

# **TENNESSEE TECHNOLOGY CENTER AT JACKSON**

2468 Technology Center Drive  
Jackson, Tennessee 38301  
(731) 424-0691  
FAX (731) 424-0807  
Website: [www.ttcjackson.edu](http://www.ttcjackson.edu)

## **LEXINGTON EXTENSION CAMPUS**

230 S. Broad Street  
Lexington, Tennessee 38351  
(731) 967-1795  
FAX (731) 967-0087

## **HUMBOLDT INSTRUCTIONAL SERVICE CENTER**

Humboldt High School  
2600 Viking Drive  
Humboldt, Tennessee 38343  
(731) 424-0691

## **MCWHERTER INSTRUCTIONAL SERVICE CENTER**

2046 North Parkway  
Jackson, TN 38301  
(731) 424-0691

## **HUMBOLDT HIGHER EDUCATION INSTRUCTIONAL SERVICE CENTER**

1751 Main Street  
Humboldt, TN 38343  
(731) 424-0691

## **HENDERSON/CHESTER COUNTY INSTRUCTIONAL SERVICE CENTER**

1449 White Avenue  
Henderson, TN 38340  
(731) 424-0691



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*The Tennessee Technology Center at Jackson is accredited by the  
Accrediting Commission of the Council on Occupational Education.  
This office is located at 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346  
Their telephone number is (770) 396-3898, 800-917-2081*

*(Catalog Revised 1-2010)*

# **LIMITATIONS AND RESERVATIONS**

## **THE TENNESSEE TECHNOLOGY CENTER AT JACKSON**

The Tennessee Technology Center at Jackson (TTCJ) is one of 46 institutions in the Tennessee Board of Regents (TBR) system, the seventh largest system of higher education in the nation. The TBR is the governing board for this system, which comprises 6 universities, 14 community colleges, and 27 technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

The provisions of this catalog constitute a contract between TTCJ and a student who commences any program of study as it relates to the certificate or diploma requirements for that program during the effective period of this catalog. The certificate or diploma requirements are subject to change during such period only to the extent required by federal or state laws or accreditation standards. The specific courses or activities constituting the certificate or diploma requirements for any program are subject to substitution at any time prior to completion by the student.

The remaining provisions of this catalog reflect the general nature of and conditions concerning the educational services of the school in effect at this time but do not constitute a contract or otherwise binding commitment between the school and student. Any fees, charges or costs, and all academic regulations set forth in this catalog are subject to change at any time. All courses, programs, and activities described in this catalog are subject to cancellation or termination by the school or the TBR at any time.

TTCJ provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through a faculty, who, in the opinion of the school, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn his or her application of appropriate study techniques to any course or program. As a result, the school does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete any specific examination for any course, certificate, or diploma.

The school reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the school. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions. Current information regarding admission requirements, programs, diploma requirements, and fees may be obtained from the Student Services office.

### ***PRIVACY RIGHT ACT OF PARENTS AND STUDENTS PUBLIC LAW 93-380***

TTCJ adheres to the guidelines developed by the Department of Health, Education, and Welfare regarding the privacy rights of parents and students. Access to official records, other than directory information, is provided to students and parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954. When registering, a student may notify the Admissions Office in writing not to release director information for that particular trimester only.

***POLICY OF AFFIRMATIVE ACTION TITLE VI/TITLE IX/SECTION 504  
AMERICAN DISABILITIES ACT OF 1990, PUBLIC LAW 101-336***

TTCJ is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, religion, national origin, age, disability, or veteran status.

The TTCJ does not discriminate on the basis of sex in its education programs or operations, including employment and the admission of students as required by Title IX of the Education Amendments of 1972.

Title VI of the Civil Rights Act of 1964 protects individuals from discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance. The TTCJ complies with all Title VI regulations. The TTCJ does not discriminate on the basis of disability in the admission and access to training programs, services, or employment. The school fully complies with all aspects of Title II of the Americans with Disabilities Act.

***SECURITY INFORMATION***

In accordance with the Tennessee College and University Security Information Act of 1989, the Student Right-To-Know and Campus Security Act, TTCJ has prepared a report containing campus policies and procedures, as well as data on campus crimes and other related information. This information is available in the Assistant Director's office.

***DRUG FREE CAMPUS AND WORKPLACE***

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-960) and the Drug-Free Schools and Communities Act of 1989, TTCJ's policy is to maintain a safe and healthful environment for its students and employees. Therefore, school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C 812) and alcohol on school property.

***SEXUAL HARASSMENT POLICY TITLE VI/VII OF THE CIVIL RIGHTS ACT OF 1964 AS AMENDED  
BY TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972***

Based on institutional beliefs and requirements of the law, TTCJ does not tolerate any form of sexual or racial harassment and it will not discriminate on the basis of sex in its educational activities and employment practices.

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# TENNESSEE TECHNOLOGY CENTER AT JACKSON

**Governed By:**

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The State University and Community College System of Tennessee Technology Center  
1415 Murfreesboro Road  
Nashville, Tennessee 37217

*The Tennessee Technology Center at Jackson is one of 46 institutions in the Tennessee Board of Regents System, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, fourteen community colleges and twenty-seven technology centers. The Tennessee Board of Regents System enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.*

# TENNESSEE TECHNOLOGY CENTER AT JACKSON

## ADMINISTRATION, SUPPORT STAFF, AND FACULTY

### Administration

Dr. Don Williams, D.A ..... Director  
John Hodgson, M.S ..... Assistant Director

### Support Staff and Paraprofessional

Cassandra Anderson, B.S ..... Admissions & Records Lead Worker  
Barbara Avent, R.N., B.S.N ..... Coordinator of Health Occupations  
Amanda Bevis, B.S ..... Adult Education Supervisor  
Ramona Cummings ..... Admissions Clerk/Receptionist  
Britney Goodrich, B.S ..... Customer Service Accounting Clerk  
Ed Johnson, M.S ..... Lexington Campus Coordinator  
Debbie Lancaster ..... Learning Center Specialist (Lexington)  
Jennifer Lowery, B.S ..... Testing Center Manager  
Brenda Matheny ..... Bookstore Accounting Clerk  
Tina McMurry, B.S ..... Coordinator of Recruiting/Counseling  
Susan Mullins, A.S., C.P.S ..... Administrative Assistant for Fiscal Services  
Regina Pruett, B.S ..... Financial Aid Officer  
Steve Rickman, B.S ..... Coordinator of Articulation  
Penny Roland ..... Coordinator of Admissions  
Heath Stewart ..... Learning Center Media Specialist  
Thomas Sutton ..... Utility Worker  
Parrish Transou ..... Maintenance Worker  
Sid Trentham ..... Utility Worker  
Teresa Tucker ..... Information Receptionist Clerk  
David Waller ..... Coordinator of Physical Facilities  
April Walker ..... Financial Aid Officer  
Lois Ward, A.S., C.P.S ..... Coordinator I of Fiscal Services  
Daron Webb, B.S ..... ARRA Counselor  
Sherry Winberry, A.S., C.P.S ..... Administrative Assistant to Director

### Faculty

Steve Adams ..... Tool & Die (*McWherter Center*)  
Lori Akins, R.N., B.S.N ..... Practical Nursing (*Lexington*)  
Ted Bryant ..... Precision Metals (*Humboldt*)  
Ronnie Bush ..... Automotive Technology  
John Byrum, B.S ..... Computer Information Technology  
Phillip Cranford ..... Welding Technology  
Brenda Criss, C.S.T ..... Surgical Technology  
Annette Edwards, M.A ..... Business Systems Technology  
Bill Ford ..... General Building Trades (*Humboldt*)  
Randall Green, A.S ..... Electronics Technology (*Henderson*)  
Wendy Hopper, M.B.A ..... Business Systems Technology (*Lexington*)  
Regina Horner, M.A ..... Computer Information Systems (*Lexington*)  
Bobby Humphreys ..... Machine Tool Technology  
Clara Johnson, R.N., B.S.N ..... Practical Nursing  
Caleb Mills ..... Collision Repair Technology  
Robert Pepper ..... Industrial Maintenance Technology

Darlene Redd, A.S. .... Pharmacy Technology  
 Dan Rodenbaugh..... Drafting and CAD Technology  
 Beth Rowland, R.N., A.D.N. .... Practical Nursing  
 Rodney Russell ..... Welding Technology (*Lexington*)  
 Sam Tolley, A.S..... Machine Tool Technology (*Lexington*)  
 Tara Upton, R.N., B.S.N..... Practical Nursing (*Humboldt*)  
 Michael Varnell ..... Heating, Ventilation, Air Conditioning & Refrigeration  
 Karen Welch, B.S., C.P.S. .... Business Systems Technology (*Humboldt*)  
 Jack Williams, M.A ..... Industrial Electricity (*Lexington*)

# TENNESSEE TECHNOLOGY CENTER AT JACKSON

## MISSION STATEMENT

*The Tennessee Technology Center  
at Jackson continues to serve as the premier provider for  
Workforce Development throughout its service area.*

The Center fulfills this mission by:

- Providing competency-based training through traditional and distance learning instructional delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economical and accessible to all residents, thereby contributing to the economic and community development of the TTC Jackson's service area.

## **ORGANIZATION**

The school is governed by the Tennessee Board of Regents (TBR) and is accredited by the National Automotive Technicians Education Foundation, American Design Drafting Association, Tennessee Board of Nursing, HVAC and the Council on Occupational Education. TTCJ has course approval for training by the Veterans Administration, Vocational Rehabilitation, and the Work Initiatives Act.

## **HISTORY**

Established as a statewide system by the enactment of the legislature during the 1963 General Assembly, TTCJ operates under the Tennessee Board of Regents. Presently there are 27 technology centers in the state which offer occupational training.

TTCJ began operation in 1963. The school began with 7 occupational training programs. Since that period, the school has expanded to 18 training programs. In addition, the school serves thousands of part-time students and special industry people each year. On July 1, 1983, TTCJ became a part of the State University and Community College System governed by the TBR. The school is designed to serve citizens from a broad geographical area.

## **INSTRUCTOR QUALIFICATIONS**

Instructors at TTCJ meet a minimum requirement of at least three years of experience and formal training in the area in which they instruct. Each instructor, in addition to prior experience and training, is involved in continuing education to insure that they are knowledgeable in the latest technology relevant to their prospective programs. Instructors at the TTCJ currently have an average of 10 years teaching experience.

## **PHYSICAL FACILITIES**

TTCJ is a six (6) building complex consisting of 65,000 square feet of classroom, lab, and office space. The Lexington campus contains 38,100 square feet of classroom, lab and office space housed in a one (1) building complex. TTCJ also operates a Precision Metals program which utilizes the shop facilities at Humboldt High School, as well as, a Tool & Die program which utilizes the facilities at the McWherter Center located on Jackson State Community College's campus. TTCJ also operates a Business Systems Technology program and a Practical Nursing program which utilizes the facilities at the Humboldt Center for Higher Education. TTCJ also operates an Electronics Technology program which utilizes the facilities at the Henderson/Chester County Instructional Service Center.

## **ADVISORY COMMITTEES**

Advisory committees serve as a liaison between the school, business, and industry. Decisions on curriculum, equipment, instructional methods, and technology are made after consideration of advice and recommendations by advisory committees.

## **ACADEMIC CALENDAR**

TTCJ operates year round with three enrollment trimesters. The trimester schedule is:

**January – April**

**May– August**

**September – December**

There are breaks given at the end of each trimester, varying in length. The longest breaks are usually in June and December. Copies of the operating calendar are available in the Student Services office.

## **ADMISSION REQUIREMENTS**

TTCJ is designed to prepare a student for a specific vocational objective. All applicants must have an employment objective before entering a program. Students must be at least 18 years of age or have a high school diploma or equivalent. The enrollment of high school students requires a special agreement between TBR, the local board of education, and TTCJ. Individuals interested in any of the Health Occupation programs have additional entrance requirements. Please see details under the Health Occupation section. Prospective students are encouraged to apply at any time. Steps in making applications are as follows: Complete an enrollment application in the Student Services office or online at [www.ttcjackson.edu](http://www.ttcjackson.edu). When a prospective student completes an application for enrollment, their name is placed on the appropriate waiting list. Prospective students are notified by mail prior to their registration date.

Prior to beginning class, all students must provide proof of the receipt of the first MMR (measles, mumps, and rubella) vaccine. Proof of receipt of both doses of the MMR vaccine will be required for a student to enroll in their second trimester.

## **ADMISSION REQUIREMENTS FOR ALLIED HEALTH OCCUPATIONS PROGRAMS**

1. Obtain a passing score on the Compass Test.
2. Complete the required application in a timely manner.
3. Submit evidence of a regular high school diploma or GED equivalency
4. Upon acceptance into a Health Occupation program, provide evidence of a recent physical examination by a licensed physician or nurse practitioner and
5. Completion of a satisfactory background check and drug screen (required by the TTCJ clinical agencies)
6. Report to orientation and enrollment upon notification of acceptance.

## **BOOKS AND SUPPLIES**

Students enrolling in TTCJ must provide textbooks, tools, supplies, uniforms, and other training items as required by specific occupational areas. (See Catalog Addendum for Estimated Cost Sheet)

## **FEES**

Fee amounts are determined prior to the beginning of each school year. Tennessee Board of Regents reserves the right to add, delete, or change fees for admission at any time without prior notice to the public. (See Catalog Addendum)

## **FULL-TIME STUDENT FEES**

All full-time students enrolling will pay a maintenance fee and a technology fee as set by the Tennessee Board of Regents. Students enrolling for less than a full trimester will pay a prorated fee for that trimester based upon the fee schedule. Fees must be paid during registration before a student will be officially admitted to the class. Therefore, the fee must be paid at the beginning of each trimester. Maintenance fees may not be waived.

## **PART-TIME STUDENT FEES**

Students enrolling in short-term, part-time or supplemental programs (less than 432 hours) will be assessed fees based on the length (number of hours) of the program in which he/she is enrolled. Part-time students must adhere to the same payment policy as full-time students.

## **REFUND POLICY**

No refund will be given on the technology access fees. There is a \$30.00 fee on all returned checks. Any textbooks and materials students purchase become property of the student and no refund will be made on any books and materials purchased. Special academic fees are not refundable.

### **A. Eligibility for Refunds**

1. Change in a full-time student's schedule, which results in reclassification as a part-time student.
2. Change in a part-time student's schedule which results in a class load of fewer hours.
3. Voluntary withdrawal from the school.
4. Cancellation of a class by the school.
5. Death of a student.
6. Students administratively dismissed will not be eligible for refunds.

### **B. Calculation of a Refund**

1. 100% of fees will be refunded for classes canceled by the school.
2. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
3. 100% of the fees will be refunded in case of death of the student.

### **C. A student may receive a partial refund if one of the following applies:**

1. A refund of 75% may be allowed if a student withdraws within the first 10% of the class.
2. A refund of 50% may be allowed if a student withdraws within the first 20% of the class hours.
3. No refunds will be permitted after 20% of the class hours have been completed.

## **FEDERAL REFUND POLICIES**

The Higher Education Act defines a "fair and equitable refund policy" as one that provides for a refund in an amount of at least the largest of the amounts provided under:

1. Requirements of applicable State Policy;
2. Requirements established by institution's nationally recognized accrediting agency and approved by the secretary or pro-rata refund calculations.

## **STUDENT SERVICES**

Student Services is concerned with those activities involving recruitment, pre-enrollment, personal and vocational counseling, financial aid administration, and placement and follow-up coordination. Since the students come from varied backgrounds, the counselors are cognizant of the need to recognize individual differences.

TTCJ is designed to train each student for a specific vocational objective; therefore, it is important that a realistic vocational selection be made based upon the student's interests, aptitudes and abilities.

## **FINANCIAL ASSISTANCE**

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend school. All students are encouraged to apply for financial aid.

The financial aid programs through TTCJ include Federal Pell Grant, Tennessee Student Assistance award, Wilder-Naifeh Technical Skills Grant, and TTCJ Scholarship Programs. Other resources are

available through the Ayers Foundation, Veterans Administration, WIA, TRA/TAA, JOBS, Families First, TOPS, and Vocational Rehabilitation.

Additional information regarding financial aid and the availability of specific program scholarships may be obtained from the Financial Aid office.

### **ABILITY TO BENEFIT**

The Tennessee Technology Center at Jackson adheres to and complies with the Ability to Benefit regulations as they apply to Title IV Federal Student Financial Aid eligibility. In addition, as an open enrollment institution, a primary goal of the TTCJ is to provide the highest quality technical education to all those who feel they can benefit from the training.

### **WORK INITIATIVES ACT (WIA)**

The Work Initiatives Act provides funds for training, allocated through the U.S. Department of Labor, to prepare persons for entry into the workforce. Economically disadvantaged youths, unskilled adults, and other persons who qualify under WIA guidelines may apply. TTCJ collaborates with the local WIA offices to ascertain that eligible students take advantage of opportunities available through the school.

### **STUDENT INSURANCE**

TTCJ does not require the purchase of student accident insurance, but it is advisable for every student enrolled to have an accident insurance policy. An enrollment brochure concerning the Student Insurance Plan, available from the State University and Community College System of Tennessee at special student rates, can be obtained in the Student Services Office.

### **STUDENT RECORDS**

Educational and financial aid records are maintained on all students enrolled. The class roll is maintained by the instructor and is the official record for all students in a class. It is the official school record in matters pertaining to entrance dates, completion dates, and attendance. These records are the property of the Center and are stored in the Office of Records. Electronic records are routinely backed up and stored at an off-site location. All student records are kept confidential and may only be released by written consent of the student and/or court order. Students may review personal records by making a written request to the Records Office. Copies of records may be obtained by making a written request and identifying the item to be copied. The Center will strive to comply with the student's request.

### **PLACEMENT**

The placement of students in suitable employment is one of the primary objectives of TTCJ. Administrative, counseling, and instructional staff assists each student with all available resources and support in the job seeking process.

Students are required to fully participate in the job seeking process. The school maintains close communications with employers, both locally and statewide. TTCJ placement rates are continuously evaluated and reported to the school's accrediting agency and the Tennessee Board of Regents. The evaluation of placement rates is utilized to monitor effectiveness and continuation of programs.

### **FOLLOW-UP**

To assist in evaluating the effectiveness of course offerings, the instructional staff maintains close contact with former students through correspondence, personal contact and working relationships with their employers. Surveys and student follow-up studies are conducted to determine if changes need to be

made in meeting individual student needs as well as the needs of employers. Employers, school personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student. Students may expect an initial follow-up contact approximately three to five months after leaving the training program. There will be additional periodic contacts for further follow-up and students are strongly encouraged to take a few moments to respond to these questionnaires.

### **COMPLETION REQUIREMENTS**

Graduates of TTCJ are usually considered for entry-level employment in their respective occupations. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements. A certificate of completion may be awarded to any student who reaches a proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge.

A diploma may be awarded to each student who demonstrates satisfactory proficiency in a complete course of study. (See each program area for those job titles designated as complete courses of study.) Certification exams, when applicable, shall be taken by all students achieving a diploma level.

### **PROGRESS**

Progress reports, attendance records, work evaluations, and any information that may be pertinent to successful employment are kept on each trainee and are filed in the Student Services office. Evaluations and discussion of student progress are conducted each trimester. Students must maintain a “C” or better average for each trimester period of instruction or be suspended. Reentry into training for any suspended student must be approved by the school Director or his designee. In addition, students enrolled in Health Occupations programs must maintain a satisfactory average (81) for each unit of curriculum. Due to the structure of these programs, readmission of academically suspended students must be approved by the school Director or his designee.

Due to the self-directed nature of some programs, TTCJ has adopted a policy that has set time limits for the maximum length of time a student may complete coursework. Typically this time limit is 200%. Please check with your instructor to find out the particular guidelines for your program.

### **GRADING SCALE**

An instructor will be expected to judge the work of his/her students and evaluate each student in terms of a standard marking procedure. In order to make an evaluation as objective as possible, guidelines are provided for evaluating each technical and allied health student relating to skill proficiency, related information, and work characteristics ratings. The grading scale for the technical programs and allied health programs are as follows:

#### **TECHNICAL PROGRAMS**

<b>93-100</b>	<b>A</b>
<b>85-92</b>	<b>B</b>
<b>77-84</b>	<b>C</b>
<b>70-76</b>	<b>D</b>
<b>0-69</b>	<b>F</b>

#### **ALLIED HEALTH PROGRAMS**

<b>94-100</b>	<b>A</b>
<b>87-93</b>	<b>B</b>
<b>81-86</b>	<b>C</b>
<b>75-80</b>	<b>D</b>
<b>0-69</b>	<b>F</b>

Trimester Reports will reflect each student’s progress in the following categories:

Skill Proficiency	(50%)
Related Information	(25%)
Worker Characteristics	(25%)

A student must maintain a “C” or better average for the 72-day period of instruction. Failure to do so will result in suspension at the end of the trimester.

## **ATTENDANCE**

The nature of the programs at TTCJ is such that it is necessary for each student to attend regularly. Too many interruptions due to absences will have an adverse effect on student progress. All students are required to call in absences.

1. After a student has been absent for a total of approximately 5.5% of scheduled hours of attendance for a trimester (*24 hours for full-time students*) the instructor will refer the student to the Student Services office for counseling.
2. When a student has missed in excess of 9.6% of the scheduled hours of attendance for a trimester (*42 hours for full-time students*), he/she will face termination. Students will be referred to the Director or designee.
3. A student is considered tardy if not in the classroom at the designated time for class to start.

*5 tardies = documented warning by instructor*

*6 tardies = documented probation by designated authority*

*7 tardies = referred to the Director or designee*

\*If suspended, a student must set out one full term before reapplying for admission.

## **CLASS TRANSFERS**

When it becomes evident a trainee will not profit from the training program offered in his/her particular area, he/she may be transferred to another trade area. The decision to transfer is made upon careful consultation with a counselor and the two trade instructors involved concerning the best interest of the student. The Assistant Director of the school must make final approval.

## **STUDENT TRANSFER FROM ANOTHER INSTITUTION OR AN INDUSTRY**

Previous educational training and/or experience will be evaluated and the student will be enrolled in training at the student's proficiency level. The time normally required for training will be shortened accordingly. Training completed at other area technology centers, technical institutes, colleges and other training situations, such as business and industry or the military will be evaluated toward completion requirements where applicable. The student must supply documentation and/or evidence of training or proficiency.

## **SPECIAL INDUSTRY**

The Tennessee Technology Center at Jackson strives to meet the training and assessment needs of local business and industry. Special Industry Training programs are designed for an existing business requiring additional assessment and/or training for its employees or a new business that requires entry-level assessment/training for prospective employees.

- **Customized Training**

The Tennessee Technology Center at Jackson currently operates 18 full-time training programs that may be offered to industry on an as-needed basis. Many employers find that they need a combination of these programs or only parts of the full-time curriculum. These can be offered as customized training which meets specific employer requirements. Examples of customized training that the TTCJ has developed for local employers include:

Customer Service Training  
Telephone Answering Skills

Welding  
Pneumatics/Hydraulics

Industrial Electricity  
Industrial Electronics  
Machining  
Auto Technology

Digital Communications  
Tool & Die  
Computer Training  
Collision Repair Technology

- **Industrial Maintenance Testing**

A program that is proving popular with many industrial plants in the local area is the Industrial Maintenance Testing service developed by TTCJ staff and faculty. This service is offered for entry level IMT personnel or existing technicians to determine strengths of the department and/or areas in need of upgrade training. Areas that can be assessed include:

Mechanical  
Electrical  
Pneumatics Hydraulics  
HVAC  
Entry Level IMT

Welding  
Electronics  
Motor Control  
PLC  
Composite Assessment

- **New Hire Assessment**

Another service offered by the Tennessee Technology Center at Jackson is New Hire Assessment. Through this service, TTCJ staff, in conjunction with industry representatives, evaluates specific job requirements and compile a series of national normed assessments to assist in screening new hires. This service has proven to be extremely beneficial in assisting employers in hiring the right people for the first time.

## **SAFETY**

The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program and becomes the student's responsibility to adhere to the safety and health requirements taught. In some area of training, safety glasses, protective clothing, and protective footwear are required. At all times and in all training areas, proper school attire is a must for all students. Proper work area maintenance and cleanliness is also considered as part of the safety and health training.

The student should accept safety instruction as part of the occupation for which he/she is being trained. The knowledge and practice of good safety practices will not only protect you but your fellow workers as well. Each student must pass all safety tests to program standards prior to performing activities in the shop.

## **HEALTH**

The school will keep on file a health record form on each student. This form gives information about your previous health record, name of your family physician, and persons to notify in case of emergency. Should you become injured or ill, we will render immediate first aid. If you are able, we will send you and someone to accompany you to the emergency room of your choice. If you are unable to move, we will send you via ambulance. The student will assume all cost.

## **TOBACCO USAGE POLICY**

The Tennessee Technology Center at Jackson, in accordance with the laws of the State of Tennessee, allows tobacco use only in designated locations on campus. The 3 designated areas on the Jackson campus are the gazebos that are located near the east side, west side, and south side parking areas. At the Lexington extension campus, the designated areas are located on the west side of the campus. For the Humboldt, Henderson, and the McWherter Center campuses please ask your instructor for the designated area locations. Violations for tobacco use in non-designated areas will result in the following: 1<sup>st</sup> time written warning; 2<sup>nd</sup> time 1 day suspension; 3<sup>rd</sup> time termination.

## **STUDENT CONDUCT**

Generally, through appropriate due process procedures, the school's disciplinary measures shall be imposed for conduct which adversely affects the school's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers personal or school property. Individual misconduct, which is subject to disciplinary sanction, shall include but not be limited to the following:

1. Conduct dangerous to others or any violation of safety and health policies.
2. Hazing.
3. Disorderly conduct.
4. Obstruction of or interference with institutional activities facilities.
5. Misuse of or damage to property.
6. Theft, misappropriation, or unauthorized sale.
7. Misuse of documents or identification cards.
8. Firearms and other dangerous weapons.
9. Explosives, fireworks, and flammable materials.
10. Alcohol.
11. Gambling.
12. Drugs.
13. Financial irresponsibility.
14. Failure to cooperate with school officials.
15. Violation of general rules and regulations.
16. Attempts or aiding and abetting the commission of offenses.
17. Unacceptable conduct in hearings.
18. Violations of state and federal laws.
19. Litter
20. Public Intoxication
21. Drug Paraphernalia
22. Pornography
23. Sexual Misconduct
24. Academic Misconduct, plagiarism, cheating, fabrication, or facilitating of such act.
25. Attempts and aiding and abetting the commission of offenses.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on school owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with or obstructs any school activity or the mission, processes, and functions of the school. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to the persons or property within the school community.

The program faculty member has the primary responsibility for control over the classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violation of the general rules and regulations of the school. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the school.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, directly through participation or assistance, are immediately responsible to the faculty member of the training program. In addition to the possible disciplinary sanctions which may be imposed through the regular school procedures as a result of academic misconduct, the faculty member has the authority to assign "F" or "O" for the exercises or examination or to assign an "F" in the course. If the student believes that he/she

has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate school procedures.

## **GRIEVANCE PROCEDURES**

### **• Purpose:**

The purpose of this procedure is to provide a clear, orderly, and expedient procedure through which all students of the Tennessee Technology Center at Jackson may process bona fide complaints or grievances through formalized procedures. Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion or discrimination.

### **• Scope and Limitation:**

1. Any student who believes he/she has been treated unfairly or inequitably with regard to the terms or conditions of his/her enrollment may utilize this procedure.
2. Students must present their complaints of grievance within **five** school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived.
3. Allegations of sexual harassment or racial discrimination shall be given fair and prompt consideration in accordance with procedures outlined in TBR Guidelines P-080.
4. In matters of disciplinary offenses or academic and classroom misconduct, due process shall be provided in accordance with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions and TBR Policy No. 1:06:00:05, Uniform Procedures for Case Subject to the Tennessee Uniform Administration Procedures Act.
5. Corrective action or remedies, which recommend suspension, dismissal, or expulsion of a student as a result of these proceedings shall not be invoked until due process has been completed. However, suspension may be imposed in any grievous matter which endangers persons or property, substantially disrupts training or other campus activities, or otherwise interferes with institutional objectives.
6. Suspension of a student for academic failure or excessive absenteeism is nongrievable matter unless there has been a violation of institutional policy. In these instances, due process shall be provided in accordance with Guidelines herein.

### **• Informal Discussion:**

It is the philosophy of the Tennessee Technology Centers that many complaints or concerns can be resolved through open, clear communications. It is also the intent of the Tennessee Technology Centers that conflict resolution be resolved at the lowest level possible. Therefore, the first step of resolution will be an informal meeting of the complainant, and the appropriate Tennessee Technology Center staff member to discuss the matter. The Director or his designee shall meet with the student grievant again within five school days of the date of the discussion to provide his/her remedy or corrective action to the student's concern if agreement cannot be reached in the initial meeting.

### **• Grievance Proceedings:**

If a resolution cannot be reached through informal discussion, the student shall have five school days following the TTC Director or his designee's recommendation to request a hearing before the Grievance Committee. The Director or his designee shall provide the student grievant with a copy of the hearing procedures. The request for a formal hearing must be communicated in writing to the Director or his designee and include the following information:

1. A statement of the grievance and the facts upon which it is based:
2. Dates of the occurrences:
3. Attempts made to resolve the grievance:
4. The remedy of corrective action sought:
5. Signature of the aggrieved student and the date of the written grievance.

Upon receipt of the written grievance, the TTC Director or his designee shall request a Grievance Committee to hear the student's appeal within **five** school days.

The student grievant shall be allowed to present his/her case and to present witnesses in his/her behalf during the meeting. The person(s) against whom the grievance is filed shall also be allowed to present their views as to the action taken against the student grievant.

An advisor of his/her choice may accompany the student grievant. However, the advisor cannot actively participate in the hearing, i.e., cross-examine witnesses or present any information on the grievant's behalf.

The Grievance Committee shall, within **five** school days, present the findings of facts and recommendations to the Tennessee Technology Center Director or his designee. Within five school days of receipt of the committee's findings and recommendations, the Director or his designee shall render a final decision. This decision shall be presented in writing to the student in person or by certified mail, return receipt requested. If either party involved in the grievance is not satisfied with the final decision of the Director or his designee, the student shall be advised of his/her right of appeal to the Director or his designee.

• *Grievance Committee Composition*

The Grievance Committee shall consist of a minimum of five (5) persons representative of administration, faculty/staff and students. All committee members shall be selected with due consideration for impartiality. Members deeming themselves disqualified for bias or interest may remove themselves on their own initiative.

• *Grievance Hearing Procedures*

Any hearing conducted for purposed of due process shall adhere to the following guidelines:

1. The student review/grievance committee may request testimony from any TTC student or employee who may have information pertinent to the case in question.
2. Any person giving testimony must have direct knowledge of the case in question.
3. The student grievant may call any witness to testify on his/her behalf.
4. The grievant has the right to cross-examine witnesses against him/her.
5. The grievant has the right to remain silent and have no inference of guilt drawn from such silence.
6. The grievant has the right to be accompanied by an advisor who offers help in explaining procedures and charges. The advisor, however, may not act as an advocate, attorney or actively participate in the hearing.
7. Any person engaging in disorderly conduct or verbal conflicts (including use of profanity) during the course of the hearing will provide cause for immediate dismissal from the hearing and consequently, will be denied the opportunity for further testimony.
8. The student review/grievance committee shall present its finding of facts and recommendations in writing to the Assistant Director within **five** school days of the hearing.
9. The Assistant Director shall render a final decision to the grievant within five school days of receipt of the committee's recommendations. The student grievant shall be notified in writing of this decision in person or by certified mail, return receipt requested. The student's right to further appeal will also be stated in the certified letter.

## **ACCREDITATION**

The Commission of the Council on Occupational Education accredits the Tennessee Technology Center at Jackson. The office is located at 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346. The telephone number is 770-396-3898 or 800-917-2081. The website is [www.council.org](http://www.council.org)

## **DISCIPLINARY SANCTIONS**

Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singularly or in combination, by the appropriate school officials.

1. Restitution
2. Warning
3. Reprimand
4. Restriction
5. Probation
6. Suspension
7. Expulsion
8. Interim or summary suspension

\*If suspended, a student must set out one full term before reapplying for admission.

The Director of the school is authorized, at his discretion, to subsequently convert any sanction, in appropriate cases.

## **FULL-TIME PROGRAMS**

All full-time programs are designed to prepare persons for employment in specific or closely related occupations. Full-time continuing programs are offered on a six-hour per day basis. Students attend class from 8:00 am till 2:30 pm, Monday through Friday. Instructional units are designed as a guide to assist the instructor in developing an individualized program for each student. The instructor will adjust the number of hours that a student spends working in the instructional units according to the student's previous experience and progress.

## **CONTINUING EDUCATION PROGRAMS**

All continuing education programs are designed to assist individuals in improving or upgrading skills and increasing technical knowledge for a higher level of employment. These courses are designed either around needs of a specific employer for their workers or around the general occupational needs of the community.

## **TECHNOLOGY FOUNDATIONS**

The Technology Foundations program is a system of instructional and laboratory activities to increase fundamental academic skills. Each student after enrolling, with the exception of health occupation students, completes the KeyTrain Locators assessments and automatically is assigned to activities which will increase the skills used in the occupational program. Students may also enroll in Technology Foundations for personal educational development or in preparation for testing and enrolling in the school. Technology Foundations is individualized and competency based. The program uses the latest in computer-assisted instruction and assessment. Students remain in this program until the desired foundation skill levels are mastered and completed.

## **TRANSFER AGREEMENT FOR COLLEGE CREDIT**

Students who have completed diploma level programs are able to receive credit at Tennessee Community Colleges and Technical Institutes toward an Associate of Applied Science degree in General Technology major. Those students seeking to articulate credit must satisfy certain requirements as established by the Community College. Check with the institution for specific program to program articulation agreement.

## **REGENTS ONLINE DEGREE PROGRAM (RODP)**

The Tennessee Technology Center at Jackson is currently offering Regents Online Degree Programs (RODP) in Computer Information Systems Technology, Business Systems Technology, and Drafting and CAD Technology. Please contact our online coordinator, Ed Johnson at 731-967-1795 for more information or visit the RODP website at [www.rodop.org](http://www.rodop.org)

**REQUESTING ACADEMIC TRANSCRIPTS**

The Tennessee Technology Center at Jackson requires a signed academic request form before a transcript can be released. It will take approximately 2 weeks for an official transcript to be processed and mailed.

**DUAL CREDIT AGREEMENT FOR HIGH SCHOOL STUDENTS**

High school seniors from cooperating area high schools who have a B or better grade point average and are enrolled in a comparison course of study with satisfactory attendance are eligible to attend the TTCJ upon recommendation by their primary vocational program instructor and the supervisor of vocational education. Contact your local high school to determine if they participate in this program.

## **FULL-TIME TRAINING PROGRAMS**

*Automotive Technology*

*Business Systems Technology*

*Collision Repair Technology*

*Computer Information Technology*

*Computer Information Systems*

*Drafting and Cad Technology*

*Electronics Technology*

*General Building Trades*

*Heating, Ventilation, Air Conditioning, and Refrigeration*

*Industrial Electricity*

*Industrial Maintenance Technology*

*Machine Tool Technology*

*Precision Metals*

*Tool & Die*

*Welding Technology*

*Pharmacy Technology*

*Practical Nursing*

*Surgical Technology*

## **AUTOMOTIVE TECHNOLOGY**

*(Jackson)*

The aim of this course is to provide trainees with a thorough understanding of the methods of servicing and repairing automotive vehicles. Trainees are taught to use the proper factory approved methods of servicing, repairing, and maintaining these vehicles. Training also includes learning to make the proper diagnosis using test equipment, hand tools, special equipment, precision measuring tools, and service manuals and specifications. Employability (soft) skills are taught, including employer/employee/customer relations, cost estimating, and record keeping. Skills and attitudes are developed that will produce safe and efficient work habits. This program is accredited by the National Automotive Technician's Education Foundation (NATEF) and taught by an Automotive Service Excellence (A.S.E.) certified master technician. **Automotive Technology students must have a current valid driver's license**

### **Engine Repair Technician\***

*224 hours . . . . . Certificate*

### **Automatic Transmission/Transaxle Technician\***

*234 hours . . . . . Certificate*

### **Manual Drive Train and Axle Technician\***

*192 hours . . . . . Certificate*

### **Suspension and Steering Technician\***

*180 hours . . . . . Certificate*

### **Brake Technician\***

*204 hours . . . . . Certificate*

### **Electrical/Electronic Systems Technician\***

*450 hours . . . . . Certificate*

### **Heating and Air Conditioning Technician\***

*174 hours . . . . . Certificate*

### **Engine Performance Technician\***

*432 hours . . . . . Certificate*

**\*The Safety and Orientation module must be completed before any certificate or diploma may be awarded. 60 hours**

### **Automotive Technician**

*2160 hours/20 months . . . . . Diploma*

## **Course Outline**

Safety	Engine Performance
Orientation	Brakes
Technology Foundations	Suspension & Steering
Engine Repair	Manual Transmission
Electronics	Automatic Transmission/Transaxle
Maintenance	

## **BUSINESS SYSTEMS TECHNOLOGY**

*(Jackson, Lexington, Humboldt, and online)*

The Business Systems Technology (BST) program is designed to develop the skills and knowledge necessary for success in today's computerized office. Students are offered an opportunity to experience extensive "hands-on" training with up-to-date office equipment and computer software. Students may select a major area of interest leading to a diploma from those listed. Within each major area, students also have the opportunity to develop the skills needed for two different certificate levels of training. Regardless of the major area selected, students will receive up-to-date instruction, realistic work simulations, and experience on today's most widely used office equipment.

### **General Office Assistant**

*432 hours/4 months . . . . .Certificate*

### **Information Processing Support**

*864 hours/8 months . . . . .Certificate*

\*By the end of this level, students are prepared to sit for the Microsoft Certified Application Specialist (MCAS) n Excel, Word, PowerPoint, Access, & Outlook.

### **Accounting Assistant**

*1296 hours/12 months . . . . .Diploma*

### **Administrative Assistant**

*1296 hours/12 months . . . . .Diploma*

### **Legal Administrative Assistant**

*1296 hours/12 months . . . . .Diploma*

### **Medical Administrative Assistant**

*1296 hours/12 months . . . . .Diploma*

### **Medical Coding & Health Information Technician**

*1296 hours/12 months . . . . .Diploma*

## **Course Outline**

Orientation	Presentation Software
Safety	Calculator Operations
Technology Foundations	Business Writing
Operating Systems	Machine Transcription-Legal or Medical
Keyboarding	Business Procedures-Legal or Medical
Records Management	Legal or Medical Terminology
Professional Development	Medical Coding and Insurance
Business Mathematics	Business Law
Accounting I	Payroll Computerized Accounting
Word Processing	Ethics
Databases	Desktop Publishing
Spreadsheets	
Employability Skills	

## **COLLISION REPAIR TECHNOLOGY**

*(Jackson)*

This course is an A.S.E. certified training program and has been approved by the National Automotive Technician Education Foundation. The course will provide the necessary instruction in repairing and refinishing collision damage on full frame and unibody vehicles. Trainees are taught to use proper repair and refinish procedures, using the latest equipment in technology and updated resource materials, to repair vehicles back to manufacturer's specification. The Collision Repair Technology program offers students specialty area training (painting, body & frame repair) that is based on the need for technician's skills in the workforce. Skills and work habits/ethics are developed that are necessary for employment. The aim of this course is to train students to make quality repairs and prepare them for the A.S.E. certification tests. This course is taught by an A.S.E. Master Collisions Repair/Refinish Technician.

### **Automobile Body Repair Helper**

*432 hours/4 months . . . . . Certificate*

### **Structural/Nonstructural Assistant**

*864 hours/8 months . . . . . Certificate*

### **Painting and Refinishing Assistant**

*864 hours/8 months . . . . . Certificate*

### **Auto Body Repair Technician**

*1728 hours/16 months . . . . . Diploma*

### **Automotive Paint Technician**

*1728 hours/16 months . . . . . Diploma*

### **Automotive Collision Technician**

*2160 hours/20 months . . . . . Diploma*

## **Course Outline**

Orientation	Exterior & Interior Trim
Safety	Mechanical Services
Technology Foundations	Frame & Unibody Construction and Repair
Welding	Steering and Suspension
Panel Repair	Detailing
Painting and Refinish	

## **COMPUTER INFORMATION TECHNOLOGY**

*(Jackson)*

The course prepares the student for career positions in Computer User Support, Office Assistant, Help Desk Technician, Customer Service, Field Service Repair, Network Administrator, Web Design or Computer Trainer. This program teaches a thorough understanding of the personal computer; how they work, how they process data, and how to apply its functions to solutions of personal, business, and industrial problems. Training involves a combination of skill assignments and projects designed to provide students with actual job training experience. Students will obtain a working knowledge of word processing, spreadsheets, databases, programming, web design, system set-up, maintenance, diagnostics networking, and operating systems. It will assist in preparing the student for certifications in A+, and Net +, Security+, CCNA and various Microsoft Certifications.

**Desktop Technician***432 hours/4 months . . . . . Certificate***Security Specialist***432 hours/4 months . . . . . Certificate***Microcomputer Specialist***1296 hours/12 months . . . . . Diploma***IT Specialist***1728 hours/16 months . . . . . Diploma***IT Systems Coordinator***2160 hours/20 months . . . . . Diploma***Course Outline**

Orientation	Network + Certification Prep
Safety	Technology Foundations (Keyboarding)
Computer Concepts	Introduction to Operating Systems
Introduction to Applications	Hardware and Troubleshooting
A+ Certification Prep	Security + Certification Prep
Advanced Networking	Pro-Networking I – Introduction
Pro-Networking II – Introduction	Pro-Networking I – Advanced
Pro-Networking II – Advanced	

**COMPUTER INFORMATION SYSTEMS***(Lexington and online)*

The Computer Information Systems Program (CIS) is designed to give a student a broad range of information covering most of the topics that are relevant to the computing industry today. This program features hands-on learning, lectures, and a host of activities that will give the student a working knowledge of the most popular application programs. CIS also features in-depth studies of various operating systems, basic programming languages, web design, desktop publishing, and configuration of computers.

**PC Operator***432 hours/4 months . . . . . Certificate***Information Processing Technician***864 hours/8months . . . . . Certificate***Computer Systems Specialist***1296 hours/12 months . . . . . Diploma***Course Outline**

Orientation and Safety	Spreadsheets (Excel)
Technology Foundations	Advanced OS
Keyboarding	Advanced Graphics
Computer Concepts	Databases (Access)
Introduction Operating Systems	E Programming (Java)
Desktop Publishing	Visual BASIC
Word Processing	Web Page Design
Presentation Software	Database Programming
Data Structures (Adv Java)	

## **DRAFTING**

*(Jackson and online)*

Drafters prepare technical drawings and plans used by production and construction workers to build manufactured products; examples of these may include toys, appliances, industrial machinery, spacecraft, structures, home plans, office buildings, and oil and gas pipelines. Drafters fill in technical details using drawings, rough sketches, specifications, codes, and calculations previously made by engineers, surveyors, architects, or scientists.

### **Cad Technician**

*356 hours . . . . . Certificate*

### **Detail Drafter**

*864 hours/8 months . . . . . Certificate*

### **Computer-Aided Illustrator**

*1728/16 months . . . . . Diploma*

### **Drafting and CAD Technician**

*1296/12 months . . . . . Diploma*

### **Architectural Drafter (Residential)**

*1728/16 months . . . . . Diploma*

### **Civil Drafter**

*1728/16 months . . . . . Diploma*

### **Mechanical Drafter**

*1728 hours/16 months . . . . . Diploma*

### **Structural Drafter**

*1728/16 months . . . . . Diploma*

## **Course Outline**

Orientation and Safety	Technical Drawing II
Technology Foundations	Technical Drawing III
Basic Drafting Techniques	Working Drawings
Intro to CAD	Drafting Applications I
Intermediate CAD	Drafting Applications II
Sketching and Shape Description	Solid Modeling / Visualization
Technical Drawing I	Professional Development

## **ELECTRONICS TECHNOLOGY**

*(Henderson)*

The Electronics Technology course furnishes the basic theories, principles, practices, experiments, and real work experiences needed to solve everyday problems encountered in the trades of construction, installation, maintenance, troubleshooting, repair, and operation of electronic equipment.

### **Electronics Assembler**

*432 hours/4 months . . . . . Certificate*

### **Electronics Tester**

*864 hours/8 months . . . . . Certificate*

### **Electronics Technician Apprentice**

*1296 hours/12 months . . . . . Diploma*

### **Computer Electronics Technician**

*2160 hours/20 months . . . . . Diploma*

## Course Outline

Orientation and Safety	Troubleshoot Digital Integrated Circuits
Technology Foundations	Program & Interface Simple Microprocessor Based Systems
Safe Work Practices	Personal Computers
Shop Tool, Materials, & Techniques	Use, Maintain, & Produce Technical Documents
Test Equipment	Keyboarding
Test & Select Passive Electronic Components	Computer Concepts
Test & Select Active Electronic Components	Introduction and Advanced Operating Systems and Applications
Troubleshoot Passive DC Circuits	Visual Basics
Troubleshoot Passive AC Circuits	Intro to Networking
Troubleshoot Linear Integrated Circuits	
Basic Computer Hardware and Troubleshooting Theory	

## GENERAL BUILDING TRADES

*(Humboldt)*

The General Building Trades course focuses on both framing and finishing carpentry including basic blueprint reading and estimating costs of construction. Basic masonry skills are also included. This program provides coverage of all aspects of light frame construction. It will include site clearing, site layout, foundation, framing, insulating, sheathing, roofing, windows and doors, exterior finish, interior finish, and mechanical systems. Special emphasis will be placed on safety and use of modern tools, materials, and prefabricated components. This course will include basic information covering stair construction, remodeling, painting, and decorating. Information about building materials includes size and grade descriptions and basic technical information that covers physical properties and other important characteristics.

### **Finish Carpenter**

*12 months . . . . . Diploma*

### **Frame Carpenter**

*8 months . . . . . Certificate*

### **Carpenter Helper**

*4 months . . . . . Certificate*

## Course Outline

Orientation	Masonry Skills
Technology Foundations	Rough Carpentry
Safety	Exterior Finish
Tools and Materials	Interior Finish

## HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (HVAC)

*(Jackson)*

This program covers the mechanical, electrical, and electronic components of motors, compressors, pumps, fans, ducts, pipes, thermostats, and switches. Technicians will be able to maintain, diagnose, and correct problems throughout heating, air conditioning, and refrigeration systems and will be able to test their performance using special tools and test equipment.

**HVAC Mechanic Helper**

432 hours/4 months . . . . .Certificate

**Domestic Unit Repairer**

864 hours/8 months . . . . .Certificate

**Refrigeration Technician**

1296 hours/12 months . . . . .Diploma

**Heating/Ventilation and Air Conditioning**

1296 hours/12 months . . . . .Diploma

**Heating/Ventilation, Air Conditioning, and Refrigeration Technician**

1728 hours/16 months . . . . .Diploma

**Commercial Refrigeration & Air Conditioning Technician**

2160 hours/20 months . . . . .Diploma

**Course Outline**

- |                                   |  |
|-----------------------------------|--|
| Orientation                       | Residential Load Calculation           |
| Technology Foundations            | A/C (Heating &Humidification I and II) |
| Safety                            | All Weather Systems                    |
| Refrigeration Fundamentals        | Carbon Monoxide                        |
| Tools & Equipment, Shop Practices | A/C (Cooling I and II)                 |
| Electricity & Controls            | Chilled Water A/C Systems              |
| Motors                            | Complex Commercial Refrig. Systems     |
| Installation                      | Programmable Logic Controllers         |
| Intro to System Service           | Motor Controls                         |
| Basic Automatic Controls          | Direct Digital Controls                |
| Application of Motors             | Commercial Loads                       |
| Commercial Refrigeration I and II | Certification Training                 |

**INDUSTRIAL ELECTRICITY**

*(Lexington)*

The Industrial Electricity course is designed to meet local requirements for qualified personnel in industrial and residential wiring as well as Industrial Maintenance. Students will be qualified for employment with local contractors by obtaining a diploma as an Electrician Apprentice or they may prepare themselves to meet the challenges of future technology in Industrial Maintenance by obtaining the Industrial Electrician diploma.

**Electrician Helper**

432 hours/4 months . . . . .Certificate

**Electrician Apprentice Class 2**

864 hours/8 months . . . . .Diploma

**Electrician Apprentice Class 1**

1296 hours/12 months . . . . .Diploma

**Industrial Electrician**

1728 hours/16 months . . . . .Diploma

**Course Outline**

- |                        |                                      |
|------------------------|--------------------------------------|
| Orientation            | Wiring Methods                       |
| Safety                 | Motors, Generators, and Transformers |
| Technology Foundations | Electrical Motor Control             |

Related Mathematics  
Electricity Concepts  
Electrical Installations NEC

Programmable Logic Controllers (PLC)  
Introduction to Robotics  
Internship

## **INDUSTRIAL MAINTENANCE TECHNOLOGY (IMT)**

*(Jackson)*

The Industrial Maintenance Technology program provides students with basic training in electronic and mechanical principles that have been developed to meet the electromechanical maintenance needs of local industry. Areas of instruction include electrical wiring, electromechanical maintenance, pneumatics, hydraulics and programmable logic controllers. Instruction is designed to provide technical content in an order that provides the student with progressive levels of job-related knowledge and skills.

### **Electrician Helper**

*432 hours/4 months . . . . . Certificate*

### **Pneumatics/Hydraulics**

*432 hours/4 months . . . . . Certificate*

### **Programmable Logic Controllers**

*432 hours/4 months . . . . . Certificate*

### **Industrial Maintenance Apprentice**

*1296/12 months . . . . . Certificate*

### **Industrial Maintenance Technician**

*1728 hours/16 months . . . . . Diploma*

## **Course Outline**

Orientation

Safety

Technology Foundations

Electro Mechanical Maintenance

Fluid Power

Industrial Electricity

Programmable Logic Controllers

### ***Electives (one required):***

Welding

Machine Shop

Drafting

## **MACHINE TOOL TECHNOLOGY**

*(Jackson and Lexington)*

The work of machine tool operators, machinists, industrial maintenance personnel, and other occupations requires skill in machining metal by machine tools such as milling machines, lathes, grinders, drill presses and shapers, and the ability to use precision measuring tools. The course in machine shop is designed to give the student experience on a variety of machine tools similar to those on which he or she will work after graduation. Instruction is given in related blueprint reading and mathematics, precision measuring, and basic metallurgy such as properties of metal, their workable characteristics, heat treatment of metals and relative hardness.

### **Production Machine Tender**

*432 hours/4 months . . . . . Certificate*

### **Machine Set-Up Operator**

*864 hours/8 months . . . . . Certificate*

**General Machinist**

1728 hours/16 months . . . . .Diploma

**Machinist I**

2160 hours/20 months . . . . .Diploma

**Course Outline**

- |                               |                              |
|-------------------------------|------------------------------|
| Orientation                   | Heat Treating/Metallurgy     |
| Safety                        | Tool Grinding                |
| Technology Foundations        | Machinery’s Handbook         |
| Shop Theory/Blueprint Reading | Shop Management              |
| Shop Math/Work Keys           | Welding                      |
| Bench & Layout Work           | Introduction to CNC          |
| Lathe                         | CNC Milling Centers          |
| Milling Machines              | CNC Turning Centers          |
| Grinders                      | Sinker/Wire EDM              |
| Power Saws                    | Coordinate Measuring Machine |
| Drill Press                   | Cad/Cam                      |
| Tool Making                   |                              |

**PRECISION METALS**

*(Humboldt, Jackson and Lexington)*

Training in the Precision Metals prepares students for entry level into the metal working industry. Instruction is offered on basic machine tools such as lathes, milling machines and grinders, as well as CNC (computer numerically controlled) trainers. Related training includes blueprint reading, mathematics, precision inspection, layout, welding (gas, arc, tig, and mig), and plasma and flame cutting. Students may choose either a welding certificate, a machinist diploma, or both for the Precision Metals diploma.

**Welder Helper**

60 hours . . . . .Certificate

**Tack Welder**

324 hours . . . . .Certificate

**Shielded Metal Arc Welder**

648 hours . . . . .Certificate

**Machine Set-up Operator**

648 hours. . . . .Certificate

**Maintenance Machinist**

1296 hours/12 months . . . . .Diploma

**Precision Metals**

1944 hours . . . . .Diploma

**Course Outline**

- |                        |                             |
|------------------------|-----------------------------|
| Orientation            | Layout Tools and Procedures |
| Safety                 | Hand Tools and Bench Work   |
| Technology Foundations | Metal-Cutting Saws          |
| Related Math           | Drilling Machines           |
| Blueprint Reading      | Welding                     |
| Measurements           | Engine Lathe                |
| Milling Machines       |                             |

## **TOOL & DIE**

*(Jackson, McWherter Instructional Service Center)*

Training in Tool & Die, offered to graduates of the Machine Shop course or equivalent in training or experience, prepares the student for entry into the metal working industry. Instruction is offered on basic machine tools such as lathes, milling machines, and grinders, as well as on the most up-to-date machines such as electrical discharge machines, digital readout machines, conventional O.D. – I. D. grinders, CNC, wire EDM, and milling machines. Related training includes blueprint reading, mathematics, precision inspection and use of the latest laboratory equipment with electronic and optical gauging devices.

### **Tool Machine Set-Up Operator**

*432 hours/4 months . . . . . Certificate*

### **Tool & Die Repairer**

*864 hours/8 months . . . . . Certificate*

### **Tool & Die Maker**

*1296 hours/12 months . . . . . Diploma*

**\*PREREQUISITE: Maintenance Machinist Diploma or higher**

## **Course Outline**

Orientation	Heat Treating
Safety	Maintenance & Repair
Technology Foundations	Tool & Die Design/Making
Blueprint Reading	Stamping Dies
Drill Press	Shop Mathematics/Management
Power Saws	Welding
Lathe	Bench Work
Milling Machines	Lay-out Work
Grinders/Shapers	Instruction Machinist Handbook
Advanced Machine Operations	

## **WELDING**

*(Jackson & Lexington)*

The course in Welding is designed to give the student basic preparation toward becoming an expert welder and using welding as a trade. Specialized classroom and shop learning experiences with all types of commonly used metal welding are offered. These types include shielded metal arc (stick welding), gas metal arc (mig welding), tungsten inert gas (tig welding), oxyacetylene (gas welding), and inner shield welding. Also flame cutting, plasma arc cutting, brazing, and soldering are taught. Other related instruction emphasizes properties of metals, blueprint reading, welding symbols, fitting, and fabrication.

### **Welder Helper**

*60 hours. . . . . Certificate*

### **Tack Welder**

*324 hours . . . . . Certificate*

### **Shielded Metal Arc Welder**

*648 hours . . . . . Certificate*

### **Gas Metal Arc Welder**

*972 hours . . . . . Certificate*

### **Welder, Combination**

*1296 hours/12 months . . . . . Diploma*

## **Course Outline**

Orientation	Selecting Wires, Rods, & Gases
Safety	Flame Cutting Plate & Pipe, Plasma Arc Cutting
Technology Foundations	Metal Preparation & Welding Basic Joints
Basic Welding Procedures, Setting Up	Pad & Miscellaneous Welding
Equipment, Machines & Accessories	Basic Math, Blueprint, Layout, and
Technical Information,	Structural Projects
Shop Management and Related Equipment	Ferrous and Nonferrous Casting,
Welding All Positions & Selecting Electrodes	Hardfacing, and Metallurgy
Pipe Welding 1G-6G	Welding Stainless and Aluminum
Brazing and Soldering	Code Testing

## **PHARMACY TECHNOLOGY**

*(Jackson)*

The goal of this program is to prepare students to assist the pharmacist in a variety of pharmacy practice settings. Program instruction is provided through classroom lecture and discussion, laboratory demonstrations and practice, and clinical assignments. Students will spend a 9-month period in academic training that emphasizes anatomy and physiology, pharmacology, behavioral sciences, computer science, pharmacy practice, medical terminology, sterile products, and mathematical skills. Students will spend 3 months working at clinical practice sites to obtain experience in a variety of pharmacy environments. Clinical rotations will include institutional pharmacy, chain pharmacy, and community pharmacy. Students will prepare and sit for the National Pharmacy Technician Certification exam. Upon completion of the program, students will be awarded a diploma as a Pharmacy Technician. Students who pass the Pharmacy Technician Certification exam will receive the title of Certified Pharmacy Technician.

### **Pharmacy Technician**

*1296 hours/12 months . . . . . Diploma*

## **Course Outline**

Orientation & Safety	Keyboarding
Introduction to Pharmacy Operations	Sterile Products
Medical Terminology	Medical Terminology
Basic Math and Calculations	Pharmacy Practice
Anatomy & Physiology	Pharmacology
Clinical Training	

### **Enrollment Requirements:**

1. Obtain a passing score on the Compass Test.
2. Complete the required application in a timely manner.
3. Submit evidence of a regular high school diploma or GED equivalency
4. Upon acceptance into a Health Occupation program, provide evidence of a recent physical examination by a licensed physician or nurse practitioner and
5. Completion of a satisfactory background check and drug screen (required by the TTCJ clinical agencies)
6. Report to orientation and enrollment upon notification of acceptance.

## **PRACTICAL NURSING**

*(Jackson, Lexington, and Humboldt)*

The Jackson Regional Practical Nursing program provides the theory and skills necessary to perform as an entry-level practical nurse upon successful course completion. Program instruction is provided through classroom lecture and discussion, laboratory demonstrations and practice, and clinical assignments at local area hospitals and long-term care facilities. Through clinical rotations, students are exposed to the care of persons in a variety of settings such as: medical, surgical, pediatric, obstetrical, geriatric, and long-term care. Progressing from simple to complex, clinical experience provides the student the opportunity to develop knowledge, skills, and attitudes essential for the practice of nursing and for providing the foundation for continuing personal and professional growth and development.

### **Practical Nursing**

*1296 hours/12 months . . . . . Diploma*

The clinical sites mandate completion of a satisfactory background check and drug screen prior to clinical rotations. The State of Tennessee may award licensure after satisfactorily meeting licensure requirements and obtaining a passing score on the NCLEX-PN exam. This exam is administered year round and is approved by the National Council on State Boards of Nursing. Individuals with previous criminal convictions may not be eligible for licensure.

### **Course Outline**

Orientation & Safety	Medical-Surgical Nursing
Vocational Relationships	Geriatric Nursing
Basic Science and Anatomy	Psychiatric Nursing & Mental Health Concepts
Nutrition and Diet Therapy	Maternal Child Nursing
Nursing Principles and Skills	Pediatric Nursing
Pharmacology & Administering of Medications	Advanced Vocational Relationships
Basic IV Therapy	Supervised Clinical Practice

### **Enrollment Requirements:**

1. Obtain a passing score on the Compass Test.
2. Complete the required application in a timely manner.
3. Submit evidence of a regular high school diploma or GED equivalency
4. Upon acceptance into a Health Occupation program, provide evidence of a recent physical examination by a licensed physician or nurse practitioner and
5. Completion of a satisfactory background check and drug screen (required by the TTCJ clinical agencies)
6. Report to orientation and enrollment upon notification of acceptance.

## **SURGICAL TECHNOLOGY**

*(Jackson)*

The Surgical Technology class is accredited by CAAHEP (the Commission on Accreditation of Allied Health Education Programs). It is an accelerated course that includes an introduction to the basic sciences that are the foundation of practice for the Surgical Technologist. The course is a 12-month course designed to introduce the student to the principles and skills necessary to handle various pieces of surgical equipment and to establish and maintain a sterile environment. The lab facilities are designed to emulate a modern operating room and include sophisticated technology such as endoscopy equipment and modern instrumentation.

## **Surgical Technologist**

*1296 hours/12 months . . . . . Diploma*

Graduates will receive a diploma as a Surgical Technologist. Students are eligible and will take the Surgical Technologist's Certification Exam prior to graduation.

### **Course Outline**

Orientation & Safety	Clinical Practicum I
Fundamentals of Surgical Technology	Advanced Surgical Procedures
Basic Surgical Procedures	Clinical Practicum II
Miscellaneous Seminars	

### **Enrollment Requirements:**

1. Obtain a passing score on the Compass Test.
2. Complete the required application in a timely manner.
3. Submit evidence of a regular high school diploma or GED equivalency
4. Upon acceptance into a Health Occupation program, provide evidence of a recent physical examination by a licensed physician or nurse practitioner and
5. Completion of a satisfactory background check and drug screen (required by the TTCJ clinical agencies)
6. Report to orientation and enrollment upon notification of acceptance.

## FACULTY

- Adams, Steve**.....Machine Shop Diploma - TTCJ  
Additional studies at JSCC  
NIMS Certified
- Akins, Lori, R.N.**..... A.S.N. - Union University  
B.S. - Freed Hardeman  
B.S.N. - University of TN-Martin
- Bryant, Teddy** .....Machine Shop Diploma - TTC McKenzie  
NIMS Certified
- Bush, Ronnie** ..... A.S.E. Certified Master Technician  
Auto Tech Diploma - TTC Whiteville  
Additional studies at UT Knoxville, JSCC, and State Tech Memphis
- Byrum, John**..... Diploma - TTC Jackson  
A.S. - Jackson State Community College  
B.S. - University of Memphis
- Cranford, Phillip**..... Welding Diploma - TTC Crump  
Auto Tech Diploma - TTC Jackson  
Additional studies at JSCC and State Tech - Memphis
- Edwards, Annette** .....A.S. - Office Technology-Dyersburg State  
B.S. - Lane College  
M.A. - University of Tennessee, Knoxville  
M.A. - University of Tennessee, Martin
- Ford, Bill**..... Additional studies at UT Martin and JSCC  
Licensed General Contractor  
Licensed Insurance Adjuster
- Green, Randall**.....A.S.E. - Key West  
Community College
- Hopper, Wendy**.....B.S. - Economics, College of Charleston  
M.B.A. – Business, European University
- Horner, Regina** .....A.S. - Dyersburg State Community College  
B.S. - University of Memphis  
M.A. - University of Memphis
- Humphreys, Bobby**.....Machine Shop Diploma - TTC Jackson  
NIMS Certified
- Johnson, Clara, R.N.,** ..... A.S.N. - Mississippi Delta  
B.S.N. - University of Memphis

**Mills, Caleb** .....Auto Body Diploma - Wyoming Tech  
A.S.E. Certified Technician  
ICAR Certified Technician  
PPG Certified Technician  
Black Hawk Frame Certified Technician

**Pepper, Robert**.....Electronics Diploma - TTC Jackson  
Electronics Diploma - Oak Ridge Assoc. University  
Additional studies at UT/MSU, JSCC, State Tech - Memphis

**Redd, Darlene** ..... A.S. - Education-Jackson State Community College

**Rodenbaugh, Danny** ..... Additional studies at JSCC  
ADDA Certified  
Auto Desk Certified  
NOCTI Certified

**Tolley, Sam** .....A.S. Engineering - State Tech. Memphis  
NIMS Certified

**Upton, Tara**.....Surgical Technician Diploma - TTC Jackson  
A.S.N. - Jackson State Community College  
B.S.N. - University of Tennessee-Martin

**Varnell, Mike** .....HVAC/R Diploma - TTC Jackson  
HVAC Excellence Certified  
NATE Excellence Certified  
RSES Certified

**Welch, Karen** ..... A.S. - Jackson State Community College  
B.S. - University of Memphis

**Williams, Jack**.....A.S. - Aircraft Electronics – Air Force Community College  
B.S. - Professional Studies, University of Memphis  
M.A.L.S. - University of Memphis

## PART TIME FACULTY

**Bingham, Doris.** . . . . . M.A. – Memphis State University

**Cole, Kim, R.N.** . . . . . B.S.N. - University of Tennessee, Chattanooga

**Collazo, Heather, R.N.** . . . . . B.S.N. - Purdue University, W. Lafayette, IN

**James, Harold.** . . . . . M.S. – Memphis State University

**Jones, Dwight.** . . . . . Ed.S – University of Missouri

**Lents, Ronald.** . . . . . B.A. – Murray State University

**Nunez, Beth...** . . . . . B.S. – Southeastern College

**Perkins, Laura, R.N.,** . . . . . A.S. – Columbia State Community College  
A.A.S. Nursing – Columbia State Community College

**Scott, Shelia, R.N.** . . . . . R.N. - Columbia State Community College  
B.S.N.-University of Tennessee, Martin

**Simpson, Temika...** . . . . . B.A. – Union University

**Whitehead, Fran, R.N..** . . . . . B.S.N. – Gloucester County College



