to enlist their assistance in resolving the matter.

If there are any other problems or concerns about having a service animal present-i.e. allergies or fear of the animal-please contact one of the DSS professional counselors on either campus as soon as possible for their assistance in resolving the matter.

Emotional Support Animal (ESA)

Emotional Support Animal (ESA): an animal that provides emotional or other support that mitigates one or more identified symptoms or effects of a person's disability. An ESA is not a Service Animal and thus not entitled to the same privileges as a Service Animal. For example, the companionship of a dog may reduce the anxiety level of a war veteran empowering the veteran to attend college. ESAs are not trained to perform a specific task.

Emotional Support Animals (ESA) are not service animals under the Americans with Disabilities Act (ADA), and John Tyler Community College (JTCC) may deny ESA/pets on campus. JTCC shall treat any ESA request as an accommodation request under ADA guidelines and determine whether it is reasonable. As with all accommodation requests, the JTCC DSS office will engage in an interactive process with the student making the request.

An individual who wishes to bring an ESA to campus must obtain approval through the DSS office on either campus and, if approved, the ESA accommodation must be listed on the student's Instructional Accommodation Plan (IAP). The IAP must be presented to the instructor before the ESA will be allowed in the classroom.

As with a service animal, the student (handler) is expected to maintain control of the ESA at all times. If the presence of the animal causes a disruption, or if there are other concerns, contact the DSS office at either campus as soon as possible for assistance in resolving the matter.

See Disability Support Services for additional information.

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, Virginia public high schools guarantee all students an education through age 21 or graduation with a regular diploma. Schools are required to screen and evaluate students who may have a disability. An Individualized Education Program (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, when requested, 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:

- Identify and disclose their need for accommodations to the Disability Support Services (DSS) professional counselor. Students should submit the **DSS Intake Form** to initiate their request for accommodations;

- If needed, provide documentation that supports the request for accommodations at least 30 days prior to the need for accommodations;
- Communicate with the DSS professional counselor to complete an intake interview.
- Provide their instructional accommodation plan (IAP), which outlines accommodations established through the intake, to faculty and staff to initiate use of accommodations.
- If disability-related support or assistance is needed, contact the DSS professional counselor.

To initiate Disability Support Services, please fill out the **DSS Intake Form**.

Once your DSS Intake form has been submitted, a professional counselor will contact you to schedule an intake. If you need assistance filling out the form, please contact one of the DSS offices listed below.

Testing Services Provided by Disability Support Services

To request a reservation to take a proctored test with Disability Support Services using your accommodations, please submit the **Proctored Test Reservation Form**.

Contacts for Disability Support Services/Accessibility Services:

Chester Campus

Heather Atkinson
hatkinson@jtcc.edu

Professional Counselor and Disability Support Specialist
Chester Campus, Moyar Hall, Room M107
804-706-5165

Hours of availability by phone and email: Monday – Friday: 8 am – 5 pm

Midlothian Campus

Dr. Mark Miller
mmiller01@jtcc.edu

Professional Counselor and Disability Support Specialist
Midlothian Campus, T Building, Room T115
804-594-1561

Hours of availability by phone and email: Monday – Friday: 8 am – 5 pm

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.

Final 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.

Libraries

The Libraries welcome John Tyler students on campus and online. Libraries on both campuses have computers for student use, laptops and Chromebooks for loan, and tables for private study. All library computers have MS Office software and are networked for printing and high-speed internet. Wi-fi is available.

The library web site is the student's gateway to the digital and print resources necessary for their coursework. Library staff are glad to assist students with their assignments and help with technical problems. The libraries provide access to over 90,000 books, eBooks, DVDs and streaming videos that can be accessed through the library website. More than 160 subscription databases are available for academic work. These products permit access to the full text of thousands of digital magazines, journals, and newspapers as well as collections of streaming media, audio files and reference sources. Students may access the subscription databases both on and off campus, and on their own devices. Ask a Librarian, a 24/7 chat reference service, is always available on the Library website, <https://jtcc.edu/library>.

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

The Library schedule is posted on the library website: <https://jtcc.edu/library>. Hours vary during breaks and holiday periods; changes are posted on the web site and in the libraries.

Student conduct in the Library is governed by college's policies and computer use is in accordance with the VCCS Computer Ethics Policy. Both policies can be found in this Catalog and in the Student Handbook.

Library contact information:

Chester: (804) 706-5195

Midlothian: (804) 594-1519

Early Alert

The College provides an early alert system that encourages faculty to identify students who are at risk of not succeeding academically. Those students are informed about specific concerns via email and possibly by phone, if appropriate. Through our Retention Coaches, students are offered support, strategies for learning success, and referrals to campus resources.

Information Center

The Information Center serves as the college switchboard for students, faculty, staff, and the community at large. Information Center representatives are able to answer a wide range of questions about the college. The Information Center may be reached at 804-796-4000. Hours of operation are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Help Hub

The Help Hub is a one-stop source for information and connection to student support and services. Help Hub representatives serve as Tier I student technical support, provide student password support for access to MyTyler, and can offer directional support to guide students to services across

campus. Students may reach the Help Hub by texting 804-476-0401 or requesting a phone call at <https://jtcc.edu/services/help-hub/>. Please click here to access the HelpHub website for hours of operation.

Testing Center

The college operates Testing Centers on both the Chester and Midlothian campuses. The Chester Testing Center is located in Moyar building, 135A and the Midlothian Testing Center is in T Building, T215. At the centers, students are able to take various types of proctored tests, including placement, Accuplacer, Certiport, 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 Testing Centers for students taking online courses at John Tyler, as well as other community colleges in Virginia.

For testing support in courses, students will be directed by their instructor on how to setup and appointment with the testing center. Should students have any questions about tests that are offered or how to schedule an appointment, they can always email the Testing Center at testing@jtcc.edu or call:

- Midlothian Testing Center: (804) 594-1555
- Chester Testing Center: (804) 706-5234

Tutoring & Learning Support

Academic Resource Centers/Tutoring

The Academic Resource Center (ARC) is a free tutoring support service available at the college to support students in their coursework and pursuit of academic success. The ARC offers a wide variety of tutoring options both in person and virtual. Students can find in person tutoring on both campuses located in Moyar hall, M222 at Chester, and in Eliades Hall, E117 at Midlothian. The center is staffed by student tutors, professional tutors, as well as faculty. Beyond specific course content support, the ARC also helps students with study skills, organization, and preparation for success beyond the community college. Should students have any questions about services or in seeking academic support, they can e-mail the ARC at arc@jtcc.edu or call 804-594-1542.

Online Learning Support

Canvas is an online learning management system used by the college. Students who are unsure if online learning is a good fit can try it out through the Online Test Drive. This self-enrolled non-credit course covers the skills required to be successful as an online learner and includes an introduction to basic Canvas functions, as well, and gives students an opportunity to practice with some of them.

Students can locate tutorials on how to navigate Canvas in the Canvas Introduction for Students page in the Getting Started module in every course in Canvas. Students may receive assistance with MyTyler, Gmail/Google, or Canvas during operating hours by visiting the Help Hub at <https://jtcc.edu/services/help-hub/>.

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:

Moyar Hall, M107; 804-706-5213

Moyar Hall, M132a; 804-706-5031

Midlothian Campus:

Administration Building, B107a; 804-594-1582

Advising Throughout Your College Career

Don't navigate the college experience alone. Students who are placed in a major are assigned an advisor who is either a faculty member or an advising center advisor.

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

Your advisor can assist you:

- Your first semester - The semester you select a major you should 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.
- 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.

Career Services

Tyler Career Services assists students, alumni and community members in understanding their career-related interests, individual values and strengths. They guide students through picking a major and career, conducting a job or internship search, creating résumés and cover letters, building an online presence, assisting with interview preparation and career readiness, and networking/informational interviews. They also build relationships with quality employers and connect them to Tyler talent through on-campus recruiting, career fairs and job and internship posts in our database. To make an appointment or find out more about Tyler Career Services please email the Career and Internship Coordinator at apinney@jtcc.edu or call 804-706-5166.

Graduation

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 he or she declares their major. Subsequent major 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 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 grade point average of at least 2.0 in all courses that are applicable toward graduation in the 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 (majors) 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. Apply for graduation online through the myTyler portal or obtain an application for graduation from his/her academic advisor.
2. If submitting a paper application, obtain his/her faculty advisor's signature, attach the advising transcript and submit to the Office of Admissions and Records by the appropriate deadline to receive a review report.
3. Submit the completed Application for Graduation to the Admissions and Records office by the appropriate deadline to receive a review 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/students/graduation/

Applications for Graduation for spring semester candidates will be accepted until early February, but no official review reports advising candidates of outstanding course requirements will be forwarded to students who submit graduation applications after September 15.

4. Ensure that all course waiver and substitution forms are submitted by his/her faculty advisor to the Admissions and Records office by the appropriate deadline:

- For summer semester candidates: June 15
- For fall semester candidates: October 15
- For spring semester candidates: *February 15

*NOTE: Forms submitted late may be processed for summer semester graduation and students may not be permitted to participate in commencement until the following year.

NOTE: The college reserves the right to graduate students who have completed all requirements for a career studies certificate, certificate, and/or associate degree.

Multiple Awards

- Students seeking to graduate with two degrees and/or certificates must submit graduation applications for both awards.
- 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 this on their graduation applications, 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 on the request that the transcript must show the degree conferred. This may take 2-3 weeks after commencement.
- 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.

Career Services

Career Services

Career Services provides a variety of professional development opportunities for students. They can help students search for jobs or internships, find the right careers, create resumes and cover letters, build professional online presences, prepare for interviews, and develop networking skills. Career Services has a robust career database with new job and internships posted weekly. They also offer workshops, career fairs, and individual assistance throughout the year. For more information contact Career Services at <https://www.jtcc.edu/workforce/career-services/>, careers@jtcc.edu, or 804-706-5166.

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 Career and Internship Coordinator or going to the John Tyler Internships Library Guide.

Tyler Talent

Tyler has a free database called Tyler Talent that students can access at any time to search for part-time, full-time, and seasonal jobs and internships posted by our local employer partners. Students can access Tyler Talent here <https://app.purplebriefcase.com/pb/account/login?s=JTCC>.

Career Coach Online

Students can use Career Coach Online to explore the connections between the majors offered at Tyler, career and occupational areas, and the real jobs advertised in our local region. Students can take an assessment to clarify the direction that aligns with their interests. Students can access Career Coach Online here <https://jtcc.emsicc.com/?radius=®ion=Richmond%20Metro%20Area>

Community College Workforce Alliance

ccwatraining.org

Community College Workforce Alliance (CCWA), the workforce development partnership between Reynolds and John Tyler Community Colleges, serves the training needs of the region with a comprehensive suite of programs, courses, and services. The partnership combines the strengths of the two colleges in order to provide the highest quality of training in four cities and 12 counties throughout Central Virginia.

CCWA provides workforce credentials training to get regional residents prepared for full-time, skilled jobs. This training, called FastForward, comes with financial assistance for all Virginians – at low to no cost. Additionally, CCWA offers individual and custom-designed instruction, business consulting, skills assessments and career coaching. CCWA provides online course registration with in-person, online and hybrid (combining classroom-based and online) instruction delivered by faculty with related industry experience and technical expertise. Instructors and CCWA career coaches have the skills and certifications to assist job seekers and companies to achieve their professional and strategic business goals.

Open Enrollment

CCWA provides hundreds of short-term professional development courses and certification programs in technology, business administration and management, manufacturing and trades, health care and specialized areas. Classes can be taken in a matter of weeks, days or even hours, in-class or online. Visit ccwatraining.org/catalog to view the most recent course schedule.

Business Solutions

CCWA works with large and small, new and expanding businesses to build tailor-made workforce training programs to increase employee performance and engagement and streamline work flow. Programs (including industry certification training) and services are offered at CCWA's two workforce centers and two additional instructional spaces on four campuses of Reynolds and John Tyler Community Colleges. For more information, visit ccwatraining.org/services-for-businesses.

FastForward Certifications

CCWA has prepared thousands of individuals for regionally available jobs through its FastForward workforce credentials program which provides any Virginian eligible to work in the Commonwealth with industry certification training. FastForward programs are available at one-third the normal cost of tuition for all residents of Virginia, and Virginians with financial need may also be eligible for additional tuition support including a grant covering all tuition, fees, books and supplies. Careers with great pay are readily available in the region in manufacturing, transportation and logistics, construction and trades, health care and information technology. There are multiple, new CCWA FastForward programs in each of these fields. Participants in FastForward programs also benefit from career coaching, job connections, and a shortened schedule of instruction designed to get participants certified and working as soon as possible.

CCWA can also provide financial support for incumbent worker training on the worksite or at CCWA's training centers through the FastForward program. Those interested can register by phone, fax, visiting a CCWA office, or on-line. Visit ccwatraining.org/certifications for more information.

Financial Aid for Unemployed and Underemployed Workers

Thanks to new statewide workforce programs such as Virginia Ready and Re-Employing Virginians, CCWA now has financial assistance to pay 100% of tuition, books, and supplies for job and certification training for occupations and industries in which there is a strong regional demand for skilled workers. For more information, contact a CCWA career coach at 804-523-2292 or careercoach@ccwa.vccs.edu.

CCWA is also directly connecting all students seeking a new job or their first job with employers in the industry sectors relevant to CCWA's FastForward and other workforce training programs. Through new technologies, career coaches, and CCWA's instructional coordinators, CCWA is helping manufacturing, logistics, healthcare, trades, transportation, and IT employers find a credentialed and job ready workforce.

Educate Career Switcher Program

The Community College Workforce Alliance (CCWA) offers an alternative teacher licensure program - EducateVA. This is a statewide initiative to address critical shortages in the teaching profession. EducateVA is certified by the Virginia Department of Education and provides a pathway for professionals seeking an entrance into the field of education. Community colleges across the state serve as instructional sites for EducateVA, thus ensuring a program accessible to any student regardless of that student's location. The list of teaching endorsements for which a student can prepare for certification can be found at educateva.com.

Facilities Rentals

For organizations seeking meeting services, facility rentals are available for business meetings, conferences, and events. Visit ccwatraining.org/meetings or call 804-523-2292.

CCWA locations include:

Henrico: Workforce Development and Conference Center

(on the campus of Reynolds Community College)

1651 Parham Road, Richmond (804) 523-CCWA (2292)

Chester: William H. Talley III Center for Workforce Development

(on the campus of John Tyler Community College)

13101 Jefferson Davis Highway, Chester (804) 706-5175

Midlothian: Elides Hall, E208

(on the campus of John Tyler Community College)

800 Charter Colony Parkway, Midlothian (804) 897-7600

Next Steps - Transfer

Guaranteed Admissions Agreements

Passport Courses

Academic Transcripts

Transfer Institutions on Campus

Transferring to Other Institutions

Coursework in the AA, AAA, AFA, and AS degree programs (majors) 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 academic 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. Students who have questions about the transferability of certain courses also may find the State Council of Higher Education for Virginia (SCHEV) Transfer Tool helpful. This tool provides information on the transferability of more than 60 commonly offered VCCS courses. A link to this tool may be found at www.jtcc.edu/transfer.

Passport Courses

The Passport is a 16-credit program comprised of transfer courses that satisfy lower-division general education requirements at public institutions of higher education in Virginia. You will find the Passport course designation in the course description. Although the Passport is not an academic program from which students can graduate, students planning to transfer to a public college or university in Virginia are advised to select Passport courses, in addition to consulting with an advisor.

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. Parchment charges a fee of \$3.00 for each transcript sent electronically and \$5.50 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.

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 Office.

Old Dominion University Information

John Tyler Community College serves as a host for Old Dominion University's (ODU) distance learning program. This immersive online program enables students to earn undergraduate, graduate, and doctoral degrees from a fully-accredited university without leaving their area of residence. Students can complete the first two years of coursework through the Virginia Community College System, and then finish the remaining required coursework for one of several undergraduate degrees through ODU's distance learning program. Courses are offered in either a synchronous (live) web-based conferencing or asynchronous online formats depending on the class. JTCC students and graduates also have the opportunity to transfer to ODU's main campus in Norfolk, VA.

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 coach. The site office at John Tyler Community College is located on the Chester Campus in Goyne Hall.

Campus Safety

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 the Use of Alcohol and Other Drugs 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 Dean of Students office.
- 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
Desk locations: Godwin Hall – Godwin Hall Lobby; Moyar Hall – 1st floor (beside M101); Moyar Hall – 2nd floor (near M221); Nicholas Center – inside main entrance; Goyne Hall – 1st floor lobby
- **Midlothian Campus**
Phone: 804-897-6678
Desk locations: Administration Bldg. – Atrium; Eliades Hall – 2nd floor (next to E215); Hamel Hall – 1st floor (near H109); T Building – 1st floor (near stairway)

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 Student Center Hall Security Desk
- Midlothian – Administration Building Security Desk

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), 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. 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 e-mail 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 A
- Facilities – Parking Lot H
- Godwin Hall – Parking Lot C
- Goyne Hall – Parking Lot A
- Moyar Hall – Parking Lot F

- Nicholas Student Center – Parking Lot I
- Trailers – 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

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

- Facilities – Moyar Hall, M114
- Godwin Hall – G125, G128
- Goyne Hall – Godwin Hall G130
- Moyar Hall – M122, M130, M134, M136, 1st floor hallways near M110/M114 and M132/M134

- Nicolas Student Center – N102
- Trailers near Bird and Moyar Halls – Moyar Hall M122, M130, M132, M134, M136, 1st floor hallways near M110/M114 and M132/M134

Midlothian Campus

- Administration Building – B115b, 1st floor hallway next to Career Center
- Eliades Hall – E113, E115, E117
- Facilities – Restrooms
- Hamel Hall – H105, H107, H109
- T Building – T112 (Black Box Theatre)

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 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 (TAT). An incident report form may be found on the TAT website or found by clicking on this link. 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
- 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**
 - Facilities
 - Godwin Hall – Outside restrooms
 - Goyne Hall – Outside A101
 - Moyar Hall – Behind security desk (1st floor), outside M216 (2nd floor)

 - Nicholas Student Center – Outside N113, N106, N150, N168, and reception area
- **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

First Aid Kits

- **Chester Campus**

Facilities

 - Godwin Hall – Security desk

 - Goyne Hall – Security desk
 - Moyar Hall – Security desk (1st floor), security desk (2nd floor)
 - Nicholas Center – Security desk in lobby, security office in N147
- **Midlothian Campus**
 - Administration Building – Security desk (1st floor)
 - Eliades Hall – Security desk (2nd floor)

Key People to Contact

- **Security Staff**
 - Chester Campus: 804-796-4025
 - Midlothian Campus: 804-897-6678
 - Assistant Director of College Safety and Security – Tanya Brown: tbrown01@jtcc.edu
- **Chesterfield County Police Department**
 - Emergency: 911
 - Non-Emergency: 804-748-1251

Assessment of Student Learning

At John Tyler Community College, students engage in a variety of educational experiences designed to help them develop their skills, knowledge, and abilities. Assessment of student learning is at the course, program, and general education core levels. Additionally, the college measures and reports student achievement data and state licensure exam pass/fail rates.

Students are expected to participate in assessment activities for the purposes of program evaluation and continuous improvement. Associate-level degree candidates are required to participate in college-wide assessment prior to graduation, if requested. Failure to complete required assessment activities may result in transcripts and/or diplomas being withheld until this requirement is fulfilled.

Course-Related Student Learning Outcomes

All courses contain a list of learning outcomes and/or objectives, located in the course syllabi. Faculty assess student learning through assignments, projects, quizzes, and tests. Course-related assessments, in total, comprise the student's final grade in the course. Faculty may use the results of these assessments to evaluate student learning, at the course-level, to determine areas of improvement.

Program-Related Student Learning Outcomes

All approved and active academic programs have program-related student learning outcomes (P-SLOs), which are located on the Majors pages of the college website. Faculty measure and report the results of formal assessment of P-SLOs annually, and these reports are housed in the Office of Institutional Effectiveness. The results of annual assessment are also summarized in periodic academic program reviews, along with other key performance indicators (KPIs).

General Education Student Learning Outcomes

In 2019, the State Board of the Virginia Community College System approved a revised policy on general education outcomes, also referring to these outcomes as core competencies. According to VCCS Policy 5.0.2 General Education, the associate degree programs within the Virginia's Community College System support a collegiate experience that meets the general education requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the State Council of Higher Education for Virginia (SCHEV). The collegewide general education student learning outcomes are based on the VCCS definitions and aspirational statements below.

- **Civic Engagement** is the ability to contribute to the civic life and well-being of local, national, and global communities as both as social responsibility and a life-long learning process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society.
 - Student Learning Outcome: Demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society (Civic Engagement).
- **Critical Thinking** is the ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions.
 - Student Learning Outcome: Locate, evaluate, interpret, and combine information, to reach well-reasoned conclusions or solutions (Critical Thinking).
- **Professional Readiness** is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education.
 - Student Learning Outcome: Demonstrate skills important for successful transition into the workplace and pursuit of further education (Professional Readiness).
- **Quantitative Literacy** is the ability to perform accurate calculations, interpret quantitative information, apply and analyze relevant numerical data, and use results to support conclusions. Degree graduates will calculate, interpret, and use numerical and quantitative information in a variety of settings.
 - Student Learning Outcome: Calculate, interpret, and/or use numerical and quantitative information in a variety of settings (Quantitative Literacy).
- **Scientific Literacy** is the ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information.

- Student Learning Outcome: Recognize and know how to use the scientific method, and to evaluate empirical information (Scientific Literacy).
- **Written Communication** is the ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.
 - Student Learning Outcome: Express oneself effectively by developing, conveying, and/or exchanging ideas in writing, as appropriate to a given context and audience (Written Communication).

These competencies are assessed, primarily, in student coursework. Graduate testing and stakeholder feedback may also provide supplemental evidence of assessment of these outcomes.

Student Achievement

The college measures and tracks student achievement of key performance indicators (KPIs) at the college-level. The data collected helps the college evaluate multiple measures of student success. In addition to analyzing and reporting KPIs, the college also reports pass/fail rates of state licensure exams. Student achievement data and pass/fail rates are updated annually and posted under the Student Achievement webpage.

Student Handbook

- Student Rights & Responsibilities
- Student Conduct
- Academic Dishonesty
- Student Disciplinary Policies and Procedures
- Workplace Violence and Threat Assessment Team
- Student Grievance Policy and Procedure
- Student Grade Appeal Policy
- Title IX: Policy on Sexual Harassment
- Reporting Child/Minor Abuse or Neglect

- Policy Governing the Use of Alcohol and Other Drugs
- Policy on Expressive Activity
- Solicitation and Distribution of Materials on College Property
- Weapons Policy
- Appropriate Attire
- Tobacco Products Policy
- Use of Equipment and Facilities
- VCCS Computer Ethics Policy
- Pollution Prevention - Environmental Management Policy
- Hoverboards Prohibition Policy
- Contagious Disease Policy
- Nondiscrimination Policy

Glossary

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.

Canvas: Canvas is a Web-based learning management system (LMS) designed to support online courses and provide a space for additional materials to supplement a face-to-face course. Canvas provides many tools and features that enrich 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-requisites are courses that must be taken at the same time. For example, EMS 120 is a co-requisite for EMS 111. In some cases, a student may be permitted to complete the co-requisite course prior to the other course.

Credit/credit hour: Each semester hour of credit given for a course is based on a specified number of minutes of formalized, structured instructional time in a week. 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.

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 consists of a minimum of 60 semester credit hours and will take a full-time student two years to complete.

Developmental Courses: Developmental courses assist students in developing basic math and English 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, Virtual and On-Campus Classes: Classes combine online, self-paced classwork in Canvas and face-to-face meetings. Look for Course Section IDs that begin with R.

Hybrid, Virtual and Zoom Classes: Classes combine online, self-paced classwork in Canvas with face-to-face meetings over Zoom video conferencing with your instructor and classmates on specific days and times. Attend this class from anywhere using a computer or mobile device. Look for Course Section IDs that begin with R and end in S.

Major: A major is a group of specialized and elective courses required by the College in order to receive a degree or certificate. Typically, as many as half of the courses are related to the specific area of study.

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 are required for their major.

myTyler: A web portal that allows students to access Canvas, 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 (CCWA). 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)

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 section number.

The college also offers online courses through Shared Services Distance Learning (SSDL). SSDL courses are offered in partnership with other participating community colleges within the Virginia Community College System (VCCS). The SSDL program allows JTCC students to earn credits while taking select online courses from other VCCS community colleges. SSDL students have access to all JTCC student services as well as student services provided by the community colleges delivering the courses. SSDL courses follow the delivering community college's academic calendar. Please review course notes for start and end dates.

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: A seated course is a traditional, in-person class that provides 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 applies for admission to the college and enrolls in a class, a college email address is assigned to them. Once assigned, the college e-mail account must be used 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, objectives, and a summary of course policies. It is a contract between the instructor and their students, designed to answer students' questions about the course and the instructor's expectations.

Transient Student: A transient student is 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 seated classes, but the instructor is connected to the class by a video network. Additional instruction may be in Canvas, Zoom, or other sources.

Video-enhanced Classes: Video-enhanced classes combine live video instruction and independent online learning. Students meet weekly in Canvas or Zoom with their instructor on the assigned day and time.

Virtual classes: Virtual class interact on their own schedules using discussion boards, weekly assignments, and other assignment submission technologies.

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.

Zoom Classes: Meet face-to-face over Zoom video conferencing with your instructor and classmates on specific days and times. Attend this class from anywhere using a computer or mobile device. Look for Course Section IDs that begin with Z and for Zoom Hybrid sections that begin with an R.

Nondiscrimination Policy

Nondiscrimination Policy

John Tyler Community College (JTCC) does not discriminate in employment or education opportunity on the basis of race, color, creed, national origin, age, gender, sex, political affiliation, religion, military service or veteran status, sexual orientation, marital status, pregnancy, disability, or other non-merit factors in its programs or activities.

Harassment of an individual or group on the basis of race, color, creed, national origin, age, gender, sex, political affiliation, religion, military service or veteran status, sexual orientation, marital status, pregnancy, disability, or other non-merit factors in its programs or activities has no place in a learning or work environment and is prohibited.

Please note that any gender-based discrimination or sex-based discrimination to include sexual violence, sexual misconduct, domestic violence, dating violence and stalking should be directed to Sandra Kirkland, Dean of Students and Title IX Coordinator and/or Michelle Spencer, Associate Dean of Students and Deputy Title IX Coordinator. Please refer to the Sexual Misconduct Webpage at <https://www.jtcc.edu/about/title-ix-and-sexual-misconduct/> to access the JTCC Title IX policy and procedures and for the optional reporting form. Title IX includes protections for pregnant students.

If you would like to file a report of discrimination other than sex or gender-based discrimination, please follow the JTCC Student Grievance Policy and Procedures.

John Tyler Community College (JTCC) is an open-admission institution offering career and technical programs in the following career clusters:

Advanced Manufacturing, Architecture, Construction and Skilled Trades

Arts and Communication

Business, Management, Finance, and Marketing

Education

Engineering, Computer Science and Natural Science

Health Sciences

Government, Human Services, Law and Public Safety

Information Technology

Some of the career and technical programs offer admission based on selective criteria through a separate application process or through special conditions that are nondiscriminatory. These programs are:

Dietary Manager, Career Studies Certificate

Emergency Medical Services, Advanced Emergency Medical Technician, Career Studies Certificate

Emergency Medical Services, Paramedic, Associate of Applied Science

Massage Therapy, Career Studies Certificate

Nurse Aide/Medication Aide, Career Studies Certificate

Nursing, Associate of Applied Science

Funeral Services, Associate of Applied Science

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

Ms. Sandra Kirkland
Dean of Students
Title IX Coordinator
ADA/Section 504 Coordinator
Title II Coordinator
13101 Jefferson Davis Highway, Chester, VA 23831
skirkland@jtcc.edu
804-706-5208/804-594-1566

If requested, this document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact the college via their preferred Telecommunications Relay Service.

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 (JTCC). 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. Plagiarism is defined as the act of using another source's words, ideas, or intellectual property without properly giving credit to and/or citing that source. Plagiarism can be intentional or unintentional, with each instance being treated equally, regardless of intent. Also, using the same paper or assignment in subsequent courses, unless approved by the faculty member, is considered a form of academic dishonesty (self-plagiarism).

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

When a faculty member believes a student engaged in an act of academic dishonesty, the faculty member will decide whether to impose an informal or formal disciplinary action. If the disciplinary action is informal, the faculty member will notify the student of the allegation via the student's VCCS email account, Canvas inbox, or verbally with a written follow up after the discussion. The faculty member may require the student to repeat, resubmit, or complete an alternate form of the item(s) or assignment in question but will not deduct points. It will be considered a teachable moment. The faculty member will not report the allegation to the Dean of Students Office. The faculty member will maintain the documentation related to the allegation. A student with a complaint about an informal warning may utilize the Student Grievance Policy and Procedure to seek redress.

If the faculty member chooses to take a formal disciplinary action, the faculty member will notify the student of the allegation and the formal disciplinary action being taken via the student's VCCS email account, Canvas Inbox, or verbally with a written follow up after the discussion. The faculty member will forward documentation related to the allegation to the Dean of Students Office. The Dean of Students or designee will send a letter to the student's VCCS email account, with a copy to the faculty member, indicating that a report was received from the faculty member and additional disciplinary action taken by the Dean of Students Office. The Dean of Students or designee may impose a written admonition, suspension or dismissal as the additional disciplinary action. A student with a complaint about a formal warning, the disciplinary action taken by the faculty member and/or the Dean of Students or designee may submit an appeal to the Dean of Students or designee. The Dean of Students or designee will forward the appeal to the Academic Integrity Committee (AIC). The AIC will hear the student's appeal and determine whether to affirm, reduce or dismiss the disciplinary sanctions taken by the faculty member and/or the Dean of Students or designee.

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. An informal warning: A verbal or written statement to the student that the student 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. The faculty member will not penalize the student's grade on the assignment. A report will not be submitted to the Dean of Students or designee. The faculty member will be responsible for maintaining their own documentation related to an informal warning.
2. A formal disciplinary action 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 may not be given. A report will be submitted to the Dean of Students or designee.
3. A formal disciplinary action and the assignment of the grade of "F" (numeric grade of zero) on the quiz, test, examination, exercise, or assignment in question. A report will be submitted to the Dean of Students or designee.

4. A formal disciplinary action and administrative withdrawal from the course, after the appeals process has been exhausted, when a student's act of academic dishonesty results in the inability to successfully meet the learning outcomes. A report will be submitted to the Dean of Students or designee.
5. A formal disciplinary action and an assignment of the grade of "F" for the course and removal from the course after the appeals process has been exhausted. A report will be submitted to the Dean of Students or designee.

Reporting Acts of Academic Dishonesty to the Dean of Students or Designee

A faculty member must provide the Dean of Students or designee and the Academic Dean or designee with a written report of any formal 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 faculty report to the Dean of Students or designee must be completed utilizing the electronic reporting form located at https://cm.maxient.com/reportingform.php?JohnTylerCC&layout_id=4. 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 or Designee

All reports of academic dishonesty will be reviewed by the Dean of Students or designee. The Dean of Students or designee 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 or designee in writing of any action within ten (10) business days of the faculty member's report. 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 future coursework in which the student 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. The student may be allowed to complete the semester in which they are currently enrolled.

Appeals to the Academic Integrity Committee

A student who has been found to have committed an act of academic dishonesty by a faculty member may appeal the sanction(s) to the Academic Integrity Committee. All appeals must be received 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 (letter) from the Dean of Students or designee. Students who appeal will be afforded the opportunity of a hearing.

The Academic Integrity Committee

The Academic Integrity Committee is appointed annually and consists of eleven members of the faculty (teaching, professional or administrative). At least four members of the committee will 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 Academic Integrity Committee 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 the student's absence. If a student elects not to appear at the hearing, the student may submit a 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 the student's 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 or designee 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 of Students or designee through the chair of the committee.

The faculty member may direct questions to the student, witnesses and/or the Dean of Students or designee through the chair of the committee. The committee will affirm, reduce or dismiss the decision of the faculty member or the Dean of Students or designee. The student will receive written notification of the committee's decision from the Dean of Students or designee within fifteen (15) business days of the conclusion of the hearing with a copy to the involved faculty member and the appropriate Academic Dean or designee.

Committee decisions are made by majority vote. In case of a tie, the Dean of Students or designee will serve as the tie breaker.

Appeals to the Vice President of Learning and Student Success

A student may appeal the decision of the Academic Integrity Committee in writing to the Vice President of Learning and Student Success or designee within ten (10) business days of the notification 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 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.

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.

Contagious Disease Policy

1. Scope

This policy applies to all members of the John Tyler Community College ("JTCC") community, including students, employees, contractors, vendors, visitors, and any other third parties to the College's campuses or facilities.

The College may institute additional safety measures based on the recommendations of public health officials that may be applicable to any of the foregoing sections.

2. Policy Statement

JTCC is committed to maintaining, to the extent reasonably possible, a safe environment for all students and employees (the "College community"). The purpose of this policy is to help prevent the spread of contagious diseases through measures that focus on safety, prevention, and education. As needed, JTCC will make available to its College community information about the transmission of diseases and precautions that infected persons should take to prevent the spread of disease. JTCC will rely on information and guidance issued by the Centers for Disease Control and Prevention ("CDC"), the Virginia Department of Health ("VDH") and local public health officials.

This policy is only intended to address contagious diseases as defined in the following section.

3. Definitions

Contagious disease: an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic and threaten the health or safety of the College community. These diseases include but are not limited to: tuberculosis (TB); measles or German measles (rubella); certain strains of hepatitis and meningitis; SARS and certain strains of influenza; COVID-19. Other potentially less serious infectious diseases, such as chicken pox, seasonal flu, and pneumonia will be addressed on a case-by-case basis.

Epidemic: the occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.

Pandemic: a disease epidemic that has spread across multiple continents or worldwide.

4. Procedures

Students or Employees who know or have reason to believe they are infected with a contagious disease which, according to public health officials, creates a risk of death or significant injury or impairment, must stay home and notify appropriate College personnel as outlined in Sections 4.1 and 4.2. They should also contact their healthcare provider and advise the local health department. They must follow the directions of the local health department to prevent the spread of infection and to protect their own health.

The Assistant Director of College Safety and Security will serve as the point(s) of contact between the local health department and the College.

4.1. Students

Students who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, i.e., creates a risk of death or significant injury or impairment, must stay home and notify the Dean of Students or designee and their instructor(s).

Faculty or staff who suspect a student is exhibiting symptoms of a contagious disease shall report what they have observed to the Dean of Students or designee but may not take any other direct measures with respect to the student. The Dean of Students or designee may send students home if they exhibit or report experiencing symptoms of the contagious disease. Failure to follow the Dean of Students or designee's instructions will be considered a violation of the Student Code of Conduct and may result in disciplinary action.

Before returning to the College, students who reported having, or have been diagnosed as having a contagious disease must be free of all symptoms of the disease for at least fourteen (14) days since the date of the first report or diagnosis, or as otherwise recommended by a healthcare provider, the VDH, CDC, or other public health officials. The College may require students to provide written documentation from a healthcare provider or local health department that the student may return to campus safely, unless state officials advise agencies to not make such requests, in which case students may return after the appropriate period as established by public health officials.

Students have a responsibility to stay in contact with faculty/instructors regarding their absence and missed class assignments and should contact the Dean of Students or designee to coordinate their return to campus or if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law.

4.2. Employees

Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others must notify their immediate supervisor and Human Resources that they have symptoms associated with the disease. Employees should stay home or leave the workplace if symptoms occur while already present at work. Supervisors and Human Resources have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace.

Before returning to the College, employees who have been diagnosed as having a contagious disease as listed above must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis or as otherwise recommended by a healthcare provider, the CDC, or other public health officials. Employees must provide written documentation to the Human Resources Office from a healthcare provider that the employee may return to work safely, unless state officials advise agencies to not make such requests, in which case employees may return following the appropriate period as established by public health officials.

Employees must comply with all policies and procedures related to sick or annual leave, if eligible, and supervisor notification regarding their ability to return to work. Likewise, Employees should coordinate their return to work with Human Resources. The College will also provide reasonable accommodations as requested and required by law.

Failure to follow a supervisor's directive is considered insubordination and is subject to formal disciplinary action under the Department of Human Resource Management's ("DHRM") Standards of Conduct or faculty human resource policy.

When the State Health Commissioner and the Governor of the Commonwealth of Virginia declare a Communicable Disease of Public Health Threat as defined in Section 32.1-48.06 of the *Code of Virginia*, employees, pursuant to DHRM Public Health Emergency Leave Policy (Policy No. 4.52), are permitted or required to attend to the medical needs of themselves and immediate family members and will be afforded up to the maximum hours of paid leave per leave year as established by DHRM for this purpose.

4.3. College

Should any disease reach a pandemic stage, the College will rely on information and guidance from local and state health officials to provide appropriate information to the College community. College officials may temporarily close the College or its campuses, if such closure serves the best interest of the College community.

JTCC will inform the College community of plans to provide continuity of operations that will minimize disruption to College operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules. Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC, or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.

The College will consult with local and state health officials to provide any specific instructions for individuals returning to the College following infection of a contagious disease.

4.4. Visitors, Guests, Contractors, and other Third Parties

The College reserves the right to limit access to its facilities to any third parties (visitors, guests, contractors, etc.), in the event of an epidemic, pandemic, or any outbreak of a contagious disease that alters normal business operations. The College may institute additional safety measures based on the recommendations of public health officials that would be applicable to third parties visiting or working on campus.

4.5. Confidentiality

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required or allowable under local, state, or federal law. Furthermore, all medical information relating to contagious diseases of students and employees will be kept confidential, according to applicable laws. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible College officials on a need-to-know basis.

4.6. Non-Discrimination/Anti-Harassment

Discrimination or harassment of employees having or regarded as having a contagious disease is prohibited and in violation of applicable College policies.

4.7. Sanctions

Students who fail to comply with College policy or any other relevant policies (e.g., VCCS) or laws (local/state/federal) are subject to sanctions in accordance with the Student Code of Conduct.

Employees who fail to comply with College policy or any other relevant policies (e.g., VCCS and DHRM) or laws (local/state/federal) are subject to formal disciplinary action.

5. Authority

DHRM Policy 4.52, Public Health Emergency Leave

VCCS Policy 6.0.8.1, Contagious Diseases

6. Face Coverings/Masks

With regard to COVID-19 or any other contagious disease where a face mask or covering is deemed necessary for public safety and health, everyone on JTCC's campuses will be required to wear a face covering/mask when inside campus buildings. Face coverings/masks are also required outdoors on campus when near other people and minimum social distancing requirements (six feet between people) cannot be maintained.

If an exception to wearing a face covering/mask is approved by the appropriate department, a face shield will be required to be worn by the individual approved.

For COVID-19, details regarding the face covering/mask requirements in addition to the exception procedures can be found in the JTCC Campus Reopening Plan located at <https://www.jtcc.edu/about/safety-security/covid-19/fall-reopening-plan/>.

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.

Majors by Career Cluster

Advanced Manufacturing, Architecture, Construction and Skilled Trades

Arts and Communication

Business, Management, Finance and Marketing

Education

Engineering, Computer Science and Natural Science

General Transfer

Government, Human Services, Law and Public Safety

Health Sciences

Information Technology

Advanced Manufacturing, Architecture, Construction and Skilled Trades

If you are interested in attaining skills that lead to high-demand jobs in fields such as welding, electricity, construction, machining and manufacturing, check out the Advance Manufacturing, Architecture, Construction and Skilled Trades page on the college website.

Arts and Communication

Are you interested in a visual or performing arts field such as fine art, design, film and photography, music, and theatre? Or are you are considering a communications option like journalism, media or public relations? If so, then be sure to check out the Arts and Communication page on the college website.

Business, Management, Finance and Marketing

Start your journey on a business path that includes a wide range of career opportunities by checking out the Business, Management, Finance and Marketing page on the college website.

Education

If you are interested in teaching and working with children from pre-school through high school, then check out the Education page of the college's website to find an option that works for you.

Engineering, Computer Science and Natural Science

Are you thinking about career that involves engineering, computers, math, or science? If so, then check out the Engineering, Computer Science, and Natural Science page on the college website.

General Transfer

If you know you want to go to a four-year college or university, but have not yet decided on a major and want to explore some options, check out the General Transfer page on the college website.

If you are leaning toward a specific kind of career path, then check out the Career Clusters page on the college website which lists transfer degrees in business, computer science and IT, education, engineering, health sciences, mass communications, music, psychology, science, and theatre. Some applied degrees such as architectural engineering, art, criminal justice, early childhood, and social work also offer transfer options.

Government, Human Services, Law and Public Safety

Are you thinking about a career in public service? If so, then check out the Government, Human Services, Law and Public Safety page on the college website.

Health Sciences

The field of health science includes careers as varied as psychology, nursing, dietary management, EMS, massage therapy and funeral services. If any of those options strike a chord with you, then check out the Health Sciences page on the college website.

Information Technology

Find out more about getting the up-to-date skills needed to be successful in this field by checking out the Information Technology page on the college website.

Policy Governing the Use of Alcohol and Other Drugs

John Tyler Community College (JTCC) is dedicated to providing a safe, healthy environment for students, employees and visitors. This includes ensuring the college is a drug-and-alcohol-free zone.

JTCC supports the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226).

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.

Definitions

Alcohol: any product as defined in the Code of Virginia, Title 4.1, Chapter 1-100, The Alcohol Control Act, as amended.

Controlled drug: any substance defined as such in the Code of Virginia, Title 54.1, Chapter 34, The Drug Control Act, as amended, and whose manufacture, distribution, dispensation, use, or possession is controlled by law.

Conviction: a finding of guilt (including a plea of guilty or nolo contendere) or imposition of sentence or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug laws, alcohol beverage control laws, or laws that govern driving while intoxicated.

Criminal drug law: any criminal law governing the manufacture, distribution, dispensation, use or possession of any controlled drug.

Student: A person who has applied to, been accepted, and registered/enrolled at the College

Employee: administrative faculty, professional faculty, teaching faculty, classified and non-classified, full-time and part-time, salaried and hourly persons, and any and all other individuals, except independent contractors, employed by the college.

Third Parties: Individuals who are not state employees, such as relatives, acquaintances, strangers, contractors, or visitors.

Employee Assistance Program (EAP): a confidential assessment, referral, and short-term problem-solving service available to eligible employees and family members. Enrollment in the EAP is automatic as part of the Commonwealth's health care coverage. The EAP helps participants deal with problems affecting personnel and work life, such as conflicts within the family and workplace; personal and emotional concerns; alcohol and substance abuse, financial and legal problems, elder and childcare; and career concerns and other challenges.

Other Drug: any substance other than alcohol that may be taken into the body and may impair mental faculties and/or physical performance.

Workplace/Campus: Any location, on or off campus, 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. On or off campus includes, but is not limited to attending a college-sponsored off-campus event, or while serving as a representative of the college at off-campus meetings, events, field placements, internships or clinical placements

Policy

The unlawful and unauthorized use of alcohol or other drugs on college property is prohibited. Any student or employee of JTCC shall not unlawfully possess, sell, use, manufacture, give away, or otherwise distribute controlled substances, or other drugs, or where prohibited, alcohol while on campus, attending a college-sponsored off-campus event, or while serving as a representative of the college at off-campus meetings, events, field placements, internships or clinical placements. Students or employees who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia or city or county government for investigation and, if warranted, prosecution.

It is the responsibility of every member of the JTCC community to know the risks associated with substance use or abuse. This responsibility requires students and employees to be aware of the relevant college policies and federal, state and local laws and to conduct themselves in accordance with

these laws and policies. In support of this requirement JTCC publishes information regarding college policies and sanctions, laws and penalties concerning substance use and abuse, health and behavioral risks of drug abuse and resources for substance issues.

This policy applies to all campuses, all college-owned or leased facilities, all college-sponsored off-campus events, meetings, field placements, internships or clinical placements.

Violations

Each of the following constitutes a violation of this policy:

For employees;

- A. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace;
- B. Impairment in the workplace from the use of alcohol or other drugs, except from the use of drugs for legitimate medical purposes;
- C. A criminal conviction for a:
 1. Violation of a criminal drug law, based upon conduct occurring either on or off the workplace; or
 2. Violation of any alcohol beverage control law or law that governs driving while intoxicated, based upon conduct occurring in the workplace.
- D. An employee's failure to report to his or her supervisor the employee's conviction of any offense, as required in this policy under employee responsibilities.

For students:

- A. The unlawful or unauthorized manufacture, distribution, selling, giving away, purchase, possession, or consumption or use of alcohol or other drugs while on campus, attending a college-sponsored off campus event or while serving as a representative of the college at off campus meetings, events, field placements, internships or clinical placements.
- B. Impairment from the use of alcohol or other drugs, except from the use of drugs for legitimate medical purposes while on campus, attending a college-sponsored off campus event or while serving as a representative of the college at off campus meetings, events, field placements, internships or clinical placements.

Disciplinary Action

Students who violate the Alcohol and Drug Policy will be subject to disciplinary action as outlined in the 19.11 Student Conduct Code Policy, 19.12 Student Disciplinary Policies and Procedures Policy and 3.19 Workplace Violence and Threat Assessment Team Policy. Students found responsible for violations shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia or city or county government for investigation and, if warranted, prosecution. Students found responsible may also be suspended or dismissed from the College.

College Employees who violate the Alcohol and Drug Policy are subject to disciplinary action as outlined in the DHRM Policy and Procedures Manual, Policy 1.05 and 3.19 Workplace Violence and Threat Assessment Team Policy. Employees found responsible for violations shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia or city or county government for investigation and, if warranted, prosecution. Employees may also face suspension without pay or termination of employment. Employees may be subject to a referral to the Employee Assistance Program or treatment program at the discretion of management and Human Resources. See DHRM Policy 1.05 for additional requirements.

College Responsibilities

- The college shall provide annual notification to students and employees of this policy, in addition to information on the health risks associated with alcohol and other drug use and a description of available treatment programs. Full-time employees shall also be made aware of the Employee Assistance Program (EAP).

- The college shall conduct a biennial review of the effectiveness of its alcohol and other drugs programs and the consistency of sanction enforcement.
- The college shall ensure that disciplinary action taken as a result of a violation of this policy are consistent, fairly applied and not unduly harsh or punitive based on the severity and nature of the violation.
- The college shall inform the federal contracting or granting agency within ten (10) days after receiving notice from an employee of any criminal drug statute conviction for a violation occurring at the workplace or otherwise receiving actual notice of such conviction, as required by the Drug-Free Workplace Act of 1988.
- The college shall, within thirty (30) days of receiving notice of an employee's conviction for a criminal drug statute offense occurring in the workplace (see workplace definition), take appropriate disciplinary action against such employee and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program as required by the Drug-Free Workplace Act of 1988.

Student Responsibilities

- Complete online annual alcohol and drug abuse prevention training provided by the College.
- Abide by the College policies outlined in the JTCC College Catalog and Student Handbook.

Employee Responsibilities

- Abide by the Department of Human Resource Management (DHRM) policy 1.05, Alcohol and other Drugs.
- Abide by the terms of college policy.
- Notify the immediate supervisor of any conviction of criminal drug law outside or inside the workplace or conviction of alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace no later than five (5) days after such after such conviction is entered as required by federal law. An employee's appeal of a conviction does not affect the employee's obligation to report the conviction.
- Complete online annual alcohol and drug abuse prevention training provided by the College.

Treatment/Rehabilitation Programs

- **For employees:**
Employees experiencing a problem with drug or alcohol abuse or dependency are encouraged to seek counseling assistance. Supervisors are encouraged to assist employees seeking such assistance. Notwithstanding an employee's voluntary participation in a drug or alcohol treatment program, the employee is expected to perform his/her duties according to developed job standards and expectations.

The Commonwealth's Employee Assistance Program (EAP) is available to full-time state employees (who participate in the Commonwealth's healthcare program) for counseling and referral for drug and alcohol-related problems as well as other personal problems. Part-time college employees shall be referred to community resource programs.

With respect to any violation of this policy, the following provisions regarding treatment apply:

- Supervisors should consult with the Vice President of Administration prior to referring a college employee to the Employee Assistance Program
 - Management is encouraged to consult with the Vice President of Administration in determining whether a college employee referred to the Employee Assistance or other Program has satisfactorily participated in the program.
 - Other agencies such as the Virginia Department of Behavioral Health and Developmental Services and the Virginia Department of Health, may be contacted to provide assistance and referral information.
- **For students:**
Students experiencing a problem with drug or alcohol abuse or dependency are encouraged to seek counseling and may contact the Dean of Students Office for a referral to community resources.

Legal Penalties

Use of illicit drugs is illegal under both state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Students and employees who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules.

Further, students and employees who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia or city government for investigation and, if warranted, prosecution.

Confidentiality and Maintenance of Records

All records and information concerning human resource actions related to this policy shall remain confidential and shall be disclosed only with the employee's permission or when the office of human resources and the supervisor determines that disclosure is necessary for the efficient operation of the college or for reasons related to safety, to include the safety of the employee and/or the college community.

All student records and information concerning actions related to this policy are housed in the Dean of Student's Office.

Resources and Other Information:

- Department of Human Resource Management (DHRM) Policy 1.05, Alcohol and Other Drugs http://web1.dhrm.virginia.gov/itech/hrpolicy/po11_05.html
- Virginia Community College System (VCCS) Policy 3.14.3, Illegal Substance Policy and Policy 3.14.4, Substance Abuse Policy <https://www.boarddocs.com/va/vccs/Board.nsf/Public#>
- Commonwealth of Virginia Employee Assistance Programs (EAP) <http://www.dhrm.virginia.gov/employeeprograms/employeeassistance>
- Federal and State Drug Offense Sanctions and Penalties, <https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>, <https://law.lis.virginia.gov/vacode/title4.1/chapter3/section4.1-305/>
- Treatment Locator, AOD (SAMHSA), <https://www.findtreatment.samhsa.gov/>
- Governor's Office for Substance Abuse Prevention, <https://www.abc.virginia.gov/education/programs/vosap>
- US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, www.samhsa.gov/
- University of Virginia Gordie Center for Substance Abuse Prevention, <https://gordiecenter.studenthealth.virginia.edu/>
- Virginia Department of Behavioral Health and Developmental Services, Office of Substance Abuse Services, <http://dbhds.virginia.gov/developmental-services/substance-abuse-services> Community Services Boards, <http://www.dbhds.virginia.gov/community-services-boards-csbs>
- The Foundation for Advancing Alcohol Responsibility, www.responsibility.org
- BACCHUS Initiatives; www.naspa.org/constituent-groups/groups/bacchus-initiatives
- Step Up! www.stepupprogram
- National Institute on Alcohol Abuse and Alcoholism, www.niaaa.nih.gov
- Higher Education Alcohol and Drug Strategic United Prevention (HEADS UP), <https://www.abc.virginia.gov/education/programs/heads-up>
- College Drinking, Changing the Culture, <https://www.collegedrinkingprevention.gov>
- Students Against Destructive Decisions (SADD), <https://www.sadd.org>
- National Institute, Alcohol Abuse & Alcoholism (NIAAA), <https://niaaa.nih.gov>
- American College Health Association, www.acha.org
- National Institute on Drug Abuse (NIDA), <https://www.drugabuse.gov>
- American Council for Drug Education, www.campushealthandsafety.org/resources/resource_rws_154.html

Tobacco specific information:

- American Cancer Society, www.cancer.org
- American Heart Association, www.heart.org
- American Lung Association, www.lung.org
- Foundation for Smoke-Free America, <http://www.anti-smoking.org/>
- Smoke-Free, <https://www.smokefreeonline.com>

Policy on Expressive Activity

Purpose

To establish a policy addressing free expression on College campuses.

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 students and 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, but it also represents a "marketplace of ideas," and especially for students, many areas of campus represent a public forum 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 the 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. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.

No event or expressive activity shall be permitted 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 two business days in advance to the Office of Student Activities. *Note:* for events and activities of more than twenty-five (25) 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 classrooms (during instructional hours) 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:
 - The requested venue is an indoor facility that the College has designated as not available for expressive activity under section 3 of this policy;
 - The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section 3 of this policy;
 - The venue is already reserved for another event;¹
 - The activity will attract a crowd larger than the venue can safely contain;
 - The activity will substantially disrupt another event being held at a neighboring venue;²
 - The activity will substantially disrupt College operations (including classes);
 - The activity is a clear and present threat to public safety;
 - The activity will occur during College final examination periods; or
 - The activity is unlawful.
 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 must not consider the content or viewpoint of the expression or the possible reaction to said expression. The College and its administrators may 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 organization's, 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.
- B. Spontaneous Expressive Activity
1. The College is not required to designate any indoor area as available for spontaneous expressive activities. In the event that the College elects to do so, College officials shall prominently post the areas in which students, student organizations, and their sponsored guests may engage in spontaneous expressive activities. Any areas so designated must: (a) apply equally to all students and student organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
 2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive 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,³ (d) substantially disrupt College operations, (e) constitute unlawful activity, or (f) create a clear and present threat to public safety.
 3. No College personnel may 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 security shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

¹*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.*

²*The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption.*

³*The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption.*

Pollution Prevention - Environmental Management Policy

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 Environmental Quality 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 Department of General Services - Virginia Energy Conservation and Environmental Standards (VEES) for all construction, renovation and operation of its facilities. (Reference: to DEB Notice 120108 and Virginia Code 2.2-1182.

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, Security Services, or Facilities

Security Services Locations and Contact Information for Reporting Illicit Discharges

1. Chester Campus
804-796-4025
Desk locations: Moyar Hall – 1st floor (across from M101); Moyar Hall - 2nd floor (near M221); Goyne Hall - lobby; Nicholas Student Center – inside main entrance
2. Midlothian Campus
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
Desk location: inside main entrance

Energy Management

The College will take action to reduce energy consumption through performance contracting and the use of energy management control systems.

Reporting Child/Minor Abuse or Neglect

Reporting Child/Minor Abuse or Neglect Policy

Purpose:

The purpose of this policy is to recognize the responsibility of John Tyler Community College (JTCC) to comply with relevant state laws related to the mandatory reporting of suspected child/minor abuse or neglect.

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 Harassment;

6.6.21 Admissions of Individuals on the Sex Offender and Crimes Against Minors Registry;

3.19 Workplace Violence and Threat Assessment Team;

14.12 Minors on Campus,

Employees are covered under additional provisions in the JTCC Policy Manual to include:

19.19.13 Policy on Sexual Harassment;

3.19 Workplace Violence and Threat Assessment Team;

3.16 Standards of Conduct;

14.12 Minors on Campus;

15.21 Faculty Sanctions Policy.

Policy Components

A. Definitions:

Abused or Neglected Child/Minor: Any child/minor under 18 years of age whose parent or any person responsible for his or her care:

- Causes or threatens to cause a non-accidental physical or mental injury, or allows such an injury;
- Allows a child/minor to be present during the manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing or health care;
- Abandons the child/minor;
- Neglects or refuses to provide adequate supervision in relation to a child's age and level of development;
- Knowingly leaves a child/minor alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a child/minor for which registration is required as a violent sexual offender; or
- Commits or allows to be committed any illegal sexual act upon a child/minor, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.

Student: A person who has applied to, been accepted, and registered/enrolled at the College.

Employee: Administrative faculty, professional faculty, teaching faculty, classified and non-classified, fulltime and part-time, salaried and hourly persons, and any and all other individuals, except independent contractors, employed by the College.

Individual: Anyone who comes to the attention of this policy.

Third Parties: Individuals who are not state employees, such as relatives, acquaintances, strangers, contractors or visitors.

B. Policy Requirement:

All JTCC employees, who in their official or professional capacity, have reason to suspect that a child/minor is an abused or neglected child/minor, are required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child/minor abuse or neglect.

Procedures

1. Any JTCC faculty or staff who have reason to suspect that a child/minor is abused or neglected are required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense has occurred. Reporting options include contacting Security, local police, Dean of Students office, Chief HR Officer, and/or completing the JTCC threat assessment referral form located at https://cm.maxient.com/reportingform.php?JohnTylerCC&layout_id=2. Please check child abuse/neglect on the form.

In the event that the behavior is an immediate threat to the safety of the child/minor or safety of the College community, security and/or local police should be notified immediately. 911 may be called in addition to notifying security.

2. Once a report is made, the Dean of Students' office will notify the Department of Social Services (DSS) toll-free child abuse and neglect hotline (1-800-552-7096). The Dean of Students' office is responsible for maintaining records.
3. The Dean of Students or designee, or in cases involving staff or faculty, the Vice President of Administration or designee, and, if needed, the Threat Assessment Team or Title IX Review Committee, shall review the report of child/minor abuse and determine the appropriate policy/procedures to be initiated.
 - a. Child/ Minor abuse by a student is a violation of the Student Code of Conduct and the Student Disciplinary Policy and Procedures shall be initiated.
 - b. Child/Minor abuse by an employee falls under the Standards of Conduct Policy and Procedures. These policies, including those of the VCCS as appropriate, shall be initiated.
 - c. If an individual or student 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 or Crimes Against Minors Registry shall be initiated.
 - d. If an individual or student desiring admission to JTCC has been convicted for child/minor abuse and is not on the Sex Offender and Crimes Against Minors Registry the Workplace Violence and Threat Assessment Team Policy shall be initiated.

Penalties for Failing to Make a Required Report

1. Any person who fails to file a report as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, may be fined not more than \$500.00 for the first failure and, not less than \$1,000.00 for any subsequent failures. In cases involving certain crimes of sexual assault, a person who knowingly and intentionally fails to file a report may be guilty of a Class 1 misdemeanor.
2. Employees who make or cause to be made a report of child abuse or neglect that they know to be false may be guilty of a Class 1 misdemeanor.
3. The Faculty Sanctions Policy and the Standards of Conduct Policy can be used with disciplinary actions commensurate with the severity and/or frequency of the offense and may include termination of employment.

Solicitation and Distribution of Materials on College Property

Non-commercial Distribution

With prior approval of the Office of Student Activities, 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 Office of Student Activities.
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. Approved solicitation may be conducted in any area except the following: classrooms, laboratories, restrooms, libraries, administrative and academic offices, doorways, and parking lots.
4. Approved 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 Office of Student Activities. The Office of Student Activities 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.

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. Not abiding by the College's COVID-19 safety protocols found on the following web site: www.jtcc.edu/covid-19.
2. All forms of dishonesty, including cheating and plagiarism (see Academic Dishonesty Policy).
3. Knowingly furnishing false information to the College, forgery, alteration, or use of College documents or instruments of identification with intent to defraud.
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities.
5. 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)
6. Participating in or inciting a riot or an unauthorized or disorderly assembly.
7. 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.
8. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such, except where specifically authorized within the regulations of the College.
9. Gambling or holding a raffle or lottery on the campus or at any College function without proper College and other necessary approval.
10. Possessing, using, selling or distributing any types of illegal drugs (see Policy Governing the Use of Alcohol and Other Drugs)
11. 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, knife, or weapon not used for lawful College studies without an authorization by the President of the College or designee.
12. 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.
13. Littering, defacing, destroying or damaging property of the College or property under its jurisdiction or removing or using such property without authorization.
14. Willfully encouraging others to commit any of the acts that have been prohibited herein.
15. Violating any local, state or federal laws.
16. 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.
17. Violation of College parking regulations.
18. Violation of College fire regulations, such as failure to comply with emergency evacuation procedures or tampering with fire protection apparatus.
19. Theft or attempted theft of College or personal property on College premises.
20. Unauthorized entry into or presence in any College building or facility.
21. Violation of College policy on expressive activity.
22. Violation of College policy on solicitation and distribution of materials on College property.
23. Texting, receiving and making phone calls, e-mailing, taking photos, creating videos, filming or recording in class is prohibited unless otherwise approved by the instructor or by accessibility services as an approved accommodation. Please note that recording accommodations may not be appropriate in all classes or all situations in a class. For example, recording, filming or taking photographs in a nursing, art, communications or other class where personally identifiable information regarding a patient, student or model is presented would not be appropriate or allowed. Please be aware that instructors may ask students to put away or close cell phones, close laptops, cameras, or other devices during all or a portion of the class. In cases where the student needs to use a cell phone for emergencies, the student should consult the instructor for direction.
24. Downloading student speeches and other work without permission is prohibited in online, hybrid and in-person classes.
25. Using a preferred name in MyTyler that is disruptive to the operation of the college, to include teaching and learning. Please note that VCCS policy allows students to indicate a preferred name in the MyTyler Student Information System (SIS), which will appear on class rosters and in Blackboard. The official student name record may not be changed without legal documentation.

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 study rooms are available for currently enrolled JTCC students in good standing with the library. Study rooms are available on a first come, first served basis. Both individuals and groups of students may use the study rooms. Reservations are not taken for group study rooms.

Library Food and Drink Policy

Covered/lidded drinks and snack foods are allowed in the library lounge areas. 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.

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, off-site classes, online classes, e-mail communications and Canvas 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, designee or the Vice President of Learning and Student Success 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.

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.

NOTE: The student may be accompanied by another individual solely for support at the hearing. This individual may not advocate or actively participate on the student's behalf at the hearing. If the student wishes to be accompanied by another individual at the hearing, a request must be submitted to the Judicial Affairs Officer no less than 48 hours prior to the hearing.

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 two academic years.

7. In cases where dismissal is recommended by the Judicial Affairs Officer, this recommendation shall go to the Threat Assessment Team (TAT) for review. Please see the Workplace Violence and Threat Assessment Team policy for dismissal policy and procedures.
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 Dean of Students Office. 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 Dean of Students Office, 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.

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.

Policy

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 Canvas 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 at Level 2, the student has ten business days to submit a written appeal to the vice president of learning and student success, who will convene the Grade Appeal Review Committee.

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.

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 Rights & 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.

Title IX: Policy on Sexual Harassment

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 education programs or activities, admission, and employment. Under certain circumstances, sexual harassment constitutes 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 M109 and may be contacted by phone at (804) 706-5208 or by email at skirkland@jtcc.edu.

Policy

1. JTCC is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, which includes sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, 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), and Virginia law.
2. This Policy is not intended to substitute or supersede related criminal or civil law. Individuals are encouraged to 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 remedies that the College can provide.

Purpose

The purpose of this Policy is to establish that the College prohibits sexual harassment and retaliation, and to set forth procedures by which allegations of sexual harassment shall be reported, filed, investigated, and resolved.

Applicability

This Policy applies to prohibited conduct by or against students, faculty, staff, and third parties, e.g., contractors and visitors involving a program or activity of the College in the United States. Conduct outside the jurisdiction of this Policy may be subject to discipline under a separate code of conduct or policy.

Definitions

Actual Knowledge. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator, Deputy Title IX Coordinator and/or any Responsible Employee of the College who has authority to institute corrective measures on behalf of the College.

Advisor. An advisor is an individual who provides the complainant or respondent support, guidance, and advice. Advisors may be present at any meeting or live hearing but may not speak directly on behalf of the complainant or respondent, except to conduct cross-examination during a live hearing. Advisors may be but are not required to be licensed attorneys.

Appeal Officer. The Appeal Officer is the designated employee who reviews the complete record of the formal complaint and written statements of the parties during an appeal of a written determination. The Appeal Officer decides whether to grant the appeal and determines the result of the appeal.

Campus. 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 is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant may file a formal complaint against faculty, staff, students, or third parties.

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. 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.

- a. *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 by using drugs or alcohol. Intoxication is not synonymous with incapacitation.
- b. *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.

Cumulative Evidence. Cumulative evidence is additional evidence that has been introduced already on the same issue and is therefore unnecessary. The Hearing Officer has the discretion to exclude cumulative evidence.

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.

Deliberate Indifference. Deliberate indifference refers to a response to sexual harassment that is clearly unreasonable in light of the known circumstances. The College's response may be found deliberately indifferent if the response restricts the rights to the Freedom of Speech and Due Process under the First, Fifth, and Fourteenth Amendments of the U.S. Constitution.

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.

Due Process. Due process is a right guaranteed by the Fifth and Fourteenth Amendments of the U.S. Constitution. Basic procedural due process guarantees that an individual receives notice of the matter pending that relates to the possible deprivation of a property or liberty interest and the opportunity to be heard. For example, students and employees facing suspension or expulsion/termination for disciplinary reasons must be given notice of the allegations against them prior to any hearing or determination of responsibility. Any disciplinary process must be fair and impartial. Additionally, the opportunity to respond must be meaningful.

Education Program or Activity. An education program or activity encompasses all of the College's operations and includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Examples of education programs or activities includes, but are not limited to, college-sponsored conferences, athletic events and sports teams, student organizations, and wi-fi network.

Exculpatory Evidence. Exculpatory evidence is evidence that shows, or tends to show, that a respondent is not responsible for some or all of the conduct alleged in the notice of allegations. The College must provide the respondent with all exculpatory evidence.

Final Decision. A final decision is the written document that describes any sanctions imposed and remedies provided to the respondent and complainant, respectively, at the conclusion of the formal resolution process.

Formal Complaint. A formal complaint is a document filed and signed by a complainant or signed by the Title IX Coordinator that alleges sexual harassment against a respondent and requests the College to investigate the allegation of sexual harassment. The complainant must be participating in or attempting to participate in an education program or activity of the College when the formal complaint is filed. A complainant cannot file a formal complaint anonymously. The Title IX Coordinator may sign on a complainant's behalf in matters where it is in the best interest of the complainant or the College to do so. The College may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Freedom of Speech. The freedom of speech is a right guaranteed by the First Amendment of the U.S. Constitution to express one's thoughts and views without unlawful governmental restrictions. As governmental entities, Colleges must not infringe on this right. This Policy expressly prohibits censorship of constitutionally protected expression.

Hearing Officer. A Hearing Officer is the presiding official of a live hearing who must issue a written determination on responsibility. Colleges may choose to hold live hearings with a single Hearing Officer or by committee.

Inculpatory Evidence. Inculpatory evidence is evidence that shows, or tends to show, that a respondent is responsible for some or all of the conduct alleged in the notice of allegations.

Preponderance of the Evidence. A preponderance of the evidence is evidence that shows that the fact sought to be proved is more probable than not to be true. A preponderance of the evidence means evidence that is of greater weight or more convincing than the evidence that supports the contrary position.

Relevance. Relevance refers to evidence that tends to prove or disprove whether the respondent is responsible for the alleged conduct. In determining whether a question is relevant, the Hearing Officer must focus on evidence pertinent to proving whether facts important to the allegations in the formal complaint are more or less likely to be true.

Remedies. Remedies are actions taken or accommodations provided to the complainant after a determination of responsibility for sexual harassment has been made against the respondent. Remedies are designed to restore or preserve equal access to the College's education program or activity. Remedies may be disciplinary or non-disciplinary.

Report of Sexual Harassment. A report of sexual harassment occurs when anyone reports an allegation of sexual harassment to the Title IX Coordinator or Deputy Title IX Coordinator, or that reaches the Title IX Coordinator or Deputy Title IX Coordinator through a Responsible Employee. An individual need not be participating or attempting to participate in an education program or activity of the College to file a report. The respondent also does not need to be an employee, student, or otherwise affiliated with the College for a person to file a report against a respondent. A report of sexual harassment does not trigger an investigation or the formal or informal resolution process, but it does require the Title IX Coordinator to meet with the complainant and carry out the procedures described in Section S and/or T of this Policy, as applicable.

Respondent. A respondent is an individual who has been reported to have engaged in conduct that could constitute sexual harassment as defined under this Policy. In most cases, a respondent is a person enrolled or employed by the College or who has another affiliation or connection with the College. The College may dismiss a formal complaint when the College has little to no control over the respondent, but will offer supportive measures to the complainant and set reasonable restrictions on an unaffiliated respondent when appropriate.

Responsible Employee. A Responsible Employee is an employee who has the authority to take action to redress sexual harassment; who has been given the duty to report sexual harassment to the Title IX Coordinator or Deputy Title IX Coordinator; or an employee a student could reasonably believe has such authority or duty. A Responsible Employee shall not be an employee who, in his or her position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney. JTCC has determined that all JTCC employees are responsible employees. Any JTCC employee who receives a complaint of sexual harassment is expected to immediately notify the Title IX Coordinator, Sandra Kirkland, Dean of Students, (804) 594-1566 or (804) 706-5208, skirkland@jtcc.edu or the Deputy Title IX Coordinator, Michelle Spencer, Associate Dean of Students, (804) 594-1534, mspencer@jtcc.edu .

Review Committee. A review committee is the committee consisting of three or more persons, including the Title IX Coordinator or designee, a representative of campus police or campus security, 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, separates or denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in an education program or activity. The College's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment constitutes sex discrimination under Title IX when such response is deliberately indifferent.

Sexual Assault. Sexual assault is any sexual act directed against another person without consent or where the person is incapable of giving consent. Sexual assault includes intentionally touching, either directly or through clothing, 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 assault includes sexual violence.

Sexual Exploitation. Sexual exploitation occurs when a person 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 harassment offenses. Examples of sexual exploitation include prostituting another person; non-consensual video or audio-taping of otherwise consensual sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), and knowingly transmitting HIV or an STD to another.

Sexual Harassment. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- *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;
- *Hostile Environment:* Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity of the College, including a student's educational experience or an employee's work performance;
- *Clergy Act/VAWA Offenses:* Sexual assault/sexual violence, dating violence, domestic violence, and stalking, as defined by this Policy.

Sexual Violence. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape and sexual assault.

Stalking. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Such conduct can occur in person or online, but the conduct must involve an education program or activity of the College.

Statement. A statement is a person's intent to make factual assertions, including evidence that contains a person's statement(s). Party or witness statements, police reports, Sexual Assault Nurse Examiner (SANE) reports, medical reports, and other records may not be relied upon in making a final determination after the completion of a live hearing if they contain statements of a party or witness who has not submitted to cross-examination.

Supportive Measures. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus environment, or to deter sexual harassment.

Third Party. A third party is any person who is not a student or employee of the College.

Title IX. Title IX means Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance.

Title IX Coordinator. The Title IX Coordinator is the employee or employees designated and authorized to coordinate the College's efforts to comply with its responsibilities under Title IX.

Workday. A workday is any day that the College is open for business. Workdays include days when classes are not held, but when employees are expected to be at work.

Written Determination. A written determination is the written decision by a Hearing Officer that a respondent is responsible or not responsible for a violation of this Policy by a preponderance of the evidence after a live hearing. A written determination also is the result of an appeal decided by an Appeal Officer.

Retaliation

1. No person may intimidate, threaten, coerce, harass, discriminate, or take any other adverse action against any other person for the purpose of interfering with any right or privilege provided by this Policy, or because the person has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, live hearing, or any other process described in this Policy.
2. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.
3. Allegations of retaliation that do not involve sex discrimination or sexual harassment but are related to a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege provided by this Policy constitutes retaliation.
4. Allegations of retaliation will be investigated and adjudicated as a separate code of conduct violation. Any person found responsible for retaliating against another person is subject to 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 victims of crimes may 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 Campus Security at (804) 897-6678 or local police by dialing 911.

2. Whether or not a report is made to law enforcement, any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or Deputy Title IX Coordinator, or by reporting such conduct to a Responsible Employee to ensure that the Title IX Coordinator or Deputy Title IX Coordinator, receives the verbal or written report. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of reports and formal complaints filed with the College.

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
skirkland@jtcc.edu
13101 Jefferson Davis Hwy., M109
Chester, VA 23831
(804) 706-5208

Deputy Title IX Coordinator: **Michelle Spencer, MSW, M.Ed., LCS**

800 Charter Colony Pkwy., T205b

Midlothian, VA 23114

(804) 594-1534

m Spencer@jtcc.edu

During non-business hours, members of the campus community should report alleged violations of this Policy to Campus Security at (804) 897-6678 on the Midlothian Campus, at (804) 796-4025 on the Chester Campus.

3. There is no time limit for reporting incidents of sexual harassment with the Title IX Coordinator, or Deputy Title IX Coordinator. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively to the report. Failure to report promptly also could result in the loss of relevant evidence.

Confidentiality and Anonymous Reporting

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College must keep confidential the identity of any individual who has made a report or formal complaint of sexual harassment; any complainant or any individual who has been reported to be the perpetrator of sexual harassment; and any witness related to a report or formal complaint of sexual harassment, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as otherwise required by law, or to carry out the purposes of this Policy, including the conduct of any investigation, live hearing, or judicial proceeding arising from any report or formal complaint.

2. The College has a responsibility to respond to conduct that violates this Policy. For this reason, most College employees may not keep secret a report of sexual harassment. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and as confidentially 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.

3. Responsible Employees must report all alleged violations of this Policy obtained in the course of his or her employment to the Title IX Coordinator or Deputy Title IX Coordinator as soon as practicable after addressing the immediate needs of the complainant. 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, student activities staff, human resources staff, and advisors to student organizations. All employees must report suspected child abuse or neglect to the Title IX Coordinator, Deputy Title IX Coordinator or Campus Security as soon as practicable, but no later than 24 hours after forming such suspicion, pursuant to VCCS Policy Number 3.14.6, Reporting Sexual Child Abuse or Neglect.

4. If a complainant wishes to keep the report of sexual harassment completely confidential, it is recommended that he or she reports the alleged conduct to someone without a duty to report incidents of sexual harassment to the Title IX Coordinator or Deputy Title IX Coordinator. Full-time employees also may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's response may be limited to providing supportive measures, if appropriate and reasonably available. When supportive measures are provided, the College will protect the privacy of the complainant to the extent possible while still providing the supportive measures.

5. The College may pursue the formal resolution process even if the complainant requests the College to take no action. The Title IX Coordinator will notify the complainant in writing within five (5) workdays of the decision to pursue the formal resolution process when he or she is unable to maintain confidentiality or respect the complainant's request for no further action. The Title IX Coordinator will give the complainant's wishes due consideration.

6. The College will accept anonymous reports, but its response may be limited to providing supportive measures if appropriate and reasonably available. The Title IX Coordinator or Deputy Title IX Coordinator (or campus security) will conduct a preliminary investigation in an effort to determine the respondent's identity. If the preliminary investigation fails to reveal the identity of the respondent, the Title IX Coordinator shall close the report because the College must have sufficient information to conduct a meaningful and fair investigation. If the identity of the respondent is revealed, the Title IX Coordinator shall proceed as otherwise provided in this Policy. The Title IX Coordinator will notify the complainant in writing of the result of the preliminary investigation promptly after the preliminary investigation.

Immunity

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting a possible incident of sexual harassment. When conducting the investigation, the College's primary focus will be on addressing the alleged sexual harassment and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking or the use of illicit drugs; however, the College will grant immunity from disciplinary action based on the personal consumption of alcohol or drugs to individuals who report incidents that violate this Policy, provided that such report is made in good faith. 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 the 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. Immediate Suspension. Prior to the resolution of a formal complaint, the College may immediately suspend the respondent from an education program or activity when it determines that the respondent's continued presence poses an immediate threat to the physical health or safety of any person arising from the allegations of sexual harassment. Prior to such suspension, the College will conduct an individualized safety and risk analysis, focusing on the particular respondent and the specific facts and circumstances arising from the allegations of sexual harassment that justify the suspension. The College shall notify the respondent in writing of the specific facts and circumstances that make the immediate suspension necessary and reasonable and shall give the respondent the opportunity to challenge the decision immediately following the suspension.
2. Administrative Leave. The College may place a respondent employee on administrative leave prior to the resolution of a formal complaint. Reasons to place an employee on administrative leave include but are not limited to, the continued presence of the employee may be harmful to the employee or other employees; may hamper an investigation into the employee's alleged conduct; or may disrupt the work environment.
3. Mutual No Contact Order. 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.

Supportive Measures

1. The College will offer supportive measures to individuals whether or not a formal complaint has been filed, or whether the alleged incident is under investigation by a law enforcement agency. All requests for supportive measures will be provided if appropriate and reasonably available.
2. Supportive measures may include, but are not limited to, course schedule adjustments, reassignment of duty, leaves of absence, alternative parking arrangements, rescheduling class work, assignments, and examinations; allowing alternative class or work arrangements, such as independent study or teleworking; escort services, increased security and monitoring of certain areas of the campus, and other similar measures. Provisions of supportive measures to either party will be kept confidential to the extent possible.

Procedures to Follow after an Incident

Anyone who has experienced sexual violence, domestic violence, dating violence, or stalking should do the following:

- Anyone who has experienced an incident of sexual harassment as defined by this Policy should take the following action:
- Find a safe 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 Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.
- You should take the following 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:
 - a. Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - b. Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if the incident involved oral contact.
 - c. Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
 - d. 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.
 - e. Tell someone all the details you remember or write them down as soon as possible.
 - f. Maintain text messages, pictures, online postings, video, and other documentary or electronic evidence that may corroborate a formal complaint.

Support Services

1. 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.
2. For information about available resources, go to The JTCC sexual misconduct website; <https://www.jtcc.edu/about/title-ix-and-sexual-misconduct/>

Local Community Resources

Greater Richmond Regional Hotline
804-612-6126

Safe Harbor Hotline (Henrico County)
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

Domestic and Sexual Violence Resource Center (Chesterfield County)
804-318-8265

National and State Resources

National Domestic Violence Hotline

1-800-799-SAFE (7233)

1-800-787-3224 (TTY)

National Sexual Assault Hotline

1-800-656-HOPE (4673)

National Teen Dating Abuse Hotline

1-866-331-9474

1-800-331-8453 (TTY)

Virginia Family Violence and Sexual Assault 24-hour Hotline

1-800-838-8238

LGBTQ Partner Abuse and Sexual Assault Hotline

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 assault, domestic violence, dating violence, and stalking.
2. The program, at a minimum, shall include:
 - A statement that the College prohibits sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;
 - The definition of sexual harassment, including sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, 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 assault, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
 - Written notification about available resources and services and supportive measures available if appropriate and reasonably available.
3. The College offers the prevention and awareness program to all new and existing students and employees.

Academic Freedom and Freedom of 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 constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from a student's educational experience or an employee's work performance. Verbal or written communications, without accompanying unwanted sexual physical contact, does not constitute sexual assault.

2. In addressing all complaints and reports of alleged violations of this Policy, the College will take actions to comply with this Policy that recognize and ensure the free speech rights of students and employees. This Policy does not apply to curricula, curricular materials, or abridge the use of any textbooks.

False Statements

The College prohibits knowingly making false statements or knowingly submitting false information. Any individual who knowingly files a false report or formal complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a report or formal 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 insufficient evidence of a knowing false statement.

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 to the other 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 prohibited, are unwise and strongly discouraged. The relationship may be viewed in different ways by each of the parties, in retrospect. Additionally, circumstances may change and conduct that was previously welcome may become unwelcome.

Handling Reports of Sexual Violence

1. The Title IX Coordinator or Deputy Title IX Coordinator will assist members of the campus community in reporting incidents of sexual violence to law enforcement authorities upon request. When allowable under Virginia law, the Title IX Coordinator or Deputy 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.
2. Under Virginia law, the College may determine that the disclosure of information to local law enforcement regarding the alleged incident of sexual violence, including personally identifiable information, is necessary to protect the health or safety of the complainant or other individuals. The College also is required to notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) when the alleged incident of sexual violence constitutes a felony.
3. Upon receiving a report of an alleged act of sexual violence as defined in this Policy 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 or Deputy 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. The review committee may try to reach a consensus, but it is the law enforcement representative of the review committee that ultimately determines whether 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 shall disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator or Deputy Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.
4. If the report of an alleged act of sexual violence would constitute a felony, within 24 hours of the first review committee meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Section S2. 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 (or other prosecutor responsible for prosecuting the alleged act of

sexual violence), including personally identifiable information, if such information was disclosed pursuant to Section S2. If the Title IX Coordinator or Deputy Title IX Coordinator is aware of such disclosure, the Title IX Coordinator or Deputy Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

5. Law enforcement will notify the local Commonwealth's Attorney within 48 hours of beginning an investigation involving a felonious act of sexual violence. Either campus security, the local law enforcement agency, or the State Police will notify the Commonwealth's Attorney pursuant to an MAA/MOU.

6. In addition to the procedures described in this Section, the College must follow the procedures described in Section T following a report of sexual violence.

Handling Reports of Sexual Harassment

1. Upon receiving actual knowledge of sexual harassment in an education program or activity of the College against a person in the United States, the College must respond promptly in a manner that is not deliberately indifferent. The College will treat complainants and respondents equitably by offering supportive measures and by completing either a formal or informal resolution process before imposing any disciplinary sanctions or other corrective actions that are not supportive measures against a respondent. The Title IX Coordinator or Deputy Title IX Coordinator shall promptly provide a written notification of rights and options to complainants and respondents upon receipt of a report of sexual harassment. The written notification must include, where applicable:

- a. The available law enforcement options for investigation and prosecution;
- b. The importance of collection and preservation of evidence;
- c. The available options for a protective order;
- d. The available campus options for investigation and resolution under the College's policies, including the complainant's option to file a formal complaint;
- e. The party's right to participate or decline to participate in any investigation to the extent permitted under state or federal law;
- f. The applicable federal or state confidentiality provisions that govern information provided by a complainant;
- g. Information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, victim support services with which the College has entered into a memorandum of understanding, or other support services;
- h. The importance of seeking appropriate medical attention;
- i. Discuss the College's obligation to disclose information about the report, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, if the review team determines that such disclosure is necessary to protect the health or safety of the complainant or others;
- j. The possible interim measures that may be imposed when necessary during the pendency of the investigative or resolution process;
- k. The supportive measures available with or without filing a formal complaint when appropriate and reasonably available; and
- l. An explanation to the complainant of the process for filing a formal complaint, including providing the complainant with a Formal Complaint Form, when applicable.

2. The Title IX Coordinator or Deputy Title IX Coordinator must consider the complainant's wishes with respect to supportive measures.

3. After providing the information described in Section T1, the Title IX Coordinator or Deputy Title IX Coordinator must close the report under this Policy if the conduct alleged in the report would not constitute sexual harassment as defined by this Policy, even if proved, or is outside the jurisdiction of the College, i.e., the conduct did not occur on campus or involve an education program or activity of the College, or the complainant decides against filing a formal complaint and the College honors the request. The Title IX Coordinator will notify the parties simultaneously in writing with the rationale for the decision to close the report.

4. The Title IX Coordinator shall forward the report to the appropriate College official that will determine whether the conduct alleged in the report violates a separate policy or code of conduct.

5. The Title IX Coordinator will document the action(s) taken and the rationale for such action(s).

Resolution of Formal Complaints

1. The College's Responsibility. The College must provide a prompt, fair, and impartial investigation, and resolution of alleged violations of this Policy. When resolving a formal complaint, the College will evaluate all relevant evidence objectively, including both inculpatory and exculpatory evidence, and will make credibility determinations without reference to a person's status as a complainant, respondent, or witness. The College will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Finally, at all times prior to a determination of responsibility, the respondent will be presumed not responsible for the alleged conduct. The imposition of interim measures does not constitute a presumption of responsibility.
2. Resolution Process Options. The College may resolve formal complaints either by a formal or informal resolution process.
3. Suspending an Investigation. 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 security 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 its gathering of 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.
4. Time Frame for Resolution of Formal Complaint. The resolution of any alleged violation of this Policy should be completed normally within seventy-five (75) workdays of the filing of the formal complaint, unless good cause exists to extend the timeframe. For resolving formal complaints, good cause includes but is not limited to the absence of a party, a party's advisor, and accommodation of disabilities; or unavoidable scheduling conflicts. The 75-workday timeframe refers to the entire formal resolution process, which includes the initial determination, investigation, live hearing, determination of responsibility, and the imposition of sanctions and provision of remedies, if any. The 75-workday timeframe does not include appeals. If any step of the process must be suspended or delayed for any reason and more time is necessary, the Title IX Coordinator or Deputy Title IX Coordinator will notify the parties in writing and give the reason for the delay and an estimated length of the delay.

Formal Resolution Process

1. Formal Complaint Form. To initiate the formal resolution process, complainants must complete the Formal Complaint Form or other written and signed document that requests an investigation, located on the JTCC sexual misconduct website; <https://www.jtcc.edu/about/title-ix-and-sexual-misconduct/>, and submit it to the Title IX Coordinator or Deputy Title IX Coordinator. The Title IX Coordinator or Deputy Title IX Coordinator may sign a formal complaint, after due consideration of the complainant's wishes. In determining whether to sign a formal complaint, the Title IX Coordinator or Deputy Title IX Coordinator will consider the following factors:
 - a. The seriousness of the allegation(s), including whether the allegation(s) include bodily injury, threats, or the use of weapons;
 - b. The complainant's or alleged victim's age;
 - c. Whether there have been other similar complaints of against the same respondent; and,
 - d. The applicability of any laws mandating disclosure.
2. Notice of Allegations to the Parties. After receiving a formal complaint and as soon as practicable, the Title IX Coordinator or Deputy Title IX Coordinator will contact the parties to schedule an initial meeting. The correspondence must include the following information:
 - a. A copy of the College's Title IX Policy against sexual harassment, including the process by which the College resolves allegations of sexual harassment;
 - b. Notice of the allegation(s), including sufficient details known at the time and with sufficient time to prepare a response before the initial meeting. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

- c. Notice that each party may be accompanied by an advisor of his or her choice at all meetings and the live hearing who may be, but is not required to be, an attorney, and that each party and advisor will have the opportunity to inspect and review evidence;
 - d. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the formal or informal resolution process;
 - e. A statement that each party must notify the Title IX Coordinator in writing within five (5) workdays if he or she believes that the Title IX Coordinator has a conflict of interest or bias against the party.
 - f. A statement that the College prohibits knowingly making false statements or knowingly submitting false information during the resolution of a formal complaint, in accordance with Section Q of this Policy.
3. Complainant's Initial Meeting with the Title IX Coordinator or Deputy Title IX Coordinator. At this meeting, the Title IX Coordinator or Deputy Title IX Coordinator will:
- a. Determine whether an informal resolution is permissible, and whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
 - b. Explain avenues for formal resolution and informal resolution of the formal complaint;
 - c. Explain that if the complainant chooses an informal resolution, that the complainant may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;
 - d. Explain that records related to the informal resolution process will be maintained for a period of seven (7) years and be made part of the record if a formal resolution process is pursued;
 - e. Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;
 - f. Discuss confidentiality standards and concerns with the complainant;
 - g. Discuss non-retaliation requirements;
 - h. Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, victim support service with which the College has entered into a memorandum of understanding, or other appropriate support services;
 - i. Inform the complainant of any interim measures that will be imposed and any supportive measures that will be provided to the complainant during the pendency of the investigative and resolution processes;
 - j. Discuss the right to a prompt, fair, and impartial resolution of the formal complaint;
 - k. Answer questions about the Policy and procedures.
4. Respondent's Initial Meeting with the Title IX Coordinator or Deputy Title IX Coordinator. During this meeting with the respondent, the Title IX Coordinator will:
- a. Determine whether an informal resolution is permissible, and whether the respondent wishes to pursue an informal resolution;
 - b. Explain avenues for formal resolution and informal resolution of the formal complaint;
 - c. Explain that if the respondent chooses an informal resolution, that the respondent may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;
 - d. Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;
 - e. Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;
 - f. Discuss confidentiality standards and concerns with the respondent;
 - g. Discuss non-retaliation requirements;
 - h. Inform the respondent of any interim measures that will be imposed and any supportive measures that will be provided to the respondent during the pendency of the investigative and resolution processes;
 - i. Refer the respondent to campus and community resources, as appropriate;
 - j. Discuss the respondent's the right to due process and a prompt, fair, and impartial resolution of the formal complaint; and
 - k. If the respondent is a student and the formal complaint involves an alleged act of sexual violence as defined in this Policy, 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 if the respondent withdraws while under investigation, that the investigation may continue in the respondent's absence, if possible, while being afforded notice of all meetings and the live hearing, if applicable, and an opportunity to inspect, review, and respond to all the evidence.

- I. Answer questions about the Policy and procedures.
5. Title IX Coordinator's Initial Determination.
 - a. The Title IX Coordinator or Deputy Title IX Coordinator shall investigate the allegations in all formal complaints. The Title IX Coordinator must dismiss the formal complaint if the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Policy even if proved, or is outside the jurisdiction of the College, i.e., the conduct did involve an education program or activity of the College, or did not occur against a person in the United States. The Title IX Coordinator shall forward the formal complaint to an appropriate College official that will determine whether the conduct alleged in the formal complaint violates a separate policy or code of conduct.
 - b. The Title IX Coordinator may dismiss the formal complaint if (i) a complainant notifies the Title IX Coordinator or Deputy Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations and the Title IX Coordinator determines that the College will honor the request; (ii) the respondent is no longer enrolled or employed at the College, or cannot be identified; or (iii) specific circumstances prevent the College from gathering sufficient evidence to determine whether the respondent is responsible for the conduct alleged in the formal complaint. If a complainant requests to withdraw a formal complaint, the Title IX Coordinator will consider the factors listed in Section V1.
 - c. If the Title IX Coordinator dismisses the formal complaint, he or she will send written notice of the dismissal with specific reason(s) for the dismissal to the parties, simultaneously, within five (5) workdays of completing the initial meetings. This decision may be appealed.
6. Appointment of the Investigator and Conduct of the Investigation.
 - a. Appointment of Investigator. After an initial determination to continue the formal resolution process or after failed informal resolution process, the Title IX Coordinator will appoint an investigator within five (5) workdays of completing the initial meetings. The Title IX Coordinator will provide the investigator's name and contact information to the complainant and respondent and will forward the formal complaint to the investigator. Within five (5) 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 or bias of the appointed investigator. The Title IX Coordinator will consider such information and will appoint a different investigator if it is determined that a material conflict of interest or bias exists.
 - b. Contacting the Parties. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within ten (10) workdays from the date of the investigator's appointment. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses, including character and expert witnesses, to be interviewed for 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. Weighing of Evidence. As part of the investigation, the investigator must weigh the credibility and demeanor of the complainant, respondent, and witnesses, and ensure that credibility determinations are not based on a person's status as a complainant, respondent, or witness; the logic and consistency of the evidence, motives, and any inculpatory and exculpatory evidence.
 - d. Withdrawal of a Student During an Investigation. The withdrawal of a student from the College while under investigation for an alleged act of sexual violence as defined by this Policy in most cases will not end the College's investigation and resolution of the complaint. The College shall continue the investigation if possible, 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 inspect, review, and respond to all the evidence and the written investigative report prior to making a determination on responsibility.
 - e. 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 John Tyler Community College's Title IX Policy.*" After the College has completed its investigation and resolution of the complaint, the College shall either (a) remove the notation if the student is found not responsible or (b) change the notation to reflect either a suspension or dismissal for a violation of the Policy if either was imposed.
 - f. The College shall end the investigation and resolution of the complaint if the College cannot locate the respondent and provide him or her notice and the opportunity to respond. In such cases, the College shall maintain the withdrawal notation on the student's academic transcript. Upon a final determination, the Title IX Coordinator or Deputy Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.
 - g. Inspection and Review of the Evidence. The parties will have the opportunity to inspect, review, and respond to all the evidence obtained during the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will send each party and each party's advisor, if any, a copy of the evidence subject to review. The

parties will have ten (10) workdays to submit a written response to the evidence and the option to submit additional evidence, which the investigator will consider prior to the completion of the investigative report. Neither the parties nor their advisors may disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX formal resolution process. Nevertheless, the College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

- h. Investigative Report. The investigator will complete an investigative report that fairly summarizes relevant evidence, including but not limited to, all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant records, and a detailed report of the events in question. The investigative report shall include the following information to the extent possible:
 1. The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
 2. The names and gender of all persons alleged to have committed the alleged violation;
 3. 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);
 4. The dates of the report and formal complaint were filed;
 5. The dates the parties were interviewed;
 6. The names and gender of all known witnesses to the alleged incident(s);
 7. The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
 8. Any written statements of the complainant or the alleged victim if different from the complainant; and
 9. 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.
- i. Submission of the Investigative Report. The investigator will submit the investigative report to the Title IX Coordinator, who will send the investigative report to the parties and the parties' advisors, if any, simultaneously for review and written response as soon as possible, but no later than five (5) workdays after receiving the investigative report from the investigator. The parties will have ten (10) workdays to submit a written response to the investigative report to the Title IX Coordinator. The Title IX Coordinator will not consider the parties' written responses but will ensure that such statements are added to the record. Neither the parties nor their advisors may disseminate the investigative report or use such report for any purpose unrelated to the Title IX formal or informal resolution process.

Conduct a Live Hearing

1. 1. The Title IX Coordinator will appoint a Hearing Officer within ten (10) workdays after sending the investigative report to the parties and their advisors, if any. Within five (5) workdays after the appointment, the Hearing Officer will contact the parties to schedule a live hearing. The parties have five (5) workdays after being contacted by the Hearing Officer to notify the Title IX Coordinator in writing of any potential conflict of interest or bias of the Hearing Officer. The Title IX Coordinator will consider such information and will appoint a different Hearing Officer if the Title IX Coordinator determines that a material conflict of interest or bias exists. When the date, time, and place of the live hearing is confirmed, the Hearing Officer will notify the parties in writing simultaneously of the date, time, and place of the live hearing.
2. No later than fifteen (15) workdays before the live hearing, each party must notify the Hearing Officer and the other party of: a) the name and contact information of the advisor, if new, or a statement that a party does not have an advisor available for the hearing, if applicable; b) the names and contact information of witnesses that will be called at the live hearing and the purpose of their testimony at the live hearing; c) whether a party intends to be subjected to cross-examination; d) a description of documents or other evidence and the purpose of such evidence that will be used at the live hearing; e) the specific remedy requested; and, f) whether a party requests that the live hearing occurs with the parties located in separate rooms with technology that enables the Hearing Officer and the parties to see and hear the party or the witness answering questions simultaneously. Only one party is required to make the request for separate rooms.
3. The Hearing Officer will notify the Title IX Coordinator promptly that the College must appoint an advisor for a party when notified of the need for an advisor. The Title IX Coordinator will appoint the advisor promptly, but no later than ten (10) workdays prior to the live hearing. If a party appears at a live hearing without an advisor, the Hearing Officer shall delay the start of the live hearing until an advisor is available.
4. The Hearing Officer shall ensure that all evidence obtained during the investigation to the parties available at the live hearing.
5. Rules of the Live Hearing.

- a) Evidence. The formal rules of evidence will not be applied except to determine whether the evidence or question presented is relevant or cumulative.
 1. Either party may call character or expert witnesses.
 2. Questions and evidence about a party's sexual predisposition or prior sexual behavior are not relevant, unless:
 - (a) such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - (b) the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 3. If the evidence or witness testimony is, on its face, not relevant or is cumulative, the Hearing Officer may exclude such evidence or witness statement(s), with the rationale for the decision in the pre-hearing determination. The parties may object in writing to such determination within five (5) workdays of the determination. The Hearing Officer shall rule on the objection within five (5) workdays of receipt of the objection.
 4. No party or witness statement shall be entered into evidence unless that party or witness submits to cross-examination.
 - b) Standard of Evidence. The live hearing will determine responsibility using the preponderance of the evidence standard.
 - c) Participation of Parties and Witnesses. Neither party may choose to "waive" the right to a live hearing, but parties and witnesses may choose whether to participate in the live hearing or submit to cross-examination.
 - d) Recording or Transcript. The Hearing Officer will arrange for the live hearing to be recorded. Each party will receive a copy of the recorded live hearing upon request. Parties may prepare a transcript of the recording at their own expense. Neither the parties nor their advisors may disseminate the record or transcript or use such record or transcript for any purpose unrelated to the Title IX formal resolution process or related civil proceeding.
 - e) Opening Statements and Closing Arguments. At the sole discretion of the Hearing Officer, the parties may make opening and/or closing statements at the live hearing. The Hearing Officer will determine the time that is allotted for each.
 - g) Pre-Hearing Determinations. No later than ten (10) workdays prior to the live hearing, the Hearing Officer shall decide (1) whether to exclude any of the proposed evidence or witnesses, and the basis upon which such evidence or witness is excluded; (2) whether to allow opening statements and closing arguments and the time allotted for both; and, (3) whether any additional evidence or witness statement(s) shall be excluded because a party or witness will not be subjected to cross-examination.
 - h) Rules of Conduct During the Live Hearing. All live hearings will be closed to the public and witnesses will be present only during their testimony. For live hearings that use technology, the Hearing Officer shall ensure that appropriate protections are in place to maintain confidentiality.
 1. The College will require all parties, advisors, and witnesses to maintain appropriate decorum throughout the live hearing. Participants at the live hearing are expected to abide by the Hearing Officer's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices.
 2. Repeated violations of appropriate decorum will result in a break in the live hearing, the length of which shall be determined by the Hearing Officer. The Hearing Officer reserves the right in his or her sole discretion to appoint a different advisor to conduct cross-examination on behalf of a party after repeated violations of appropriate decorum or other rules related to the conduct of the live hearing.
 - 3.
6. Role of the Advisor.
 - a. The role of the advisor at the live hearing is to conduct cross-examination on behalf of a party. The advisor is not to "represent" a party, but only to relay the party's cross-examination questions that the party wishes to have asked of the other party and witnesses so that parties never personally question or confront each other during a live hearing. A party shall not conduct cross-examination on his or her behalf.

b. Each party may retain an attorney at his or her expense or designate a non-attorney advisor to accompany him or her at the live hearing. The advisor may provide advice and consultation to the parties or the parties' witnesses outside of the conduct of the live hearing to assist parties in handling the formal resolution process.

c. A party's advisor must conduct cross-examination at the live hearing directly, orally, and in real time. Only relevant cross-examination questions and follow-up questions, including those that challenge credibility, may be asked. Advisors may not raise objections or make statements or arguments during the live hearing.

d. The College shall appoint an advisor for the live hearing at no cost to a party when the party does not have an advisor. The appointed advisor may be but is not required to be a licensed attorney or anyone with formal legal training. Advisors may be faculty, staff, students, or volunteers from the local community.

7. Role of the Hearing Officer.

a. The role of the Hearing Officer is to preside over the live hearing in a fair and impartial manner. After the live hearing, the Hearing Officer must issue a written determination regarding responsibility using the preponderance of the evidence standard of evidence. The Hearing Officer will be the final decision-maker on all matters of procedure during the live hearing.

b) Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Officer first must determine whether the question is relevant or cumulative and explain any decision to exclude a question that is not relevant or is cumulative.

c) The Hearing Officer may question the parties and witnesses, but they may refuse to respond.

d) The Hearing Officer must not rely on any statement of a party or witness in reaching a determination regarding responsibility if such party or witness does not submit to cross-examination at the live hearing. However, the Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

e) Within ten (10) workdays after the live hearing, or with good cause shown as soon as possible, the Hearing Officer will submit a written determination to the Title IX Coordinator. The Hearing Officer must make a finding of responsibility or non-responsibility for each allegation, and describe the rationale for the finding based on an objective evaluation of the evidence presented at the live hearing. The written determination shall include the following:

1. Identification of the allegations potentially constituting sexual harassment defined under this Policy;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and live hearings held. The description of the procedural steps also should include who performed the investigation and the process taken to inspect and review the evidence and disseminate the investigative report, including the adherence to mandated procedural timelines;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of this Policy to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any range of disciplinary sanction(s) to be imposed on the respondent, and whether (not which) remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant.
6. When applicable, a statement that a notation will be placed on the academic transcript that the respondent was suspended or dismissed for a violation of the College's Title IX Policy.
7. When applicable, a statement that the respondent may request the expungement of the notation on the academic transcript for good cause shown and after a period of three years.
8. The College's procedures and permissible bases for the complainant and the respondent to appeal. If the complainant or respondent does not contest the finding or recommended sanction(s) and/or remedies and does not file an appeal within the required time frame, the written determination shall be final.

Actions Following the Written Determination

1. The role of the Title IX Coordinator following receipt of the written determination from the Hearing Officer is to facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.
2. The Title IX Coordinator must provide the written determination to the parties simultaneously, with a copy to Human Resources, Conduct Officer, and/or other College officials, as appropriate. The appropriate college official, after consultation with the Title IX Coordinator, will determine the sanction(s) imposed and remedies provided, if any.
3. The parties shall receive the final decision on the imposition of sanction(s), if any, and the provision of remedies, if any, simultaneously within ten (10) workdays of receipt of the written determination by the appropriate college official(s). The College must disclose to the complainant the sanction(s) imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the College's education program or activity.
4. The Title IX Coordinator shall confer as necessary with employees, community resources, or other support services that will provide such remedies.
5. Any sanctions to be imposed or remedies to be provided should begin after five (5) workdays of submitting the final decision unless a party files an appeal.
6. If the respondent is a third party, the Title IX Coordinator will forward the written determination to the Assistant Director of College Safety and Security or designee. Within ten (10) workdays, the Assistant Director of College Safety and Security or designee shall determine and impose appropriate sanction(s), as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s) in the final decision, if any. The Title IX Coordinator may disclose to the complainant information as described above.

Appeals

1. Within five (5) workdays of receipt of the final decision, either party may appeal the Hearing Officer's written determination regarding responsibility and the final decision related to sanctions and remedies. The complainant also may appeal the College's dismissal of a formal complaint or any of its allegations therein within five (5) workdays of such dismissal. The appeal must be in writing and submitted to the Title IX Coordinator, who will appoint an Appeal Officer within five (5) workdays of receipt of the appeal. The Appeal Officer's decision is final.
2. The Appeal Officer will grant an appeal only on the following bases:
 1. Procedural irregularity that affected the outcome of the matter;
 2. New evidence that was not reasonably known or available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 3. The Title IX Coordinator, investigator(s), or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter;
 4. Within five (5) workdays of receipt of an appeal request, the Title IX Coordinator will notify the other party that an appeal has been filed and implement appeal procedures equally for both parties.
 5. The Title IX Coordinator will compile the record, including the notice of allegations, evidence obtained, investigative report, live hearing recording, written determination, and final decision. The Title IX Coordinator shall forward the record with the appeal request to the Appeal Officer as soon as possible, but no later than ten (10) workdays of receipt of the appeal request.
 6. The Appeal Officer must not be the Hearing Officer, the investigator, or the Title IX Coordinator and be free from conflict of interest and bias.
 7. Upon receipt of the request for the appeal and the record, the Appeal Officer shall decide whether to grant the appeal, including the rationale for the decision, and notify the parties whether the appeal has been granted simultaneously. The decision shall be made within ten (10) workdays of receipt of the appeal request and record from the Title IX Coordinator.

8. If the Appeal Officer decides to grant the appeal, he or she will notify the parties that they have five (5) workdays to submit a written statement in support of, or against, the outcome of the written determination, final decision, or dismissal of the formal complaint. The Appeal Officer may grant additional time for good cause to both parties.
9. The Appeal Officer shall make the decision based on the record and the parties' written statements, if any. The Appeal Officer shall not receive additional statements or testimony from any other person.
10. The Appeal Officer shall issue a written determination of the result of the appeal and the rationale for such result within ten (10) workdays of receipt of written statements, if any. The Appeal Officer shall provide the written determination to the parties simultaneously.
11. At the conclusion of the appeal, the Title IX Officer shall facilitate the imposition of sanctions, if any, and the provision of remedies as provided in Section X.

Informal Resolution Process

1. The informal resolution process is available under the following conditions:

- a) The complainant has filed a formal complaint of hostile environment sexual harassment involving parties with the same status (e.g., student-student or employee-employee);
- b) The Title IX Coordinator or Deputy Title IX Coordinator has completed the steps described in Sections V1 through V4; and,
- c) The parties voluntarily request in writing to resolve the formal complaint through the informal resolution process.

2. Within five (5) workdays after the receipt of the written request to start the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution ("Facilitator"). The Title IX Coordinator or Deputy Title IX Coordinator may serve as a Facilitator. Within five (5) workdays of such appointment (or receipt of the written request), the parties may identify to the Title IX Coordinator in writing any potential conflict of interest or bias posed by such Facilitator to the matter. The Title IX Coordinator will consider such information and will appoint another Facilitator if it is determined that a material conflict of interest or bias exists. Within five (5) workdays of the appointment (or receipt of the written request), the Facilitator will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed, but the College shall not conduct a full investigation as part of the informal resolution process.

3. Within ten (10) workdays of receiving the written statements, the Facilitator will hold a meeting(s) with the parties and coordinate informal resolution measures. The Facilitator shall document the meeting(s) in writing. Each party may have one advisor of his or her choice during any meeting; however, the advisor may not speak on the party's behalf.

4. The informal resolution process should be completed within thirty (30) workdays in most cases, unless good cause exists to extend the time. The parties will be notified in writing and given the reason for the delay and an estimated time of completion.

5. Any resolution of a formal complaint through the informal resolution 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 process remedies include mandatory training, reflective writing assignment, counseling, written counseling memorandum by an employee's supervisor, suspension, termination, or expulsion, or other methods designed to restore or preserve equal access to the College's education programs or activities.

6. At the conclusion of meetings, interviews, and the receipt of statements, the Facilitator will write a summary of such in a written informal resolution report and provide the parties with the informal resolution report simultaneously. The written informal resolution report shall include the notice of allegations, a meeting(s) summary, remedies provided, if any, sanctions imposed, if any, and whether the formal complaint was resolved through the informal resolution process. The Facilitator will forward the written informal resolution report to the Title IX Coordinator, when applicable.

7. At the conclusion of the informal resolution process, if the formal complaint was resolved to the satisfaction of the parties, the parties will provide a written and signed statement as such for the record. The decision will be final, and the matter will be closed.

8. At any time prior to resolving a formal complaint through the informal resolution process, either party may withdraw in writing from the informal resolution process and resume or begin the formal resolution process.
9. If the formal complaint is not resolved through the informal resolution process, the Title IX Coordinator shall begin the formal resolution process at Section V5 of this Policy.
10. The Facilitator shall not be a witness as part of the formal resolution process, but the written informal resolution report shall be part of the record.

Sanctions and Corrective Actions

1. The College will take reasonable steps to address any violations of this Policy and to restore or preserve equal access to the College's education programs or activities. 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, verbal or written warning, probation, suspension, and expulsion from the College.
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, or patrons from the general public, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.
5. Sanctions imposed do not take effect until the resolution of any timely appeal. However, the College may keep in place any interim measures when necessary.

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.

Academic Transcript Notations and Expungement

If a student is found responsible for an act of sexual violence as defined by this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "Suspended/Dismissed for a violation of the John Tyler Community College's Title IX 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 designee) 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.

1. If a student withdraws from the College while under investigation involving an act of sexual violence as defined by this Policy, the student's academic transcript shall be noted as follows: "Withdrew while under investigation for a violation of the John Tyler Community College's Title IX Policy." Students are strongly encouraged not to withdraw from the College.
2. The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible an offense of sexual violence as defined by this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student's academic transcript.

3. Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of any timely appeal.
4. The College shall expunge the notation from the academic transcript of any student for good cause shown and after a period of three (3) years.
 - a. Persons seeking to expunge the notation on an academic transcript shall submit a written request for expungement to the Vice President of Learning and Student Success no sooner than three years after the date the College placed the notation on the academic transcript.
 - b. The request for expungement must contain sufficient information to support a finding of good cause. For expungement purposes, good cause includes (1) the act of sexual violence did not involve serious bodily injury, the use of force, or threat, and the former respondent demonstrates remorse and/or rehabilitation; (2) the former respondent committed the Policy violation while under the age of 18 and the former respondent demonstrates remorse and/or rehabilitation; and, (3) any other reason that, in interest of justice, the notation should be expunged.
 - c. The Vice President of Learning and Student Success shall issue a written decision and the rationale for such decision within ten (10) workdays of receipt the request.
 - d. If the request for expungement is denied, the former respondent may submit another request for expungement no sooner than three (3) years after the denial of the request. This decision is final.

Training and Training Materials

1. Title IX Coordinator(s), investigators, Hearing Officers, Appeal Officers, and Facilitators for the informal resolution process must receive annual training, as appropriate, on the following topics:
 - a) The definition of sexual harassment;
 - b) The scope of the College's education programs or activities;
 - c) How to conduct an investigation and grievance process, including live hearings, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - d) The definition of relevance;
 - e) Investigative report writing; and,
 - f) Technology that may be used at live hearings.
2. College-appointed advisors receive training on the definitions of sexual harassment, consent, preponderance of the evidence, and relevance.
3. Training materials must not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
4. All training materials must be available on the College's website.

Record Keeping

The Title IX Coordinator, Deputy Title IX Coordinator, if applicable, and any other employee as appropriate, e.g., HR Director, shall maintain in a confidential manner, for at least seven (7) years from the date of creation of the last record pertaining to each case, in paper or electronic files of the following:

- a) The complete file for each sexual harassment investigation and formal resolution process, including (i) any determination regarding responsibility; (ii) any audio or audiovisual recording or transcript of the live hearing; (iii) any disciplinary sanctions imposed on the respondent; and, (iv) any remedies provided to the complainant;
 - b) Records of any appeal and its result;
 - c) Records of any informal resolution process and its result;
 - d) All materials used to train Title IX Coordinators, investigators, Hearing Officers, Appeal Officers, and Facilitators for an informal resolution process.
2. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. Records must explain why the College's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education programs or activities.
 3. If the College does not provide a complainant with supportive measures, then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances, including whether such decision was made based on the complainant's request or desire for the College to take no action or to provide supportive measures.
 4. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

.EE. Use of Template

All community colleges of the Virginia Community College System shall use this template. All reports of alleged incidents of sexual harassment shall be reported to the Office of System Counsel.

For the most up-to-date version of the policy, go to www.jtcc.edu/about/title-ix-and-sexual-misconduct/.

Tobacco Products Policy

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 air intakes, assembly areas, building overhangs, entrances, exits, loading docks, porches, and other areas where non-smokers would have to pass. In addition, smoking is prohibited around flammable liquids and gases, and in other areas so designated as "No-Smoking" for reasons of fire prevention, health and safety.

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 College Technology Officer (CTO) will collect the facts of the case and identify the offender. If, in the opinion of the CTO, the alleged violation is of a serious nature, the CTO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources Office and the CTO, 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 College Technology Officer (CTO), 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 Applicable to all Users of College Computing Resources

Version: 3.2 Status: Final Draft 04/10/2018 Contact: Chief Information Security Officer, VCCS Information Technology Services

Agreement

I acknowledge that this college is part of the Virginia Community College System (VCCS), home to Virginia's 23 community colleges. As a user of the college'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, the college, and the information they generate.

Access to Computer and Network Resources.

The college has granted access to me as a necessary privilege in order to perform authorized functions at the college. I will not knowingly permit use of my entrusted access control 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.

I will not disclose information concerning any access control unless properly authorized to do so by my enrolling college. I will not use any access control that the VCCS 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.

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 information technology resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc. Intellectual Property.

Copyright law protects computer software, database systems, electronic documents, and electronic media. 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 is 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 (<https://www.copyright.gov/title17/92chap5.html>) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

Prohibited Activities

I agree to abide by all applicable local, State, Federal, VCCS, and college policies, procedures and standards related to the use of the Internet, Social Media, and Electronic Communications. Prohibited activities 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;

- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted college information, proprietary college information, sensitive data or records, or copyrighted materials in violation of college or state policy;
- Posting information or sending e-mail with the intent to deceive by using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages intended for others;
- Intentionally developing, propagating, or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- 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, to promote political candidates, and to circulate advertising for products or any other use for personal financial gain.

Protection of Computer and Network Resources

I agree to follow any special rules posted or communicated by responsible staff members when using college computing laboratories, classrooms, and computers in the Learning Resource Centers.

I will do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others.

I will promptly report problems with college computing resources to the staff in charge or to the Information Technology Help Desk.

Reporting Requirements

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the college Information Security Officer and/or management of my college.

Security and Privacy

No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the college's equipment and/or access.

The VCCS 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 local, State, or Federal regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (College owned or personal) connected to a college owned device or network. In addition, except for exemptions under the Act, electronic records may be subject to the Freedom of Information Act (FOIA) and, therefore, available for public distribution.

Acknowledgement

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with all the terms and conditions indicated herein. If I have any questions about the VCCS Information Technology Student/Patron Acceptable Use Agreement, it is my responsibility to contact the college Information Security Officer or appropriate college official for clarification.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

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.

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 Canvas 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 Harassment

6.6.21 Admissions of Individuals on the Sex Offender and Crimes Against Minors Registry

3 3.47 Reporting Child/Minor Abuse or Neglect

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 is 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.

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.