

**getconnected**

# **INSTITUTIONAL CERTIFICATES**

**P**ellissippi State offers high-quality, short-term training in the form of certificates. Individual curricula are designed for working students who wish to upgrade their skills or gain additional certification in a particular area.

Students wishing to pursue a certificate should apply for admission as a “special” student and indicate on the application the certificate in which they are interested. The placement test and/or academic development courses are not required of students working on certificates. Students working on a certificate in conjunction with a degree program must meet admission requirements for the degree program. All courses for a certificate must be taken for credit.

**Minimum grade-point average.** A cumulative grade-point average (GPA) of at least 2.0 in all certificate coursework at Pellissippi State is required for a certificate.

### **Pellissippi State offers the following certificates:**

**Accessible Web Design & Compliance**

**Accounting Proficiency**

(Computer Accounting)

**Banking**

**Civil Structural Design Technology**

**Computer Aided Manufacturing**

**Computer Integrated Drafting & Design, Architectural**

**Computer Integrated Drafting & Design, AutoCAD**

**Computer Integrated Drafting & Design, Mechanical**

**Credit Union Management**

**Customer Relationship Management**

**E-Commerce**

**Electronics Technician**

**Game & Simulation Design**

**Game & Simulation Programming**

**Graphic Design**

**Hospitality**

**Illustration**

**Industrial Maintenance**

**Legal Administrative Assistant**

**Linux System Administrator**

**Local Area Network Operations/Management**

**Manufacturing Automation Technician**

**Master CIW Designer**

**Master CIW Web Site Manager**

**Mechanical & Electrical Systems Design Technology**

**Medical Insurance Coding & Reimbursement**

**Medical Transcription**

**Microsoft Certified Application Specialist Preparation**

**Motion Graphics**

**No Budget Filmmaking**

**Photography**

**Project Management**

**Quality Control**

**Real Estate**

**Sound Production**

**Supervision**

**Surveying**

**Video Editor**

**Videographer**

**Web Tools**

**Web Visuals**

## ACCESSIBLE WEB DESIGN AND COMPLIANCE

This certificate curriculum teaches authoring and design of Web pages and sites that comply with various standards, guidelines and regulations. It examines legal requirements and emphasizes best practices and techniques for industry and e-commerce solutions. Web sites are reviewed for accessibility and usability. Students learn to apply POUR (Perceivable, Operable, Understandable, Robust) principles and Universal Design concepts to their own creations with exercises and projects that accommodate individuals with assorted disabilities (e.g., visual, mobility, auditory, cognitive). Case studies will be reviewed and online resources for creating and accessing Web content will be used. Site conformance, assessment, maintenance and testing will be addressed in the context of the W3C WAI Web Content Accessibility Guidelines (WCAG), Section 508, Telecommunication Act Section 255, and the ADA. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

WEB 2001	Web Design I–HTML Coding*	1
WEB 2002	Web Design II–Graphics	1
WEB 2003	Web Design III–Site Building	1

### Core Course(s)

WEB 2200	Internet Technologies (CIW)	3
WEB 2291	CIW Foundations Certification	1
WEB 2401	Accessible Web Design & Compliance	3
WEB 2703	Adobe Acrobat	1

**TOTAL HOURS REQUIRED:     11**

\* The prerequisites for WEB 2001 are not required for certificate students.

## ACCOUNTING PROFICIENCY (COMPUTER ACCOUNTING)

The Accounting Proficiency curriculum is designed to prepare students to quickly enter the accounting job market or update their technology and accounting skills for their current jobs. The certificate includes basic and advanced topics in financial and cost accounting as well as individual tax preparation, payroll and accounting software. Students will improve their technology skills as they use software packages such as Quickbooks, Peachtree, Excel, TurboTax and the Internet. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

ACC 2000	Principles of Accounting I*	3
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### Core Course(s)

ACC 2030	Principles of Accounting II	3
ACC 2410	Income Taxation	3
ACC 2500	Payroll & Internal Control	3

### Advanced Track Course(s)

ACC 2215	Intermediate Accounting I	3
ACC 2360	Cost Accounting	3

ACC 2530	Accounting Systems.....	3
<b>TOTAL HOURS REQUIRED:</b>		<b><u>21</u></b>

\* The corequisite for ACC 2000 is not required for certificate students.

## BANKING

This curriculum is designed for personnel employed by the banking industry. The American Institute of Banking (AIB) assisted in developing the curriculum, which covers every facet of bank operations. Students must be employed by the banking industry. Students complete a total of 15 hours from the courses below for the certificate.

ACC 2000	Principles of Accounting* I <b>or</b>	
BKG 2005	Accounting for Bankers .....	3
ACC 2030	Principles of Accounting II* <b>or</b>	
BKG 2100	Analyzing Financial Statements .....	2-3
BKG 2020	Principles of Banking.....	2
BKG 2060	Marketing for Banking.....	2
BKG 2150	Introduction to Commercial Lending .....	2
BKG 2200	Consumer Lending .....	2
BKG 2240	Deposit Operation .....	2
BKG 2250	Money & Banking .....	3
BKG 2300	Law & Banking.....	2
BKG 2310	Law & Banking Applications .....	2
BKG 2350	Trust Business .....	3
BKG 2400	Commercial Bank Management .....	3
BKG 2420	Introduction to Mortgage Lending.....	2
BKG 2450	Supervision <b>or</b>	
MGT 2000	Principles of Management .....	3
BKG 2600	Bank Investments & Funds Management.....	2
BKG 2700	Financial Planning .....	2
<b>TOTAL HOURS REQUIRED:</b>		<b><u>15</u></b>

\* The prerequisites for ACC 2000 and ACC 2030 are not required for certificate students.

## CIVIL STRUCTURAL DESIGN TECHNOLOGY

The Civil Structural Design Technology curriculum provides the basic skills individuals need for a career in civil structural design technology. Several of the courses may be applied toward an associate's degree. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

MATH 1730	Precalculus* .....	5
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### Core Course(s)

MET 1040	Applied Statics .....	3
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### Advanced Track Course(s)

CET 2410	Structural Steel Design .....	3
CET 2420	Reinforced Concrete Design .....	3
MET 1051	Strength of Materials .....	4

<b>TOTAL HOURS REQUIRED:</b>		<b><u>18</u></b>
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\* The prerequisites for MATH 1730 are not required for certificate students.

## COMPUTER AIDED MANUFACTURING

The Computer Aided Manufacturing curriculum will provide the basic programming setup and operation skills needed to run state-of-the-art CNC machine tools. Emphasis is placed on manual data input and computer-assisted programming methods as they relate to three-axis CNC milling, four-axis EDM wire machining, two-axis CNC tuning, and inspection using both manual and automated coordinate measuring machines. Courses required for this certificate may be applied toward an associate's degree. High school graduate reading and writing skills are expected, as development of technical reports, use of technical manuals and interpretation of codes are required in these courses. Math skills must include algebra, basic trigonometry and geometry. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

CID	1100	Fundamentals of Technical Drawing W/Lab .....	3
ENGT	1000	Engineering Technology Applications & Communications* .....	4
MET	1020	Shop Practices** .....	4

### Core Course(s)

MET	2310	Geometrics & Coordinate Measuring .....	4
MET	2700	CNC Milling* .....	4

### Advanced Track Course(s) I

MET	2720	CNC Turning .....	4
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### Advanced Track Course(s) II

MET	2740	Advanced CNC Machining .....	2
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**TOTAL HOURS REQUIRED: 21-25**

- \* The corequisites for ENGT 1000 and MET 2700 are not required for certificate students.
- \*\* MET 1020 may be waived at the discretion of the program coordinator with demonstrated competence.

## COMPUTER INTEGRATED DRAFTING AND DESIGN, ARCHITECTURAL

The Computer Integrated Drafting and Design, Architectural certificate focuses on developing CAD and modeling computer skills, as well as knowledge of construction industry requirements. Various CAD, parametric modeling and other software applications used by architects and the construction industry are covered. Traditional 2D drawings of plans, sections, details and elevations will be drawn according to industry standards. Also cover will be 3D and 3D parametric applications. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

CID	1100	Fundamentals of Technical Drawing W/Lab* .....	3
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### Core Course(s)

CID	1210	Architectural Drawing W/Lab .....	4
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### Advanced Track Course(s)

CID 2112	Architectural 3D Modeling W/Lab.....	4
CID 2290	Civil Engineering Drawing W/Lab**.....	4
<b>TOTAL HOURS REQUIRED:</b>		<b>15</b>

\* May be waived at the discretion of the program coordinator with demonstrated competence.

\*\* The prerequisite for CID 2290 is not required for certificate students.

### **COMPUTER INTEGRATED DRAFTING AND DESIGN, AUTOCAD**

The Computer Integrated Drafting and Design, AutoCAD certificate focuses on developing knowledge and skills necessary to use AutoCAD efficiently. Traditional 2D drafting principles and practices will be covered. Also covered will be 3D modeling. The integration of 3D models with 2D dimensioned drawings will be a significant portion of this certificate. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

#### **Foundation Course(s)**

CID 1100	Fundamentals of Technical Drawing W/Lab*.....	3
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#### **Core Course(s)**

CID 1210	Architectural Drawing W/Lab.....	4
CID 2150	Advanced AutoCAD W/Lab.....	4

#### **Advanced Track Course(s)**

CID 2112	Architectural 3D Modeling W/Lab.....	4
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**TOTAL HOURS REQUIRED:** **15**

\* May be waived at the discretion of the program coordinator with demonstrated competence.

### **COMPUTER INTEGRATED DRAFTING AND DESIGN, MECHANICAL**

The Computer Integrated Drafting and Design, Mechanical certificate focuses on developing CAD skills and modeling concepts and applications commonly used by industry. Various CAD applications will be covered. Also covered will be 3D modeling and 3D parametric modeling applications. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

#### **Foundation Course(s)**

CID 1100	Fundamentals of Technical Drawing W/Lab*.....	3
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#### **Core Course(s)**

CID 1220	Advanced Mechanical Drawing W/Lab.....	4
CID 2150	Advanced AutoCAD I W/Lab.....	4

#### **Advanced Track Course(s)**

CID 2240	Parametric Modeling W/Lab.....	4
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**TOTAL HOURS REQUIRED:** **15**

\* May be waived at the discretion of the program coordinator with demonstrated competence.

## CREDIT UNION MANAGEMENT

This curriculum is designed for professionals employed by the credit union industry. Coursework consists of the nationally recognized Certified Credit Union Executive (CCUE) program. People who successfully complete the program and pass the National CCUE exams will also receive the CCUE designation. Coursework is also American Council on Education (ACE) accredited.

CUE 1080	Credit Union Marketing .....	3
CUE 2000	History & Philosophy of Credit Unions .....	2
CUE 2050	Credit & Collections .....	3
CUE 2100	Credit Union Accounting I.....	3
CUE 2150	Human Resource Management .....	3
CUE 2200	Credit Union Management.....	2
CUE 2230	Strategic Business Management & Leadership .....	3
CUE 2250	Risk Management & Insurance .....	3
CUE 2300	Financial Counseling .....	2
CUE 2310	Economics & the Monetary System .....	3
CUE 2350	Money & Banking .....	3
CUE 2400	Business Law .....	3
CUE 2450	Financial Management I .....	3

**TOTAL HOURS REQUIRED:**     15

## CUSTOMER RELATIONSHIP MANAGEMENT

The Customer Relationship Management curriculum is designed to enhance knowledge and skills applicable to the evolving marketing environment and the development of customer loyalty in the 21<sup>st</sup> century. The courses explore prevailing marketing strategies, strengthen customer service and customer care center communication skills, improve information acquisition and analysis expertise, and enhance understanding of customer behavior. Completion of the required certificate courses can be applied to the Business Administration Marketing concentration A.A.S. degree. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

MKT 2200	Principles of Marketing .....	3
MKT 2420	Customer Service .....	3

### Core Course(s)

MKT 2260	Marketing Information* .....	3
MKT 2500	Services Marketing .....	3

**TOTAL HOURS REQUIRED:**     12

\* The prerequisites for MKT 2260 are not required for certificate students.

## E-COMMERCE

This curriculum provides an overview of e-commerce and Web page design for use in marketing. This certificate is designed for working professionals who need an update on how the processes of selling and buying goods online impact marketing efforts. Basics of Web design and an overview of the structure of the Internet (and how to access information thereon) are covered as well. **Courses in each level (Foundation, Core,**

**Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

MKT 2200	Principles of Marketing .....	3
MKT 2450	E-Commerce .....	3
OST 1100	Keyboarding*.....	3
OST 1211	Introduction to Software Applications** .....	3

**Core Course(s)**

WEB 2001	Web Design I—HTML Coding.....	1
WEB 2002	Web Design II—Graphics.....	1
WEB 2003	Web Design III—Site Building**.....	1

**TOTAL HOURS REQUIRED: 12-15**

\* May be waived if student types 28 wpm.

\*\* The prerequisites/corequisites for OST 1211 and WEB 2003 are not required for certificate students.

## **ELECTRONICS TECHNICIAN**

The Electronics Technician curriculum provides upgrading of skills for those presently in the electronics and computer related fields or basic skills for those who want to enter these fields. The certificate is based on the skills required of an electronics technician including soldering, electronic devices, electronic repair and troubleshooting, microcomputer programming and troubleshooting, and computer repair. Students are encouraged to pursue A+ certification or CET certification upon completion of this certificate. High school graduate reading and writing skills are expected, as development of technical reports and use of technical manuals are required in these courses. Math skills should include practical knowledge of algebra, basic trigonometry and geometry. All courses may be applied toward the associate’s degree in EET. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

EET 1001	Introduction to EET .....	1
EET 1012	Electrical Circuits I W/Lab*.....	3
EET 1310	Digital Fundamentals W/Lab.....	4

**Core Course(s)**

EET 1210	Active Devices I W/Lab .....	4
EET 2715	Microcomputer Architecture .....	4

**Advanced Track Course(s)**

EET 2220	Active Devices II W/Lab .....	4
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**TOTAL HOURS REQUIRED: 20**

\* The corequisite for EET 1012 is not required for certificate students.

## **GAME AND SIMULATION DESIGN**

This certificate is designed to provide hands-on, project-oriented learning opportunities for the design of game and simulation products. Appropriate software will be used to create products for popular game consoles, the online environment and as stand-alone end products. Commercial-level products will be prototyped, developed and

tested. Both individual and team-based project development will make up part of this certificate. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

VPT 1030	Intro to Desktop Video/Audio.....	3
MDT 2100	Photoshop Essentials*.....	3

**Core Course(s)**

MDT 1600	Game & Simulation Design & Development Intro* .....	3
MDT 1620	Game & Simulation Design I .....	3

**Advanced Track Course(s) I**

MDT 1670	Game & Simulation Design II .....	3
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**Advanced Track Course(s) II**

MDT 2670	Game & Simulation Design III.....	3
CSIT 2970	Game & Simulation Practicum .....	3

**TOTAL HOURS REQUIRED: 21**

\* The prerequisites/corequisites for MDT 1600 and MDT 2100 are not required for certificate students.

## **GAME AND SIMULATION PROGRAMMING**

This certificate is designed to provide hands-on learning strategies for the development of game and simulation programs for the online environment and as stand-alone end products. Theory, purpose, strategies, marketing, development and programming of various game and simulation commercial application products will be undertaken by each participant. Individual projects and team-based development will be a formal part of this certificate. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

MDT 1600	Game & Simulation Design & Development Intro* .....	3
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**Core Course(s)**

CSIT 1620	Introduction to Game & Simulation Programming .....	4
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**Advanced Track Course(s) I**

CSIT 1670	Game & 3D Simulation Programming I.....	4
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**Advanced Track Course(s) II**

CSIT 2670	Game & 3D Simulation Programming II.....	4
CSIT 2970	Game & Simulation Practicum .....	3

**TOTAL HOURS REQUIRED: 18**

\* The prerequisites/corequisites for MDT 1600 are not required for certificate students.

## **GRAPHIC DESIGN**

The Graphics Design curriculum is targeted toward degreed individuals, visual communications professionals and current students in Media Technologies who wish to update or expand upon the technical skills needed for success within the field of graphic design. Throughout all required courses, emphasis is placed on developing proficiency with industry standard software. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any**

sequence.

**Foundation Course(s)**

CGT 1030	Introduction to Macintosh Graphic Design* **	3
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**Core Course(s)**

CGT 1040	Digital Photography*	3
CGT 1105	Digital Graphic Design I	4
CGT 1110	Typography	3
CGT 1950	Design Fundamentals* **	3

**Advanced Track Course(s)**

CGT 2005	Digital Graphic Design II	4
CGT 2040	Computer Illustration	3
CGT 2140	Desktop Publishing**	3

**TOTAL HOURS REQUIRED: 17-26**

\* CGT 1030, 1040 and 1950 may be waived at the discretion of the program coordinator with demonstrated competence.

\*\* The corequisites for CGT 1030 and CGT 1950 are not required for certificate students.

## HOSPITALITY

This certificate provides students with the primary knowledge and skills to work and professionally develop within the hospitality industry. Specific emphasis includes an introduction to all related fields, including lodging operations, food and beverage management, and travel and tourism. Further course structure revolves around operational management and cost control. Completion of required certificate courses can be applied to an associate's degree in Business Administration–Hospitality concentration. **Courses in each level (Foundation, Core) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

HSP 1200	Introduction to Hospitality I	3
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**Core Course(s)**

HSP 2075	Purchasing & Cost Control	4
HSP 2220	Tourism & Travel	4
HSP 2260	Hotel Operations	3
HSP 2300	Food & Beverage Operation	3

**TOTAL HOURS REQUIRED: 17**

## ILLUSTRATION

The Illustration curriculum is targeted toward degreed individuals, visual communications professionals, and current students in Media Technologies who wish to update or expand upon the technical skills needed for success within the field of illustration. Throughout all required courses, emphasis is placed on developing proficiency with industry standard software. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

CGT 1030 Introduction to Macintosh Graphic Design\* \*\* .....3

**Core Course(s)**

CGT 1040 Digital Photography\* .....3

CGT 1105 Digital Graphic Design I.....4

CGT 1110 Typography .....3

CGT 1950 Design Fundamentals\* \*\* .....3

**Advanced Track Course(s) I**

CGT 2040 Computer Illustration .....3

**Advanced Track Course(s) II**

CGT 2045 Advanced Photoshop .....3

CGT 2160 3D Modeling & Animation.....3

CGT 2240 Advanced Computer Illustration.....3

**TOTAL HOURS REQUIRED: 19-28**

\* CGT 1030, 1040 and 1950 may be waived at the discretion of the program coordinator with demonstrated competence.

\*\* The corequisites for CGT 1030 and CGT 1950 are not required for certificate students.

## **INDUSTRIAL MAINTENANCE**

The Industrial Maintenance curriculum will provide upgrading of skills for those presently in the manufacturing field or basic skills for those who want to enter the field. The certificate is based on preventive and predictive skills in the following areas: print reading, applied mathematics, hydraulics, pneumatics, power trains, mechanisms, electronics, and PLCs. Courses for this certificate may be applied toward an associate's degree. High school graduate reading and writing skills are expected, as development of technical reports, use of technical manuals and interpretation of codes are required in these courses. Math skills should include practical knowledge of algebra, basic trigonometry and geometry. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

EET 1012 Electrical Circuits I W/Lab\* .....3

ENGT 1000 Engineering Technology Applications

& Communications\* .....4

MET 1020 Shop Practices\* \*\* .....4

MET 1060 Maintenance Printreading Applications W/Lab.....3

MET 2020 Fluid Mechanics & Power Applications\* .....4

**Core Course(s)**

EET 2920 Programmable Controllers .....2

MET 2030 Machine Elements W/Lab.....3

**TOTAL HOURS REQUIRED: 23**

\* The prerequisites/corequisites for EET 1012, ENGT 1000, MET 1020, and MET 2020 are not required for certificate students.

\*\* MET 1020 may be waived at the discretion of the program coordinator with demonstrated competence.

## LEGAL ADMINISTRATIVE ASSISTANT

This curriculum will allow students to understand the legal terminology and to prepare legal documents in a law firm. The students in this curriculum will take two law courses to familiarize them with legal office procedures. They will take a terminology/transcription class that will provide knowledge of the terms used in legal documents and be able to apply those terms when transcribing taped dictation. Formatting, punctuation, writing skills and proofreading will be stressed. The OST and LAW courses taken for this certificate can be applied toward the respective associate's degrees in those programs. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

LAW 1000	Introduction to Law & Ethics* .....	3
LAW 1020	Law in Society <b>or</b>	
LAW 2210	Litigation Skills I* .....	3
MKT 2420	Customer Service .....	3
OST 1005	Word* .....	3
OST 1100	Keyboarding** .....	3

### Core Course(s)

OST 1105	Speed & Skillbuilding .....	3
OST 2700	Legal Terminology & Transcription .....	3

**TOTAL HOURS REQUIRED: 18-21**

\* The prerequisites/corequisites for LAW 1000, LAW 2210 and OST 1005 are not required for certificate students.

\*\* May be waived if student types 28 wpm.

## LINUX SYSTEM ADMINISTRATOR

The Linux System Administrator curriculum provides hands-on Linux system administration skills. The certificate is designed to prepare students for system administrator jobs and help working administrators to update their skills. The curriculum includes courses to provide basic and advanced system administration skills to install, configure, and maintain standalone and networked systems. Students are encouraged to pursue entry-level and advanced-level industry wide Linux certificates. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

CSIT 2410	Introduction to Linux.....	4
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### Core Course(s)

CSIT 2411	Linux System Administration .....	4
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### Advanced Track Course(s) I

CSIT 2475	Linux Advanced Systems & Network Administration.....	4
CSIT 2476	Linux System Security Administration.....	4

**TOTAL HOURS REQUIRED: 16**

## LOCAL AREA NETWORK OPERATIONS/MANAGEMENT

The Local Area Network Operations/Management curriculum is designed to prepare an individual for a career in the operations and management of local area networks. Each course in this certificate also prepares the student for either a Microsoft or CompTIA certification examination. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

CSIT 1710	A+ Computer Hardware.....	4
CSIT 1720	A+ Computer Software.....	4
CSIT 1730	Networking Fundamentals.....	4

**Core Course(s)**

CSIT 2700	Windows Professional.....	4
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**Advanced Track Course(s)**

CSIT 2710	Windows Server.....	4
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**TOTAL HOURS REQUIRED:     20**

## **MANUFACTURING AUTOMATION TECHNICIAN**

The Manufacturing Automation Technician curriculum provides upgrading of skills for those presently employed in manufacturing as instrument and electrical technicians or basic skills for those who want to enter these fields. The certificate is based on the skills required to troubleshoot and maintain PLC and CNC control systems and Data Acquisition systems. High school graduate reading and writing skills are expected, as development of technical reports and use of technical manuals are required in these courses. Math skills should include practical knowledge of algebra, basic trigonometry and geometry. All courses may be applied toward the associate’s degree in EET and MET. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

CID 1100	Fundamentals of Technical Drawing W/Lab.....	3
EET 1012	Electrical Circuits I W/Lab*.....	3
EET 2910	Data Acquisition & Control*.....	2
MET 1020	Shop Practices*.....	4

**Core Course(s)**

EET 2920	Programmable Controllers.....	2
MET 2700	CNC Milling*.....	4

**TOTAL HOURS REQUIRED:     18**

\* The prerequisites/corequisites for EET 1012, EET 2910, MET 1020 and MET 2700 are not required for certificate students.

## **MASTER CIW DESIGNER**

The Master CIW (Certified Internet Web Professional) Designer curriculum targets professionals who develop and maintain Web sites using authoring and scripting languages, create content and digital media, and employ standards and technologies for both business-to-business and business-to-consumer e-commerce Web sites. Master CIW Designer certification can lead to a

successful career as a Web designer, creative director, Web marketing/business specialist or art director. Candidates must pass three required CIW exams to become a master CIW designer.

The CIW logo identifies individuals as Internet professionals who have been certified by one of the most prestigious and fastest-growing programs in the industry. This certificate is delivered completely over the Internet, enabling individuals to have greater access and opportunity to fill information technology-based jobs. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

WEB 2001	Web Design I–HTML Coding* .....	1
WEB 2002	Web Design II–Graphics .....	1
WEB 2003	Web Design III–Site Building.....	1

**Core Course(s)**

WEB 2200	Internet Technologies (CIW) .....	3
WEB 2291	CIW Foundations Certification.....	1

**Advanced Track Course(s)**

WEB 2210	CIW Site Designer .....	3
WEB 2220	CIW E-Commerce.....	3
WEB 2292	CIW Site Designer Certification.....	1
WEB 2293	CIW E-Commerce Certification .....	1

**TOTAL HOURS REQUIRED:     15**

\* The prerequisites for WEB 2001 are not required for certificate students.

**MASTER CIW WEB SITE MANAGER**

The Master CIW (Certified Internet Web Professional) Web Site Manager curriculum is aimed at professionals who manage Web servers and maintain Web sites for small to large enterprises. Master CIW Web Site Manager certification can lead to a successful career as a Webmaster, intranet or extranet Web administrator or Internet project manager. The candidate must pass five required CIW exams to become a master CIW Web site manager. (The Perl exam is not required for the certificate but is required for national CIW certification.)

The CIW logo identifies individuals as Internet professionals who have been certified by one of the most prestigious and fastest-growing programs in the industry. This certificate is delivered completely over the Internet, enabling individuals to have greater access and opportunity to fill information technology-based jobs. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

WEB 2001	Web Design I–HTML Coding* .....	1
WEB 2002	Web Design II–Graphics .....	1
WEB 2003	Web Design III–Site Building.....	1

**Core Course(s)**

WEB 2200	Internet Technologies (CIW) .....	3
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WEB 2291	CIW Foundations Certification.....	1
<b><u>Advanced Track Course(s)</u></b>		
CSIT 2665	Perl Programming* .....	4
WEB 2210	CIW Site Designer .....	3
WEB 2292	CIW Site Designer Certification.....	1
WEB 2300	CIW JavaScript Fundamentals.....	3
WEB 2391	CIW JavaScript Fundamentals Certification .....	1
WEB 2601	CIW Server Administration .....	3
WEB 2691	CIW Server Administration Certification.....	1
<b>TOTAL HOURS REQUIRED:</b>		<b><u>23</u></b>

\* The prerequisites for WEB 2001 and CSIT 2665 are not required for certificate students.

NOTE: The CIW Perl Programming Certification exam must be taken at a Prometric or Vue Testing Center if CIW Web Languages certification is desired.

## **MECHANICAL AND ELECTRICAL SYSTEMS DESIGN TECHNOLOGY**

The Mechanical and Electrical Systems Design Technology curriculum provides the basic skills individuals need for a career in building mechanical and electrical systems design technology. Several of the courses may be applied toward an associate's degree.

CET 1010	Construction Methods.....	4
CET 2010	Cost Estimating .....	3
CET 2021	Project Scheduling W/Lab* .....	3
CET 2312	Mechanical Systems I W/Lab* .....	3
CET 2322	Mechanical Systems II W/Lab* .....	3
<b>TOTAL HOURS REQUIRED:</b>		<b><u>16</u></b>

\* The prerequisites for CET 2021, CET 2312, and CET 2322 are not required for certificate students.

## **MEDICAL INSURANCE CODING AND REIMBURSEMENT**

The Medical Insurance Coding and Reimbursement curriculum prepares individuals for employment in the area of medical insurance and health care claim processing. Classroom instruction includes use of CPT-4- and ICD-9-CM as well as the processing of medical insurance claims and medical billing procedures. Students completing the curriculum may wish to take the professional certification exam offered through the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA). Graduates may apply certificate credits earned toward an associate's degree in Office Systems Technology–Health Care Office Administration. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### **Foundation Course(s)**

OST 1005	Word** .....	3
OST 1100	Keyboarding* .....	3
OST 2910	Medical Terminology I .....	4

**Core Course(s)**

OST 1003 Excel I CBT .....1  
OST 2920 Medical Terminology II .....4

**Advanced Track Course(s) I**

OST 2940 Medical Insurance Coding .....3

**Advanced Track Course(s) II**

OST 2945 Insurance Billing & Coding .....3  
OST 2950 Health Care Insurance Survey .....3

**TOTAL HOURS REQUIRED: 21-24**

\* May be waived if student types 28 wpm.

\*\* The prerequisite for OST 1005 is not required for certificate students.

**MEDICAL TRANSCRIPTION**

The Medical Transcription curriculum prepares individuals to understand the language of science and medicine and to prepare accurate documentation in health information professions. Career opportunities exist in medical record transcription. This certificate will be beneficial to premedicine and other scientific careers, pharmaceutical and surgical supply company representatives, insurance adjusters, court reporters and other professionals requiring knowledge of medical terminology.

Some of the courses required for the certificate can also be applied toward the associate’s degree, should the student so desire. Students receiving this certificate should be able, after meeting necessary entrance requirements, to pass the AHDI National Certification Examinations and also qualify for membership in the American Health Information Management Association. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

OST 1005 Word\*\* .....3  
OST 1100 Keyboarding\* .....3  
OST 2910 Medical Terminology I .....4

**Core Course(s)**

OST 1105 Speed & Skillbuilding .....3  
OST 2920 Medical Terminology II .....4  
OST 2932 Trends in Medical Transcription .....3

**Advanced Track Course(s)**

OST 2120 Document Design & Editing .....3  
OST 2935 Medical Transcription .....3

**TOTAL HOURS REQUIRED: 23-26**

\* May be waived if student types 28 wpm.

\*\* The prerequisite for OST 1005 is not required for certificate students.

**MICROSOFT CERTIFIED APPLICATION SPECIALIST PREPARATION**

The MOS curriculum provides an industry-recognized standard for measuring an individual’s mastery of Microsoft Office applications. By passing one or more MOS certification exams, users demonstrate proficiency in a given Microsoft Office application

to current and potential employers.

The online certificates offered by Pellissippi State are designed to prepare students for these exams. The certificates can be grouped together as several 3-hour certificates or as one 17-hour certificate to meet the curriculum needs of the student.

Basic computer use knowledge is required, as well as high school graduate reading and writing skills. All courses except MGT 2000, MKT 2420, OST 1100, WEB 2001, 2002 and 2003 require the Computer Based Training application. The remaining courses are Web-based. Certificates delivered over the Web can be completed at home or work at any time.

**Entry-level standards:** Keyboard speed of 28 wpm or OST 1100 or equivalent; basic knowledge of the personal computer and its operation. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

MGT 2000	Principles of Management <b>or</b>	
MKT 2420	Customer Service .....	3
OST 1001	Word I CBT* .....	1
OST 1003	Excel I CBT* .....	1
OST 1006	PowerPoint CBT* .....	1
OST 1007	Access I CBT* .....	1
OST 1010	Microsoft Outlook CBT* .....	1
OST 1100	Keyboarding** .....	3

**Core Course(s)**

OST 1002	Word II CBT .....	1
OST 1004	Excel II CBT .....	1
OST 1008	Access II CBT.....	1

**Advanced Track Course(s)**

WEB 2001	Web Design I—HTML Coding.....	1
WEB 2002	Web Design II—Graphics .....	1
WEB 2803	Web Design III—Site Building.....	1

**TOTAL HOURS REQUIRED: 14-17**

\* The prerequisite for OST 1001, 1003, 1006, 1007 and 1010 are not required for certificate students.

\*\* May be waived if student types 28 wpm.

## MOTION GRAPHICS

This curriculum is designed for working professionals seeking to broaden or update their existing skills. It is also designed for students who want to complement their skills from a related degree concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. This option provides basic training in 2D and 3D element design and animation. **Courses may be taken in any sequence.**

CGT 1030	Introduction to Macintosh Graphic Design* .....	3
CGT 2040	Computer Illustration* .....	3
CGT 2160	3D Modeling & Animation* <b>or</b>	
CID 2001	Animation W/Lab* .....	3-4

MDT 2100	Photoshop Essentials* .....	3
VPT 1021	After Effects .....	3
VPT 1220	Final Cut Pro .....	3
WEB 2110	Flash* .....	3

**TOTAL HOURS REQUIRED: 21-22**

\* The prerequisites/corequisites for CGT 1030, 2040, 2160; CID 2001; MDT 2100; and WEB 2110 are not required for certificate students.

## NO BUDGET FILMMAKING

This curriculum is designed for working professionals seeking to broaden or update their existing skills. It is also designed for students who want to complement their skills from a related degree concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. This option provides highly concentrated training in all aspects of film and video production in an “indie film” format. **Courses may be taken in any sequence.**

VPT 1022	Guerrilla Filmmaking.....	3
VPT 1023	Guerrilla Sound.....	3

**TOTAL HOURS REQUIRED: 6**

## PHOTOGRAPHY

The Photography curriculum is designed for the media professional interested in adding photography skills. It is also a career option for someone interested in working as a photofinishing lab technician or digital imaging technician in the photographic support industry or in owning a photography-related business. The certificate is useful for someone who uses photography as part of his or her profession, such as in the medical industry or law enforcement, but who needs additional photographic skills. All of the courses are hands-on and practical and are taught by experienced professionals. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s) (Complete all courses)

PHO 1000	Introduction to Photography .....	3
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### Core Course(s) (Complete all courses)

MDT 2100	Photoshop Essentials.....	3
PHO 1100	Advanced Photographic Techniques.....	3
PHO 2060	Advanced Digital Imaging Techniques.....	3
PHO 2850	Photography Portfolio .....	1

### Advanced Track Course(s) (Select two courses)

CGT 1030	Introduction to Macintosh Graphic Design* .....	3
MDT 2998	Media Technologies Internship.....	3
PHO 2100	Nature & Travel Photography .....	3
PHO 2200	Commercial Photography .....	3
PHO 2300	Portrait Photography .....	3
PHO 2400	Photojournalism .....	3
PHO 2500	Wedding & Retail Photography .....	3
PHO 2700	Special Topics in Photography.....	3
PHO 2900	Photography Internship .....	3
PHO 2950	Independent Photographic Projects .....	3

VPT 1045	Technical Video Production .....	3
<b>TOTAL HOURS REQUIRED:</b>		<u>19</u>

\* The corequisites for CGT 1030 are not required for certificate students.

## PROJECT MANAGEMENT

The Project Management curriculum provides basic skills to plan, cost and control projects. Courses can also be applied to the Management A.A.S. degree. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

MGT 2000	Principles of Management .....	3
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### Core Course(s)

MGT 2160	Quality Improvement .....	3
MGT 2170	Project Management* .....	3

<b>TOTAL HOURS REQUIRED:</b>	<u>9</u>
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\* The corequisite for MGT 2170 is not required for certificate students.

## QUALITY CONTROL

The Quality Control curriculum will provide an individual with basic skills needed for process control, testing and analysis of product quality. Areas of emphasis include testing fundamentals, destructive testing, nondestructive testing, computer-assisted measuring and statistical process control (SPC). Associated lab exercises allow hands-on experience with testing equipment and measuring devices such as ultrasound, magnetic particle, dye penetrant, hardness, Charpy-Izod impact tests, tensile/compression tests, SPC data collection units and software, digital calipers, and coordinate measuring machines. Courses required for this certificate can be applied toward an associate's degree. High school graduate reading and writing skills are expected, as development of technical reports, use of technical manuals and interpretation of codes are required in these courses. Math skills must include algebra, geometry and basic trigonometry. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

CID 1100	Fundamentals of Technical Drawing W/Lab .....	3
ENGT 1000	Engineering Technology Applications & Communications* .....	4

### Core Course(s)

MET 2310	Geometrics & Coordinate Measuring* .....	4
MET 2800	Fundamentals of Testing* .....	3
MET 2810	Destructive & Nondestructive Testing .....	3
MET 2820	Statistical Process Control* .....	4

<b>TOTAL HOURS REQUIRED:</b>	<u>21</u>
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\* The prerequisites/corequisites for ENGT 1000, MET 2310, 2800 and 2820 are not required for certificate students.

## REAL ESTATE

The real estate industry places great emphasis on education and professionalism. The Tennessee Real Estate Commission, through legislation, requires a prelicensing course and continuing education for practitioners. The curriculum provides high-quality technical training for residents of Knoxville and surrounding counties. Candidates applying to TREC to take the Affiliate Broker Licensing Exam must complete 60 hours of classroom instruction in basic principles of real estate (covered in the courses listed below). After passing the Licensing exam, candidates must complete 30 hours of classroom instruction by taking the Affiliate Broker Sales Training course (BUS 618 listed below) before submitting their application for their license. All courses are approved by TREC. All appraisal courses are approved by the Tennessee Appraisal Commission.

BUS 218	Affiliate Broker Sales Training .....	Non-credit
FIN 2450	Real Estate Principles & Salesmanship .....	4
REA 1200	Real Estate Law .....	2
REA 1850	Real Estate Appraising .....	3
REA 1950	Income Property Valuation .....	3
<b>TOTAL HOURS REQUIRED:</b>		<b>12</b>

## SOUND PRODUCTION

This curriculum is designed for working professionals seeking to broaden or update their existing skills. It is also designed for students who want to complement their skills from a related degree concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. This option is designed for individuals interested in digital audio recording and mixing with contemporary tools for film and video. **Courses may be taken in any sequence.**

VPT 1015	Sound Production .....	3
VPT 1023	Guerrilla Sound .....	3
VPT 1030	Introduction to Desktop Video/Audio .....	3
VPT 2015	ProTools .....	3
<b>TOTAL HOURS REQUIRED:</b>		<b>12</b>

## SUPERVISION

Supervisors with solid, up-to-date management skills are critical for a business to be successful. This curriculum offers potential supervisors these necessary skills. In addition, it helps experienced supervisors improve their managerial skills to realize their full potential as managers. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

MGT 2000	Principles of Management .....	3
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### Core Course(s)

MGT 2030	Team Leadership .....	3
MGT 2050	Human Resources .....	3

**TOTAL HOURS REQUIRED:** **9**

## SURVEYING

The Surveying curriculum provides the basic skills needed to enter a career in sur-

veying. Courses are offered at night and normally meet one or two nights each week during the semester.

CET 0100	Introduction to Surveying*	.....3
CET 1212	Surveying Principles W/Lab	.....4
CET 2212	Advanced Surveying Principles W/Lab	.....4
CET 2220	Site Planning & Development W/Lab	.....3
CET 2240	Legal Aspects of Surveying	.....3

**TOTAL HOURS REQUIRED:**17

\* CET 0100 may be waived at the discretion of the program coordinator with demonstrated competence.

## VIDEO EDITOR

This curriculum is designed for working professionals seeking to broaden or update their existing skills. It is also designed for students who want to complement their skills from a related degree concentration in Media Technologies (Communication Graphics Technology, Photography or Web Technology). The Video Editor certificate covers editing theory using linear and nonlinear systems with extensive hands-on training with the most popular editing applications. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

VPT 1015	Sound Production	.....3
VPT 1030	Introduction to Desktop Video/Audio*	.....3
VPT 1220	Final Cut Pro	.....3

### Core Course(s)

VPT 1210	Video Editing	.....4
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### Advanced Track Course(s)

VPT 2215	Advanced Editing	.....3
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**TOTAL HOURS REQUIRED:**13-16

\* VPT 1030 may be waived at the discretion of the program coordinator with demonstrated competence.

## VIDEOGRAPHER

This curriculum is designed for working professionals seeking to broaden or update their existing skills. It is also designed for students who want to complement their skills from a related degree concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. The Videographer certificate provides hands-on training in audio production and motion picture photography. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### Foundation Course(s)

VPT 1015	Sound Production	.....3
VPT 1050	Electronic Cinematography*	.....3
VPT 1090	Campus Broadcast I	.....3

### Core Course(s)

PHO 1100	Advanced Photographic Techniques* .....	3
PHO 2200	Commercial Photography* <b>or</b>	
PHO 2300	Portrait Photography* .....	3
PHO 2400	Photojournalism* .....	3

**TOTAL HOURS REQUIRED:**     18

\* The prerequisites/corequisites for PHO 1100, 2200, 2300, 2400 and VPT 1050 are not required for certificate students.

## **WEB TOOLS**

The Web Tools curriculum is designed for students who wish to learn the Web authoring tools required by industry for use in the development of online content, including animations, graphics, movies, games and audio. HTML, graphics, Adobe Photoshop, Dreamweaver, Fireworks, Flash, Adobe Acrobat and audio/video for the Web are covered in this certificate course. Students walk away with the ability to design graphic-filled Web sites, use animation (in Flash movies) and understand how and when to add audio/video for the Web. Holding Web Tools certification can give you the tool set for a successful career as a Web author or Internet/intranet designer.

This certificate is delivered completely over the Internet, enabling individuals to have greater access and opportunity to fill information technology-based jobs. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

### **Foundation Course(s)**

WEB 2001	Web Design I–HTML Coding* .....	1
WEB 2002	Web Design II–Graphics .....	1
WEB 2003	Web Design III–Site Building.....	1

### **Core Course(s)**

WEB 2200	Web Design/Internet Foundations.....	3
WEB 2291	CIW Foundations Certification.....	1

### **Advanced Track Course(s)**

MDT 2100	Photoshop Essentials.....	3
WEB 2000	Dreamweaver/Fireworks .....	3
WEB 2110	Flash .....	3
WEB 2120	Audio/Video for the Web .....	3
WEB 2703	Adobe Acrobat .....	1
WEB 2811	Advanced Computer Graphics.....	3

**TOTAL HOURS REQUIRED:**     23

\* The prerequisites for WEB 2001 are not required for certificate students.

## **WEB VISUALS**

The Web Visuals curriculum is targeted toward degreed individuals, visual communications professionals and current students in Media Technologies who wish to update or expand upon the technical skills needed for success within the field of Web visuals. Throughout all required courses, emphasis is placed on developing proficiency with industry standard software. **Courses in each level (Foundation, Core, Advanced**

**Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Course(s)**

CGT 1030 Introduction to Macintosh Graphic Design\* .....3

**Core Course(s)**

CGT 1040 Digital Photography .....3

CGT 1105 Digital Graphic Design I\* .....4

CGT 1110 Typography .....3

CGT 1950 Design Fundamentals\* .....3

**Advanced Track Course(s)**

CGT 2040 Computer Illustration .....3

WEB 2000 Dreamweaver/Fireworks\*\* .....3

WEB 2110 Flash\*\* **or**

WEB 2811 Advanced Computer Graphics\*\* .....3

**TOTAL HOURS REQUIRED: 16-25**

\* CGT 1030, 1105 and 1950 may be waived at the discretion of the program coordinator with demonstrated competence.

\*\* The prerequisites for the WEB courses are not required for certificate students.

## **How to Apply for Certificates**

Students planning to complete certificate requirements must complete and submit the Application for Certificate prior to the semester that they intend to complete the certificate. Students planning to complete the certificate requirements in the same semester must submit an Application for Certificate within 14 days of the first day of classes. Forms may be obtained in Enrollment Services or in the Business and Community Services Office on the Pellissippi Campus or the Business/Enrollment Services Office at the satellite campuses. Certificate applicants are exempt from paying the graduation fee and from taking the CBASE exit exam. As soon as grades are posted and the completed certificates are received, they will be mailed to the student.