CATALOG
2025-2026

Campus Location

8813 Western Way
Jacksonville, FL 32256
Phone: 904-328-5600

(www.jtech.org)

Jones Technical Institute is a subsidiary of Compass Rose Foundation Inc.
Compass Rose Foundation Inc. is a Florida non-profit tax-exempt corporation.

This Catalog is an official publication of Jones Technical Institute and is subject to revisions at any time. The Institute reserves the right to increase tuition and fees, withdraw or revise any course, program of study, provision or requirements described within the Catalog at any time. Following any catalog changes, students will be notified by a catalog addendum. Students should read carefully and fully understand the polices, rules and regulations contained herein, ignorance or lack of familiarity with this information does not serve as an excuse for noncompliance. The Catalog will be available to students one week before enrolling on Jones Technical Institute's website (www.jtech.org/catalog).

EQUAL OPPORTUNITY POLICY
Jones Technical Institute is committed to providing equal opportunity for all people and does not unlawfully discriminate in the administration of its admissions policies, educational policies, scholarship and loan programs, and other Institute administered policies.

Volume I, April 2025

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J-TECH ACADEMIC CALENDAR

2025

January 6	WINTER TERM BEGINS
January 20	MARTIN LUTHER KING, JR DAY- SCHOOL CLOSED
March 21	WINTER TERM ENDS
March 22-March 30	BREAK- NO SCHOOL
March 31	SPRING TERM BEGINS
May 26	MEMORIAL DAY- SCHOOL CLOSED
June 13	SPRING TERM ENDS
June 19	JUNETEENTH- SCHOOL CLOSED
June 14-29	BREAK- NO SCHOOL
June 30	SUMMER TERM BEGINS
July 4	INDEPENDENCE DAY/SCHOOL CLOSED
September 1	LABOR DAY- SCHOOL CLOSED
September 12	SUMMER TERM ENDS
September 13-21	BREAK- NO SCHOOL
September 22	FALL TERM STARTS
November 11	VETERANS DAY- SCHOOL CLOSED
November 24-28	THANKSGIVING BREAK- NO SCHOOL
December 12	FALL TERM ENDS

2026

January 5	WINTER TERM BEGINS
January 19	MARTIN LUTHER KING, JR DAY- SCHOOL CLOSED
March 20	WINTER TERM ENDS
March 21-March 29	BREAK- NO SCHOOL
March 30	SPRING TERM BEGINS
May 25	MEMORIAL DAY- SCHOOL CLOSED
June 12	SPRING TERM ENDS
June 19	JUNETEENTH- SCHOOL CLOSED
June 13-28	BREAK- NO SCHOOL
June 29	SUMMER TERM BEGINS
July 3	INDEPENDENCE DAY/SCHOOL CLOSED
September 7	LABOR DAY- SCHOOL CLOSED
September 11	SUMMER TERM ENDS
September 12-27	BREAK- NO SCHOOL
September 28	FALL TERM STARTS
November 11	VETERANS DAY- SCHOOL CLOSED
November 23-27	THANKSGIVING BREAK- NO SCHOOL
December 18	FALL TERM ENDS

The Commercial Truck Driving classes start monthly.

The Jones Technical Institute (J-Tech) Advantage….

- The TOOLS Program, *Tutorials Offering Optimal Learning Strategies*, provides a comprehensive tutorial program and supplemental instruction that facilitates student success.

- A career training program that includes development of *soft skills* that assist students in the acquisition of skills that employers are looking for: time management skills, work ethics, communication skills, ability to problem-solve, and contribute to the work environment.

- J-Tech students graduate with the *right skills* to compete for jobs in the industry by completing a curriculum that blends the technical and soft skills that employers are looking for.

- *Transitional programs* that help students transition from their program of study to the workplace.

- J-Tech's focus is *a holistic approach* for student development. From wellness programs to building the technical and soft skills, J-Tech is committed to a student's long-term success.

- A *highly qualified faculty* that is committed to not only innovative teaching techniques but fostering the success of each student.

- *Comprehensive curriculum* that integrates educational initiatives designed by the industry. J-Tech sets the bar.

    - The Automotive and Diesel Technology Programs have the *integrated academics* developed by ASE/NATEF as an educational initiative for the better trained technician.

    - The Commercial Truck Driving Training Program is aligned with the Federal Motor Carrier Safety Administration's *(FMCSA) educational initiative for truck drivers*: compliance, safety, and accountability (CSA).

- Facilities that replicate the work environment with classrooms that are designed to enhance the learning process, including the most *contemporary instructional technology*.

- *Earn While You Learn:* J-Tech's class schedules are designed to allow students the ability to work in their chosen field while going to school. This assists students with the transition from being a student to being an employee.

- *Strong community partnerships* that help define the programs of study and facilitate opportunities for the J-Tech student.

GENERAL INFORMATION

MISSION

The mission of Jones Technical Institute is to instill in every student, through a quality education and motivation, belief in themselves and their ability to succeed. Students set goals and objectives within their reach and with the technical knowledge and skills they acquire, our students can become successful in technical, trade, and vocational professions. J-Tech also aligns its mission with building partnerships within the industry and community to enhance its programs and opportunities for its students.

HISTORY

Jones Technical Institute is owned and controlled by Compass Rose Foundation (CRF), a Florida based 501(c)(3) corporation developing education initiatives for 80 years. CRF is proud of its family's tradition in providing quality educational opportunities and community service that evolved from its Jacksonville forbearers in 1918. Jones Technical Institute marks CRF's return to Jacksonville and its continued commitment to the development of institutions that meet the demands of the regional economy through workforce training and innovative educational programs.

LEGAL CONTROL

Compass Rose Foundation, Inc., dba Jones Technical Institute, a Florida nonprofit, tax-exempt corporation, owns and governs Jones Technical Institute. Compass Rose Foundation maintains its principal place of business at 8813 Western Way, Jacksonville, Florida

CORPORATE OFFICERS OF COMPASS ROSE FOUNDATION, INC.

Gregory H. Jones…….President and Chief Executive Officer
Tracy B. Jones ……Vice President
Sharon B. Jones ……...Treasurer
Kelly E. King ……...Secretary

BOARD OF TRUSTEES

Gregory H. Jones
Sharon B. Jones
Mark N. King
Steve Belcher
Nancy Bradley
Chad Callen

LICENSURE

Jones Technical Institute is licensed by the Florida Department of Education, Commission for Independent Education (License #5115). Additional information regarding the Institute may be obtained by contacting:

Commission for Independent Education, FL. D.O.E
325 West Gaines Street
Suite 1414
Tallahassee, Florida 32399
(888-224-6684) or **http://www.fldoe.org/policy/cie**

ACCREDITATION

Jones Technical Institute # (B72458) is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd. Suite 302, Arlington, VA 22201(www.accsc.org). ACCSC is a private, nonprofit, independent accrediting agency whose goal is maintaining educational quality in the career schools and colleges it accredits by striving to assure academic excellence and ethical practices.

INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS

Jones Technical Institute is a member of the Florida Trucking Association, Florida Association of Postsecondary Schools and Colleges (FAPSC), Commercial Vehicle Trade Association (CVTA), First Coast Manufacturer's Association, Jax Chamber, Recreational Vehicle Training Institute (RVTI), Recreational Vehicle Industry Associate (RVIA), Yamaha Marine University, American Boat and Yacht Council (ABYC), Northeast Florida Ship Builders Association, and the Transportation Club of Jacksonville. To assist students with library research, the J-Tech Learning Resource Center (LRC) maintains a membership with the Learning Information Resources Network (L.I.R.N.).

PROGRAM ADVISORY COMMITTEES

Jones Technical Institute has established programmatic Program Advisory Committees composed of industry professionals from within the community, faculty, and members of the administration. Program Advisory Committees assist the Institute in the ongoing evaluation and improvement of existing programs and provide insightful guidance for the development for new career directions.

INDUSTRY MENTORING PROGRAM

In its commitment to providing curriculum that meets the needs of the automotive and diesel industries, Jones Technical Institute has developed an *Industry Mentoring Program*. This program invites industry leaders to visit the classroom and laboratory environments to observe and interact with students and faculty. This initiative will enhance instruction and ensure that curriculum and training exercises meet the current and changing needs of the industry.

CONSUMER INFORMATION

Detailed information regarding Jones Technical Institute and its Financial Aid programs, graduation and employment rates, and Campus Crime Report can be accessed on Jones Technical Institute's website at (**www.jtech.org**) and may also be requested from the Campus President.

LOCATION

Jones Technical Institute (J-Tech) is centrally located at 8813 Western Way, a 16-acre, 168,000 square foot building in Jacksonville, Florida. This locale, formerly the national training facility and vehicle intake plant for Mercedes-Benz, offers a modern facility for J-Tech's contemporary educational programs. All classrooms are equipped with modern technology, wireless network access, and student desks suitable for all practical and theoretical classroom activities. J-Tech also provides a student lounge, a community/assembly room, fitness center, and individual lockers for the convenience of its students. The Learning Resource System (LRS) contains current reference books, Library Information Resources Network (L.I.R.N) electronic databases, industry magazines, and periodicals for student use. The LRC contains multiple stations for computers with Internet access. Teaching aids include PowerPoint technology, computers with wireless Internet access, tablet PC, and other broad-based reference materials. J-Tech provides handicapped parking spaces at the northwest corner of the building. In addition, its bathroom stalls are outfitted with handrails.

ADMINISTRATION HOURS OF OPERATION

MONDAY- THURSDAY	7:30 A.M. – 8:00 P.M.
FRIDAY	7:30 A.M. – 4:30 P.M.
SATURDAY- SUNDAY	CLOSED

ACADEMIC HOURS OF OPERATION FOR CLASS INSTRUCTION

Monday –Friday	7:30 A.M. - 5:30 P.M
Monday- Thursday	6:00 P.M. – 10:40 P.M

*Jones Technical Institute reserves the right to change the days and hours of operation. Students will be notified.

LEGAL HOLIDAYS

The Institute is in session year round, but does observe the following holidays:

MARTIN LUTHER KING JR. DAY	THANKSGIVING DAY
MEMORIAL DAY	DAY AFTER THANKSGIVING
JUNETEENTH	CHRISTMAS EVE
INDEPENDENCE DAY	CHRISTMAS DAY
LABOR DAY	NEW YEAR'S EVE
VETERAN'S DAY	NEW YEAR'S DAY

ADMISSIONS

ADMISSIONS REQUIREMENTS

Jones Technical Institute requires each applicant to meet with a school official to familiarize the applicant with the facilities and policies of the Institute. At this time, the applicant completes a *General Information Form* and has the opportunity to sign an *Application for Admission*. The minimum requirements for acceptance to all programs are:

1. Evidence of one of the following: High School Diploma, GED equivalent, a home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student's home state or a recognized on-line accredited high school diploma. An applicant to any program who has not yet obtained a GED or who cannot provide proof of graduation may obtain GED testing information from the Admissions Department.

2. Students who possess a high school diploma from a foreign, non-English speaking country and wish to enroll must have the diploma translated to English. Students, who wish to apply for Federal Financial Aid, must have the diploma translated by an approved agency and it must be equivalent to a U.S. High School Diploma.

3. The Commercial Truck Driving Program accepts students with a high school diploma (or its equivalent) or those who demonstrates the ability to benefit from the program as evidenced by a score of 13 on the Wonderlic Scholastic Level examination given by an authorized member of the school's management team. Applicants who fail the Wonderlic Scholastic Level examination can be retested utilizing the procedures established by the test developer. Every student admitted under this provision must meet with the Program Manager or Campus Coordinator at the end of the second week of class to review their academic progress, attendance and any other educational or personal matters affecting their academic progress. The Commercial Truck Driving Program is not a Title IV eligible program.

4. Applicants to the Commercial Truck Driving Program must meet the minimum age requirement of 18 years old. Applicants to the Commercial Truck Driving Program who are under 21 years of age may be admitted, but must acknowledge that upon graduation, they will only be eligible for a Class A-CDL with an Intra-State restriction.

5. Applicants to the Commercial Truck Driving Program have a valid driver's license that has been valid for eighteen months or more and must have an acceptable driving record. All applicants must pass a DOT physical which includes a vision and hearing exam. Applicants must also pass a drug screening *prior* to the start of classes. Additional information about requirements can be found in the Federal Motor Carrier Safety Regulations Handbook located at http://www.fmcsa.dot.gov/regulations/title49/section/391.1

6. Applicants to the Commercial Truck Driving Program must have the ability to read, speak, and understand the English language sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make legible entries on reports and records as required by Federal Motor Carrier Regulations. Applicant's whose native language is not English, may be required to pass an English Proficiency test with at least 80% correct to be eligible to enroll.

STUDENT CRIMINAL BACKGROUND CHECK

All applicants **must complete a background check *prior* to the start of classes.** Jones Technical Institute will not accept students with the following criminal records:

1. A conviction of a violent crime with a weapon, including pleading guilty or no contest.
2. A conviction of a sexual assault or sexually related crime, including pleading guilty or no contest.
3. A felony conviction involving any type of theft including breaking & entering, fraud, embezzlement, extortion, burglary, robbery, etc. whether pleading guilty or no contest unless the crime is more than one-year-old.
4. A conviction of two or more felonies, including pleading guilty or no contest, unless the convictions are more than five years old.
5. A conviction of murder, attempted murder, or voluntary manslaughter, including pleading guilty or no contest.

COMMERCIAL TRUCK DRIVING DISQUALIFICATIONS FOR CDL APPLICATION

1. Applicant is under suspension, revocation, or cancellation of license in Florida or another state.
2. Applicant must have a good driving record and have been licensed in the United States for a minimum of 18 months out of the last three years.
3. Applicant has a disqualification in Florida or another state for reasons including alcohol citations, and serious traffic violations including, but not limited to: leaving the scene of an accident, refusal to take an alcohol test, and railroad crossing violations.

DEPARTMENT OF DEFENSE SKILLBRIDGE PROGRAM APPLICANTS

Applicants participating in the DOD SkillBridge Program must supply the following documents in addition to the admissions requirements listed above.

1. Approval letter from Commanding Officer or other designated official;
2. Statement explaining expected timeline of military separation and career goals;
3. Proof of Active Duty Service (if service continues post-graduation).

ADMISSION PROCEDURES

Admissions procedures for Jones Technical Institute include a personal interview with an Admissions Representative, meeting with a Financial Aid Officer to determine financial responsibilities, completion and submission of all required forms including the enrollment agreement, payment of the application fee, and an enrollment confirmation meeting with another key member of the institution. The Institute will determine an applicant's eligibility on the basis of educational background, personal interview, and commitment to becoming a working graduate.

PROVISIONAL ACCEPTANCE

A special provision in the admissions process is made for applicants who meet minimal acceptance requirements but have circumstances that may put them at risk for successfully completing either the technology training and/or the General Education core courses. After an interview with the Admissions Evaluation Committee, J-Tech may accept an applicant on a provisional basis.

Provisionally accepted students must:

- maintain attendance requirements,
- maintain a minimal GPA of (2.0),
- meet with the Program Manager and/or assigned advisor on a weekly basis,
- utilize educational support services through the TOOLS Program, and
- have a review of progress at the midpoint and the conclusion of the first term of enrollment.

After review of academic progress, the provisionally admitted student may 1) be removed from provisional status, 2) withdrawn from the Institute, or 3) enter one additional term of provisional acceptance based on demonstrated progress. If the admitted student does not meet satisfactory academic progress after the second ten-week term, he/she will be withdrawn from J-Tech.

SPECIAL NOTES ON HIGH SCHOOL DIPLOMAS

For admittance in accordance with our accrediting commission, ACCSC, Jones Technical Institute requires all students to provide evidence that the applicant possesses one of the following: A High School Diploma, a GED equivalent, a home-study certificate, or transcript from a home-study program that is equivalent to a high school level and is recognized by the student's home state or a recognized on-line accredited high school diploma. An applicant to any program who has not yet obtained a GED or who cannot provide proof of graduation may obtain GED testing information from the Admissions Department.

In the event that the validity of a high school diploma is questioned, the following guidelines shall be followed to help determine whether Jones Technical Institute may accept the student for admission.

The term "diploma mill" refers to any entity that offers for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of education or training; and requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency.

Jones Technical Institute keeps a record of any institution known to be a diploma mill and partners with Hart Investigations to ensure its practices result in fair and impartial assessments. If a high school's validity is in question either by the Secretary of Education or Jones Technical Institute, the Institute will consider the following factors:

- The institution's website: are there indicators of education for a fee, correspondence (mail-in) training and testing, as well as any other unusual inconsistencies? Does the institution require little coursework or little attendance to obtain a credential?
- Does the institution provide information about its corporation's location, its governance, or ownership?
- Does the institution provide little or no contact information other than a telephone number or email address?
- Does the institution publish false or exaggerated claims of external quality review?
- If the institution does not have a website, the institution will need to be contacted by phone. If the institution cannot be contacted by internet or phone, this is an indication that the high school diploma is invalid.
- Review high school transcripts to verify the extent of the coursework involved for the

diploma the applicant is presenting.
- Determine the length of time to completion. How does this time frame correlate to the amount of coursework needed to complete high school?

The determination of the validity of a high school diploma is a collective effort based on a variety of factors. A member of management will make the final decision after taking into account the results of the research, including the use of outside agencies.

CERTIFICATES OF COMPLETION

Certificates of Completion are issued for the following circumstances: (1) A student has completed all required high school course work, but *did not pass the state required standards-based tests* or (2) the student has a transcript indicating an Individual Education Plan (IEP) Diploma and the student did not meet all the state standard requirements. *Applicants with Certificates of Completion must provide a state issued GED or a high school diploma from an accredited high school program prior to starting classes.*

TRANSFER CREDIT HOURS

A student who has been awarded transfer credit hours from another institution must present an official transcript and have the eligible credits evaluated by their respective Program Manager. Only course grades of (C) or higher are accepted for transfer. Transfer hours accepted toward a student's degree program at Jones Technical Institute assigns a grade of TR for transfer hours, which does not count in the GPA calculation. Transfer credits received for work successfully completed at another accredited postsecondary institution are not taken into consideration when evaluating the minimum standards. However, transfer credits reduce the number of credits remaining in the student's program and thus reduce the maximum time frame allowable. The transfer credits are also taken into account in terms of the point of evaluation for total credits attempted and credits completed. Transfer credits for technology courses must have been completed within three years of date of application. Official Transcripts must be received within 45 days of enrollment to be considered.

Given the physical demands of the Welding and Fabrication Program, students requesting the evaluation of technical transfer credits within the three-year window will be required to complete a proficiency evaluation. The results of the proficiency evaluation will determine the transfer credit awarded.

Students re-enrolling at Jones Technical Institute may apply eligible credits having a grade of (C) or higher to their respective program. A change of program will affect credits eligible for transfer.

Entering students with approved transfer credits may be required to register at a reduced course load for the appropriate terms. A minimum of twenty-five percent (25%) of the hours required for an Occupational Associate Degree or diploma must be earned at Jones Technical Institute. In the event training is shortened by virtue of credit granted, the tuition is reduced proportionately. Acceptance of credits from another post-secondary institution is at the sole discretion of Jones Technical Institute. The Institute does not accept transfer credits based on life experience or credits obtained from training outside of the United States.

TRANSFER OF CREDIT FOR MILITARY TRAINING & EXPERIENCE

Jones Technical Institute (J-Tech) employs the American Council on Education's (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services* to assess potential transferability of Military Occupational Specialties.

*

J-Tech's qualified use of the *ACE Guide* is based on several considerations:

- The applied/practical character of narrowly focused Military Occupational Specialties (MOS's) training contrasts with the broader conceptual approach of university curricula;
- ACE recommendations, at face value, typically generate excess credit hours with limited or no J-Tech degree/diploma applicability.
- The uniformity of ACE recommendations does not encompass diverging missions, purposes, or academic rigor among institutions and degree programs.

Acceptable forms of documentation include:

- AARTS Transcript (Army ACE Registry Transcript)
- CCAF Transcript (Community College of the Air Force Transcript)
- SMART Transcript (Sailor/Marine ACE Registry Transcript)
- Form DD-214 (Report of Separation)
- Form DD-295 (Application for the Evaluation of Learning Experience During Military Service)

To be considered official, any of the credentials above (except Form DD-214), must be sent to J-Tech directly from the issuing agency. Students/applicants may submit an original DD-214; a certified copy will be made for office use and original returned.

Credentials should be sent to:

Jones Technical Institute
Attn: Registrar
8813 Western Way
Jacksonville, FL 32256

Students must report all education and training. Jones Technical Institute will evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the Department of Veterans' Affairs and student notified.

DISCLAIMER FOR TRANSFER OF CREDIT HOURS

Our programs are designed with a single terminal objective: preparation for entry-level employment in the chosen field of training. A student who desires to further his/her education after completing training at Jones Technical Institute is advised that acceptance of transfer hours is at the discretion of the receiving institution. Prospective students are advised to obtain information from all institutions they expect to attend in order to understand each institution's transfer acceptance policies. It is the student's responsibility to confirm whether or not credit hours will be accepted by another institution of the student's choice. An institution's accreditation does not guarantee credits earned at that institution will be accepted for transfer.

FINANCIAL INFORMATION

TUITION AND FEES

Program	Credit Hrs	Clock Hrs	Cost per Credit Hour *	Workshop fees	Estimated Courseware*	Tuition	TOTAL
Automotive Technology	91	1435	$447	$728 $10.40/ tech credit hour	$1,391	40,677	**$42,796**
Diesel Technology	91	1435	$447	$728 $10.40/ tech credit hour	$1,391	40,677	**$42,796**
Commercial Truck Driving		170	N/A	N/A	$90	$5,800	**$5,890**
Automotive Technology with High Performance	116		$447	$988- $10.40/ tech credit hour	$1,391	$51,852	**$53,971**
Diesel Technology with High Performance	116		$447	$988- $10.40/ tech credit hour	$1,391	$51,852	**$53,971**
HVAC-R Degree	91	1435	$447	$728 $10.40/ tech credit hour	$1,391	40,677	**$42,796**
Automotive Technology with Power Generation	116		$447	$988- $10.40/ tech credit hour	$1,391	$51,852	**$53,971**
Diesel Technology with Power Generation	116		$447	$988- $10.40/ tech credit hour	$1,391	$51,852	**$53,971**
HVAC-R Diploma	65	*	$447	$676- $10.40/tech credit hour	$1,391	$29,055	**$31,122**
Network Administration and Security	90		$370	N/A	$1000	$33,300	**$34,300**
Marine and Recreation Vehicle Technology	91	1435	$447	$728 $10.40/ tech credit hour	$1,880	$40,677	**$43,285**
Diesel Advanced Technology Education	105		$447	$873.60 $10.40/ tech credit hour	$1,391	$46,935	**$49,199.60**
Welding Technology Diploma	63	*	$378	$655.20 $10.40/ tech credit hour	$1,638	$23,814	**$26,107.20**
Welding and Fabrication Technology	91	*	$378	$728 $10.40/ tech credit hour	$1,638	$34,398	**$36,764**

**The institution will not increase tuition for students who maintain continuous enrollment. Students who withdraw and re-enter at a later date are subject to the most current tuition rate.

Courseware: Courseware may be purchased from the Institute or from an outside provider.

ADDITIONAL FEES

Application Fee for Technology Programs: $25
Application Fee for Commercial Truck Driving: $200
Transcript Fee: The first transcript is issued upon graduation free of charge. Any additional transcripts require a fee of $5.00 per transcript.
Replacement of Degree/Diploma Fee: Students will be charged $25.00 for a duplicate diploma.
Damage Fees: Students will be charged for the repair or replacement of any J-Tech property lost or damaged through negligence or willful misconduct. This includes damage to any part of the building or its immediate surroundings.
Non-sufficient funds: Students will be charged $25 for any returned checks.
Learning Resource System/Learning Resource Center (Overdue Materials): $0.50 per day

COLLECTIONS

In the event an account becomes 30 days past due it may be turned over to a collection agency or referred for legal action. If an account is turned over to a collection agency, the debtor will be responsible for all collection costs and legal fees associated with the collection of the debt.

FINANCIAL ASSISTANCE INFORMATION

FINANCIAL ASSISTANCE

Financial Aid is available for those who qualify. Jones Technical Institute participates in a variety of financial aid programs supported by the U.S. Department of Education. The objective of these programs is to provide funds for students who would not otherwise be able to continue with their education. Students must meet eligibility requirements in order to participate.

Jones Technical Institute administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility.

In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in the J-Tech Catalog. It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid is awarded on an award-year basis; therefore, it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

APPLYING FOR FINANCIAL AID

Individuals interested in applying for financial aid must meet with a Financial Aid Officer at the campus. Individuals must fill out the *Free Application for Federal Student Aid* (FAFSA) and other paperwork required by the Financial Aid Office.

For financial aid eligibility purposes and fulfillment of entrance requirements, students without a high school diploma or GED who were enrolled in an eligible program at a Title IV eligible institution prior to July 1, 2012, and gained admission into that institution through the ability to benefit (ATB) alternatives, would remain eligible if the student can provide evidence of prior enrollment. The student would need to have passed an independently administered, Department of Education approved, ATB test or completed at least six credit hours or the equivalent coursework (225 clock hours) that is applicable toward a degree or certificate offered by a postsecondary institution.

FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT: This is a federal aid program designed to make funds available to those who qualify in approved schools. No repayment is required.

SUBSIDIZED/UNSUBSIDIZED FEDERAL DIRECT STAFFORD/PLUS LOANS: Federal Direct Stafford and PLUS Loans enable students/parents to borrow directly from the U.S. Federal Government in order to finance educational expenses. These loans are available for students who qualify.

Subsidized Stafford Loans are for students with financial need as determined by federal regulations. No interest is charged while you are in school at least half-time.

Unsubsidized Stafford Loans are for students and are not based on financial need. Interest is accrued during all periods.
William D. Ford Federal Direct PLUS Loans are low-interest loans for parents to help their children meet the cost of post-secondary education. These loans are not based on need, but when combined with other resources, cannot exceed the student's cost of attendance. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request deferment of payments while the student is attending at least halftime.

Note: Repayment of subsidized and unsubsidized loans begins six months after the student graduates, withdraws from school, of falls below half-time enrollment status.

NOTE: *Students can contact their Financial Aid officer or go to http://studentaid.ed.gov/ to learn more about student financial assistance.*

FINANCIAL AID ELIGIBILITY

All financial aid awards are made for one year or less. After the following eligibility requirements are met and aid has been awarded, it will be delivered by payment period and the funds will be credited to the student's account. To be eligible to receive an award, a student must:

- Be a U.S. citizen or eligible non-citizen, and be enrolled or accepted for enrollment as a regular student in an eligible program at an eligible institution of higher education;
- Provide a valid and verifiable social security number;
- Not be simultaneously enrolled in a secondary school;
- Have a high school diploma, or its recognized equivalent (GED);
- Be registered with Selective Service (or exempt) if a male student is over 18 years of age;
- For Federal Pell Grants and Federal SEOG, not have previously received a baccalaureate degree;
- Have a need for financial assistance, as defined by the individual program requirements (not required for Unsubsidized and PLUS Loans);
- Maintain satisfactory academic progress;
- Not be in default on any Federal Title IV Loan or owe a repayment on any Federal Title IV Grant received for attendance at any institution;
- Not have borrowed in excess of annual or aggregate limits on any Title IV Loan;
- Not have been convicted of or have pled nolo contendere or guilty to a crime involving fraud in obtaining Title IV, HEA financial assistance;
- Have signed a statement on the Free Application for Federal Student Aid (FAFSA) certifying that Federal Student Aid will be used only for educational purposes;
- Be enrolled on at least a half-time basis (Direct Loan recipients only);
- Not have been convicted of a Federal or State offense involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving Title IV,

HEA financial assistance;
- Continue to demonstrate financial need and;
- Complete all required financial aid applications each academic year and remain drug free, as required by the Institute's drug-free policy.

APPEAL PROCESS: FINANCIAL AID ELIGIBILITY

A student who loses financial aid eligibility and is terminated from Jones Technical Institute due to lack of satisfactory academic progress following the period of Financial Aid Warning, may appeal the decision. The basis on which to appeal must be due to mitigating circumstances that the student feels deserve further consideration, i.e., death of a relative, injury or illness or other special circumstances.

A student who wishes to appeal must submit a letter, along with documentation, to the Campus President, describing the mitigating circumstances and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress during the next evaluation period. The student has five (5) business days to submit the appeal documentation to the Campus President to be reviewed for consideration.

An appeal decision will be made by the Institute within five (5) business days of the submission of the Appeal and the student will be notified in writing of the decision. A student who is allowed to return must achieve and maintain Satisfactory Academic Progress (SAP). The circumstances concerning a student's appeal are considered on an individual basis. The decision of the Campus President is final. If the appeal is approved, an Academic Plan will be crafted and implemented that provides guidelines for meeting Satisfactory Academic Progress. For further information, refer to the section on Academic Policies.

INSTITUTIONAL CANCELLATION AND REFUND POLICY

Any student wishing to terminate his/her training must submit a notice of termination either written or orally to the Registrar or a member of the Administration. A student's termination will be determined by the last day of actual attendance at the Institute unless earlier written notice is received.

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or by termination.

2. All monies will be refunded if the Institute does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment. Application fee is non-refundable.

3. Students who have not visited the Institute facility prior to enrollment will have the opportunity to withdraw without penalty within 3 business days following either regular attendance at a regularly scheduled orientation or following a tour of the Institute's facilities.

4. Cancellation after the third (3rd) business day, but before the first class, results in a refund of all monies paid, with the exception of the application fee.

5. Students who withdraw or discontinue after entering will have charges computed as follows: Jones Technical Institute calculates a refund by first applying the Federal "Return of Title IV Funds" policy if the student is a Title IV aid recipient (any student who is eligible to receive grants as well as loans) and then, for all students, the Institutional Refund Policy will apply.

If the Institutional Policy produces a refund amount larger than the Federal "Return of Title IV Funds" policy, the excess amount will be refunded to the non-federal sources as applicable. If the student is not a Title IV recipient, the entire refund will be calculated by the Institutional Refund Policy and any refund due will be returned to source as applicable.

Occupational Associate Degree Program Refund Policy:

The Occupation Associate Degree program for which each student has enrolled in is divided into quarter terms. Refunds for students who withdraw after having started classes or who are terminated by the Institute will be computed as follows for the term for which the student is currently enrolled:

During the first two weeks of scheduled classes 100% of the tuition will be refunded.

During the third week of scheduled classes 80% of the tuition will be refunded.

During the fourth week of scheduled classes 70% of the tuition will be refunded.

During the fifth week of scheduled classes 50% of the tuition will be refunded.

During the sixth week of scheduled classes and beyond no refund will be made. 100% of the tuition will be owed.

Diploma Program Refund Policy:

The Diploma programs are charged by program. Refunds are computed as follows:

a) If the student's scheduled hours on last day of attendance are 0%-25%, the Institute refunds 100% of tuition. The student is still responsible for paying for the courseware.

b) If the student's scheduled hours on last day of attendance are 26%-49% of the program, this will result in a Pro Rata refund computed on the number of hours completed to the total program hours. The student is still responsible for paying for the student courseware.

c) If the student's scheduled hours on the last day of attendance are 50% or greater there is no refund.

Books and equipment are non-refundable. All refunds, either to financial assistance programs (if applicable) or to the student shall be made within 30 days of the date that the Institution determines that the student has withdrawn.

THE FEDERAL "RETURN OF TITLE IV FUNDS" POLICY:

For each Title IV aid recipient who terminates/withdraws, the Institute must calculate the amount of Title IV assistance the student has earned that is determined on a prorated basis. The amount of aid that was disbursed or could have been disbursed for the payment period (or the period of enrollment) is multiplied by the days completed up to the last date of attendance (date of withdrawal) divided by the scheduled days in the payment period or period of enrollment.

Once the student has completed 60 percent of the payment period or period of enrollment, the student has earned 100 percent of the assistance. If the amount earned is greater than the amount disbursed or could have been disbursed, the student may be eligible for a post-withdrawal disbursement. If a student is eligible for a post-withdraw disbursement, the Institute will confirm with the student or parent in the case of a PLUS loan, that they want a portion or all of the post-withdrawal disbursement of the loan.

If the amount earned is less than the amount disbursed or could have been disbursed, then the Institute and perhaps the student will be required to return Title IV funds back to the federal funds account(s). If the student is required to return loan funds (or the parent, in the case of a PLUS Loan), the student/parent must repay any unearned funds that the Institute did not return in accordance with the terms and conditions of the Master Promissory Note.

If the student is required to return grant funds, he/she must return any grant funds that are in excess of 50 percent of the amount of the grant(s) received. Federal regulations require the return of Title IV funds in the following order, as applicable:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Direct Plus Loans

If any funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for which a return of funds is required.
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required.
3. Other assistance under this title for which a return of funds is required.

SCHOLARSHIPS

The following policies and procedures are established to provide the criteria for selection of scholarship awards, and the overall management of the J-Tech Scholarship program.

The J-Tech Scholarship Program administers two scholarship programs including:

1. ***J-Tech High School Scholarship***
2. ***"Driving Futures Forward" Scholarship***

Each of these scholarship programs is described in more detail in subsequent sections.

At the beginning of each fiscal year, the Jones Technical Institute shall establish, at its sole discretion, a budget for scholarships. Once approved, the budget for scholarships may only be increased with the approval of the Management Team.

Awarding of Scholarships

For the *J-Tech High School Scholarship* each participating high school shall select one scholarship recipient. The recipient must be a current high school senior who has applied to enroll in a degree program at J-Tech. Each recipient is awarded $1,000.00.

For the "*Driving Futures Forward*" Scholarship any high school senior enrolled in a recognized Career and Technical Education program is eligible to receive this scholarship. The recipients must have applied to enroll in a degree program at J-Tech. Each recipient is awarded $2,800.00.

AFFILIATED EMPLOYER SCHOLARSHIPS

Scholarships from J-Tech affiliated employers are offered with proof of employment. Students or Employers must request a scholarship and provide proof of employment before the scholarship will be applied.

Notification of Award

Once scholarship recipients have been identified by the participating high school, the high school point of contact will complete the J-Tech Scholarship Recipient Information Form for each student and send it to the J-Tech's Career Services Coordinator. The Career Services Coordinator will provide a copy of each Scholarship Recipient Information Form to the Business Office so the award can be administered appropriately.

Upon receipt of each Scholarship Recipient Information Form, the Career Services Coordinator will create a scholarship certificate for each recipient which will be mailed to the recipient's home address along with a letter from J-Tech's President congratulating them on the award. A copy of the certificate and letter will be mailed to the student's high school counselor.

Eligibility Requirements

Each recipient must meet all J-Tech admission requirements and must be enrolled in a degree program at J-Tech. Students must start in the program for which they received the scholarship. Changes in program or start date may result in a loss of scholarship. Students must maintain a 2.0 GPA and adhere to attendance policies.

Administration

Funds will be posted to the student's account at the beginning of each term. Satisfactory progress in both attendance and GPA will be determined at the end of each term. If the student has met the 2.0 GPA, they maintain their eligibility. Failure to achieve either the attendance criteria or minimum GPA requirement will result in the loss of the next term's award. If during the next term the student raises their attendance percentage and/or GPA such that they meet the minimum requirements the scholarship will be reinstated for the following term. Retroactive payments will not be made. Awards will only be made for those terms in which all eligibility requirements have been met. For the J-Tech High School Scholarship, the student will receive $142.86 for each term in which they are eligible. "Driving Futures Forward" Scholarship recipients will receive $400.00 for each term in which they are eligible. Students will receive a receipt each time funds are credited to their account

NOTE: *Scholarships are available for those who qualify. Please speak with the Financial Aid Officer for additional details on scholarships.*

STUDENT SERVICES

Jones Technical Institute (J-Tech) is committed to the holistic development of each student. J-Tech offers comprehensive academic programs and student services that contribute to personal growth and successful outcomes. The cornerstones of J-Tech's student services are its tutorial services, emphasis on health and wellness, and its transitional programs. The following highlights the delivery of student service programs:

ORIENTATION

A comprehensive interactive orientation program is held just prior to a class start. Orientation is intended to help students transition to a postsecondary environment. Students have the opportunity to familiarize themselves with J-Tech policies and personally meet with members of the faculty, staff, and administration during orientation.

ADVISING

Students are assigned an academic advisor who provides guidance with an emphasis on personalized attention to meet individual needs. At times, personal difficulties may interfere with the success of the student. Students are encouraged to seek help from their advisor or even a staff member for any problems that may arise. The academic advisor also assists in problem solving to improve academic performance and achieving the goal of graduation and successful placement. Advisors contribute to the holistic development of the J-Tech student and assist them in realizing their potential.

Students in need of professional advice will be referred to local area agencies. Victims of rape or sexual abuse can receive counseling information from pamphlets located in the Collateral Distribution Center located in the Learning Resource Center. In addition, pamphlets on voter registration, drug and alcohol abuse, domestic violence, childcare, and public transportation schedules are available. A current list of appropriate agencies is available from the *Career Services Coordinator.*

LEARNING RESOURCE SYSTEM (LRS) & LEARNING RESOURCE CENTER (LRC)

The Learning Resource System (LRS) provides students with resources that foster the development of both the technical and soft skills that are integrated into the J-Tech curriculum. Students have easy access to the LRS throughout the facility, including the classrooms and the lab. The Learning Resource Center (LRC) is an integral part of the Learning Resource System and supports the instructional needs of J-Tech students by providing a core collection of books, access to Library Information Resources Network (L.I.R.N) electronic database by providing computers, industry magazines and periodicals, as well as other electronic resources and databases available through the Internet.

The LRS is also used to assist our students in the preparation for the professional world. Students can use LRS materials to enhance their learning by watching informational videos, through Internet and text research, and conducting trend analysis through current industry journals and magazines.

TOOL SETS

During training, students will be using Institute provided tools. Upon graduation and fulfilment of all financial obligations, students will be issued a new toolbox containing the tools necessary to begin their new career as a technician. All graduates who meet both the institutional graduation requirements and fulfill their financial obligations to the institution will have 45 days from the last day of the term to pick up the tool set issued to them.

T.O.O.L.S PROGRAM: Tutorials Offering Optimal Learning Strategies

Assistance with classroom assignments is provided in the LRC. This service provides additional instruction to improve comprehension of concepts taught in the classroom and application of those skills. Hours will be posted on the Student Bulletin Board in the Student Lounge and staff/faculty are located in the *Learning Resource Center* for student tutorial assistance. *Students may also be referred to the T.O.O.L.S. Program by their Instructor or the Program Manager.*

J-Tech is committed to the success of its students. Personalized attention contributes to both retention and positive learning outcomes for the J-Tech student. The better skilled student will increase their ability to compete and successfully gain employment within the industry.

CAREER ADVISEMENT AND TRANSITIONAL PROGRAMS

J-Tech provides comprehensive career advisement and a transitional program to the workplace. Student advisors provide career guidance and assist students in developing a transitional plan to the workplace. Assistance with job placement is also provided, but employment is not guaranteed for J-Tech graduates. A current list of available positions is maintained and accessible to all J-Tech graduates. The Career Services Coordinator, in conjunction with the Program Manager, will assist in graduate job placement.

One of the strengths of our programs is the integration into the daily curriculum of the soft skills required for successful transition to the workplace. *What are soft skills?* Knowledge of expected work ethics, time management skills, and the ability to communicate, problem-solve, and contribute to improving the work environment and customer service. Today's employers are seeking employees who not only have the technical skill set for the job but have the capacity to understand the work environment and contribute to the quality of service of an organization. In Program Advisory Committee meetings, many employers have stated that soft skills were as important as technical skills.

The J-Tech Transitional Program incorporates the following:

- Resume preparation and development of an employment plan.
- Learning to conduct a job search.
- Instruction and practice in the on-line application process utilized by most companies.
- Developing interview skills through mock interviews with corrective feedback.
- Emphasis on developing writing skills.
- Developing an awareness of the work environment and the soft skills that contribute to success
  and sustaining employment.

College and Career Planning

J-Tech offers a required course as part of the Occupation Associate Degree Programs in preparing students for transition to college and the work world. This course provides an overview of the culture of the workplace and prepares students for transition to the work environment. Topics include professionalism, leadership and team building, time management and organizational skills, internal/external business communications, and developing an employment plan. The employment plan includes targeting employment opportunities, practice in interview techniques, writing resumes, and mastering the on-line application process. An abbreviated seminar in workplace readiness is provided in the Commercial Truck Driving Program to ensure the students enrolled in that program are prepared for the transition to the commercial trucking industry.

J-TECH WELLNESS PROGRAM

J-Tech offers student access to a Fitness Center that contributes to the life-long well-being of the individual student. The Fitness Center is equipped with contemporary aerobic, cardiovascular, and light weight equipment typically found in a modern *gym* or *fitness center*. The Fitness Center is open during business hours and is available to students during non-classroom hours. J-Tech welcomes the participation of our students in this important student service.

STUDENT LOUNGE

Vending machines are located in the student lounge and provide drinks and snacks. A microwave is available for student use. Food and beverages must be consumed in the student lounge not in the classroom. Smoking is only permitted outside of the building in a designated smoking area.

HOUSING

J-Tech does not provide housing facilities on campus for its students, but apartments are plentiful in the immediate area of each campus. To assist out-of-town students in need of housing, J-Tech will provide help in finding local accommodations close to campus. The Institute has established a working relationship with Extended Stay America and other local hotel chains that will provide affordable rates for students enrolled at J-Tech. This housing referral service is provided by the *Student Services Team.*

PARKING

Ample parking is available to all students. Only cars with handicapped license plates or stickers may use handicapped spaces. Cars without permits parked in these spaces may be towed or ticketed at the owner's expense.

ACADEMIC INFORMATION & POLICIES

FIELD TRIPS

Instructors may take students on field trips at appropriate times during the program. Field trips are designed to supplement the curriculum and to introduce the student to situations that cannot be reproduced in the classroom. Students will be notified in advance of any field trips.

ACADEMIC RECORDS

The Registrar maintains a permanent academic record for all students. The academic record contains, among other things, transcripts, progress reports, and the Application for Admission. Students needing an official transcript of their coursework must submit a *Transcript Request Form* to the Registrar for a nominal fee. The Institute does not release transcripts or information concerning a student's academic record if the student has any outstanding financial obligations to the Institute or if the student is in default or owes refunds to any Title IV program. The Registrar will also provide enrollment verification information to insurance companies, banks, and other third parties upon the request of the student.

CONDUCT

Jones Technical Institute, J-Tech, is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a critical factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on J-Tech's property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of J-Tech documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person and using Artificial Intelligence (AI) such as Chat GPT.
2. Theft of, or deliberate destruction, damage, misuse or abuse of J-Tech property or the property of private individuals associated with J-Tech.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other J- Tech activities.
4. The use of alcoholic beverages or controlled substances on J- Tech property including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in J-Tech's building(s) and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with J-Tech's officials acting within the scope of their employment responsibilities.
7. Bringing animals onto J-Tech's property: No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into Jones Technical Institute's academic areas: J-Tech does not provide childcare services and cannot assume responsibility for their health and safety if on campus.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.

10. Failure to comply with any regulation not contained in official J-Tech publications, but announced as administrative policy by a J-Tech official or other person authorized by the Campus President of J-Tech.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto J-Tech property.
12. Violence or threats of violence toward persons or property of students, faculty, or staff of J- Tech.
13. Improper use of e-mail and Internet access. Please see the "Computer and Electronic Communications Policy" section for additional information.
14. Inappropriate use of cell phones and other electronic devices. All electronic devices must be in the "off" position while in the classroom.
15. In accordance with FL bill 553.865, F.S., the "Safety in Private Spaces Act,", students may not willfully enter a restroom or changing facility restricted to individuals of a different sex than assigned to the student at birth and may not refuse to leave when asked by instructional, administrative, or security disciplinary personnel.

A student committing any of the violations listed above shall receive a written warning concerning the misconduct and is subject to disciplinary action up to and including immediate suspension or dismissal. Students dismissed for conduct violations will not be readmitted.

SUSPENSION

A student may be suspended for failure to adhere to the Institute's student conduct policy or for failure to make academic and attendance progress.

STUDENT APPEAL PROCESS FOR SUSPENSION

Students whose training was interrupted by the Institute, will have the right to appeal that decision due to mitigating circumstances. See section on Mitigating Circumstances. Students must initiate the process by submitting a written appeal to the Appeals Committee within five (5) business days of the withdrawal from the Institute. The Appeals Committee will review the appeal and respond in writing within five (5) business days. The decision of the Appeals Committee is final.

RE-INSTATEMENT PROCEDURE

Students who have interrupted their education for any reason may request reinstatement by contacting the Admissions Department. Students who were making satisfactory progress when they withdrew will be eligible to apply for reentry. Students who were not making satisfactory progress may only be admitted with the approval of the Reinstatement Committee and the respective Program Manager and may be accepted on a probationary basis. All students requesting reinstatement will be required to go through a portion of the admission process again.

Students who have been withdrawn for failing to maintain satisfactory academic progress may also be reinstated at the start of the next grading period through an appeal process. However, students will not be eligible for financial aid during the reinstatement/probationary term. If students achieve the minimum standards of satisfactory progress by the end of the reinstatement/probationary term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Notice: *The Reinstatement Committee may use professional discretion to extend, modify, or waive any procedures or requirements pertaining to student academic progress or completion in this Catalog that would be in the best interest of the student, provided such action would not be in violation of any regulatory compliance.*

ATTENDANCE POLICY

Attendance is not only important in developing student skill levels but learning professional ethics. Attendance is important due to the amount of hands-on learning. Students are expected to attend as stated in the Enrollment Agreement. J-Tech has no system of excused absences or allowed class cuts, and all absences are recorded regardless of the reason. Graduates are screened by prospective employers not only for academic achievement, but for attendance to determine a student's reliability and work ethic.

The attendance policy applies to all students attending Jones Technical Institute in the technical education programs, whether or not the student participates in any federal financial aid programs. *Absences are recorded in the student's permanent record and become part of his or her permanent transcript.*

Attendance is directly tied to academic performance; therefore, regular attendance is required. Class attendance affects the student participation grade used as criteria in computing the final course grade. *Students who do not attend regularly risk earning lower or failing grades.* Students who miss 14 calendar days without contacting the Institute and submitting proper documentation will be terminated from their program and will constitute post withdrawal procedures.

Attendance is taken at the beginning of each class, and spot checked throughout the period. The first time a student is absent in a class, the Instructor will provide a *verbal reminder* of the importance of attendance and remind the student that additional attendance consequences will result if the attendance behavior is not corrected.

Students are encouraged to schedule appointments outside of class hours and should notify their Instructor if they plan to be absent. Each student is responsible for getting a copy of the academic notes and/or must complete assignments missed during an absence.

Every student is expected to contact the instructor PRIOR TO THE START OF CLASSES ON THE DAY OF THE ABSENCE. The Institute reserves the right to contact the student using any contact information provided.

TARDINESS

J-Tech is committed to developing a work ethic among its students that mirrors the workplace. A student is considered *Tardy if not in attendance in the classroom at the start of class* **or** *not returning to class at the specified time after a break*. Tardiness will affect the student's participation grade, which in turn affects the final grade. Timeliness and reliability are the foundation for a successful employment career.

PARTICIPATION GRADING POLICY FOR OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS

Students are expected to remain fully engaged and participate in all learning activities. As such, participation is a heavily weighted grade element. J-Tech does not recognize excused absences from class.

Each class, the student has the potential to earn a 100% daily participation grade. Failure of the student to meaningfully engage in learning activities will result in a deduction of the daily participation grade. Factors included in the participation grade include but are not limited to:

1. Being Prepared for class
2. Being Engaged with the learning process
3. Being in uniform
4. Wearing the proper personal protective equipment (PPE)
5. Maintaining a great attitude
6. Maintaining a professional demeanor
7. Arriving late and/or leaving early from designated class times
8. Completing assigned classwork timely
9. Following all safety guidelines
10. Adherence to the Student Code of Conduct

Students arriving after or departing prior to scheduled class time(s) will receive a 20% deduction in their daily participation grade for each occurrence.

MAKE-UP WORK

Students are required to make up all academic notes and assignments missed as a result of an absence. The instructor may assign additional work outside the original assignments to be completed. Arrangements to take any tests missed because of an absence must be made with the instructor. Missed time may be made up if extenuating circumstances exist. Make up time is determined at the discretion of the Instructor and/or Program Manager. VA students are not certified for make-up work, except when failing a class

SATISFACTORY ACADEMIC PROGRESS (SAP)- DEGREE PROGRAMS

Students must maintain satisfactory academic progress in order to remain eligible for Title IV funds and to be enrolled at Jones Technical Institute. In order to maintain satisfactory academic progress, a student must maintain a specified grade point average and proceed through the program of study at a specified minimum pace. Satisfactory academic progress (qualitative and quantitative) will be checked at the end of the 2nd, 4th, and 6th terms for all students, including those who do not participate in financial aid programs, and is determined by the following criteria:

1. Maintain a minimum GPA as outlined in the table below.
2. Complete the program within the published maximum time frame.
3. Maintain any conditions of probation.
4. The only exception is documented government military duty.

Credits Attempted	CGPA	Rate of Progression
0-26	1.50	55%
27-52	1.75	60%
53-91	2.00	67%

In the Technology Courses: If a student misses an exam, the student will receive a zero and has to complete the test within a designated period determined by the Instructor. If a student receives a failing grade on an exam, the student is required to retest during the *course term* to work toward a passing grade. The passing grade takes the place of the failing grade. *If a student fails a final exam*, the student will have a single opportunity to retake the test the subsequent academic day.

In the Applied General Education Courses: If a student misses an exam or submitting an assignment, the student will receive a zero and has to complete the test within a designated period determined by the Instructor. If a student receives a failing grade on an exam, the student is required to retake a test within the *course term* to work toward a passing grade. Instructors may also provide the opportunity for students to improve their grades on individual assignments, which must be completed within the term of the course.

If a student fails a final exam within an Applied General Education course, the student will have a single opportunity to retake the test the subsequent academic day.

SATISFACTORY ACADEMIC PROGRESS (SAP)- COMMERCIAL TRUCK DRIVING

Students enrolled in the Commercial Truck Driving Program must maintain satisfactory academic progress in order to graduate from Jones Technical Institute. In order to maintain satisfactory academic progress, a student must maintain at 2.0 GPA and a cumulative attendance average of 67 % of scheduled hours.

WARNING

Students not meeting either the qualitative or quantitative standards described above when satisfactory academic progress is measured at the end of each payment period (defined as each term) will be placed on *Warning* for the subsequent term. During the Warning status, the student is eligible for Title IV funding for the next payment period (term). If the student fails to achieve the minimum rate of progression by the end of the Warning status, the student will lose financial aid eligibility and will be terminated from Jones Technical Institute. Students may appeal termination by submitting an Academic Appeal in writing to the Appeals Committee, following the procedure outlined below.

ACADEMIC APPEAL

A student who is terminated from Jones Technical Institute due to lack of satisfactory academic progress and loses financial aid, may appeal the decision in writing to the Appeals Committee within five (5) business days of termination. The letter must present any *documented mitigating circumstances* the student feels contributed to their unsatisfactory academic progress and *any change in circumstance* that will contribute to improving grades and SAP requirements.

The appeal decision will be made by the Institute within five (5) business days of the submission of the appeal. The student will be notified in writing of the decision. The decision of the Appeals committee is final. *If the appeal is approved, the student will be placed on Academic Probation status and an Academic Plan will be developed and implemented by the Academic Committee.*

CONSIDERATION OF MITIGATING CIRCUMSTANCES

If a student believes that the daily attendance record assigned by an Instructor is incorrect or otherwise not justified, the student may request in writing a review by the *Academic Committee*. The *Academic Committee* may consider mitigating or other special circumstances in determination of absences, attendance warning, attendance Probation or recommendations for dismissal. The *Academic Committee* may support the Instructor's evaluation or restore daily attendance in a day by day basis based on evidence provided by the student. If a student believes that the *Academic Committee* decision is incorrect or otherwise not justified the student may request in writing an appeal to the Campus Director. The Campus Director will have the final decision and no further appeal will be permitted.
If a student cites "mitigating circumstances" in an appeal process, The *Academic Committee* must approve the mitigating circumstance based on written documentation provided by the student. Illnesses must be documented by a physician if the medical condition is implicated in the mitigating circumstance and has an adverse impact on the student's satisfactory academic progress. No waivers will be permitted for graduation requirements.

ACADEMIC PROBATION

The initial probationary period covers the term that starts immediately after the student has been placed on Academic Probation. Students remain eligible for financial aid during this period. If, at the end of the probationary period, a student achieves the required Satisfactory Academic Progress benchmarks, the Registrar will notify the student that the probationary period has been removed. If the student does not achieve satisfactory academic progress as defined in the Academic Plan, the student will be terminated from the Institute.

ACADEMIC PLAN

An Academic Plan is developed as part of a student's Academic Probation and provides guidelines for a student to achieve satisfactory academic progress within a specified time. The Academic Plan will be designed between the *Academic Committee* and the student, with the student agreeing to and signing the Plan. While on Academic Probation, the student is required to attend academic advising sessions as outlined in the Plan. An Academic Plan may span multiple terms as long as the Plan allows for the student to graduate within the Maximum Time Frame for graduation.

MAXIMUM TIME FRAME

To remain eligible for federal funds, student aid recipients must complete their program within a specified time frame. The program time frames are defined as follows:

Program	Maximum Completion Time	
Automotive Technology	136.50	credit hours
Diesel Technology	136.50	credit hours
Marine and Recreational Vehicle Technology	136.50	credit hours
HVAC-R Degree	136.50	credit hours
HVAC-R Diploma	97.50	credit hours
Commercial Truck Driving	255.00	clock hours
Welding and Fabrication Technology Degree	136.50	credit hours
Welding Technology Diploma	94.5	credit hours

Students approved for veterans training must complete the program within the VA approved time frame.

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

To reestablish satisfactory academic progress, the student must bring his/her qualitative and quantitative performance up to the satisfactory academic standards by the end of the subsequent payment period (term) or the student will lose financial aid eligibility and will be dismissed from J-Tech. Students may appeal their dismissal by following the procedures provided above under "Academic Appeal."

INCOMPLETES, COURSE REPETITIONS, AND REMEDIAL WORK

As an institution, Jones Technical Institute does not recognize remedial course work. Students with incompletes or repetitions are eligible to continue receiving financial aid if the following criteria are met:

1. A student is otherwise making satisfactory academic progress.
2. The time needed to make-up incomplete coursework is within the program maximum timeframe.

Incompletes: Students failing to complete required coursework must make arrangements with their instructor for completion. All incomplete work will become an "F" grade if not completed within ten (10) business days of the completion of the course. A grade of Incomplete is not initially included in the cumulative GPA, but the credits will be calculated as credits attempted for the purpose of determination completion percentages for satisfactory academic progress. When the permanent grade is submitted, the CGPA is adjusted accordingly, and SAP is recalculated.

Course Repetitions: A student must repeat any failed course to meet graduation requirements. When a class is repeated, the most current grade will be calculated into the grade point average. The previous grade will appear on the transcript but will not be calculated in the student's grade point average. For the purpose of determining completion percentages, all credits will be calculated as credits attempted.

PROGRAM CHANGES

Students who wish to change programs must contact the respective Program Manager. In order to be eligible to change programs, a student must meet the following criteria:

1. All current program financial obligations to the Institute must be paid in full for the credit/clock hours completed in the old program as determined by the institutional refund policy.
2. The current program minimum Satisfactory Academic Progress requirements are met.
3. For students that change their program, only those courses that are transferrable into the new program will be used to calculate the cumulative GPA. However, all courses completed at J-Tech will be used to calculate the minimum qualitative completion percentage.

GRADE SUBSTITUION POLICY

Jones Technical Institute (J-Tech) will apply grade substitutions for industry led/recognized certifications as follows:

1. Automotive Service Excellence (ASE) certification exams passed by students will replace the final exam grade for the corresponding technical course at J-Tech.
2. Full manufacture certification(s) will replace the final exam grade for the corresponding technical course at J-Tech. Full manufacture certifications are defined as completing all required computer based and instructor led courses and passing the manufacture certification exam(s).

Allowances for employer required instructor led manufacture training will be made as follows:

- Participation grades will not be negatively impacted during approved training.
- Competencies missed during approved training.
- Assignments/Quizzes missed during approved training can be made up in accordance with the instructor published makeup policy.

*** Training is approved when students provide official documentation of the manufacture training courses and dates attended.

WITHDRAWALS / TERMINATION

Jones Technical Institute does not have a Leave of Absence Policy. Students are encouraged to meet with administrative personnel before a decision to withdraw is made. In the event of withdrawals/terminations, all information regarding the student's hours, training completed, and grades recorded will be retained in the Institute's files indefinitely. The Institute reserves the right to suspend or dismiss a student who fails to show satisfactory progress, who fails to maintain continuous attendance, who is in default on tuition, or whose conduct or activities are in violation of the stated rules and regulations.

Failure to withdraw properly may result in the assignment of failing grades that will become a part of the student's permanent record. Students wishing to withdraw must personally notify the Registrar and complete an exit process that includes finalization of the student's records with the Program Manager and the Director of Financial Aid. This process ensures that all records are correct and that he/she has or will receive all services available from Jones Technical Institute. The date that student provides official notification to the institution is used as the date of determination for withdrawal.

When a student withdraws from school and receives a grade of "W", the credits will be calculated as credits attempted for the purpose of determining completion percentages for satisfactory academic progress. However, "W" grades are not included when calculating the CGPA. "WF" grades are included in calculations of both CGPA and completion percentages for the purpose of determining satisfactory academic progress.

CLASS AUDITS

J-Tech welcomes graduates to audit courses as part of refreshing their technical skills and remaining current in their field. Class audits for graduates are free. Registration for a class audit is through the Registrar's Office.

DEFINITION OF TERMS

Academic Hour: A clock hour consists of 50 minutes of class time. Clock hours are converted into credit units to allow for comparison with other postsecondary schools.
Academic Year: An academic year consists of 39 quarter credits and 30 weeks.
Clock Hour: A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction.
Quarter Credit Hours: A quarter credit is a unit consisting of a minimum of ten hours of instruction appropriate to the level of credential sought, during a quarter, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

ACCSC Clock to Credit hour Conversion:
1-Clock Hour of Didactic Learning = 2 units
1-Clock Hour of Supervised Learning = 1.5 units
1-Clock Hour of Externship = 1 unit
1-Clock Hour of Outside Work = 5 units

Diploma: An award issued to a student indicating graduation from a prescribed program of study.
Degree: An award issued for graduation from a prescribed program of study for which Jones Technical Institute has received approval from proper agencies to grant the degree.
Financial Aid: Students may be awarded financial assistance, if eligible, based on the number of credit hours they will earn.
Full-time Student: A student enrolled for at least 12 credits per term.
Quarter/Term: A period of study consisting of 11 weeks.
Payment period: Title IV funds are awarded based on the number of credit hours earned for the appropriate program of study. The payment period consists of 11 weeks.

GRADING SYSTEM

The following grading system shall apply to all students:

Grades	Percentages	Quality points
A	100-93	4.00
A-	92-90	3.75
B+	89-87	3.50
B	86-83	3.00
B-	82-80	2.75
C+	79-73	2.50
C	72-70	2.00
F	69-00	0.00
I	Incomplete	0.00**
W	Withdrawal	0.00***
TR	Transfer Credit	0.00****

** See Incomplete Policy.
*** See Withdrawal Policy. Does not affect GPA, however, does affect student's rate of progress.
**** See Transfer Policy.TC do not affect GPA or student rate of progress.

Class participation is used as criteria in computing students' grades. Students who do not regularly attend class risk earning lower or failing grades due to the impact of attendance on class participation. Students are expected to maintain a minimum of 90% attendance for all classes.

If a required course is failed, it must be taken again. See regulations on course repetitions under policies for "Incompletes, Repetitions, and Remedial Work." *Courses may only be repeated once*. Special circumstances may be considered by the Campus President and Program Manager regarding course repetition. Students who withdraw (voluntarily or involuntarily) from a course(s) will be assigned the following grade(s):

- "W" - if passing or if before 50% of the grading period is complete.
- "F" - if after 50% of grading period is complete and failing.

STUDENT PROGRESS REPORTS

Students are entitled to a regular accounting of their academic progress and status with the Institute. Students placed on *Academic Warning* will be informed at the time the action is taken and appropriate advising is part of that process. Students may review their satisfactory progress by requesting a transcript from the Registrar.

Student progress and grades are determined through completion of daily assignments, hands-on assignments in the lab, quizzes, written examinations, class participation, attendance, and capacity to be a team member in class and in the lab that provides critical skill development and practice for the workplace.

NOTIFICATION OF UNSATISFACTORY PROGRESS

A student who is not meeting satisfactory J-Tech progress will be notified of his or her status in writing. The notification will be given to the student in person, when possible, and mailed to his or her home address when it is not possible to be delivered in person.

DEFINITION OF CREDIT HOUR

Jones Technical Institute assumes that when registering for a program, the student accepts responsibility for full participation in all classes and lab activities. A credit hour is a period of 60 minutes, including a minimum of 50 minutes of supervised instruction.

COURSE NUMBERING SYSTEM

Jones Technical Institute's course numbering system for the Degree Programs is as follows:

100 level courses- Entry level courses

200 level courses- Advanced level courses

The Commercial Truck Driving Program uses sequential course numbering from CTD 101-201.

CLASS SIZE

Classes vary in size between class instruction and labs. Jones Technical Institute offers educational programs to train students for entry-level positions in the automotive and diesel industries and commercial truck driving. To provide meaningful instruction and training, classes are limited in size. The following outlines the student/teacher ratio for each program:

Commercial Truck Driving Program provides smaller student/teacher ratios to ensure adequate time allocation to each individual. The maximum student /teacher ratio is 26:1 in the classroom, 13:1 on the pad, and 5:1 in the trucks.

Technology Programs provide a student/teacher ratio not to exceed an average of 28:1.

General Education Courses provide a student/teacher ratio not to exceed an average of 36:1.

STUDENT UNDER VA TRAINING

Students must achieve Satisfactory Academic Progress (SAP) to remain eligible to use VA Benefits. Students who do not achieve SAP will be reported to the VA. The VA will terminate benefits for unsatisfactory academic progress. VA benefits may be reinstated when the student has maintained satisfactory academic progress for a minimum of 11 weeks following the violation. The student's academic record will be retained in the veteran's file for USDVA and SAA audit purposes.

Chapter 31 and 33

All individuals are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to J-Tech a certificate of eligibility (COE) for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:
1. The date on which payment from the VA is made to the institution; OR,
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE

The institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

Students are required to:

- Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.
- Provide all additional information necessary for the proper certification of enrollment by the educational institution such as prior training transcripts or proof of transcript request.

GRADUATION REQUIREMENTS

A student is eligible for graduation if:

1. The student has completed all required courses with a passing grade.
2. The student has accumulated the total number of credits required for graduation for his/her prescribed program.
3. The student has achieved a cumulative grade point average of 2.0.
4. The student has met all financial obligations to the Institute.
5. The student completed the exit interview process.

DEGREES and DIPLOMAS AWARDED

Jones Technical Institute awards the following degrees and diplomas:

Program	Award
Automotive Technology	Occupational Associate Degree in Automotive Technology
Diesel Technology	Occupational Associate Degree in Diesel Technology
Commercial Truck Driving	Commercial Truck Driving Diploma
Automotive Technology with Power Generation	Occupational Associate Degree in Automotive Technology with Power Generation
Diesel Technology with Power Generation	Occupational Associate Degree in Diesel Technology with Power Generation
Automotive Technology with High Performance	Occupational Associate Degree in Automotive Technology with High Performance
Diesel Technology with High Performance	Occupational Associate Degree in Diesel Technology with High Performance
HVAC-R	HVAC-R Diploma
HVAC-R	Occupational Associate Degree in HVAC-R
Marine and RV Technology	Occupational Associate Degree in Marine and Recreational Vehicle Technology
Diesel Advanced Technology Education	Occupational Associate Degree in Diesel Advanced Technology Education
Welding Technology	Welding Technology Diploma
HVAC-R	Occupational Associate Degree in Welding and Fabrication Technology

GENERAL POLICIES

ANY UNINTENDED DISCREPANCIES BETWEEN THE J-TECH CATALOG AND THE STUDENT HANDBOOK, THE CATALOG SUPERCEDES THE STUDENT HANDBOOK.

AVAILABILITY OF COMPARABLE PROGRAM INFORMATION

Comparable program information related to tuition, fees, and program length is available through the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia, 22201 (703) 247-4212.

STUDENT RECORDS

Student records are permanently retained by the Institute and are available to students upon written individual request. Requests for transcripts or other documents must be in writing.

COMPUTER AND ELECTRONIC COMMUNICATIONS POLICY

Network Usage Policies

The network is to be used in accordance with the mission of Jones Technical Institute (J-Tech), it is a tool to enhance education and is not available for unrestricted use for other purposes. The following policies address the proper use of Jones Technical Institute's network. These policies are subject to change.

1. Unauthorized networking equipment (such as routers and wireless access points, etc.) is prohibited from use on the network. Network services and wiring may not be modified or extended beyond their intended use. This policy applies to all institutional network infrastructure and services.
2. Users may not manually assign an IP address to any network device. Doing so may disrupt connectivity for other users.
3. Users of the J-Tech network may not provide access to resources on the local network to anyone outside of J-Tech for any purpose unless accomplished by means approved by the Campus Director.
4. Computer names, computer descriptions, and messages broadcast across the network should not be defamatory, lewd, or obscene.
5. Federal law prohibits the transmission (sharing) of copyrighted materials without express written permission from the copyright holder. Copyrighted works (including, but not limited to original writings, software, movies, and music) may not be shared on the local network without written permission of the copyright holder. Per Title 17 and Title 18 of US Code, penalties may include up to $150,000 in civil liability and up to five years in prison for a first offense.
6. J-Tech prohibits the installation of peer-to-peer software such as, but not limited to, *KaZaA*, *Napster*, *Gnutella*, *FreeNet*, *WinMX*, *Morpheus*, *AOL Messenger-AIM*, *MSN Messenger*, *ICQ*, on any computing device connected to the Institution's network. Jones Technical Institute reserves the right to restrict access to any service detrimental to J-Tech technology resources. Attempts to bypass these restrictions will be considered a violation of this policy.
7. J-Tech does not allow network users to run unauthorized SMTP, DHCP, or directory services on any networks.
8. Defective, malfunctioning, compromised or misconfigured equipment on the network will be

disabled without prior notification.

9. Unauthorized registration of a domain to a J-Tech IP address is prohibited. This includes, but is not limited to, direct DNS resolution and DNS aliasing.
10. Unauthorized hardware and/or software used to detect and/or exploit network vulnerabilities are forbidden on J-Tech networks.
11. Forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited regardless of intent.
12. Violation of these policies will result in penalties up to and including expulsion.

DISCLAIMER: From time to time the J-Tech Technology Systems Usage Policy and related policies may be revised. The latest official copy of this policy is available from the Information Technology Services.

File Sharing and Copyright Infringement

Students need to be informed that record and motion picture companies are suing college students across the country for downloading and sharing music and movie files without the copyright holder's permission.

So what does this mean, exactly?

It means that when you download music and movie files from the Internet, unless you know for sure that the file isn't copyrighted, or receive permission from the copyright holder, you can safely assume you are committing copyright infringement.

Downloading or distributing copyrighted material without the express permission of the copyright owner is copyright infringement, and is against the law. Unless you receive actual express permission from the copyright owner, assume you do not have permission to download or share the file. If you illegally download or share copyrighted material such as music or movie files, you could face legal action from the owner of the copyright for the work, which could mean many thousands of dollars in fines, as well as college disciplinary action.

Does it matter that you didn't know you were "sharing" the file?

No, it doesn't. Copyright infringement under federal law does not require intent, or even knowledge, on the part of the alleged infringer. Also, keep in mind that simply downloading a music or movie file without permission, whether it's shared, or not, is illegal. Again, if you share such a file without permission, whether you knew or intended to share it or not, you can be held liable for copyright infringement under federal copyright law.

Programs such as Limewire, BitTorrent, and Grokster are designed to allow for the sharing of files automatically-that's why they're called "peer-to-peer" programs-whenever you download a file using their software, it's probably going to be stored so that it can be accessed by anyone else having that software.

Many of the files found on such sites are made available for downloading and sharing without the copyright holder's permission. To protect themselves from liability, Limewire and other peer-to-peer programs include a disclaimer stating that they do not condone copyright infringement, and disclaiming any liability for downloading and sharing of files in violation of copyright law. In other words, they are making such files available to their users, but disclaim any copyright infringement liability, which might result from files being downloaded and shared without the copyright holder's permission.

Again, by downloading and sharing a file you should assume you are committing copyright infringement, unless you have clear and express permission from the copyright holder.

How do people get caught and why are colleges being targeted?

The Recording Industry of America (RIAA), a trade group made up of record labels such as Sony and RCA, is leading the charge in targeting university and college students in an attempt to curb what it deems to be illegal file sharing.

The RIAA and other copyright holders use automated methods to identify infringements, and even small amounts of sharing can be detected and tracked to students' IP addresses. The IP (Internet

Protocol) address is assigned to each user by the ISP (Internet Service Provider). Jones Technical Institute and other colleges and universities across the country are easy targets for the detection of illegal file sharing. Why? First, university and college ISP's tend to provide internet access at very high speeds, which facilitates quick and easy downloading and sharing of files. Second, college students are the demographic most likely to take advantage of free downloading and sharing of files. The bottom line is that if you download music and movie files, you're probably breaking the law and setting yourself up for, at best, a costly settlement and, at worst, a very expensive civil lawsuit.

How costly will it be if you're caught committing copyright infringement?
Currently, the RIAA is seeking $750.00 per illegally downloaded file in cases that don't settle before a complaint is filed in federal court. Thus, if you download only ten songs, you may be responsible for $7,500.00 and the additional cost of the settlement process for committing a copyright infringement.

ACADEMIC DISHONESTY

Students must realize that success in their studies depends entirely upon their own efforts. Consequently, plagiarism and any other form of academic dishonesty are not tolerated. Plagiarism is the conscious or unintentional use of the words, phrasing, or ideas of another person without acknowledging the source, thereby attempting to receive undeserved credit. Artificial Intelligence (AI) such as Chat GPT is prohibited and considered academic dishonesty as it is not a representation of the student's own efforts. Conscious plagiarism is evidence of intellectual dishonesty; unintentional plagiarism indicates intellectual laziness.

DRESS CODE

All Technology students are required to wear a J-Tech uniform. Coveralls/jumpsuits are issued during the first academic term and are available for order through the Institute. J-Tech Hats may be purchased through the Institute. During cold months, students wishing to wear long sleeve shirts under their jumpsuits may do so. Please choose long-sleeved shirts in black, white, grey, J-Tech blue or J-Tech green.

Commercial Truck Driving students must wear blue jeans, work pants or shorts, a shirt with sleeves, and sneakers. Students are not permitted to wear shirts with inappropriate graphics.

All students enrolled in Technology programs must wear proper footwear. Safety glasses must be utilized in designated areas.

Students are not permitted to wear jewelry, watches, or accessories. Students are encouraged to leave all jewelry, watches, and accessories at home or in a secure area.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements are not admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

HAIR REQUIREMENTS

Length of hair is not only a professional issue, but a major safety concern. Hair must comply with professional and safety standards and be clean, combed, neatly trimmed, and well-groomed at all times. Hair worn long must be tied up or put under a cap when around tools/equipment.

HARASSMENT & SEXUAL MISCONDUCT POLICIES

Anti-Hazing Policy

Florida Statute 1006.63 states: "Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator including possible expulsion from the institution.

Gender-Neutral Bathrooms

The Institution has single-user restrooms on campus. Please see a member of the faculty or staff for assistance locating the single-user restroom.

Privacy, Confidentiality, and Student Records

Preferred Names and Pronouns

Students should indicate their preferred name and/or pronoun with their Admissions Representative at the time of enrollment or the Vice President if the preferred name and/or pronoun changes after enrollment. The Admissions Representative or Vice President will communicate this information with appropriate faculty and staff. There are some instances where the institution must use the student's legal name. Examples of the places where the student's legal first name must be used are listed below.

Places where legal first name must be used:

Student Accounts Receivable
Financial Aid
Responses to enrollment inquiries such as verification requests
Official Transcripts
International Student Status
Student Employee/Payroll Information
Insurance Information

Name Changes on Official Records
In order to change your name on official legal documents, either an official court document with the legal name change or a valid driver's license or state identification card and a social security card with the new name displayed.

Resources for Transgender Students and Employees
Jones Technical Institute is committed to providing a safe, healthy and nondiscriminatory school climate that fosters respect for all students and employees.

Counseling Resources
Duval County

Lisa J Moore, L.M.H.C
P.O. Box 60552
Jacksonville, FL 32204
(904) 389-7168

The Alternatives Group
Patricia Lee O'Haver
1727 Blanding Blvd Suite 105
Jacksonville, FL 32210
(904) 446-5175
patricia_gal@yahoo.com

Kristie Overstreet LMHC, LPC, CAP
4540 Southside Blvd Suite 401
Jacksonville, FL 32216
Email: Kristie@TherapyDepartment.com

Michael P Pruitt MD
6251 Philips Hwy Suite 4
Jacksonville, FL 32216
(904) 636-9444 (Office)
Psychiatrist

Matt Borer, Ph.D. LMFT
2720 Park St. Office 209
Jacksonville, Fl. 32205
904-874-1387
*Works specifically with transgender clients

Complaints:
Complaints alleging discrimination or harassment based on a person's transgender status or gender nonconformity are to be handled in the same manner as all other discrimination or harassment complaints. Please see the Grievance Policy and/or the Sexual Misconduct Policy for information on how to report a complaint.

Non-Discrimination and Anti-Harassment Policy and Procedure

Jones Technical Institute (the Institute) is committed to providing prompt and effective resolution of allegations of discrimination and harassment. The Institute's grievance procedures are to be used for complaints of discrimination on the basis of sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. §106.8(b)). These grievance procedures are also to be used for complaints of discrimination on the basis of disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. §104.7(b)), and Title II of the Americans with Disabilities Act (28 C.F.R. §35.107(b)) and on the basis of age filed under the Age Discrimination Act of 1975 (34 C.F.R. §110.25(b)).

Support Services Available
Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process. Jones Technical Institute does not provide counseling or health care services. Personal counseling offered by Jones Technical Institute will be limited to initial crisis assessment and referral.

Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies, including:

National Resources:

National Sexual Assault Hotline - 800-656-4673
National Domestic Violence Hotline - 800-799-7233

Local Resources (Jacksonville)

24 Hour Rape Hotline (Rape Recovery Team): (904) 721-7273
5644 Colcord Avenue, Jacksonville, Florida 32211
http://womenscenterofjax.org/services_rrt.shtml
Sulzbacher Center: (904) 359-0457
611 East Adams Street Jacksonville, FL 32202
http://www.sulzbachercenter.org/

Health Care Services:

UF Health Jacksonville: (904) 244-0411
655 W 8th St. Jacksonville, FL 32209
Baptist Health: (904) 202-2000
800 Prudential Drive Jacksonville, Florida 32207
Wolfson Children's Hospital: (904) 202-2000
800 Prudential Drive Jacksonville, FL 32207

CareSpot Urgent Care (Multiple Locations)
Arlington: 904-743-2466
Beaches: 904-241-0117
Mandarin: 904-288-0277
Northside: 904-757-2008
Town Center: 904-248-3910
Westside: 904-531-4525

Other Services:

New Hope Family Services: 1-904-704-2527
Rape Recovery Team: 1-904-721-7273
State Attorney's Office Jacksonville: 1-904-301-6300
Denise Daniels - Victim/Witness Specialist 1-904-301-6339
Women's Center of Jacksonville- 904-722-3000

NOTICE OF NON-DISCRIMINATION & SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

I. Policy- It is the policy of Jones Technical Institute (the "School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the School's website at www.jtech.org or obtained in person from the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX Coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Lori Stowers
Title IX Coordinator & Director of Compliance
8813 Western Way
Jacksonville, FL 32256-0367
Phone: (904) 328-5600

Email: lstowers@jtech.org

Inquiries or complaints concerning the School's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, Atlanta Office
61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: (404) 974-9406
Facsimile: (404) 974-9471
Email: OCR.Atlanta@ed.gov

Jones Technical Institute desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in School.

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the School's Title IX Coordinator or School President. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the School imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

ARBITRATION, CLASS ACTIONS AND WAIVER OF JURY TRIAL

1. Unless otherwise prohibited by Paragraphs 2 or 3, below, any dispute student may bring against the Jones Technical Institute, or any of its parents, subsidiaries, managers, members, officers, directors, or employees, without limitation, or which the Institute may bring against the student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act, conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules ("Consumer Rules"), and decided by a single arbitrator. The arbitration hearing will be conducted in Jacksonville, Florida. Both the Institute and student explicitly waive any right to a jury trial. Student understands that the decision of the Arbitrator will be binding, and not merely advisory. The award of the Arbitrator may be entered as a judgment in any Court having jurisdiction. Neither the Institute nor the student shall file any lawsuit against the other in any Court and agree that any suit filed in violation of this provision shall be promptly dismissed in favor of arbitration. Both the Institute and the student agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration. This provision does not affect either party's right to seek relief in small claims court for disputes or claims within the scope of its jurisdiction. The costs of the arbitration filing fee, Arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by the Institute. The student agrees that any dispute or claim student may bring shall be brought solely in student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action. Any remedy available from a court under the law shall be available in arbitration. The student may, but need not, be represented by an attorney at arbitration. Except as specifically required by Federal law and the laws of the State of Florida, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the AAA. The student agrees that any actual or threatened violation of this provision would result in irreparable harm and will be subject to being immediately enjoined. The student understands the information about the AAA arbitration process and the AAA Consumer Rules can be obtained at www.adr.org or 1-800-778-7879. The student shall disclose this document to the AAA if the student files an arbitration. If any provision or clause of this agreement is held invalid, said provision or clause shall not affect any other provision or clause that can have effect without the invalidated provision or clause, and thus is severable one from the other.
2. We agree that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.
3. We agree that neither we nor anyone else will use this agreement to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or the provision by us of educational services for which the Direct Loan was obtained. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan

was obtained.

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

If during the course of a student's training program, a situation should arise that causes a concern, or the student has a complaint about the educational process, the following steps should be taken to ensure the student's concern or complaint is handled effectively:

1. If you have a concern, please see the Instructor and get the matter resolved as quickly as possible.

2. If the concern or complaint is not resolved following this meeting, a second conference may be requested with the Program Manager/Dean of Students concerning the complaint or concern.

If the student has a concern or complaint regarding the administrative functions at Jones Technical Institute the following steps should be taken:

1. If you have a concern, please see the appropriate administrative office to get the matter resolved as quickly as possible, i.e. Financial Aid, Business Office, etc.

2. If the concern or complaint is not resolved following this meeting, a second conference may be requested with the Vice President of Administration concerning the complaint or concern.

If the concern or complaint is not resolved following the conference with the Vice President of Administration, students may appeal to the Campus President. If the concern or complaint remains unresolved after meeting with the Campus President, a student may contact the Commission for Independent Education, Florida Department of Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Phone number: (850) 245-3200 or toll free at (888) 224-6684.

All complaints must be in writing and signed by the student. The following notice is provided to students attending schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel the Institute has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the Institute for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212. (www.accsc.org). A copy of the Commission's Complaint Form is available through the Campus Director.

DRUG FREE AWARENESS

The Drug Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy given to students and employees during their orientation period, Jones Technical Institute prohibits the manufacture and unlawful possession, use, sale or distribution of illegal drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

In compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989, the Institute requires all students to read and sign the Drug Free Schools statement presented during the application process.

EMERGENCY REPORTING

In case of an emergency, report of an accident, or observation of a crime, students and employees should notify the Campus President or a member of the Executive Management team during normal business hours (7:30am-8:00pm). Should an accident occur after 6:30 pm, faculty members are instructed to contact the Campus President or a member of executive staff immediately. Students will be notified in the case of an emergency via text message, Twitter and Facebook.

Annual tests will be performed to ensure full operation of the system. Please make sure to update your contact information.

CAMPUS SECURITY AND SAFETY

In compliance with the Federal Government "Crime Awareness and Campus Security Act of 1990," Title II of Public Law 101-543, Jones Technical Institute is required to publish and distribute an Annual Security and Crime Statistics Report. This report contains campus policies and procedures, as well as Campus Crime Statistics. A copy of this report is available on our web page (**www.jtech.org**). This report is for the information of the faculty, administration, students, and applicants. A copy of the Annual Security and Crime Statistics may also be obtained from the Campus President.

J-Tech strives to provide a safe and secure learning environment for its students. All classrooms, labs, and shops comply with the safety regulations of Federal, State and local building codes, and the Board of Health and Fire Marshall regulations.

Students must take a proactive role in their own security and safety both on and off campus. Students must also be considerate of the safety of others. J-Tech has no responsibility or obligation whatsoever for any student's personal belongings, including J-Tech issued books or tools that are lost, stolen, or damaged, whether on or off school premises or during any school activities.

J-Tech has no responsibility or obligation whatsoever with respect to any altercations or disputes between students, whether on or off the Institute's premises or from any injuries resulting from the altercation.

Students should report immediately any medical, criminal, or other emergencies occurring on J-Tech premises to their Program Manager or the Campus President. Upon receipt of any report of medical or other emergency, the Institute will, on behalf of the student, obtain the services of medical or security professionals, as deemed necessary.

As part of any medical or alleged criminal activity, the Institute reserves the right to search a student's locker. Following the reporting of a criminal emergency, the Institute may require the reporting student to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes to the Institute's officials and the appropriate police agencies.

Upon written request, Jones Technical Institute, will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Institute against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Jones Technical Institute will provide the results of the disciplinary hearing to the victim's next of kin if so requested.

POLICY REGARDING THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" (FERPA), the Institute has adopted policies and procedures that give students the opportunity to view their educational records upon request. Educational records mean those files, documents, and other material that contains information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person. The Institute will not permit access to, or the release of, confidential information to any individual or agency without the express written consent of the student except as follows:

- to other Institute officials who have educational interest in the information.
- to officials or another school where the student seeks or intends to enroll or is enrolled, representatives of the Comptroller General of the United States, the

Secretary of Education or State and local educational authorities relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce the terms and the conditions of the aid.

- to State officials if required by State statute.
- to organizations, conducting studies for educational agencies or institutions to develop, validate, or administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study.
- to an accrediting agency to carry out accrediting functions.
- to parents of a dependent student who was claimed on the parent's tax return.
- to comply with a judicial order or subpoena.
- to meet a health or safety emergency.
- to an alleged victim of a crime or violence regarding the final results of disciplinary proceedings against the alleged perpetrator of the crime.

All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.

Personally identifiable information that is designated as directory information includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received, and the most recent previous educational agency of institution attended.

Such Directory Information may be disclosed by the Institute for any purpose, at its discretion. Currently enrolled students may withhold the disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Campus Director's office prior to the end of the second week in which the student begins classes.
Jones Technical Institute assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure. For additional information regarding the Family Educational Rights and Privacy Act of 1974, please contact:
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Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue
Washington, D.C 20202-5901

Students may request to inspect and review his or her education records in writing to the Campus President. They may also request, in writing to the Campus President, if they are seeking amendments of their student records.

APPLIED GENERAL EDUCATION REQUIREMENTS (DEGREE PROGRAMS ONLY)

The Applied General Education core requirements assists students in the development of effective skills in communication, applied mathematics and problem solving, applied science, and computer technology. Additional coursework emphasizes critical thinking and work ethics while developing workplace readiness. These core courses in applied general education provide the foundation for developing the professional skills employers are seeking. Essential employers are seeking candidates who have a blend of the technical and soft skills necessary to effectively interact with vendors and customers and have the capacity to be meaningful members of an industrial team.

What are *soft skills*? In a recent survey, 75% of industry leaders stated that soft skills are as important, if not more important, than the technical skills of an employee. Soft skills are time management and organizational skills, work ethic, written and oral communication skills, ability to problem-solve, and the capacity to contribute as a team member and foster the growth of a business. These are skills employers are looking for.

In a competitive work environment, technical skills are not enough. The primary objective of the J-Tech Program is that students graduate with the *right skills* to increase opportunities and secure employment.

COURSE DESCRIPTIONS

ENG 101 APPLIED ENGLISH COMPOSITION (3) Credits

This course provides instruction in the fundamentals of communication, focusing on composition and editing of curriculum-specific industry related writing projects. An emphasis on syntax, communication, critical thinking, and applying the usage of standard American English will be incorporated into technical writing assignments. Students will become familiar with the various modes of communication, including oral, written, verbal, and nonverbal, linking writing to industry related topics. The instructional format includes in-class written and oral exercises, and formal assessments based on trends and/or topics in the industry.

ENG 102 TECHNICAL WRITING & BUSINESS COMMUNICATIONS (3) Credits

This course introduces the principles of technical language needed in order to succeed in the automotive and diesel industries. An emphasis in developing effective use of English given a variety of workplace situations will improve students' technical writing skills. Formatting, information gathering, document drafts and editing, and internal/external electronic communications will be integral to the curriculum. Students will analyze selected industry related readings and conduct research to learn effective oral and written communication skills applied to a variety of situations and for different purposes.

MAT 101 APPLIED MATHEMATICS (3) Credits

This course follows ASE guidelines by providing instruction in mathematical concepts, geometry, numeration, precision measuring, and interpretation of charts, tables, and graphs as they relate to the skill development of the technician in the industry. Application of mathematics and technology are integrated into a problem-based learning environment. Students will develop mathematical competencies and an understanding of the application of these skills to solve problems and improve diagnostic skills as they relate to the automotive and diesel industries.

EDU 101 CRITICAL THINKING & ETHICS IN THE WORKPLACE (3) Credits

This course provides an introduction to the theoretical foundations of critical thinking and ethics. Students will identify ethical theories and examine contemporary issues in the automotive and diesel industries, business, and professional activities. Instruction will emphasize analytical thinking and problem solving in academic, professional, and personal settings.

CIS 101 COMPUTER APPLICATIONS FOR TECHNICANS (3) Credits

This course assists students with the basic computer application knowledge they will need to know throughout their program and their career as a Technician. Students will develop a working knowledge of the Windows OS platforms, CDX software, Napa Tracks, L.I.R.N (Library Information Resources Network), as well as Microsoft Office applications including Word, EXCEL, Access, and PowerPoint. The use of the Internet as a research and communication tool is also presented.

SCI 101 APPLIED PHYSICAL SCIENCE (3) Credits

This course follows the ASE guidelines for integrated academics and provides an applied science foundation of concepts relevant to the field of automotive and diesel technology. Students will develop an understanding of motions and forces, chemical reactions, the structure and properties of matter, conservation of energy, and the interaction of energy and matter.

CCP 101 COLLEGE AND CAREER PLANNING (3) Credits

This is a two-component course that prepares students for success within a higher learning environment and prepares them for a future career. The course is designed to give students an introduction to basic computer foundations including Word, PowerPoint, Social Media Applications, and Learning Management Systems. Topics such as study skills and strategies, note taking, financial management, resumes and interviewing will also be included to prepare them for educational and career success.

AUTOMOTIVE TECHNOLOGY

PROGRAM DESCRIPTION

The Automotive Technology Program offers ASE based training in the automotive maintenance and repair industry with an emphasis on logical diagnostic procedures and effective repair methods. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in laboratory settings that replicate real work environments. The Automotive Technology prepares graduates for entry-level employment as an automotive repair technician in a global industry.

Upon successful completion of the Automotive Technology Program, graduates are awarded an Occupational Associate Degree (AOS) in Automotive Technology. Approximate completion of the Automotive Technology Program is 21 Months.

PROGRAM OBJECTIVE

The students will acquire the entry-level skills necessary for a career in any of the eight ASE automotive repair categories. Automotive Service Excellence (ASE) certifications are recognized by many car manufacturers and fleet or independent repair facilities as the benchmark for technical knowledge.

J-Tech's curriculum provides the technical content necessary to prepare students for ASE certification test readiness and the skills employers are looking for.

In a competitive work environment, technical skills are not enough. The primary objective of the Automotive Technology Program is for students to graduate with the technical and soft skills that build career opportunities not only for initial employment, but advancement in the industry.

EQUIPMENT

The student will perform repairs and diagnostic procedures on various vehicles and training equipment using the most modern equipment. The J-Tech lab provides the use of the following: a computerized automotive information system, four-wheel computerized alignment machine, computerized wheel balancer, articulating arm tire machine, brake lathe, exhaust gas analyzer, diagnostic computer scanners, lab scopes, fuel injection test equipment, basic engine testing tools, specialized automatic transmission tools, electronic circuit testing tools and meters, and air conditioning charging and recovery equipment. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
FUN-101	Workshop Fundamentals	5.00	87.5
AUT-101	Engine Repair 1	5.00	87.5
AUT-102	Engine Repair 2	5.00	87.5
AUT-103	Manual Trans	5.00	87.5
AUT-104	Suspension & Steering	5.00	87.5
AUT-105	Brakes	5.00	87.5
AUT-108	Engine Performance 1	5.00	87.5
AUT-201	Automatic Trans	5.00	87.5
AUT-203	Drive Trains	5.00	87.5
EES-101	Electrical 1	5.00	87.5
AUT-206	Electrical 2	5.00	87.5
AUT-208	Engine Performance 2	5.00	87.5
AUT-218	Advanced Technology	5.00	87.5
HAC-101	HVAC	5.00	87.5
ENG-101	Applied English Composition	3.00	30.0
ENG-102	Technical Writing & Business Communications	3.00	30.0
MAT-101	Applied Mathematics	3.00	30.0
EDU-101	Critical Thinking & Ethics in the Workplace	3.00	30.0
CCP-101	College and Career Planning	3.00	30.0
CIS-101	Computer Applications for Technicians	3.00	30.0
SCI-101	Applied Physical Science	3.00	30.0
	Total	91.00	1435.0

COURSE DESCRIPTIONS

FUN-101 Fundamentals (5) Credits

This course provides instruction in the basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on building a foundation of the following basic skills: maintenance procedures, shop safety and organization, proper use of hand/power tools, various types of service information, and diagnostic specialty tools. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Maintenance and Light Repair (G1).

AUT-101 Engine Repair 1 (5) Credits

This course provides instruction in the operation and basic service of (ICE) internal combustion engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engines (A1).

AUT-102 Engine Repair 2 (5) Credits

This course provides in-depth instruction in diagnosis and repair of (ICE) internal combustion engines. Emphasis is placed on a complete disassembly/reassembly, inspection, diagnosis, and repair of (ICE) internal combustion engine components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engines (A1).

AUT-201 Automatic Trans (5) Credits
This course provides instruction in the operation and service of automatic transmissions and transaxles. Emphasis is placed on complete disassembly/reassembly, inspection, diagnosis, and repair of internal and external components in the automatic transmission and transaxles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Automatic Transmission/Transaxles (A2).

AUT-103 Manual Trans (5) Credits
This course provides instruction in the operation and service of manual transmissions and transaxles. Emphasis is placed on diagnosis, repair, and replacement of internal and external manual transmission/transaxle components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Manual Transmission/Transaxles (A3).

AUT-203 Drive Trains (5) Credits
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on inspection, diagnosis, and repair of drivetrain system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Automatic and Manual Transmissions/Transaxles (A2, A3).

AUT-104 Suspension and Steering (5) Credits
This course provides instruction in the operation, diagnosis and repair of vehicle suspension, and steering systems. Emphasis is placed on performing a (4) wheel alignment and diagnosis, repair, and replacement of various suspension and steering system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Suspension and Steering (A4).

AUT-105 Brakes (5) Credits
This course provides instruction in the operation and repair of vehicle hydraulic braking and ABS systems. Emphasis is placed on diagnosis, repair, and replacement of various brake system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Brakes (A5).

EES-101 Electrical 1 (5) Credits
This course provides foundation instruction and practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

AUT-206 Electrical 2 (5) Credits
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, lighting systems, electronic and body control systems, controller area network (CAN) systems, and components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Electrical/Electronics (A6).

HAC-101 HVAC (5) Credits
This course provides instruction in the operation and repair of automotive heating and air conditioning systems. Emphasis is placed on diagnosis, repair and replacement of various vehicle air conditioning and heating system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Heating and Air Conditioning (A7).

AUT-108 Engine Performance 1 (5) Credits
This course provides basic instruction in the operation and repair of engine management systems. Emphasis is placed on diagnosing and repairing fuel, ignition and emission control systems.
Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engine Performance (A8).

AUT-208 Engine Performance 2 (5) Credits
This course provides advanced instruction in engine performance. Emphasis is placed on the diagnosis of engine management, Hybrid and alternative fuel systems, controller area network and computer controls of ignition, and fuel and emissions systems relating to engine performance and drivability. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engine Performance and Advanced Engine Performance and Diagnostics (A8, L1).

AUT-218 Advanced Technology (5) Credits
This course provides advanced instruction in operation and diagnosis/repair of various module communication systems. Emphasis is placed on scan tool data interpretation and o-scope and various test equipment for hands-on diagnostic procedures. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Advanced Engine Performance (L1).

**The order in which the above courses are offered is at the discretion of the Institute.*

DIESEL TECHNOLOGY

PROGRAM DESCRIPTION

The Diesel Technology Program offers an ASE based comprehensive training in diesel technology. Graduates will have the ability to diagnose, trouble-shoot and repair light, medium, and heavy-duty trucks including diesel engines, suspension & steering, drive train components that include transmissions and axles, brakes, preventive maintenance inspection, electrical/electronic systems, heating, and ventilation and air conditioning. These skills will be taught in classroom and laboratory settings that replicate real work environments.

Upon successful completion of the Diesel Technology Program, graduates are awarded an Occupational Associate Degree (AOS) in Diesel Technology. Approximate completion of the Diesel Technology Program is 21 Months.

PROGRAM OBJECTIVE

Students acquire the entry-level skills necessary for a career in the diesel engine repair industry. Diesel technician skills can be applied to diesel powered equipment, including semi-tractors, diesel powered automobiles, heavy-construction equipment, and power generating marine and farm equipment. Automotive Service Excellence (ASE) certifications are recognized by many car manufacturers and fleet or independent repair facilities as the benchmark of technical knowledge. J-Tech's curriculum provides the technical content necessary to prepare students for ASE certification test readiness and the skill set employers are looking for.

In a competitive work environment, technical skills are not enough. The primary objective of Diesel Technology Program is for students to graduate with the technical and soft skills that build career opportunities not only for initial employment, but advancement in the industry.

EQUIPMENT

The student will perform repairs and diagnostic procedures on various trucks and semi-tractors using modern equipment. The J-Tech lab provides the use of the following equipment: a computerized automotive information system, four-wheel computerized alignment machine, computerized wheel balancer, articulating arm tire machine, brake lathe, exhaust gas analyzer, diagnostic computer scanners, lab scopes, fuel injection test equipment, basic engine testing tools, specialized automatic transmission tools, electronic circuit testing tools and meters, and air conditioning charging and recovery equipment.

J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
FUN-101	Workshop Fundamentals	5.00	87.5
EES-101	Electrical 1	5.00	87.5
DSL-102	Hydraulics, Hydrostatics and Pneumatics 1	5.00	87.5
DSL-106	Hydraulics, Hydrostatics and Pneumatics 2	5.00	87.5
DSL-201	Engines 1	5.00	87.5
DSL-202	Engines 2	5.00	87.5
DSL-103	Drive Trains 1	5.00	87.5
DSL-203	Drive Trains 2	5.00	87.5
DSL-204	Brakes	5.00	87.5
DSL-205	Suspension & Steering	5.00	87.5
DSL-206	Electrical 2	5.00	87.5
DSL-109	Mack and Volvo Technical Applications	5.00	87.5
HAC-101	HVAC	5.00	87.5
DSL-108	Preventive Maintenance Inspection	5.00	87.5
ENG-101	Applied English Composition	3.00	30.0
ENG-102	Technical Writing & Business Communications	3.00	30.0
MAT-101	Applied Mathematics	3.00	30.0
EDU-101	Critical Thinking & Ethics in the Workplace	3.00	30.0
CCP-101	College and Career Planning	3.00	30.0
CIS-101	Computer Applications for Technicians	3.00	30.0
SCI-101	Applied Physical Science	3.00	30.0
	Total	91.00	1435.0

COURSE DESCRIPTIONS

FUN-101 Fundamentals (5) Credits

An introductory course to the professional technician industry that provides the foundation for all of the courses in the J-Tech Diesel Technology Program. This course provides an awareness of industry standard concepts and practices necessary for safe and effective workshop operations. Students will be provided instruction in General Service theories, hand and power tools, shop organization, and management, customer relations and workflow systems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Instruction also includes typical workplace policies and expectations, industrial safety procedures, and common workplace legal and ethical responsibilities.

DSL-102 Hydraulics, Hydrostatics and Pneumatics 1 (5) Credits

Students will learn the principles of hydrostatics, hydraulics, and pneumatics. Students will explore Pascal's and Boyle's law to understand volume and pressure with energy and gravity. Practical applications include the operation, maintenance, and troubleshooting of hydraulic and pneumatic systems. Industrial safety protocol and procedures are mandatory in this course.

DSL-109 Mack and Volvo Technical Applications (5) Credits
This course introduces students to industry and OEM information based on Mack and Volvo Trucks. Students will gain knowledge and build skills in time management, warranty, safety, model identification, product specific truck theory, Premium Tech Tool proprietary software, as well as Volvo and Mack Trucks OEM internet support tools.

DSL-106 Hydraulics, Hydrostatics, and Pneumatics 2 (5) Credits
Students will continue to explore principles of hydrostatics, hydraulics, and pneumatics. Practical applications include design of controls, reading of circuits, and the production and distribution of compressed air and fluid. Industrial safety protocol and procedures are mandatory in this course.

DSL-201 Engines 1 (5) Credits
Students will learn the principles, design, construction, operation and maintenance of diesel engines, and the skills necessary to service medium and heavy-duty diesel engines. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Diesel Engines (T2).

DSL-202 Engines 2 (5) Credits
Students will learn in-depth operational information related to diesel engine performance and operation. Focuses on diagnosing engine performance concerns by requiring students to perform engine run-in and diagnostic testing. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Diesel Engines (T2).

DSL-103 Drive Trains 1 (5) Credits
In this course the student will learn the major divisions in power trains. Clutches, transmissions, propeller shafts, and drive axles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Drive Train (T3).

DSL-203 Drive Train 2 (5) Credits
In this course the student will learn the major divisions in drive trains, with focus on hydraulic automatic and automated transmissions. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification on medium and heavy truck drive train (T3).

DSL-204 Brakes (5) Credits
Students will learn the basic principles of troubleshooting and making repairs to hydraulic and pneumatic brake systems, ABS, and trailer brake systems for medium and heavy-duty trucks, as well as combination vehicles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Brakes (T4).

DSL-205 Suspension & Steering (5) Credits
Students will learn the fundamentals of medium and heavy truck suspension and steering systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Suspension & Steering (T5).

EES-101 Electrical 1 (5) Credits
This course provides foundational instruction and practical study of and science of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

DSL-206 Electrical 2 (5) Credits
Students will learn skills required to perform diagnostics, proper use of diagnostic tools, electronic engine programming, and diagnosis/troubleshooting electrical problems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Electrical/ Electronic Systems (T6).

HAC-101 HVAC (5) Credits
Students will learn the operation, troubleshooting, and service of heating and air conditioning systems. Training in service procedures include: charging, discharging, evacuating, leak testing, performance testing, and removal and installation of major system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Heating, Ventilation & Air Conditioning (T7).

DSL-108 Preventive Maintenance Inspection (5) Credits
Students will learn the information and practical study of hand tools, machines and equipment common to the trucking industry, general service procedures, lubricants, and preventive maintenance procedures. Training includes air brake system major components, information on steering and suspension systems, comprehensive study of fuel system, engine cooling, lubricating oil, transmissions, and trailer coupling system preventive maintenance. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Preventive Maintenance Inspection (T8).

**The order in which the above courses are offered is at the discretion of the Institute.*

COMMERCIAL TRUCK DRIVING

PROGRAM DESCRIPTION

The Commercial Trucking Driving Program provides a 170-hour training program that is aligned with the Federal Motor Carrier Safety Administration's (FMCSA) ELDT and compliance, safety, and accountability (CSA). Students will learn the key fundamentals of the CSA initiative that include the (7) Behavior Analysis Safety Improvement Categories (BASICs): unsafe driving, fatigued driving, driver fitness, controlled substances and alcohol, vehicle maintenance, cargo related issues, and crash intervention while completing their training as an entry-level commercial truck driver.

All graduates will have developed the basic skills necessary to pass the Class "A" Commercial Driver's License Examination and enter the truck driving profession. For the convenience of our students, the J-Tech Commercial Truck Driving Program will offer third-party CDL testing on-site to all qualified graduates who hold a Florida Driver's License so that students will not have to travel to an offsite location in unfamiliar surroundings.

Approximate completion of the Commercial Truck Driving Program is 4-8 weeks.

PROGRAM OBJECTIVE

Completing a more comprehensive training program that integrates the Federal Motor Carrier Safety Administration's CSA initiative will allow students to have the *right skills* for a competitive edge in the interview process. Employers in the industry are seeking drivers who are safety conscious, accountable, and have the knowledge and capacity to ensure compliance with industry regulations. The J-Tech student will have the skill set for which employers are looking and will be better prepared for job placement and career success in the commercial trucking industry.

EQUIPMENT

The J-Tech Commercial Trucking Program will offer its students a training environment that offers contemporary technology and course curriculum. Classroom instruction will involve interactive training sessions using computer-based technology on various topics related to the development of a career as a commercial tractor-trailer driver. All driver training equipment will meet FMCSA's safety standards and regulations, as well as training standards set forth by the Florida Department of Highway Safety and Motor Vehicles.

PROGRAM OUTLINE

Course No.	Course Name	Clock Hours
CTD-101	Commercial Truck Driving Theory	40
CTD-201	Commercial Truck Driving Skills	130
		Total 170

COURSE DESCRIPTIONS

CTD-101 Commercial Truck Driving Theory (40) Hours

Commercial Truck Driving Theory is designed to instruct the student on Entry-Level Driver Training (ELDT) components required by the Federal Motor Carrier Safety Administration (FMCSA). The ELDT rule requires a standard curriculum in five areas of instruction: Basic Operation, Safe Operating Procedures, Advanced Operating Practices, Vehicle Systems and Reporting Malfunctions, and Non-Driving Activities. The course will prepare the student for practical skills training in a combination vehicle. Students must achieve an overall minimum score of 80% on the theory assessment.

CTD-201 Commercial Truck Driving Skills (130) Hours

Commercial Truck Driving Skills course is aligned with FMCAS's ELDT Behind-The-Wheel (BTW) range and road requirements. This course will cover basic control skills (backing a combination vehicle, coupling/uncoupling and required vehicle inspections). Students will be taught the necessary skills to safely operate a combination vehicle (tractor-trailer) in various traffic and road conditions including city driving and rural driving. This course will prepare the student for success on the CDL Skills Examination. Students must score have an 80% proficiency at the end of this course.

**Please note that the individual course hours may be reallocated at the Program Manager's discretion.

AUTOMOTIVE TECHNOLOGY with POWER GENERATION

PROGRAM DESCRIPTION

The Automotive Technology with Power Generation program provides instruction on the basic industry practices and technical concepts necessary for students seeking a career as a professional power generation and distribution service technician.
The program will provide introductory coursework for foundation theory and application, providing awareness to industry standard concepts and practices necessary for safe and effective shop operations, general service theories, hand and power tools, shop organization, management, and workflow systems.

Emphasis is placed on systems understanding, logical diagnostic procedures, and effective repair methods. Students receive classroom and workshop training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in workshop settings that replicate real work environments.

Upon successful completion of the Automotive Technology with Power Generation Program, graduates are awarded an Occupational Associate Degree (AOS) in Automotive Technology with Power Generation.

PROGRAM OBJECTIVE

The program is designed so that successful students will acquire the entry-level skills necessary for a career as a Power Generation and Distribution technician. The program is divided into two areas of focus. The primary focus in on the major areas of Power Generation and Distribution systems, diagnostics, and repair. Including power plants (prime movers), power plant (prime movers) electrical systems, AC and DC power generation, and AC and DC power distribution. Secondly the program focuses on the professional conventions and soft skills required to be successful in the world of work. J-Tech's curriculum utilizes a general education component and operational procedures to reinforce these soft skills and strives to provide the skills employers are looking for.

EQUIPMENT

The student will perform repairs and diagnostic procedures on various generator sets and training equipment, using modern equipment specifically selected for the most effective training value. The J-Tech shop environment provides a multi-level approach utilizing computerized diagnostic information systems, system specific specialty tools, electronic circuit testing tools and meters. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
FUN-101	Workshop Fundamentals	5.00	87.5
AUT-101	Engine Repair 1	5.00	87.5
AUT-102	Engine Repair 2	5.00	87.5
AUT-201	Automatic Trans	5.00	87.5
AUT-103	Manual Trans	5.00	87.5
AUT-203	Drive Trains	5.00	87.5
AUT-104	Suspension & Steering	5.00	87.5
AUT-105	Brakes	5.00	87.5
EES-101	Electrical 1	5.00	87.5
AUT-206	Electrical 2	5.00	87.5
HAC-101	HVAC	5.00	87.5
AUT-108	Engine Performance 1	5.00	87.5
AUT-208	Engine Performance 2	5.00	87.5
AUT-218	Advanced Technology	5.00	87.5
EES-201	Introduction to A/C Electrical Systems	2.50	44.0
EES-103	Governors and Speed Control	5.00	87.5
DSL-201	Engines I	5.00	87.5
EES-104	Voltage Regulators	2.50	44.0
EES-105	Generators and Alternators	5.00	87.5
EES-106	Power Distribution	5.00	87.5
ENG-101	Applied English Composition	3.00	30.0
ENG-102	Technical Writing & Business Communications	3.00	30.0
MAT-101	Applied Mathematics	3.00	30.0
EDU-101	Critical Thinking & Ethics in the Workplace	3.00	30.0
CCP-101	College and Career Planning	3.00	30.0
CIS-101	Computer Applications for Technicians	3.00	30.0
SCI-101	Applied Physical Science	3.00	30.0
	Total Credit Hours	116.00	

COURSE DESCRIPTIONS

FUN-101 Workshop Fundamentals (5) Credits

This course provides the foundation instruction and practical study of basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on building a foundation of the following basic skills: maintenance procedures, shop safety and organization, proper use of hand/power tools, various types of service information, and diagnostic specialty tools. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

EES-101 Electrical 1 (5) Credits

This course provides the foundation instruction and practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

AUT-101 Engine Repair 1 (5) Credits

This course provides instruction in the operation and basic service of (ICE) internal combustion engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engines (A1).

AUT-102 Engine Repair 2 (5) Credits

This course provides in-depth instruction in diagnosis and repair of (ICE) internal combustion engines. Emphasis is placed on a complete disassembly/reassembly, inspection, diagnosis, and repair of (ICE) internal combustion engine components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engines (A1).

AUT-201 Automatic Trans (5) Credits

This course provides instruction in the operation and service of an automatic transmission and transaxles. Emphasis is placed on a complete disassembly/reassembly, inspection, diagnosis, and repair of internal and external components in the automatic transmission and transaxles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Automatic Transmission/Transaxles (A2).

AUT-103 Manual Trans (5) Credits

This course provides instruction in the operation and service of manual transmissions and transaxles. Emphasis is placed on diagnosis, repair, and replacement of internal and external manual transmission/transaxle components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Manual Transmission/Transaxles (A3).

AUT-203 Drivetrains (5) Credits

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on inspection, diagnosis, and repair of drivetrain system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Automatic and Manual Transmissions/Transaxles (A2, A3).

AUT-104 Suspension and Steering (5) Credits

This course provides instruction in the operation, diagnosis and repair of vehicle suspension, and steering systems. Emphasis is placed on performing a (4) wheel alignment and diagnosis, repair, and replacement of various suspension and steering system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Suspension and Steering (A4).

AUT-105 Brakes (5) Credits

This course provides instruction in operation and repair of vehicle hydraulic braking and ABS systems. Emphasis is placed on diagnosis, repair, and replacement of various brake system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Brakes (A5).

AUT-206 Electrical 2 (5) Credits

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, lighting systems, electronic and body control systems, controller area network (CAN) systems, and components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Electrical/Electronics (A6).

HAC-101 HVAC (5) Credits

This course provides instruction in operation and repair of automotive heating and air conditioning systems. Emphasis is placed on diagnosis, repair and replacement of various vehicle air conditioning and heating system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Heating and Air Conditioning (A7).

AUT-108 Engine Performance 1 (5) Credits

This course provides basic instruction in operation and repair of engine management systems. Emphasis is placed on diagnosing and repair of fuel, ignition and emission control systems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engine Performance (A8).

AUT-208 Engine Performance 2 (5) Credits

This course provides advanced instruction in engine performance. Emphasis is placed on the diagnosis of engine management, controller area network and computer controls of ignition, and fuel and emissions systems relating to engine performance and drivability, scan tool data interpretation and oscilloscope and various test equipment for hands-on diagnostic procedures. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engine Performance and Advanced Engine Performance and Diagnostics (A8, L1).

AUT-218 Advanced Technology (5) Credits
This course provides advanced instruction in operation and diagnosis/repair of various emerging technologies and repair methodologies. Emphasis is placed on Hybrid drive system safety and service, alternative fuel systems and hand tool machine operations. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Advanced Engine Performance.

EES-201 Introduction to A/C Electrical Systems (2.5) Credits
This course provides the foundation instruction and practical study of AC electrical systems, including power generation and power distribution. Additional focus on solid state AC systems controls including inverters and converters. Additional focus is placed on engineering and code regulation and service.

EES-103 Governors and speed control (5) Credits
This course provides instruction in the basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on Mechanical, electrohydraulic, and frequency control diagnostic and repair. Additionally, electronic isochronous load sharing and automatic synchronizing with focus on utility/ multiple gen-set paralleling.

DSL-201 Engines 1 (5) Credits
This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of diesel engines, and the skills necessary to service diesel engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

EES-104 Voltage Regulators (2.5) Credits
This course provides instruction in the basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on the basic theory, operation, diagnostic and repair of the voltage regulator and its application to control synchronous generating systems.

EES-105 Generators and Alternators (5) Credits
This course provides instruction in the basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on the general design and functions of rotating AC electric generators, including generator fields and armatures, AC voltage wave form, frequency and voltage.

EES-106 Power Distribution Systems (5) Credits
This course provides instruction in the basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on transfer switch systems operation, monitoring, electric distribution, general applications, codes and standards, diagnostic and repair.

******The order in which the above courses are offered is at the discretion of the Institute*

AUTOMOTIVE TECHNOLOGY with HIGH PERFORMANCE

PROGRAM DESCRIPTION

The Automotive with High Performance Technology program provides instruction on the basic industry practices and technical concepts necessary for students seeking a career as a professional power generation and distribution service technician. The program will provide introductory coursework for foundation theory and application, providing awareness to industry standard concepts and practices necessary for safe and effective shop operations, general service theories, hand and power tools, shop organization, management, and work flow systems. Emphasis is placed on systems understanding, logical diagnostic procedures, and effective repair methods. Students receive classroom and work shop training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in workshop settings that replicate real work environments.
Upon successful completion of the Automotive with High Performance Technology program, graduates are awarded an Occupational Associate Degree (AOS) in Automotive with High Performance Technology

PROGRAM OBJECTIVE

The program is designed so that successful students will acquire the entry-level skills necessary for a career as an automotive technician with an emphasis on high performance technology. Skills necessary for automotive competition and customization. The program is divided into two areas of focus. The primary focus in on the major areas of automotive, diagnostics, and repair Automotive Service Excellence (ASE) certification as a guide to further divide the learning topics into areas of technical coursework. Secondly the program focuses on the professional conventions and soft skills required to be successful in the world of work. J-Tech's curriculum utilizes a general education component and operational procedures to reinforce these soft skills and strives to provide the skills employers are looking for.

EQUIPMENT

The student will perform repairs and diagnostic procedures on various generator sets and training equipment, using modern equipment specifically selected for the most effective training value. The J-Tech shop environment provides a multi-level approach utilizing computerized diagnostic information systems, system specific specialty tools, electronic circuit testing tools and meters. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
FUN-101	Workshop Fundamentals	5.00	87.5
AUT-101	Engine Repair 1	5.00	87.5
AUT-102	Engine Repair 2	5.00	87.5
AUT-201	Automatic Trans	5.00	87.5
AUT-103	Manual Trans	5.00	87.5
AUT-203	Drive Trains	5.00	87.5
AUT-104	Suspension & Steering	5.00	87.5
AUT-105	Brakes	5.00	87.5
EES-101	Electrical 1	5.00	87.5
AUT-206	Electrical 2	5.00	87.5
HAC-101	HVAC	5.00	87.5
AUT-108	Engine Performance 1	5.00	87.5
AUT-208	Engine Performance 2	5.00	87.5
AUT-218	Advanced Technology	5.00	87.5
HPT-101	Engine Blueprinting	5.00	87.5
HPT-102	Suspension Performance	5.00	87.5
HPT-103	Chassis Performance	2.50	44.0
HPT-104	Engine Performance Tuning	5.00	87.5
DSL-201	Engines I	5.00	87.5
HPT-105	Performance Safety and Aerodynamics	2.50	44.0
ENG-101	Applied English Composition	3.00	30.0
ENG-102	Technical Writing & Business Communications	3.00	30.0
MAT-101	Applied Mathematics	3.00	30.0
EDU-101	Critical Thinking & Ethics in the Workplace	3.00	30.0
CCP-101	College and Career Planning	3.00	30.0
CIS-101	Computer Applications for Technicians	3.00	30.0
SCI-101	Applied Physical Science	3.00	30.0
	Total Credit Hours	116.00	

COURSE DESCRIPTIONS

FUN-101 Workshop Fundamentals (5) Credits
This course provides the foundation instruction and practical study of basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on building a foundation of the following basic skills: maintenance procedures, shop safety and organization, proper use of hand/power tools, various types of service information, and diagnostic specialty tools. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

EES-101 Electrical 1 (5) Credits
This course provides the foundation instruction and practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

AUT-101 Engine Repair 1 (5) Credits
This course provides instruction in the operation and basic service of (ICE) internal combustion engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engines (A1).

AUT-102 Engine Repair 2 (5) Credits
This course provides in-depth instruction in diagnosis and repair of (ICE) internal combustion engines. Emphasis is placed on a complete disassembly/reassembly, inspection, diagnosis, and repair of (ICE) internal combustion engine components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engines (A1).

AUT-201 Automatic Trans (5) Credits
This course provides instruction in the operation and service of an automatic transmission and transaxles. Emphasis is placed on a complete disassembly/reassembly, inspection, diagnosis, and repair of internal and external components in the automatic transmission and transaxles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Automatic Transmission/Transaxles (A2).

AUT-103 Manual Trans (5) Credits
This course provides instruction in the operation and service of manual transmissions and transaxles. Emphasis is placed on diagnosis, repair, and replacement of internal and external manual transmission/transaxle components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Manual Transmission/Transaxles (A3).

AUT-203 Drivetrains (5) Credits
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on inspection, diagnosis, and repair of drivetrain system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Automatic and Manual Transmissions/Transaxles (A2, A3).

AUT-104 Suspension and Steering (5) Credits

This course provides instruction in the operation, diagnosis and repair of vehicle suspension, and steering systems. Emphasis is placed on performing a (4) wheel alignment and diagnosis, repair, and replacement of various suspension and steering system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Suspension and Steering (A4).

AUT-105 Brakes (5) Credits

This course provides instruction in operation and repair of vehicle hydraulic braking and ABS systems. Emphasis is placed on diagnosis, repair, and replacement of various brake system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Brakes (A5).

AUT-206 Electrical 2 (5) Credits

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, lighting systems, electronic and body control systems, controller area network (CAN) systems, and components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Electrical/Electronics (A6).

HAC-101 HVAC (5) Credits

This course provides instruction in operation and repair of automotive heating and air conditioning systems. Emphasis is placed on diagnosis, repair and replacement of various vehicle air conditioning and heating system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Heating and Air Conditioning (A7).

AUT-108 Engine Performance 1 (5) Credits

This course provides basic instruction in operation and repair of engine management systems. Emphasis is placed on diagnosing and repair of fuel, ignition and emission control systems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engine Performance (A8).

AUT-208 Engine Performance 2 (5) Credits

This course provides advanced instruction in engine performance. Emphasis is placed on the diagnosis of engine management, controller area network and computer controls of ignition, and fuel and emissions systems relating to engine performance and drivability, scan tool data interpretation and oscilloscope and various test equipment for hands-on diagnostic procedures. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engine Performance and Advanced Engine Performance and Diagnostics (A8, L1).

AUT-218 Advanced Technology (5) Credits
This course provides advanced instruction in operation and diagnosis/repair of various emerging technologies and repair methodologies. Emphasis is placed on Hybrid drive system safety and service, alternative fuel systems and introductions to fabrication including welding and hand tool machine operations. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Advanced Engine Performance (L1).

HPT-101 Engine Blueprinting (5) Credits
This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of high performance engines, and the skills necessary to service high performance engines. Emphasis is placed on theory of preparation, specification and documentation of the engine's tolerances, clearances, and materials to optimize the operation and performance output. Including cylinder block, cylinder head, valve train, and rotating assemblies. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

HPT-102 Suspension Performance (5) Credits
This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of high performance suspension systems, and the skills necessary to service high performance suspension systems. Emphasis is placed on theory of preparation, specification and documentation of the suspension tolerances, clearances, and materials to optimize the operation and performance output. Including springs, shocks, control components, measurement, and geometry. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

HPT-103 Chassis Performance (2.5) Credits
This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of high performance suspension systems, and the skills necessary to service high performance suspension systems. Emphasis is placed on theory of preparation, specification and documentation of the suspension tolerances, clearances, and materials to optimize the operation and performance output. Including springs, shocks, control components, measurement, and geometry. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

HPT-104 Engine Performance Tuning (5) Credits
This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of high performance engine ignition and fuel management systems, and the skills necessary to interface via computer systems to test, tune, and modify these high performance engine management systems (EMS). Emphasis is placed on theory of specification, operation, and modification to optimize the operation and performance output. Including EMS, fuel control, and ignition control. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

DSL-201 Diesel Engines 1 (5) Credits
Students will learn the principles, design, construction, operation and maintenance of diesel engines, and the skills necessary to service medium and heavy duty diesel engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

HPT-105 Performance Safety and Aerodynamics (2.5) Credits

This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of high-performance vehicle aerodynamics and driver safety equipment. Emphasis is placed on theory of preparation, specification and documentation in accordance various regulating body rules and regulations. Including wings, spoilers, roll cages, and safety cells. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

*****_The order in which the above courses are offered is at the discretion of the Institute_

DIESEL TECHNOLOGY with POWER GENERATION

PROGRAM DESCRIPTION

The Diesel Technology with Power Generation program provides instruction on the basic industry practices and technical concepts necessary for students seeking a career as a professional power generation and distribution service technician. The program will provide introductory coursework for foundation theory and application, providing awareness to industry standard concepts and practices necessary for safe and effective shop operations, general service theories, hand and power tools, shop organization, management, and work flow systems.

Emphasis is placed on systems understanding, logical diagnostic procedures, and effective repair methods. Students receive classroom and work shop training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in workshop settings that replicate real work environments.

Upon successful completion of the Diesel Technology with Power Generation Program, graduates are awarded an Occupational Associate Degree (AOS) in Diesel Technology with Power Generation.

PROGRAM OBJECTIVE

The program is designed so that successful students will acquire the entry-level skills necessary for a career as a Power Generation and Distribution technician. The program is divided into two areas of focus. The primary focus in on the major areas of Power Generation and Distribution systems, diagnostics, and repair. Including power plants (prime movers), power plant (prime movers) electrical systems, AC and DC power generation, and AC and DC power distribution. Secondly the program focuses on the professional conventions and soft skills required to be successful in the world of work. J-Tech's curriculum utilizes a general education component and operational procedures to reinforce these soft skills and strives to provide the skills employers are looking for.

EQUIPMENT

The student will perform repairs and diagnostic procedures on various generator sets and training equipment, using modern equipment specifically selected for the most effective training value. The J-Tech shop environment provides a multi-level approach utilizing computerized diagnostic information systems, system specific specialty tools, electronic circuit testing tools and meters. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
FUN-101	Workshop Fundamentals	5.00	8
DSL-102	Hydraulics, Hydrostatics and Pneumatics 1	5.00	8
DSL-106	Hydraulics, Hydrostatics and Pneumatics 2	5.00	8
DSL-109	Mack and Volvo Technical Applications	5.00	8
DSL-201	Diesel Engines 1	5.00	8
DSL-202	Diesel Engines 2	5.00	8
DSL-103	Drive Trains 1	5.00	8
DSL-203	Drive Trains 2	5.00	8
DSL-204	Brakes	5.00	8
DSL-205	Suspension & Steering	5.00	8
EES-101	Electronic 1	5.00	8
DSL-206	Electrical 2	5.00	8
HAC-101	HVAC	5.00	8
DSL-108	Preventive Maintenance Inspection	5.00	8
EES-201	Introduction to A/C Electrical	2.50	4
EES-103	Governors and Speed Control	5.00	
AUT-101	Engine Repair 1	5.00	8
EES-104	Voltage Regulators	2.50	4
EES-105	Generators and Alternators	5.00	8
EES-106	Power Distribution Systems	5.00	8
ENG-101	Applied English Composition	3.00	3
ENG-102	Technical Writing & Business Communications	3.00	3
MAT-101	Applied Mathematics	3.00	3
EDU-101	Critical Thinking & Ethics in the Workplace	3.00	3
CCP-101	College and Career Planning	3.00	3
CIS-101	Computer Applications for Technicians	3.00	3
SCI-101	Applied Physical Science	3.00	3
	Total Credit Hours	116.00	

COURSE DESCRIPTIONS

FUN-101 Workshop Fundamentals (5) Credits

An introductory course to the professional repair industry that provides the foundation for all of the courses in the J-Tech Technology Programs. This course provides an awareness of industry standard concepts and practices necessary for safe and effective automotive shop operations.
Students will be provided instruction in General Service theories, hand and power tools, shop organization, and management and workflow systems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Instruction also includes typical workplace policies and expectations, industrial safety procedures, and common workplace legal and ethical responsibilities.

DSL-102 Hydraulics, Hydrostatics and Pneumatics 1 (5) Credits
Students will learn the principle of hydrostatics, hydraulics, and pneumatics. Students will explore Pascal's and Boyle's law to understand volume and pressure with energy and gravity. Practical applications include the maintenance and troubleshooting of hydraulic and pneumatic systems. Industrial safety protocol and procedures are mandatory in this course.

DSL-104 Hydraulics, Hydrostatics **and Pneumatics** 2 **(5) Credits**
Students will continue to explore principles of hydrostatics, hydraulics, and pneumatics. Practical applications include design of controls, reading of circuits, and the production and distribution of compressed air and fluid. Industrial safety protocol and procedures are mandatory in this course.

DSL-109 Mack and Volvo Technical Applications (5) Credits
This course introduces students to industry and OEM information based on Mack Trucks and Volvo Trucks. Students will gain knowledge and build skills in time management, warranty, safety, model identification, product specific truck theory, Premium Tech Tool proprietary software, as well as Volvo and Mack Trucks OEM internet support tools.

DSL-201 Diesel Engines 1 (5) Credits
Students will learn the principles, design, construction, operation and maintenance of diesel engines, and the skills necessary to service medium and heavy duty diesel engines. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Diesel Engines.

DSL-202 Diesel Engines 2 (5) Credits
Students will learn in-depth operational information related to diesel engine performance and operation. Focuses on diagnosing engine performance concerns by requiring students to perform engine run-in and Dyno-testing. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Diesel Engines..

DSL-103 Drive Trains 1 (5) Credits
In this course the student will learn the major divisions in power trains. Clutches, transmissions, propeller shafts, and drive axles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Drive Train (T3).

DSL-203 Drive Trains 2 (5) Credits
In this course the student will learn the major divisions in drive trains, with focus on hydraulic automatic and automated transmissions. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification on medium and heavy truck drive train.

DSL-204 Brakes (5) Credits

Students will learn the basic principles to troubleshoot and make repairs to hydraulic and pneumatic brake systems, and ABS and trailer brake systems for medium and heavy duty trucks, and combination vehicles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Brakes.

DSL-205 Suspension & Steering (5) Credits

Students will learn the fundamentals of medium and heavy truck suspension and steering systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Suspension & Steering.

EES-101 Electrical 1 (5) Credits

This course provides the foundation instruction and practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

DSL-206 Electrical 2 (5) Credits

Students will learn Advanced Technology and skills required to perform diagnostics, proper use of diagnostic tools, electronic engine programming, and diagnosis/troubleshooting electrical problems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Electrical/ Electronic Systems.

HAC-101 HVAC (5) Credits

Students will learn the operation, troubleshooting, and service of heating and air conditioning systems. Training in service procedures include: charging, discharging, evacuating, leak testing, performance testing, and removal and installation of major system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Heating, Ventilation & Air Conditioning.

DSL-108 Preventive Maintenance Inspection (5) Credits

Students will learn the information and practical study of hand tools, machines, and equipment common to the trucking industry, general service procedures, lubricants, and preventive maintenance procedures. Training includes air brake system major components, information on steering and suspension systems, comprehensive study of fuel system, engine cooling, lubricating oil, transmissions, and trailer coupling system preventive maintenance. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Preventive Maintenance Inspection.

EES-201 Introduction to A/C Electrical Systems (2.5) Credits
This course provides the foundation instruction and practical study of AC electrical systems, including power generation and power distribution. Additional focus on solid state AC systems controls including inverters and converters. Additional focus is placed on engineering and code regulation and service.

EES-103 Governors and speed control (5) Credits
This course provides instruction in the basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on Mechanical, electro hydraulic, and frequency control diagnostic and repair. Additionally, electronic isochronous load sharing and automatic synchronizing with focus on utility/ multiple gen-set paralleling.

AUT-101 Engine Repair 1 (5) Credits
This course provides instruction in the operation and basic service of (ICE) internal combustion engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Engines (A1).

EES-104 Voltage Regulators (2.5) Credits
This course provides instruction in the basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on the basic theory, operation, diagnostic and repair of the voltage regulator and its application to control synchronous generating systems.

EES-105 Generators and Alternators (5) Credits
This course provides instruction in the basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on the general design and functions of rotating AC electric generators, including generator fields and armatures, AC voltage wave form, frequency and voltage.

EES-106 Power Distribution Systems (5) Credits
This course provides instruction in the basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on transfer switch systems operation, monitoring, electric distribution, general applications, codes and standards, diagnostic and repair.

DIESEL TECHNOLOGY with HIGH PERFORMANCE

PROGRAM DESCRIPTION

The Diesel with High Performance Technology program provides instruction on the basic industry practices and technical concepts necessary for students seeking a career as a professional power generation and distribution service technician. The program will provide introductory coursework for foundation theory and application, providing awareness to industry standard concepts and practices necessary for safe and effective shop operations, general service theories, hand and power tools, shop organization, management, and work flow systems. Emphasis is placed on systems understanding, logical diagnostic procedures, and effective repair methods. Students receive classroom and work shop training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in workshop settings that replicate real work environments.
Upon successful completion of the Diesel with High Performance Technology, graduates are awarded an Occupational Associate Degree (AOS) in Diesel with High Performance Technology.

PROGRAM OBJECTIVE

The program is designed so that successful students will acquire the entry-level skills necessary for a career as a Diesel technician with an emphasis on high performance technology. Skills necessary for automotive competition and customization. The program is divided into two areas of focus. The primary focus in on the major areas of automotive, diagnostics, and repair Automotive Service Excellence (ASE) certification as a guide to further divide the learning topics into areas of technical coursework. Secondly the program focuses on the professional conventions and soft skills required to be successful in the world of work. J-Tech's curriculum utilizes a general education component and operational procedures to reinforce these soft skills and strives to provide the skills employers are looking for.

EQUIPMENT

The student will perform repairs and diagnostic procedures on various generator sets and training equipment, using modern equipment specifically selected for the most effective training value. The J-Tech shop environment provides a multi-level approach utilizing computerized diagnostic information systems, system specific specialty tools, electronic circuit testing tools and meters. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
FUN-101	Workshop Fundamentals	5.00	87.
DSL-102	Hydraulics, Hydrostatics, and Pneumatics 1	5.00	87.
DSL-106	Hydraulics, Hydrostatics, and Pneumatics 2	5.00	87.
DSL-109	Mack and Volvo Technical Applications	5.00	87.
DSL-201	Diesel Engines 1	5.00	87.
DSL-202	Diesel Engines 2	5.00	87.
DSL-103	Drive Train 1	5.00	87.
DSL-203	Drive Train 2	5.00	87.
DSL-204	Brakes	5.00	87.
DSL-205	Suspension & Steering	5.00	87.
EES-101	Electrical 1	5.00	87.
DSL-206	Electrical 2	5.00	87.
HAC-101	HVAC	5.00	87.
DSL-108	Preventive Maintenance Inspection	5.00	87.
HPT-101	Engine Blueprinting	5.00	87.
HPT-102	Suspension Performance	5.00	87.5
HPT-103	Chassis Performance	2.50	44.
HPT-104	Engine Performance Tuning	5.00	87.
AUT-108	Engine Performance 1	5.00	87.
HPT-105	Performance Safety and Aerodynamics	2.50	44.
ENG-101	Applied English Composition	3.00	30.
ENG-102	Technical Writing & Business Communications	3.00	30.
MAT-101	Applied Mathematics	3.00	30.
EDU-101	Critical Thinking & Ethics in the Workplace	3.00	30.
CCP-101	College and Career Planning	3.00	30.
CIS-101	Computer Applications for Technicians	3.00	30.
SCI-101	Applied Physical Science	3.00	30.
	Total	116.00	

COURSE DESCRIPTIONS

FUN-101 Workshop Fundamentals (5) Credits
An introductory course to the professional repair industry that provides the foundation for all of the courses in the J-Tech Diesel Technology Program. This course provides an awareness of industry standard concepts and practices necessary for safe and effective automotive shop operations. Students will be provided instruction in General Service theories, hand and power tools, shop organization, and management and work flow systems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Instruction also includes: typical workplace policies and expectations, industrial safety procedures, and common workplace legal and ethical responsibilities.

DSL-102 Hydraulics, Hydrostatics and Pneumatics 1 (5) Credits
Students will learn the principles of hydrostatics, hydraulics, and pneumatics. Students will explore Pascal's and Boyle's law to understand volume and pressure with energy and gravity. Practical applications include the maintenance and troubleshooting of hydraulic and pneumatic systems. Industrial safety protocol and procedures are mandatory in this course.

DSL-104 Hydraulics, Hydrostatics and Pneumatics 2 (5) Credits
Students will continue to explore principles of hydrostatics, hydraulics, and pneumatics. Practical applications include design of controls, reading of circuits, and the production and distribution of compressed air and fluid. Industrial safety protocol and procedures are mandatory in this course.

DSL-109 Mack and Volvo Technical Applications (5) Credits
This course introduces students to industry and OEM information based on Mack Trucks and Volvo Trucks. Students will gain knowledge and build skills in time management, warranty, safety, model identification, product specific truck theory, Premium Tech Tool proprietary software, as well as Volvo and Mack Trucks OEM internet support tools.

DSL-201 Diesel Engines 1 (5) Credits Students will learn the principles, design, construction, operation and maintenance of diesel engines, and the skills necessary to service medium and heavy-duty diesel engines. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Diesel Engines.

DSL-202 Diesel Engines 2 (5) Credits Students will learn in-depth operational information related to diesel engine performance and operation. Focuses on diagnosing engine performance concerns by requiring students to perform engine run-in and Dyno-testing. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Diesel Engines.

DSL-103 Drive Train 1 (5) Credits
In this course the student will learn the major divisions in power trains. Clutches, transmissions, propeller shafts, and drive axles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Drive Train.

DSL-203 Drive Train 2 (5) Credits
In this course the student will learn the major divisions in drive trains, with focus on hydraulic automatic and automated transmissions. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification on medium and heavy truck drive train.

DSL-204 Brakes (5) Credits
Students will learn the basic principles of troubleshooting and making repairs to hydraulic and pneumatic brake systems, and ABS and trailer brake systems for medium and heavy duty trucks, and combination vehicles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Brakes.

DSL-205 Suspension & Steering (5) Credits
Students will learn the fundamentals of medium and heavy truck suspension and steering systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Suspension & Steering.

EES-101 Electrical 1 (5) Credits
This course provides foundation instruction and practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

DSL-206 Electrical 2 (5) Credits
Students will learn skills required to perform diagnostics, proper use of diagnostic tools, electronic engine programming, and diagnosis/troubleshooting electrical problems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Electrical/ Electronic Systems.

HAC-101 HVAC (5) Credits
Students will learn the operation, troubleshooting, and service of heating and air conditioning systems. Training in service procedures include charging, discharging, evacuating, leak testing, performance testing, and removal and installation of major system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Heating, Ventilation & Air Conditioning.

DSL-108 Preventive Maintenance Inspection (5) Credits

Students will learn the information and practical study of hand tools, machines and equipment common to the trucking industry, general service procedures, lubricants, and preventive maintenance procedures. Training includes air brake system major components, information on steering and suspension systems, comprehensive study of fuel system, engine cooling, lubricating oil, transmissions, and trailer coupling system preventive maintenance. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Preventive Maintenance Inspection (T8).

HPT-101 Engine Blueprinting (5) Credits

This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of high-performance engines, and the skills necessary to service high performance engines. Emphasis is placed on theory of preparation, specification and documentation of the engine's tolerances, clearances, and materials to optimize the operation and performance output. Including cylinder block, cylinder head, valve train, and rotating assemblies. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

HPT-102 Suspension Performance (5) Credits

This course provides foundation instruction and practical study of the design, construction, operation and maintenance of high performance suspension systems, and the skills necessary to service high performance suspension systems. Emphasis is placed on theory of preparation, specification and documentation of the suspension tolerances, clearances, and materials to optimize the operation and performance output. Including springs, shocks, control components, measurement, and geometry. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

HPT-103 Chassis Performance (2.5) Credits

This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of high performance suspension systems, and the skills necessary to service high performance suspension systems. Emphasis is placed on theory of preparation, specification and documentation of the suspension tolerances, clearances, and materials to optimize the operation and performance output. Including springs, shocks, control components, measurement, and geometry. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

AUT-108 Engine Performance 1 (5) Credits

This course provides basic instruction in operation and repair of engine management systems. Emphasis is placed on diagnosing and repair of fuel, ignition and emission control systems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

HPT-104 Engine Performance Tuning (5) Credits

This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of advanced high performance engine ignition and fuel management systems, and the skills necessary to interface via computer systems to test, tune, and modify these high performance engine management systems (EMS). Emphasis is placed on theory of specification, operation, and modification to optimize the operation and performance output. Including EMS, fuel control, and ignition control. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

HPT-105 Performance Safety and Aerodynamics (2.5) Credits

This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of high performance vehicle aerodynamics and driver safety equipment. Emphasis is placed on theory of preparation, specification and documentation in accordance various regulating body rules and regulations. Including wings, spoilers, roll cages, and safety cells. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

MARINE AND RECREATION VEHICLE TECHNOLOGY

PROGRAM DESCRIPTION

The Marine and Recreation Vehicle Technology Program provides instruction on the basic industry practices and technical concepts necessary for students seeking a career in the professional marine, recreational, and pleasure vehicle service industry.

The program will provide introductory coursework for foundation theory and application, providing awareness to industry standard concepts and practices necessary for safe and effective shop operations, general service theories, hand and power tools, shop organization, management, and work flow systems.

Emphasis is placed on systems understanding, logical diagnostic procedures, and effective repair methods. Students receive classroom and workshop training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in workshop settings that replicate real work environments.

Upon successful completion of the Marine and Recreation Vehicle Technology Program, graduates are awarded an Occupational Associate Degree (AOS) in Marine and Recreation Vehicle Technology.

Approximate completion time of the Marine and Recreation Vehicle Technology Program is 21 Months.

PROGRAM OBJECTIVE

The program is designed so that successful students will acquire the entry-level skills necessary for a career as a marine and recreational vehicle service technician. The program is divided into two areas of focus. The primary focus in on the major areas Marine and Recreational Vehicle systems diagnostics and repair. Including outboard engines, drive trains and power plants, A/C and D/C electrical systems, vehicle/trailer suspension systems and Body and Hull systems. Secondly the program focuses on the professional conventions and soft skills required to be successful in the world of work.

J-Tech's curriculum utilizes a general education component and operational procedures to reinforce these soft skills and strives to provide the skills employers are looking for.

EQUIPMENT

The student will perform repairs and diagnostic procedures on various vehicles and training equipment, using modern equipment specifically selected for the most effective training value. The J-Tech shop environment provides a multi-level approach utilizing computerized diagnostic information systems, system specific specialty tools, electronic circuit testing tools and meters, and air conditioning charging and recovery equipment. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
FUN-101	Workshop Fundamentals	5.00	87.5
EES-101	Electrical 1	5.00	87.5
AUT-101	Engine Repair I	5.00	87.5
DSL-201	Engines I	5.00	87.5
REC-101	Preventative Maintenance and Service	5.00	87.5
REC-201	Plumbing Systems	2.50	44.0
EES-102	Vehicle Electrical and Electrical Systems	5.00	87.5
REC-102	Chassis	5.00	87.5
REC-103	Outboard Engines I	5.00	87.5
REC-104	Outboard Engines II	5.00	87.5
REC-105	Outboard Engines III	5.00	87.5
REC-106	Marine Drive Systems & Lower Outboard Units	5.00	87.5
REC-107	Body and Hull	5.00	87.5
ACR-101	Fundamentals of HVAC-R	5.00	87.5
EES-201	A/C (120v) Electrical Systems	2.50	44.0
ENG-101	Applied English Composition	3.00	30.0
ENG-102	Technical Writing & Business Communications	3.00	30.0
MAT-101	Applied Mathematics	3.00	30.0
EDU-101	Critical Thinking & Ethics in the Workplace	3.00	30.0
CCP-101	College and Career Planning	3.00	30.0
CIS-101	Computer Applications for Technicians	3.00	30.0
SCI-101	Applied Physical Science	3.00	30.0
	Total	91.00	

COURSE DESCRIPTIONS

FUN-101 Workshop Fundamentals (5) Credits

This course provides the foundation instruction and practical study of basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on building a foundation of the following basic skills: maintenance procedures, shop safety and organization, proper use of hand/power tools, various types of service information, and diagnostic specialty tools. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

EES-101 Electrical 1 (5) Credits

This course provides the foundation instruction and practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-101 Fundamentals of HVAC-R (5) Credits

This course provides the foundation instruction and practical study of refrigeration specialty tools, theory, and the refrigeration cycle. Emphasis is placed on EPA compliance and certification. Upon completion students will understand the different types of refrigerants and their specific uses. Students will use industry standard hand tooling, recovery techniques and equipment.

DSL-201 Engines 1

(5) Credits

This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of diesel engines, and the skills necessary to service diesel engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

AUT-101 Engine Repair 1 (5) Credits

This course provides foundation instruction and practical study of Gasoline (ICE) internal combustion engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

REC-101 Preventative Maintenance and Service (5) Credits

This course provides foundation instruction and practical study of Level 1 Industry Standards. Students will learn Level 1 of RVTI Standards and Polices focusing on Appliances, Body, Chassis, Electrical, Generator, Water Systems, (City, On Board, Waste). Students will take the RVTI Level 1 certification exam at completion of the course and if successful, will earn the Certification.

REC-102 Chassis (5) Credits

This course provides the foundation of instruction and practical study of operation, diagnosis repair and installation of recreational equipment Electric, Hydraulic, and Air Brakes. Emphasis is placed on Electric brakes theory of operation, design, construction, components, basic trouble shooting, Steering and Suspension operation, diagnosis, and Repair of Recreational Equipment. Axles alignment and diagnosis repair and replacement of various suspension and steering system components is also covered. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

REC-201 Plumbing Systems (2.5) Credits

This course provides the RVTI Level 2 instruction and practical study of Recreation Vehicle plumbing systems and Level 2 Propane Systems. Emphasis is placed on piping systems, freshwater distribution systems and wastewater collection and storage.

EES-102 Vehicle Electrical and Electrical Systems (5) Credits

This course provides foundational instruction and practical study of DC voltage system inspection and tests of DC system and components. Emphasis is placed on battery, solar, relay, switching, wiring, and DC power distribution systems corrosion control, diagnostic, and repair following Standards set by RVTI Level 2 Electrical and the American Boat and Yacht Council (ABYC).

EES-201 A/C (120v) Electrical Systems (2.5) Credits

This course provides the foundation of instruction and practical study of portable A/C electrical systems, including onboard power distribution. Additional focus on solid state A/C systems controls including inverters and converters. Students will take the RVTI Level 2 certification exam at completion of the course and if successful, will earn the Certification.

REC-103 Outboard Engines I (5) Credits

This course provides instruction and practical foundation study of outboard engines, basic industry practices and technical concepts. Emphasis is placed on building a foundation of the following basic skills: maintenance procedures, shop safety and organization, proper use of hand/power tools, various types of service information, and diagnostic specialty tools. This course provides in-depth instruction in diagnosis and repair of marine outboard engines. Emphasis is placed on a complete disassembly/reassembly, inspection, diagnosis, and repair of engine components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

REC-104 Outboard Engines II (5) Credits

This course provides instruction and practical foundation study of outboard engines, basic industry practices and technical concepts. Emphasis is placed on engine control systems, mechanical and electronic fuel systems, electronic ignition systems, cooling systems, and manufacturer specific maintenance procedures, service information, and diagnostic specialty tools. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

REC-105 Outboard Engines III (5) Credits

Picking up where Outboard Engines II left off, this course does a deep dive into diagnostics of electric systems of the outboard engine. Completing Yamaha standards for certification, students will learn how to diagnose issues with the system ignition, accessory systems, charging, starting, and warning systems. Students complete practical work on a variety of engines, recognized as industry standard units.

REC-106 Marine Drive Systems & Lower Outboard Units (5) Credits

This course provides instruction and practical foundation study and basic industry practices and technical concepts of marine drive systems and lower outboard units. Emphasis is placed on, propellers and propeller performance, steering systems, trim and plane performance, midsection/lower units, including direct drive, "V" drive, stern drive, and jet drive propulsion systems. Following manufacturer maintenance procedures, service information, and diagnostic specialty tools. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

REC-107 Body and Hull (5) Credits

This course provides foundational instruction and practical study of operation, diagnosis repair and installation of recreational exterior and Interior Substructure components. Emphasis is placed on Recreational Slides Electric and hydraulic operation, diagnosis, repair, and installation. Exterior and Interior Wall, Roof, floor, and cabinets. This course also provides instructions to Fiberglass installation and repair, Gel-Coat repair/application, and body panel and trim installation and repair.

HVAC-R

PROGRAM DESCRIPTION

In this course the student will be introduced to the professional Heating, Ventilation, Air Conditioning and Refrigeration HVAC-R repair industry. The program will provide introductory coursework for foundation theory and application, providing awareness to industry standard concepts and practices necessary for safe and effective shop operations, general service theories, hand and power tools, shop organization, management, and workflow systems. Emphasis is placed on systems understanding, logical diagnostic procedures, and effective repair methods. Students receive classroom and workshop training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in workshop settings that replicate real work environments.
Upon successful completion of the HVAC-R Program, graduates are awarded an Occupational Associate Degree (AOS) in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R).
Approximate completion time of the Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R) Program is 21 Months.

PROGRAM OBJECTIVE

The Degree program is designed so that successful students will acquire the entry-level skills necessary for a career as a HVAC-R technician and includes professional conventions and soft skills for the world of work. The program is divided into two areas of focus. The primary focus in on the major areas HVAC-R systems diagnostics and repair. HVAC-R Mechanicals, Heating Systems and Furnaces, Residential, Commercial, and Transport HVAC-R Systems. Students will be introduced to HVAC-R Systems Designs, Specification and Automation. Secondly the program utilizes a general education component to reinforce problem solving, critical thinking, and communication skills to provide the additional soft skills employers are looking for.

EQUIPMENT

The student will perform repairs and diagnostic procedures on a variety of real time actual refrigeration units, air conditioners, heat pumps, vehicles, and training equipment, using modern equipment specifically selected for the most effective training value. The J-Tech shop environment provides a multi-level approach utilizing computerized diagnostic information systems, system specific specialty tools, electronic circuit testing tools and meters, and air conditioning charging and recovery equipment. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
FUN-101	Workshop Fundamentals	5.00	
EES-101	Electrical 1	5.00	
ACR-205	Heating Systems and furnaces	3.00	
ACR-101	Fundamentals of HVAC-R	5.00	
DSL-201	Engines I	5.00	
ACR-201	HVAC-R System Designs	3.00	
FAB-101	HVAC-R Fabrication Basics	5.00	
ACR-102	HVAC-R System Installation	5.00	
ACR-103	HVAC-R Mechanical I	3.00	
ACR-105	HVAC-R Mechanical II	3.00	
ACR-104	Commercial HVAC-R Systems I	4.00	
ACR-206	Transport HVAC-R systems	2.00	
ACR-202	Commercial HVAC-R Systems II	4.00	
ACR-203	Residential HVAC-R Systems I	5.00	
ACR-204	Residential HVAC-R Systems II	3.00	
IDA-101	Introduction to Automation	5.00	
IDA-201	Introduction to Motors and Controls	5.00	
ENG-101	Applied English Composition	3.00	
ENG-102	Technical Writing & Business Communications	3.00	
MAT-101	Applied Mathematics	3.00	
EDU-101	Critical Thinking & Ethics in the Workplace	3.00	
CCP-101	College & Career Planning	3.00	
CIS-101	Computer Applications for Technicians	3.00	
SCI-101	Applied Physical Science	3.00	
	Total	91.00	

COURSE DESCRIPTIONS

FUN-101 Workshop Fundamentals (5) Credits
This course provides the foundation instruction and practical study of basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on building a foundation of the following basic skills: maintenance procedures, shop safety and organization, proper use of hand/power tools, various types of service information, and diagnostic specialty tools. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

EES-101 Electrical 1 (5) Credits
This course provides foundation instruction and practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-101 Fundamentals of HVAC-R (5) Credits
This course provides foundation instruction and practical study of refrigeration specialty tools, theory, and the refrigeration cycle. Emphasis is placed on EPA compliance and certification. Upon completion students will understand the different types of refrigerants and their specific uses. Students will use industry standard hand tooling, recovery techniques and equipment.

DSL-201 Engines 1 (5) Credits
This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of diesel engines, and the skills necessary to service diesel engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

FAB-101 HVAC-R Fabrication Basics (5) Credits
Students will learn how to select the appropriate gauge and type of sheet metal or non-metallic material to fabricate duct per product and system specifications, while learning to operate machines to cut shape and form sheet metal. Apply layout, blueprint, machine set-ups and fabrication skills to safely complete metal fabrication projects correctly.

ACR-102 HVAC-R System Installation (5) Credits
This course provides the instruction and practical study of HVAC-R systems and related support equipment. Emphasis is placed on systems and infrastructure construction, utilizing drawings, schematics and blueprints in effective installation. Upon completion the student will be able to demolition and install equipment on rooftops, closets, mechanical rooms, and crawl spaces.

ACR-103 HVAC-R Mechanical I (3) Credits
This course provides foundation instruction and practical study of HVAC-R tools. Emphasis is placed on soldering, brazing, and pipe fitting in effective installation and service. Upon completion, students

will be effective in leak detection, evacuation, gauge calibration, equipment nomenclature. Students will engage in pipe cutting, bending, reaming, and threading. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-105 HVAC-R Mechanical II (3) Credit
This course provides instruction and practical study of HVAC-R systems and related support equipment. Emphasis is placed on understanding design characteristics and refrigeration diagnostics. Upon completion of this course, students will be able to troubleshoot and repair adjustable thermostatic expansion valves, fixed bore metering devices, capillary tubes, determine voltage and electrical issues. Students will engage in practical HVAC-R systems testing and diagnostic troubleshooting.

ACR-205 Heating Systems and Furnaces (3) Credits
This course provides foundation instruction and practical study of heating systems with focus on gas and oil-fired heating systems, furnace controls, heat pump and electric heating systems. Additional study will focus on boiler plants and air and water systems.

ACR-203 Residential HVAC-R Systems I (4) Credits
This course provides the foundation instruction and practical study of the residential HVAC-R system. Including heat transfer and mechanical temperature/pressure relationships. Students will be introduced the functions of major components including the air handler assembly, the compressor, condenser and evaporator in a residential environment. Emphasis is placed on diagnosis and repair of air conditioning and heating system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-204 Residential HVAC-R Systems II (4) Credits
This course provides continued instruction and practical study of the residential HVAC-R system. Including heat pump systems air to air and geothermal systems. Students will continue working on the functions of major components including the air handler assembly, the compressor, condenser and evaporator in a residential environment. Emphasis is placed on diagnosis, repair and replacement of air conditioning and heating system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-104 Commercial HVAC-R Systems I (5) Credits
This course provides foundation instruction and practical study of the commercial HVAC-R system. Including heat pump systems, single and multi-zone roof top units, and chilled water systems. Students will be introduced to the functions of major components in a Commercial and Industrial environment. Emphasis is placed on diagnosis, repair and replacement of air conditioning and heating system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-202 Commercial HVAC-R Systems II (3) Credits
This course provides intermediate instruction and practical study of the commercial HVAC-R system. Including supermarket refrigeration, blast freezing, parallel compressor rack systems, booster compressors, and ice machines. Students will continue with the functions of major components in a Commercial environment. Emphasis is placed on diagnosis, repair and replacement of refrigeration

system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-206 Transport HVAC-R Systems (2) Credits
This course provides foundation instruction and practical study of the transport container and trailer mounted HVAC-R systems. This course investigates Transport refrigeration components, power systems, and their unique control systems. Students will study design and packaging of the components involved in heat transfer and mechanical temperature/pressure relationships. Emphasis is placed on diagnosis, repair and replacement of trailer and container mounted refrigeration system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-201 HVAC-R Systems Designs (3) Credits
This course provides the foundation instruction and practical study of the design of HVAC-R system support. Blueprint reading, psychrometric, load calculations and duct design. Students will be introduced to calculations of heat loads for buildings, homes, walk-in and reach-in freezers and refrigerators. Students will design duct systems and zoning using ACCA and ASHRAE industry standards. Upon completion students will be able to read and modify blueprints, complete take-offs, and design HVAC-R systems and ducting.

IDA-101 Introduction to Automation (5) Credits
This course provides foundation instruction and practical study of Industrial automation and process control systems. Including how computerized controls enhance reliability and ease of process fault diagnosis. This course will provide a broad and fundamental understanding of industrial automation. Topics include basic automated system components, such as controllers, I/O, drives, and HMI (Human Machine Interface automation terminology, repair information systems, and diagnostic equipment.

IDA-201 Introduction to Motors and Controls (5) Credits
This course provides foundation instruction and practical study of A/C and D/C motor design, construction, operation, and diagnosis. The fundamental components of motor controls, relays, contactors, and motor starters. Providing an overview of the primary components involved in electric motor control including armature reaction, compensation, and induced voltage. Emphasis is placed on the different types of motors used in industry, PSC, ECM, DC, brushless DC, stepper motors, permanent magnet synchronous, and AC induction.

HVAC-R DIPLOMA

PROGRAM DESCRIPTION

In this course the student will be introduced to the professional Heating, Ventilation, Air Conditioning and Refrigeration HVAC-R repair industry. The program will provide introductory coursework for foundation theory and application, providing awareness to industry standard concepts and practices necessary for safe and effective shop operations, general service theories, hand and power tools, shop organization, management, and workflow systems. Emphasis is placed on systems understanding, logical diagnostic procedures, and effective repair methods. Students receive classroom and workshop training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in workshop settings that replicate real work environments.
Upon successful completion of the HVAC-R Diploma Program, graduates are awarded a diploma in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R).

PROGRAM OBJECTIVE

The program is designed so that successful students will acquire the entry-level skills necessary for a career as a HVAC-R technician. The program is divided into two areas of focus. The primary focus in on the major areas HVAC-R systems diagnostics and repair. HVAC-R Mechanicals, Heating Systems and Furnaces, Residential, Commercial, and Transport HVAC-R Systems. Students will be introduced to HVAC-R Systems Designs, Specification and Automation.
Secondly the program focuses on the professional conventions and soft skills required to be successful in the world of work. J-Tech's curriculum utilizes a general education component and operational procedures to reinforce these soft skills and strives to provide the skills employers are looking for.

EQUIPMENT

The student will perform repairs and diagnostic procedures on various vehicles and training equipment, using modern equipment specifically selected for the most effective training value. The J-Tech shop environment provides a multi-level approach utilizing computerized diagnostic information systems, system specific specialty tools, electronic circuit testing tools and meters, and air conditioning charging and recovery equipment. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
FUN-101	Workshop Fundamentals	5.00
EES-101	Basic Electrical/Electrical System	5.00
ACR-205	Heating Systems and furnaces	3.00
ACR-101	Fundamentals of HVAC-R	5.00
DSL-201	Engines I	5.00
ACR-201	HVAC-R System Design	3.00
FAB-101	HVAC-R Fabrication Basics	5.00
ACR-102	HVAC-R Installations	5.00
ACR-103	HVAC-R Mechanical I	3.00
ACR-105	HVAC-R Mechanical II	3.00
ACR-104	Commercial HVAC-R Systems I	4.00
ACR-206	Transport HVAC-R systems	2.00
ACR-202	Commercial HVAC-R Systems II	4.00
ACR-203	Residential HVAC-R Systems I	5.00
ACR-204	Residential HVAC-R Systems II	3.00
IDA-201	Introduction to Motors and Controls	5.00
	Total	65.00

COURSE DESCRIPTIONS

FUN-101 Workshop Fundamentals (5) Credits

This course provides the foundation instruction and practical study of basic industry practices and technical concepts necessary for students seeking a career in the professional service industry. Emphasis is placed on building a foundation of the following basic skills: maintenance procedures, shop safety and organization, proper use of hand/power tools, various types of service information, and diagnostic specialty tools. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

EES-101 Basic Electrical/Electrical Systems (5) Credits

This course provides foundation instruction and practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-101 Fundamentals of HVAC-R (5) Credits

This course provides foundation instruction and practical study of refrigeration specialty tools, theory, and the refrigeration cycle. Emphasis is placed on EPA compliance and certification. Upon completion students will understand the different types of refrigerant and their specific uses. Students will use industry standard hand tooling, recovery techniques and equipment.

DSL-201 Diesel Engines 1 (5) Credits

This course provides the foundation instruction and practical study of the design, construction, operation and maintenance of diesel engines, and the skills necessary to service diesel engines. Emphasis is placed on theory of operation, design, construction, components, and basic troubleshooting. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

FAB-101 HVAC-R Fabrication Basics (5) Credits
Students will learn how to select the appropriate gauge and type of sheet metal or non-metallic material to fabricate duct per product and system specifications, while learning to operate machines to cut shape and form sheet metal. Apply layout, blueprint, machine set-ups and fabrication skills to safely complete metal fabrication projects correctly.

ACR-102 HVAC-R System Installation (5) Credits
This course provides the instruction and practical study of HVAC-R systems and related support equipment. Emphasis is placed on systems and infrastructure construction, utilizing drawings, schematics and blueprints in effective installation. Upon completion the student will be able to demolition and install equipment on rooftops, closets, mechanical rooms, and crawl spaces.

ACR-103 HVAC-R Mechanical I (3) Credits
This course provides foundation instruction and practical study of HVAC-R tools. Emphasis is placed on soldering, brazing, and pipe fitting in effective installation and service. Upon completion, student will be effective in leak detection, evacuation, gauge calibration, equipment nomenclature. Students will engage in pipe cutting, bending, reaming and threading. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-105 HVAC-R Mechanical II (3) Credit
This course provides instruction and practical study of HVAC-R systems and related support equipment. Emphasis is placed on understanding design characteristics and refrigeration diagnostics. Upon completion of this course student will be able to troubleshoot and repair adjustable thermostatic expansion valves, fixed bore metering devices, capillary tubes, determine voltage and electrical issues. Students will engage in practical HVAC-R systems testing and diagnostic troubleshooting.

ACR-205 Heating Systems and Furnaces (3) Credits
This course provides foundation instruction and practical study of heating systems with focus on gas and oil-fired heating systems, furnace controls, heat pump and electric heating systems. Additional study will focus on boiler plants and air and water systems.

ACR-203 Residential HVAC-R Systems I (4) Credits
This course provides the foundation instruction and practical study of the residential HVAC-R system. Including heat transfer and mechanical temperature/pressure relationships. Students will be introduced to the functions of major components including the air handler assembly, the compressor, condenser and evaporator in a residential environment. Emphasis is placed on diagnosis and repair of air conditioning and heating system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-204 Residential HVAC-R Systems II (4) Credits
This course provides continued instruction and practical study of the residential HVAC-R system.

Including heat pump systems air to air and geothermal systems. Students will continue working on the functions of major components including the air handler assembly, the compressor, condenser and evaporator in a residential environment. Emphasis is placed on diagnosis, repair and replacement of air conditioning and heating system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-104 Commercial HVAC-R Systems I (5) Credits
This course provides foundation instruction and practical study of the commercial HVAC-R system. Including heat pump systems, single and multi-zone roof top units, and chilled water systems. Students will be introduced the functions of major components in a Commercial and Industrial environment. Emphasis is placed on diagnosis, repair and replacement of air conditioning and heating system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-202 Commercial HVAC-R Systems II (3) Credits
This course provides intermediate instruction and practical study of the commercial HVAC-R system. Including supermarket refrigeration, blast freezing, parallel compressor rack systems, booster compressors, and ice machines. Students will continue with the functions of major components in a Commercial environment. Emphasis is placed on diagnosis, repair and replacement of refrigeration system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-206 Transport HVAC-R Systems (2) Credits
This course provides foundation instruction and practical study of the transport container and trailer mounted HVAC-R systems. This course investigates Transport refrigeration components, power systems, and their unique control systems. Students will study design and packaging of the components involved in heat transfer and mechanical temperature/pressure relationships. Emphasis is placed on diagnosis, repair and replacement of trailer and container mounted refrigeration system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

ACR-201 HVAC-R Systems Designs (3) Credits
This course provides the foundation instruction and practical study of the design of HVAC-R system support. Blueprint reading, psychometrics, load calculations and duct design. Student will be introduced to calculations of heat loads for buildings, homes, walk-in and reach-in freezers and refrigerators. Students will design duct systems and zoning using ACCA and ASHRAE industry standards. Upon completion students will be able to read and modify blueprints, complete take-offs, and design HVAC-R systems and ducting.

IDA-201 Introduction to Motors and Controls (5) Credits
This course provides foundation instruction and practical study of A/C and D/C motor design, construction, operation, and diagnosis. The fundamental components of motor controls, relays, contactors, and motor starters. Providing an overview of the primary components involved in electric motor control including armature reaction, compensation, and induced voltage. Emphasis is placed on the different types of motors used in industry, PSC, ECM, DC, brushless DC, stepper motors, permanent magnet synchronous, and AC induction.

DIESEL ADVANCED TECHNOLOGY EDUCATION

PROGRAM DESCRIPTION

The Diesel Advanced Technology Education (DATE) Program offers an ASE/NATEF based comprehensive training in diesel technology. Graduates will have the ability to diagnose, trouble-shoot and repair light, medium, and heavy-duty trucks including diesel engines, suspension & steering, drive train components that include transmissions and axles, brakes, preventive maintenance inspection, electrical/electronic systems, heating, and ventilation and air conditioning. These skills will be taught in classroom and laboratory settings that replicate real work environments. The DATE program has a specialty focus on manufacture specific training for Volvo and Mack trucks, preparing graduates to earn Volvo/Mack certifications.

Upon successful completion of the Diesel Advanced Technology Education Program, graduates are awarded an Occupational Associate Degree (AOS) in Diesel Advanced Technology Education. Approximate completion of the DATE Program is 24 Months.

PROGRAM OBJECTIVE

Students acquire the entry-level skills necessary for a career in the diesel engine repair industry. Diesel technician skills can be applied to diesel powered equipment, including semi-tractors, diesel powered automobiles, heavy-construction equipment, and power generating marine and farm equipment. Automotive Service Excellence (ASE) certifications are recognized by many car manufacturers and fleet or independent repair facilities as the benchmark of technical knowledge. The DATE program combines diesel technician training with Volvo/Mack curriculum preparing graduates for entry level positions with Volvo and Mack trucks. J- Tech's curriculum provides the technical content necessary to prepare students for ASE certification test readiness and the skill set employers are looking for. The DATE program's manufacture specific training leads to Volvo/Mack required certifications.

EQUIPMENT

The student will perform repairs and diagnostic procedures on various generator sets and training equipment, using modern equipment specifically selected for the most effective training value. The J-Tech shop environment provides a multi-level approach utilizing computerized diagnostic information systems, system specific specialty tools, electronic circuit testing tools and meters. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
FUN-101	Workshop Fundamentals	5.00	87.5
EES-101	Electrical 1	5.00	87.5
DSL-102	Hydraulics, Hydrostatics and Pneumatics 1	5.00	87.5
DSL-106	Hydraulics, Hydrostatics and Pneumatics 2	5.00	87.5
DSL-201	Engines 1	5.00	87.5
DSL-202	Engines 2	5.00	87.5
DSL-103	Drive Trains 1	5.00	87.5
DSL-203	Drive Trains 2	5.00	87.5
DSL-204	Brakes	5.00	87.5
DSL-205	Suspension & Steering	5.00	87.5
DSL-206	Electrical 2	5.00	87.5
DSL-109	Mack and Volvo Technical Applications	5.00	87.5
HAC-101	HVAC	5.00	87.5
DSL-108	Preventive Maintenance Inspection	5.00	87.5
DATE-207	Mack and Volvo Advanced Technical Systems	5.00	85.0
DATE-208	Mack and Volvo Advanced Electrical Diagnostics	4.00	63.75
DATE-209	Mack and Volvo Emissions & Powertrain Systems	5.00	85.0
ENG-101	Applied English Composition	3.00	30.0
ENG-102	Technical Writing & Business Communications	3.00	30.0
MAT-101	Applied Mathematics	3.00	30.0
EDU-101	Critical Thinking & Ethics in the Workplace	3.00	30.0
CCP-101	College & Career Planning	3.00	30.0
CIS-101	Computer Applications for Technicians	3.00	30.0
SCI-101	Applied Physical Science	3.00	30.0
	Total	105.0	1668.75

COURSE DESCRIPTIONS

FUN-101 Fundamentals (5) Credits

An introductory course to the professional technician industry that provides the foundation for all of the courses in the J-Tech Diesel Technology Program. This course provides an awareness of industry standard concepts and practices necessary for safe and effective workshop operations. Students will be provided instruction in General Service theories, hand and power tools, shop organization, and management, customer relations and workflow systems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Instruction also includes typical workplace policies and expectations, industrial safety procedures, and common workplace legal and ethical responsibilities.

DSL-102 Hydraulics, Hydrostatics and Pneumatics 1 (5) Credits

Students will learn the principles of hydrostatics, hydraulics, and pneumatics. Students will explore Pascal's and Boyle's law to understand volume and pressure with energy and gravity. Practical applications include the operation, maintenance, and troubleshooting of hydraulic and pneumatic systems. Industrial safety protocol and procedures are mandatory in this

course.

DSL-109 Mack and Volvo Technical Applications (5) Credits
This course introduces students to industry and OEM information based on Mack and Volvo Trucks. Students will gain knowledge and build skills in time management, warranty, safety, model identification, product specific truck theory, Premium Tech Tool proprietary software, as well as Volvo and Mack Trucks OEM internet support tools.

DSL-106 Hydraulics, Hydrostatics, and Pneumatics 2 (5) Credits
Students will continue to explore principles of hydrostatics, hydraulics, and pneumatics. Practical applications include design of controls, reading of circuits, and the production and distribution of compressed air and fluid. Industrial safety protocol and procedures are mandatory in this course.

DSL-201 Engines 1 (5) Credits
Students will learn the principles, design, construction, operation and maintenance of diesel engines, and the skills necessary to service medium and heavy-duty diesel engines. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Diesel Engines (T2).

DSL-202 Engines 2 (5) Credits
Students will learn in-depth operational information related to diesel engine performance and operation. Focuses on diagnosing engine performance concerns by requiring students to perform engine run-in and diagnostic testing. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Diesel Engines (T2).

DSL-103 Drive Trains 1 (5) Credits
In this course the student will learn the major divisions in power trains. Clutches, transmissions, propeller shafts, and drive axles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Drive Train (T3).

DSL-203 Drive Train 2 (5) Credits
In this course the student will learn the major divisions in drive trains, with focus on hydraulic automatic and automated transmissions. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification on medium and heavy truck drive train (T3).

DSL-204 Brakes (5) Credits
Students will learn the basic principles of troubleshooting and make repairs to hydraulic and pneumatic brake systems, ABS, and trailer brake systems for medium and heavy-duty trucks, as well as combination vehicles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Brakes (T4).

DSL-205 Suspension & Steering (5) Credits
Students will learn the fundamentals of medium and heavy truck suspension and steering systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Suspension & Steering (T5).

EES-101 Electrical 1 (5) Credits
This course provides foundational instruction and practical study of and science of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

DSL-206 Electrical 2 (5) Credits
Students will learn skills required to perform diagnostics, proper use of diagnostic tools, electronic engine programming, and diagnosis/troubleshooting electrical problems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Electrical/ Electronic Systems (T6).

HAC-101 HVAC (5) Credits
Students will learn the operation, troubleshooting, and service of heating and air conditioning systems. Training in service procedures include: charging, discharging, evacuating, leak testing, performance testing, and removal and installation of major system components. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Heating, Ventilation & Air Conditioning (T7).

DSL-108 Preventive Maintenance Inspection (5) Credits
Students will learn the information and practical study of hand tools, machines and equipment common to the trucking industry, general service procedures, lubricants, and preventive maintenance procedures. Training includes air brake system major components, information on steering and suspension systems, comprehensive study of fuel system, engine cooling, lubricating oil, transmissions, and trailer coupling system preventive maintenance. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for ASE certification test on Medium and Heavy Truck Preventive Maintenance Inspection (T8).

DSL-207 Mack and Volvo Advanced Technical Systems (5) Credits
This course introduces students to industry and OEM information based on Mack and Volvo Trucks. Students will learn about electronic systems, electrical diagnostic principles and practices, engine management systems, brake systems, ABS systems, steering systems, and Preventive Maintenance Procedures.

DSL-208 Mack and Volvo Advanced Electrical Diagnostics (4) Credits
This course will introduce students to Mack and Volvo Truck specific electronic systems, advanced vehicle computer aided diagnostics (VCADS), and Guided Diagnostics troubleshooting.

DSL-209 Mack and Volvo Emissions & Powertrain Systems (5) Credits
This course will introduce students to product specific truck theory, repair and diagnosis on emissions systems operation, exhaust after- treatment systems, catalytic reduction converter, and Diesel Particulate Filter.

WELDING AND FABRICATION TECHNOLOGY

Program Description

The Welding and Fabrication Technology program focuses on real world fundamentals in welding technologies, with additional coursework in fabrication. While this program does have a foundation in theoretical knowledge, there is a large emphasis on hands-on laboratory work. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in laboratory settings that replicate real work environments. The Welding and Fabrication Technologies program prepares graduates for entry-level employment as welding technicians in a global industry, with additional opportunities in ship fitting, structural welding, pipe welding, and entry level fabrication. Upon successful completion of the program, graduates are awarded an Occupational Associate Degree in Welding and Fabrication Technology. Approximate completion of the Welding Technology with industrial welding Program is 21 Months.

Program Objective

Students in this program will acquire the entry-level skills necessary for a career in the welding industry. J-Tech's curriculum provides the technical content necessary for future welding certifications, needed and varied according to each employer. This program satisfies state of Florida requirements for welding, at 750 contact hours. The additional focus on industrial welding and fabrication is intended to better equip students for employment in field, post-graduation.

In a competitive work environment, technical skills are not enough. The primary objective of the Welding and Fabrication Technology program is for students to graduate with the technical and soft skills that build career opportunities not only for initial employment, but advancement in the industry.

Equipment

The J-Tech lab provides the use of the following: TIG welders, MIG welders, STICK welders, flux-cored welder, shielding gas cylinders, consumable welding wires, welding clamps, oxy-acetylene, plasma arc cutting, carbon arc cutting, setup and a variety of alloys and various rigging equipment. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
WLD -101	Fundamentals of Welding	5.00
WLD -111	Fundamentals of Welding II	5.00
WLD -102	Shielded Metal Arc Welding	5.00
WLD -103	Gas Metal Arc Welding	5.00
WLD -104	Advanced Gas Metal Arc Welding	5.00
WLD -105	Flux Cored Arc Welding	5.00
WLD -106	Gas Tungsten Arc Welding	5.00
WLD -107	Basic Pipe Welding	5.00
WLD -108	Advanced Pipe Welding	5.00
WLD -109	Shipfitting and Pipefitting	5.00
WLD -110	Advanced Shipfitting and Pipefitting	5.00
WLD-115	Flux Cored Arc Welding II	5.00
WLD -201	Advanced Gas Tungsten Arc Welding	2.00
WLD -202	Real World Crafting	5.00
WLD-203	Blueprint Reading and Fabrication	3.00
ENG-101	Applied English Composition	3.00
ENG-102	Technical Writing & Business Communications	3.00
MAT-101	Applied Mathematics	3.00
EDU-101	Critical Thinking & Ethics in the Workplace	3.00
CCP-101	College and Career Planning	3.00
CIS-101	Computer Applications for Technicians	3.00
SCI-101	Applied Physical Science	3.00
		91.00

COURSE DESCRIPTIONS

WLD101 Fundamentals of Welding 5.0 Credits
In this course, students will learn the fundamentals of welding, to include basic safety, CPR/First Aid/AED/02, fire watch training, work ethic, careers in welding, and basic welding techniques in all processes.

WLD101 Fundamentals of Welding II 5.0 Credits
Students will learn Oxyfuel cutting and gouging, the preparation of base metal plates, and basic manufacturing skills. This course prepares students to engage in all remaining courses of the Welding Technology program. This course is the only prerequisite for all other courses. Students will be introduced to industry standard welding equipment.

WLD102 Shielded Metal Arc Welding 5.0 Credits
This course equips students with the understanding and technical skill associated with shielded metal arc welding (SMAW). Using a SMAW stick, students will perform carbon arc gouging, plasma arc cutting, and oxyacetylene cutting to fillet and groove welds in all positions with backing and open root. Students will learn the different electrode F-groups. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements, also guided into fundamentals of crew leadership. Trouble shooting of all equipment.

WLD103 Gas Metal Arc Welding 5.0 Credits
In this course students will learn to set up, operate, inspect, and repair gas metal arc equipment. Students will be introduced to industry standard welding equipment, welding joint designs as well as follow all industry required safety requirements. Students will weld carbon steel open root plates in all positions and carbon steel fillet welds, using different wire and shielding gases, using gas metal arc welding technique (GMAW). Students will learn the difference between semiautomatic welding, machine welding, automatic welding, and the different spray modes. Students will be introduced to industry standard welding equipment, welding joint designs as well as follow all industry required safety requirements.

WLD104 Advanced Gas Metal Arc Welding 5.0 Credits
The purpose of this program is to introduce students to advanced MIG welding on aluminum and Stainless steel. The purpose of this program is to introduce students to advanced MIG welding on aluminum and Stainless steel. The course concentrates on advanced MIG welding. This course trains students to use flux cored arc welding methods in the field, trouble shooting of all equipment. Students will be introduced to industry standard welding equipment, reading technical drawing, as well as follow all industry required safety requirements.

WLD105 Flux Cored Arc Welding 5.0 Credits
The students will create weldments utilizing various techniques in the following positions: 2F and G, 3F and G, and 4F and G. Students will learn to read technical drawings while focusing on basic symbols contained in blueprint reading for welders. They will complete joint designs on carbon steel. Students will perform groove welds with backing in all positions.

WLD 106 Gas Tungsten Arc Welding 5.0 Credits

Students will be introduced to industry standard welding equipment, weldability of metals, welding metallurgy, preheating and post heating of metals, as well as follow all industry required safety requirements. In this course students will learn to set up, operate scratch start Gas Tungsten Arc Welding (GTAW), inspect, and repair equipment. Students will weld on carbon steel open root plates in all positions, using different wire electrodes and shielding gases.

WLD 107 Basic Pipe Welding 5.0 Credits

In the basic pipe welding course, students will weld pipe with Shielded Metal Arc Welding (SMAW) in all positions on 4" schedule 80 pipe. After a thorough SMAW review, students will learn pipe layout, alignment, fit up, and the terminology and filler metals used in pipe welding. In the basic pipe welding course, students will weld pipe with Shielded Metal Arc Welding (SMAW) in all positions on 4" schedule 80 pipe. Students will learn vertical up and vertical down pipe welding if vertical up criteria is met first. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements.

WLD 108 Advanced Pipe Welding 5.0 Credits

In preparation for industrial applications of scratch start pipe welding students will discuss how to weld 2" schedule 40 pipe in all positions using GTAW. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements. In preparation for industrial applications of scratch start pipe welding students will learn to weld 2" schedule 40 pipe in all positions using GTAW. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements.

WLD 109 Shipfitting and Pipefitting 5.0 Credits

Students will learn the fundamentals of ship and pipefitting theory. Students must understand basic mathematics and geometry. This is essential for calculating the size and length of pipes and fittings and determining the correct angles and curves needed for installation. Students will also learn and understand how to read schematics and blueprints as well as the safe set up of rigging equipment. Students will learn the fundamentals of ship and pipefitting applications. Practical applications include learning how to properly and safely install ship and pipe fittings according to specifications. Students will learn how techniques to join and assemble various metal structures and components within ships to include both construction and repair.

WLD 110 Advanced Shipfitting and Pipefitting 5.0 Credits

In this course, students will continue skills in ship and pipefitting, as it pertains to the welding industry. Starting with a complete overview of trade industry operations and expectations, students will move through industry terminology, field fitting tools, welding equipment, and rigging equipment. Students will understand safety operations in the industrial environment, as it aligns with the welding profession in its entirety. Students will perform cutting, beveling, completing projects in rigging. They will also learn communication skills, employability skill, crane/forklift safety and hand signals. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements.

WLD115 Flux Cored Arc Welding II 5.0 Credits

This course trains students to use flux cored arc welding methods in the field, trouble shooting of all equipment. Students will continue creating weldments utilizing various techniques in the following positions: 2F and G, 3F and G, and 4F and G. Students will use industry standard welding equipment, read technical drawings, as well as follow all industry required safety requirements. Students will display the use of elastic for dimensional analysis, material property determination, and flaw detection. Liquid penetrant testing is applied to engineering materials testing.

WLD 201 Advanced Gas Tungsten Arc Welding 2.0 Credits

In this course, students will complete basic fabrication projects. They will learn to read basic blueprints, calculate dimensions, and determine proper layouts. Students will learn shop math, welding cost, and estimating cost control. They will also learn testing and weld inspection, welding code and standards. Using thin gauge metal, this course teaches students TIG welding on aluminum and stainless steel with DC, AC current, and high frequency welding. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety protocols.

WLD 202 Real World Crafting 5.0 Credits

In this course, students will complete real-world structural fabrication projects intended to challenge student skills. This course provides students additional laboratory time to practice and master a variety of welding techniques and build crew leadership. This course begins with a thorough review of Shielded Metal Arc Welding (SMAW) and Fluxcore Arc Welding (FCAW) welding, as it is the primary form of welding used in the structural and ship fitting profession. Students will continue with structural and ship fitting code standards.

WLD 203 Blueprint Reading and Fabrication 3.0 Credits

The focus of this course will be the introduction and fabrication of structural and ship fitting aids, including the alignment, and fitting of said aids in an industrial environment. Through practical application, theoretical discussion, students will understand heavy equipment, pneumatic tools and upon completion of the course be able to use this equipment to lift, align, fit, pre-treat, tack, and weld structural components.

WELDING TECHNOLOGY- DIPLOMA

Program Description

The Welding Technology diploma program focuses on real world fundamentals in welding technologies. While this program does have a foundation in theoretical knowledge, there is a large emphasis on hands-on laboratory work. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in laboratory settings that replicate real work environments. The Welding Technology program prepares graduates for entry-level employment as a welding technician in a global industry, with additional opportunities in ship fitting, structural welding, and pipe welding. Upon successful completion of the program, graduates are awarded a Diploma in Welding Technology. Approximate completion of the Welding Technology with industrial welding Program is 11 Months.

Program Objective

Students in this program will acquire the entry-level skills necessary for a career in the welding industry. J-Tech's curriculum provides the technical content necessary for future welding certifications that may be required by employers. This program satisfies state of Florida requirements for welding, at 750 contact hours. The additional focus on industrial welding is intended to better equip students for employment in field, post-graduation.

Equipment

The J-Tech lab provides the use of the following: TIG welders, MIG welders, STICK welders, flux-cored welder, shielding gas cylinders, consumable welding wires, welding clamps, oxy-acetylene, plasma arc cutting, carbon arc cutting, setup and a variety of alloys and various rigging equipment. J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

PROGRAM OUTLINE

Course No.	Course		Credit Hours
WLD -101		Fundamentals of Welding	2.00
WLD -101	Lab	Fundamentals of Welding	4.50
WLD -102		Shielded Metal Arc Welding	2.00
WLD -102	Lab	Shielded Metal Arc Welding	4.50
WLD -103		Gas Metal Arc Welding	2.00
WLD -103	Lab	Gas Metal Arc Welding	4.50
WLD -104		Advanced Gas Metal Arc Welding	2.00
WLD -104	Lab	Advanced Gas Metal Arc Welding	4.50
WLD -105		Flux Cored Arc Welding	2.00
WLD -105	Lab	Flux Cored Arc Welding	4.50
WLD -106		Gas Tungsten Arc Welding	2.00
WLD -106	Lab	Gas Tungsten Arc Welding	4.50
WLD -107		Basic Pipe Welding	2.00
WLD -107	Lab	Basic Pipe Welding	4.50
WLD -108		Advanced Pipe Welding	2.00
WLD -108	Lab	Advanced Pipe Welding	4.50
WLD -109		Shipfitting and Pipefitting	2.00
WLD -109	Lab	Shipfitting and Pipefitting	4.50
WLD -110	Lab	Advanced Shipfitting and Pipefitting	4.50
			63.00

COURSE DESCRIPTIONS

WLD101 Fundamentals of Welding 2.0 Credits
In this course, students will learn the fundamentals of welding, to include basic safety, CPR/First Aid/AED/02, fire watch training, work ethic, careers in welding, and basic welding techniques in all processes.

WLD101 Fundamentals of Welding Lab 4.5 Credits
Students will learn Oxyfuel cutting and gouging, the preparation of base metal plates, and basic manufacturing skills. This course prepares students to engage in all remaining courses of the Welding Technology program. This course is the only prerequisite for all other courses. Students will be introduced to industry standard welding equipment.

WLD102 Shielded Metal Arc Welding 2.0 Credits
This course equips students with the theoretical understanding and technical skill associated with shielded metal arc welding (SMAW).

WLD102 Shielded Metal Arc Welding Lab 4.5 Credits
Using a SMAW stick, students will perform carbon arc gouging, plasma arc cutting, and oxyacetylene cutting to fillet and groove welds in all positions with backing and open root. Students will learn the different electrode F-groups. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements, also guided into fundamentals of crew leadership. Trouble shooting of all equipment.

WLD103 Gas Metal Arc Welding 2.0 Credits
In this course students will learn to set up, operate, inspect, and repair gas metal arc equipment. Students will be introduced to industry standard welding equipment, welding joint designs as well as follow all industry required safety requirements.

WLD103 Gas Metal Arc Welding Lab 4.5 Credits
Students will weld carbon steel open root plates in all positions and carbon steel fillet welds, using different wire and shielding gases, using gas metal arc welding technique (GMAW). Students will learn the difference between semiautomatic welding, machine welding, automatic welding, and the different spray modes. Students will be introduced to industry standard welding equipment, welding joint designs as well as follow all industry required safety requirements.

WLD104 Advanced Gas Metal Arc Welding 2.0 Credits
The purpose of this program is to introduce students to advanced MIG welding on aluminum and Stainless steel .

WLD104 Advanced Gas Metal Arc Welding Lab 4.5 Credits
The purpose of this program is to introduce students to advanced MIG welding on aluminum and Stainless steel. The course concentrates on advanced MIG welding.

WLD105 Flux Cored Arc Welding 2.0 Credits
This course trains students to use flux cored arc welding methods in the field, trouble shooting of all

equipment. Students will be introduced to industry standard welding equipment, reading technical drawing, as well as follow all industry required safety requirements.

WLD105 Flux Cored Arc Welding Lab 4.5 Credits
The students will create weldments utilizing various techniques in the following positions: 2G, 3G, and 4G. Students will learn to read technical drawings while focusing on basic symbols contained in blueprint reading for welders. They will complete joint designs on carbon steel. Students will perform groove welds with backing in all positions.

WLD 106 Gas Tungsten Arc Welding 2.0 Credits
Students will be introduced to industry standard welding equipment, weldability of metals, welding metallurgy, preheating and post heating of metals, as well as follow all industry required safety requirements.

WLD 106 Gas Tungsten Arc Welding Lab 4.5 Credits
In this course students will learn to set up, operate scratch start Gas Tungsten Arc Welding (GTAW), inspect, and repair equipment. Students will weld on carbon steel open root plates in all positions, using different wire electrodes and shielding gases.

WLD 107 Basic Pipe Welding 2.0 Credits
In the basic pipe welding course, students will weld pipe with Shielded Metal Arc Welding (SMAW) in all positions on 4" schedule 80 pipe. After a thorough SMAW review, students will learn pipe layout, alignment, fit up, and the terminology and filler metals used in pipe welding.

WLD 107 Basic Pipe Welding Lab 4.5 Credits
In the basic pipe welding course, students will weld pipe with Shielded Metal Arc Welding (SMAW) in all positions on 4" schedule 80 pipe. Students will learn vertical up and vertical down pipe welding if vertical up criteria is met first. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements.

WLD 108 Advanced Pipe Welding 2.0 Credits
In preparation for industrial applications of scratch start pipe welding students will discuss how to weld 2" schedule 40 pipe in all positions using GTAW. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements.

WLD 108 Lab Advanced Pipe Welding Lab 4.5 Credits
In preparation for industrial applications of scratch start pipe welding students will learn to weld 2" schedule 40 pipe in all positions using GTAW. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements.

WLD 109 Shipfitting and Pipefitting Theory 2.0 Credits
Students will learn the fundamentals of ship and pipefitting theory. Students must understand basic mathematics and geometry. This is essential for calculating the size and length of pipes and fittings and determining the correct angles and curves needed for installation. Students will also learn and understand how to read schematics and blueprints as well as the safe set up of rigging equipment.

WLD 109 Shipfitting and Pipefitting Lab 4.5 Credits

Students will learn the fundamentals of ship and pipefitting applications. Practical applications include learning how to properly and safely install ship and pipe fittings according to specifications. Students will learn how techniques to join and assemble various metal structures and components within ships to include both construction and repair.

WLD 110 Advanced Shipfitting and Pipefitting Lab 4.5 Credits

In this course, students will continue skills in ship and pipefitting, as it pertains to the welding industry. Starting with a complete overview of trade industry operations and expectations, students will move through industry terminology, field fitting tools, welding equipment, and rigging equipment. Students will understand safety operations in the industrial environment, as it aligns with the welding profession in its entirety. Students will perform cutting, beveling, completing projects in rigging. They will also learn communication skills, employability skill, crane/forklift safety and hand signals. Students will be introduced to industry standard welding equipment, as well as follow all industry required safety requirements.

NETWORK ADMINISTRATION - SECURITY

PROGRAM DESCRIPTION

The Network Administration and Security Program offers training in network and server maintenance with an emphasis on design and diagnostic procedures. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain a high level of proficiency through hands-on experience in laboratory settings that replicate real work environments. The Network Administration and Security Program prepares graduates for entry-level employment as a network administrator in a global industry. Students will also gain the needed knowledge and skills to complete several industry and vendor certifications.

Upon successful completion of the Network Administration and Security Program, graduates are awarded an Occupational Associate Degree (AOS) in Network Administration and Security Technology. Approximate completion of the Network Administration and Security Program is 18 Months.

PROGRAM OBJECTIVE

The students will acquire the entry-level skills necessary for a career in network and server administration or remote help desk categories. Industry and vendor certifications are recognized by many employers as the benchmark for technical knowledge needed to maintain information systems.

J-Tech's curriculum provides the technical content necessary to prepare students for certification test readiness and the skills employers are looking for.
In a competitive work environment, technical skills are not enough. The primary objective of the

Network Administration and Security Program is for students to graduate with the technical and soft skills that build career opportunities not only for initial employment, but advancement in the industry.

EQUIPMENT

The student will perform repairs and diagnostics procedures on laptops, computer workstations, servers, and network equipment, including but not limited to, switches, wireless infrastructure, and routers.
J-Tech also works with local employers for input on current trends and new equipment to meet the changing needs of the industry.

Network Administration and Security

PROGRAM OUTLINE

Course No.	Course	Credit Hours	Clock Hours
EES-101	Electrical Fundamentals	2.0	
IDT-101	Introduction to Diagnostics & Troubleshooting	2.0	
DBA-201	Introduction to Database	2.0	
STO-101	Storage Concepts	2.0	
VIR-101	Virtualization	2.0	
CLO-101	Cloud Computing	2.0	
SFT-201	Servers Daemons	3.0	
HRD-101	Hardware	5.0	
SFT-101	Operating Systems	5.0	
PGM-101	Introduction to Programing & Automation	5.0	
NET-101	Networking -LAN/WAN	5.0	
NET-103	Networking- Routing & Switching	5.0	
NET-105	Networking- Design & Implementation	5.0	
NET-201	Networking- Monitoring & Diagnostics	5.0	
SEC-101	Security- Computer & Network Attacks	5.0	
SEC-103	Security- Applications & Cryptography Concepts	5.0	
SEC-201	Security- Implementation & Network Design	5.0	
SEC-203	Security- Monitor & Penetration Testing	5.0	
NAX-201	Network Administration Capstone	5.0	
ENG-101	Applied English Composition	3.0	
ENG-102	Technical Writing & Business Communication	3.0	
MAT-101	Applied Mathematics	3.0	
EDU-101	Critical Thinking and Ethics	3.0	
STA-101	Introduction to Statistics	3.0	

COURSE DESCRIPTIONS

EES 101 FUN/EES/Terminology (2) Credits
This course provides foundational instruction and the practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students will be able to calculate, build, and measure circuits.

IDT 101 Introduction to Diagnostics and Troubleshooting (2) Credits
Introduction of basics of computer and network diagnostics and troubleshooting. This course will cover software installation and operation, PC security, hardware identification, troubleshooting methodology, safety standards, and customer service skills.

DBA 201 Introduction to Database (2) Credits
Software of all designs uses databases as storage for the data they collect and manage. This course introduces the students to relational database systems, database servers, security, and the fundamentals of SQL.

STO 101 Storage Concepts (2) Credits
Storage needs for all organizations are exploding. This course with examine evolution of storage from the hard drive through storage networks. Concepts like RAID, NAS, SAN, iSCSI, Fiber Chanel will be discussed. Upon completion the students will be able to design the best storage strategy for any situation.

VIR 101 Virtualization (2) Credits
Virtualization has established itself as a key Information Technology component for both on-premises and data center deployments. In this course the students will explore various virtualization platforms, including cloud-based virtualization. Upon completion, the students will be able to pick and deploy the right virtualization platform for the situation.

CLO 101 Cloud Computing (2) Credits
This course will look at the continued growth of cloud computing platforms and their place in today's information technology landscape. The student will learn to evaluate whether a company needs cloud computing services and how best to pick a provider of those services.

SFT 201 Servers Daemons (3) Credits
This course will examine the various server daemons (applications) used to power a company's communications, web presence, data storage and more. Upon completion, a student will have the tools to understand how to evaluate whether a company needs to provide these services in-house or using a third-party provider.

HRD 101 Hardware (5) Credits
This course will look at the hardware components required to build desktop computers and servers. Students will learn how to identify and size, upgrade, or replace components. Upon completion of this course, students will be able to confidently manage and maintain computer hardware.

SFT 101 Operating Systems (5) Credits
This course will focus on desktop computer and server operating systems. Students will explore both proprietary and open-source operating systems and when each might be used. Upon completion of this course, students will

be able to choose and install the operating system best suited for the situation.

PGM 101 Introduction to Programing & Automation (5) Credits
This course will focus on the automation of everyday tasks required by an IT administrator. The student will learn various programming languages used for the automation of tasks, including Microsoft PowerShell and Python.

NET 101 Networking - LAN/WAN (5) Credits
This course is designed to teach students the basic concepts of what computer networks are and how they work. The student will study the OSI model, topologies of local and wide area networks, networking protocols, cabling, interconnections, network hardware, and design considerations.

NET 103 Networking - Routing and Switching (5) Credits
Students will explore Layer 2 & 3 of the OSI model, and the hardware used to provide routing and switching functions. This course examines the core concepts of Layer 2 & 3 networking. Students will learn how to implement these concepts and when to help build efficient networks.

NET 105 Networking - Design & Implementation (5) Credits
In this course, students will explore network topologies and how to identify them. Students will take this knowledge to design and implement networks based on real world scenarios. Upon completion, students will have the confidence to design networks for any situation.

NET 201 Networking - Monitoring & Diagnostics (5) Credits
This course focuses on the various ways to monitor server and network activity. Several tools, including open-source projects, will be explored so that students will have a working knowledge of capabilities to determine which tools might be best for the computing environments they will be managing.

SEC 101 Security - Computer & Network Attacks (5) Credits
This course focuses on identifying and understanding the multitude of security attacks used today. The class will also explore the various types of security software that can be used to identify and mitigate these attacks.

SEC 103 Security - Applications & Cryptography Concepts (5) Credits
This course will look at the security problems that applications, whether from a provider or developed in house, and the security issues they can introduce. Cryptography concepts will also be discussed and how they can be used to secure communications between users and applications.

SEC 201 Security - Implementation & Network Design (5) Credits
Students will explore designing and implementing network topologies that help mitigate security concerns. Using firewalls, VPNs, VLANs and routers, students will learn various network designs both physical and virtual that will reduce attack surfaces.

SEC 203 Security - Monitor & Penetration Testing (5) Credits
This course focuses on the various ways to monitor server and network activity. Several tools, including open-source projects, will be explored so that students will have a working knowledge of capabilities to determine which tools might be best for the computing environments they will be managing.

NAX 201 Network Administration CAPSTONE (5) Credits

This course will simulate the real-world working environment, whereby students will demonstrate proficiently in all the following areas: Software and Hardware Diagnostics, Customer support, Network configurations, Network security, Database management, Disaster Recovery, Server Maintenance and Configuration Management.

ENG 101 APPLIED ENGLISH COMPOSITION (3) Credits

This course provides instruction in the fundamentals of communication, focusing on composition and editing of curriculum-specific industry related writing projects. An emphasis on syntax, communication, critical thinking, and applying the usage of standard American English will be incorporated into technical writing assignments. Students will become familiar with the various modes of communication, including oral, written, verbal, and nonverbal, linking writing to industry related topics. The instructional format includes in-class written and oral exercises, and formal assessments based on trends and/or topics in the industry.

ENG 102 TECHNICAL WRITING & BUSINESS COMMUNICATIONS (3) Credits

This course introduces the principles of technical language needed in order to succeed in the in the workplace. An emphasis in developing effective use of English given a variety of workplace situations will improve students' technical writing skills. Formatting, information gathering, document drafts and editing, and internal/external electronic communications will be integral to the curriculum. Students will analyze selected industry related readings and conduct research to learn effective oral and written communication skills applied to a variety of situations and for different purposes.

MAT 101 APPLIED MATHEMATICS (3) Credits

This course provides instruction in mathematical concepts, geometry, numeration, precision measuring, and interpretation of charts, tables, and graphs as they relate to the skill development of the technician in the industry. Application of mathematics and technology are integrated into a problem-based learning environment. Students will develop mathematical competencies and an understanding of the application of these skills to solve problems and improve diagnostic skills as they relate to the Information Technology industry.

EDU 101 CRITICAL THINKING & ETHICS IN THE WORKPLACE (3) Credits

This course provides an introduction to the theoretical foundations of critical thinking and ethics. Students will identify ethical theories and examine contemporary issues in the computer industries, business, and professional activities. Instruction will emphasize analytical thinking and problem solving in academic, professional, and personal settings.

STA 101 INTRODUCTION TO STATISTICS (3) Credits

This course provides an introduction to statistical concepts as they apply to the Information Technology field. Topics discussed include displaying and describing data, the normal curve, regression analysis, probability, and standard deviation.

JONES TECHNICAL INSTITUTE DIRECTORY
ADMINISTRATIONAND FACULTY

ADMINISTRATION

Gregory Jones, President
B.S. Degree/Political Science: Florida State University
Aimee Hammond, Vice President of Administration
B.S Degree/Health Administration and Business: University of Florida
Kelly King, Campus Coordinator
A.S. Degree/Computer Applications and Systems Administration: Southwest Florida College
Lori Stowers, Vice President
B.A Degree/Business Management: Marshall University

STAFF

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Caitlin Healy, Career Services Coordinator
Machelle Williams, Career Services Coordinator
Brooke Nixon, Registrar
Jerry Muhlbauer, Facilities Manager
Jennifer Bell, Custodian
Jeff Harris, Director of Admissions
Larry Arnold, Outreach Coordinator
Ivan Thomas, High School Admissions Representative
Brittany Brown, High School Admissions Representative
CJ Carson, High School Admissions Representative
Joe Gomez, Admissions Representative
Kelly Calloway, Admissions Representative
Brian Kiefer, Admissions Representative
Rodney Hames, Admissions Representative
Deneicia Jackson-Kuhn, Bursar
Prairie Burt, Associate Director of Financial Planning
Kaylea Adkins, Financial Services Representative
Janessa Davis, Financial Services Representative
Caylee McDaniel, Financial Services Representative
S.L. Skyers, Financial Services Representative
Nina Dunn, Financial Services Representative
Kia Lewis, Financial Services Representative
LaTosha Martinez, Financial Services Representative
Daniel Dickerson, Guest Services Representative
Carmen King, Guest Service Center Representative
Lori Amsdell, Guest Service Center Representative
Robbie Taylor, Guest Service Center Representative
Sean Kilkenny, Guest Service Center Representative
Alex Williams, Guest Service Center Representative
Holly Isom, Guest Service Center Representative
La'Tisha Frazier, Guest Service Center Representative
Suzy Stroud, Administrative Coordinator
Austin King, Administrative Coordinator

Jade Sanders, Software Systems & HR Specialist
Kacie Crumbley, Marketing Coordinator

INSTRUCTIONAL MANAGEMENT

Dean Bartness, Director of Academics & Compliance
Shante Turnwall, Dean of Students
Eric Danner, HVAC-R Program Manager
Robert Vaughn, Diesel Technology Program Manager
Kevin Shorie, Diesel Advanced Technology Education Program Manager
Martin Torres, Automotive Technology Program Manager
Alex Brinkley, Marine & Recreational Vehicle Technology Program Manager
Eric Cano, Welding & Fabrication Program Manager

TECHNICAL FACULTY

Marcus Jenkins, ASE Master Certified Automotive Technician, Subaru Certified Master Technician
Erik Fraser, Auto Technician, Volvo Master Technician
Jason Hill, Automotive Technician, ASE Master Certified Automotive Technician
Cody Hawk, Automotive Technician
Benache Dore, Automotive Technician
Larry Guy, Automotive Technician
Melad Smith, Automotive Technician, ASE Master Certified Automotive Technician
Karl Horne, Diesel Technician, Volvo Master Technician
Kurt Woulard, Diesel Technician, Volvo Master Technician
Chris Beutelschiess, Diesel Technician, Volvo Master Technician
Thomas Brown, Diesel Technician
Robert Schroth, Diesel Technician
Joe Hicks, Diesel Technician
Michael Ferrell, Diesel Technician
Peter Hughes, Diesel Technician
James McGilpin, Diesel Technician
Jeffrey Ingraham, ASE Certified Diesel Technician, Welding & Fabrication Technician
William Barker, Welding & Fabrication Technician
Grayson, Parvis, Welding & Fabrication Technician, AWS Certified Welding Inspector
Christian Secura, Welding & Fabrication Technician
Charles Waters, Welding & Fabrication Technician
Brian Wiltse, Marine/RV Technician
Noah Vickers, Marine/RV Technician
Brian Follman, Marine/RV Technician
Donald Learn, Marine/RV Technician
Jason Nesbitt, Marine/RV Technician
Joshua LeValley, HVAC Technician
Timothy McIntyre, HVAC Technician
Randall Graham, HVAC Technician
Jansen Godley, HVAC Technician
Steven Estrada, HVAC Technician

GENERAL EDUCATION FACULTY

Kyle Tripp,
B.A. Degree/Finance and Marketing
Jose Santana,
B.A. Degree/Business
Heidi Burgess,
M.S. Degree/Industrial/Organizational Psychology
B.A. Degree/Political Science
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B.S. Degree/Elementary/Special Education
Kasey Thigpen,
M.Ed. Degree/Policy & Evaluation
B.A. International Affairs
Damien Grimes,
M.S. Degree/Sports Management
B.S. Degree/Applied Sport & Exercise Science
Giovanni Manzi,
B.A. Degree/Business Management
Jahmel Miller,
M.A. Degree/Health Administration
B.S. Degree/Journalism
Michael Roka,
J.D. Degree/Law
B.S. Degree/International Business
Beverly Toney,
M.A. Degree/Organizational Management
April Williams,
B.B.A. Degree/Organizational Management
A.S. Degree/General Studies

COMMERCIAL TRUCK DRIVING FACULTY

Jeremy Lindsey, Florida Class A CDL, Certified CDL 3rd Party Examiner
Lawrence Mater, Florida Class A CDL, Certified CDL 3rd Party Examiner
Justin Koch, Florida Class A CDL, Certified CDL 3rd Party Examiner

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