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STATE TECHNICAL INSTITUTE AT KNOXVILLE

is a state-supported two year technical college under the governance of the State Board of Regents of the State University and Community College System of Tennessee. The purpose of State Technical Institute at Knoxville is to (a) prepare students as technicians or technical workers in the fields of production, distribution, or services, and (b) provide education necessary to train, crosstrain, and upgrade presently employed persons.

State Technical Institute at Knoxville is accredited by

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

COUNCIL FOR PROFESSIONAL DEVELOPMENT IN ACCOUNTANCY
(CPDA)

Computer Accounting Technology

State Tech is also a member of

American Association of Collegiate Registrars and Admissions Officers
American Association of Community and Junior Colleges
American Society for Engineering Education
Blount County Chamber of Commerce
Greater Knoxville Chamber of Commerce
National Association of College and University Business Officers
National Association of Student Personnel Administrators
Oak Ridge Chamber of Commerce
Society for the Advancement of Management
Southern Association of Colleges and Schools
Southern Association of Collegiate Registrars and Admissions Officers
Southern College Placement Association
Tennessee Association for Counseling and Development
Tennessee Association of Collegiate Registrars and Admissions Officers
Tennessee College Association
Tennessee College Personnel Association
Tennessee College Placement Association
Tennessee Valley Personnel Association

State Technical Institute at Knoxville is committed to education of a non-racially identifiable student body. State Technical Institute at Knoxville is an equal opportunity/affirmative action institution and welcomes applications for employment and educational programs from all individuals regardless of race, color, religion, sex, or national origin. State Technical Institute at Knoxville is non-discriminatory on the basis of sex in its educational programs and activities including employment and admission of students to the college as required by Title IX of the Educational Amendments of 1972 and by rules and regulations based thereon and published as 4C FR, part 86.

State Technical Institute at Knoxville complies fully with the Rehabilitation Act of 1973 and does not discriminate against the handicapped. State Tech is approved under the appropriate laws governing the Veterans Administration to offer training for veterans and other eligible persons. Also, Federal Law authorizes State Tech to enroll nonimmigrant alien persons.

This catalog is intended for information purposes only. Requirements, rules, procedures, courses and informational statements set forth herein are subject to change. Notice of changes will be conveyed to duly enrolled students and other appropriate persons at the time such changes are effected.
The effective period during which the degree requirements set forth in this catalog shall remain in effect, subject to changes provided herein, shall not exceed five (5) years from the beginning of the Fall 1986 academic term.

NOTICE

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

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

State Technical Institute at Knoxville provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the college, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques for any course or program. As a result, the college does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills, or will be able to successfully pass or complete any specific examination for any course, degree, or license.
ACADEMIC CALENDAR 1986-1987

SUMMER, 1986 - FULL SESSION

- Last Day of 100% Refund: June 11
- Orientation, Advisement, Registration: June 12
- Classes Begin: June 13
- Last Day to Register: June 17
- Last Day to Add or Change From Credit to Audit or From Audit to Credit: June 19
- Last Day of 75% Refund: June 23
- Last Day of 25% Refund: June 26
- Holiday: July 4
- Last Day to Drop/Withdraw: July 11
- Last Day of Classes: August 8
- Grades Due in Records Office: August 12, 12:00 Noon

FALL, 1986

- Early Registration: July 28 - August 1
- Last Day of 100% Refund: September 14
- Orientation, Advisement, Registration: September 15, 16
- Classes Begin: September 18
- Last Day to Register: September 24
- Last Day to Add or Change From Credit to Audit or From Audit to Credit: September 24
- Last Day of 75% Refund: October 1
- Last Day of 25% Refund: October 6
- Last Day to Drop/Withdraw: October 17
- High School Tour Day (Tentative): November 17
- Career Day (Tentative): November 18
- Holiday, Thanksgiving: November 27, 28
- Last Day of Classes: December 2
- Grades Due in Records Office: December 4, 12:00 Noon
## WINTER, 1987

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration</td>
<td>November 10-14</td>
</tr>
<tr>
<td>Last Day of 100% Refund</td>
<td>December 17</td>
</tr>
<tr>
<td>Orientation, Advisement, Registration</td>
<td>December 29, 30</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 5</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>January 9</td>
</tr>
<tr>
<td>Last Day to Add or Change From Credit to Audit</td>
<td>January 9</td>
</tr>
<tr>
<td>or From Audit to Credit</td>
<td>January 16</td>
</tr>
<tr>
<td>Last Day of 75% Refund</td>
<td>January 19</td>
</tr>
<tr>
<td>Holiday, Martin Luther King's Birthday</td>
<td>January 22</td>
</tr>
<tr>
<td>Last Day of 25% Refund</td>
<td>February 3</td>
</tr>
<tr>
<td>Last Day to Drop/Withdraw</td>
<td>March 16</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>(March 17-20)</td>
</tr>
<tr>
<td>(Make-up days if needed)</td>
<td>March 18, 12:00 Noon</td>
</tr>
<tr>
<td>Grades due in Records Office</td>
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## SPRING, 1987

<table>
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<tr>
<td>Early Registration</td>
<td>March 2-6</td>
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<td>March 20</td>
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<td>Orientation, Advisement, Registration</td>
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<td>Classes Begin</td>
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<tr>
<td>Last Day to Register</td>
<td>April 1</td>
</tr>
<tr>
<td>Last Day to Add or Change From Credit to Audit</td>
<td>April 1</td>
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<tr>
<td>or Audit to Credit</td>
<td>April 8</td>
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<tr>
<td>Last Day of 75% Refund</td>
<td>April 10</td>
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<tr>
<td>Last Day of 25% Refund</td>
<td>April 24</td>
</tr>
<tr>
<td>Last Day to Drop/Withdraw</td>
<td>June 3</td>
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<tr>
<td>Last Day of Classes</td>
<td>June 4, 12:00 Noon</td>
</tr>
<tr>
<td>Grades Due in Records Office</td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td>June 5</td>
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</tbody>
</table>
TENNESSEE HIGHER EDUCATION COMMISSION
The Honorable Lamar Alexander
Governor of the State of Tennessee (Ex-Officio)
Dr. Arillis Roaden, Executive Director

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STATE TECHNICAL INSTITUTE AT KNOXVILLE
President, J. L. Goins

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State Technical Institute at Knoxville also utilizes technology advisory committees composed of business, industrial, and educational leaders who are well-trained in specific areas of engineering and business. Committee members evaluate programs on an annual basis, and make recommendations to the General Advisory Committee and the administration of State Technical Institute at Knoxville.

These committees advise on equipment and facility needs, assist in developing programs and student evaluation systems, and make recommendations in a variety of areas that lead to improved program operation.
ADMISSIONS AND REGISTRATION INFORMATION

State Technical Institute at Knoxville subscribes to the open door policy for admission. Graduates of regionally and/or state-accredited high schools are academically eligible for admission. Students desiring to enter State Technical Institute at Knoxville should write, phone, or visit the Office of Admissions and Records to obtain an application for admission. The completed application, secondary school records, and any other college transcripts should be filed with the Admissions Office well in advance of registration. Admission to the College does not guarantee admission to all programs.

GENERAL ADMISSION PROCEDURES

Students seeking admission to the College to enroll in regular credit courses must comply with the following procedures:

I. Complete an application for admission; this includes paying a non-refundable application fee.

II. Provide official academic transcripts and fulfill other requirements as applicable:

A. Beginning Freshman
   1. The beginning freshman should submit a transcript of all previous high school work or a high school equivalency (GED) diploma. (G.E.D. diploma must show composite score of 45 with no individual score below 35.) Students desiring credit for courses must hold a regular high school diploma or have received an equivalency diploma (GED).
   2. It is required that each incoming freshman take the examination of the American College Testing Program (ACT) or the State Board of Regents assessment test. The scores are used to identify academic deficiencies. See the section on mandatory placement of regularly admitted students for further information.

B. Transfer Student. Any applicant who has attended another regionally accredited college or university will be considered a transfer student. The transfer student must submit transcripts from all regionally accredited colleges previously attended and a copy of the student's high school transcript. Only official transcripts sent from these colleges are acceptable.

C. Permanent Resident of the U.S. A person who is a permanent resident of the United States will be required to furnish the official results from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on this test is required. In addition, the student must complete the admissions procedures for a "beginning freshman" or "transfer student" as shown in sections A and B above.

D. Foreign Student. A person who is a citizen or a permanent resident of a country other than the United States is classified for educational purposes as a foreign student. In addition to the admissions procedures for "beginning freshmen" and "transfer students," foreign students must comply with the following:
   1. All foreign students whose native language is not English will be required to furnish the official results from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on this test is required.
2. All transcripts, test scores, and other credentials must be written in English or accompanied by an English translation and certified as official copies.

3. All foreign students on a student visa must provide evidence of sufficient resources to pay college expenses in current U.S. dollars. Verification must be current and must be made by a financial institution.

4. All foreign students must provide documentation substantiating the official status with the United States Immigration Service.

5. All foreign students must provide a copy of their Form I-94.

6. All foreign students on a student visa must provide evidence of freedom from tuberculosis as certified by a medical authority.

7. All foreign students must meet with the International Student Advisor in the Admissions Office upon arrival in the United States.

E. Non-degree Student. A non-degree student is one who may be taking courses for credit but who is not officially working toward a degree. A non-degree student may be a high school junior or senior or any interested adult, with or without a high school or G.E.D. diploma. The non-degree student is limited to taking two credit courses per quarter. A maximum of 18 cumulative credit hours earned can be achieved in the non-degree student category. After a total of 18 earned credit hours, a non-degree student must meet the regular admission requirements as a condition for additional study at this College as shown in Sections A and B above.

Non-degree students who take the ACT or SBR assessment test and have deficiency scores must complete the required developmental coursework before admission as a regular student.

Students who have not completed regular admissions procedures will not be granted college level coursework for the purpose of transferring to other institutions.

F. Audit Student. An audit student is one who has not necessarily met the requirements for regular admissions and does not receive college credit for coursework at State Technical Institute at Knoxville. An audit student attends classes but is not required to take examinations. No grades are issued for audited courses. Audits do not replace grades previously issued.

G. Senior Citizens and Disabled Persons, TCA 49-3251, as amended, provides special legislation for disabled persons and for individuals 60 and 65 years of age or older.

Eligibility to audit courses — Disabled persons as defined by the above referenced legislation and persons 60 years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for audit without payment of maintenance and student activity fees.
Eligibility to take courses for credit — Disabled persons as defined by the above referenced legislation and persons 65 years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for credit without payment of maintenance and student activity fees, subject to payment of service fees at the rate of one-half the quarter hour rate, not to exceed $50.00 per quarter.

Enrollments for audit or credit are subject to the availability of space in the classrooms for the courses in question. Please contact the Office of Admissions for complete information.

H. Freshman Early Admission. Eligible students may earn college credit prior to graduation from high school. Credits earned are not intended to apply toward completion of high school graduation requirements and will not be released for transfer until the student furnishes proof of high school graduation. In advance of the student’s enrollment at State Technical Institute at Knoxville, the following eligibility criteria must be certified by the high school principal or designee using an official form available from the college’s Office of Admissions and Records.

1. The high school is accredited by the appropriate regional accrediting agency.

2. The student has completed the eleventh grade.

3. The student has a minimum cumulative grade-point average of 3.2/4.0 and an ACT composite score of 21.

The form is applicable for only the term specified and must include the principal’s recommendation of the number of hours and the types of courses which are considered reasonable for the student during that term. An official transcript of the student’s high school work must accompany the letter. Early admission students must complete the Application for Admission form and pay the application fee.

NOTE: The application for admission to State Technical Institute at Knoxville is not complete until an official transcript from each institution attended has been received by the Admissions and Records Office. If an applicant is accepted conditional to the receipt of these documents and if the documents are not received by the conclusion of the conditional term, then the student’s grades and transcript of credits will be withheld and the student will be denied readmission for a subsequent term.

MANDATORY PLACEMENT OF REGULARLY ADMITTED STUDENTS

For Regular Admission to a degree program, an applicant must meet at least one of the following criteria:

A. If the student applicant is under 21 years of age on the planned first day of class, the applicant must submit ACT assessment scores. The applicant will be considered for regular admission to a degree program with an ACT composite score and individual English and math sub-test scores of 16 or greater.

Applicants with an ACT composite score of less than 16 must undergo the SBR placement assessment.
B. Student applicants 21 years of age or older on the first day of class must complete the SBR placement assessment and show proficiency in all Basic Academic Competencies. (See Learning Support Center)

C. Student applicants who do not show proficiency in Basic Academic Competencies may under controlled admission, take appropriate remedial/developmental coursework. Applicants who meet the exit criteria of all appropriate courses will be considered for regular admission to a degree program.

D. Students who are applying for admission whose academic records include a full year's transfer credit with grades of "C" or better in English and college-level mathematics from another regionally accredited institution will be considered for regular admission. Students whose academic records do not include such transfer credit in English and mathematics must establish proficiency in the Basic Academic Proficiencies by test scores according to conditions explained in parts A, B, and C above.

E. Students admitted to degree programs may later prove deficient in a Basic Academic Competency. Faculty should refer such students to the Learning Support Services for assessment. Upon verification of the deficiency through assessment, such students will be withdrawn from the related course(s) with a grade of "W" and may not re-enroll until they have met all exit criteria of the appropriate developmental course(s).

READMISSION TO THE COLLEGE

A student who has previously attended State Technical Institute at Knoxville but who has not attended for three consecutive quarters, must complete a new admissions application but will not be assessed an application fee. If the student has attended any other college since leaving State Technical Institute at Knoxville, in addition to the application the student must submit a complete transcript from that college.

COLLEGE TRANSFER CREDIT

Upon the receipt of all college transcripts, the Admissions and Records Office and the respective divisions will evaluate the courses taken. No transfer credit will be processed until all official transcripts from each school attended by the student are turned in to the Admissions Office. Transfer credit is awarded for those individual courses which are determined to be comparable to those offered at the State Technical Institute at Knoxville, provided a grade of "C" or better was made in the course. No credit is awarded for transfer courses containing less than 75 percent of the credit hours associated with the State Technical Institute at Knoxville equivalent of the same course. Transferred credit will not be computed in a student's GPA at State Tech. Transfer credit completed more than six years prior to admission to State Tech must be approved by the Dean of Academic Affairs.

ADVANCED PLACEMENT

Students who score at least 550 on the CLEP General Examination in either Composition or Freshman English may receive credit in ENG 1200, ENG 1230, or ENG 1260. With scores of at least 500 or 55 on an examination that includes a writing sample, students will be given 3 hours credit and a grade of "P" in one of these courses.
CREDIT FOR CERTIFIED PROFESSIONAL SECRETARY EXAMINATION

Persons passing the Certified Professional Secretary examination would be granted 31 hours of credit at State Tech for the following courses which will apply to a degree in the Business Technology Division:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1211 Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MGT 1240 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>MGT 2010 Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>ECN 1010 Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1230 Introduction to Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>OIT 1200 Word Processing/Information Processing Concepts</td>
<td>4</td>
</tr>
<tr>
<td>OIT 1700 Administrative Services</td>
<td>3</td>
</tr>
<tr>
<td>OIT 2600 Practicum</td>
<td>3</td>
</tr>
<tr>
<td>SSC 1020 Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

Credits awarded will be subject to change when the actual content of the CPS examination no longer corresponds to course content or when courses at State Technical Institute at Knoxville are revised substantially.

To receive credit for these courses, the CPS holder should apply to the Admissions and Records Office and pay the application fee required. The CPS holder will present his/her CPS certificate to the Admissions and Records Office upon application as sufficient proof of his/her CPS status.

A grade of PASSING (P) will be awarded for the completed courses. This will not change a person's GPA but will contribute to total hours earned toward a degree.

PROFICIENCY CREDIT BY EXAMINATION

A student may challenge any course offered at State Technical Institute at Knoxville on the basis of past experience or training. The student's application for Credit by Examination must be approved by the Department Head.

The examination criteria will be determined by the Department Head and may normally consist of a comprehensive written test and/or an oral test. A laboratory exam may be given when necessary.

Credit by Examination will be given on a pass/no pass basis only and will not be computed in the student's grade point average. A student may not attempt an examination for any course more than once.

A student must register for Credit by Examination and complete the necessary form.

A student may apply for Credit by Examination for no more than two courses per quarter at any given time. Credit by Examination is counted as part of a student’s load. The load of courses taken and courses in which one is seeking Credit by Examination may not exceed the maximum load which is allowed at any one time.

ACADEMIC ADVISING

At the time of initial enrollment, each student will be assigned a faculty advisor by each curriculum department head. The advisor's function is to assist with all academic considerations such as:

- The technology in which the student will probably succeed on the basis of aptitude and experience.
- The quarter hours of work which the student should carry.
The sequence of courses in a student’s total academic program and the schedule of courses for a quarter.

Any special academic questions or problems which should not be handled by the faculty member teaching the course.

Advisors will

1. Assist advisees in registration.
2. Post office hours when they will be available to confer with advisees.
3. Have a personal conference with each advisee at least once during each quarter to insure the student’s continued academic success.
4. Establish and maintain a file on each advisee containing the following information:
   a. Basic information regarding the student including prior education.
   b. Entrance test scores.
   c. Transcripts or copies of grade reports.
   d. An updated curriculum guide indicating courses taken and required.

REGISTRATION PROCEDURES

Fall, Winter, Spring, and 10-week Summer Quarters

Students may register for both day and evening classes simultaneously at the beginning of the quarter with the understanding that the college policy regarding refunds and registration fees will apply.

A Single 5-week Summer Session

Students may register for a single five-week summer term and pay only for the courses taken in the session. Students may add at the beginning of the second five-week session by paying registration fees for additional hours taken. In this case, maximum quarterly registration fees will apply.

First and Second 5-week Summer Sessions Simultaneously

Students may register for the first and second 5-week sessions of the summer term simultaneously.

COURSE NUMBERING SYSTEM

Course section numbers and lab letter designations provide helpful information such as the campus where the class is taught and whether or not the class meets during the day or evening:

<table>
<thead>
<tr>
<th>Day Lecture-Lab</th>
<th>Night Lecture-Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Street</td>
<td>01-21 A-L*</td>
</tr>
<tr>
<td>Lomas Hall</td>
<td>41-60 A-L*</td>
</tr>
<tr>
<td>Business Industrial Development Division</td>
<td>81-90 A-L*</td>
</tr>
<tr>
<td>Maryville High School</td>
<td>Independent Study</td>
</tr>
<tr>
<td></td>
<td>99 Z</td>
</tr>
</tbody>
</table>

*The letter “S” is reserved for labs taught at Maryville High School.

NOTE: The letter “O” is not used.

PREREGRISTRATION

Preregistration occurs each quarter for students already enrolled. Evening students may preregister in the evening.

Students pick up the next quarter’s trial schedule, tabloid, and instruction sheets from the Records Office or other designated areas, and consult with their advisor in planning their following quarter’s schedule.
Students may complete all registration requirements during preregistration. Payment dates for students who pay fees by cash or personal check will be announced during the preregistration period. A student will not be officially enrolled until fees have been paid and a receipt has been issued by the Business Office. If tuition is being paid by an outside source, a student must still go to the Business Office on registration day or during the late registration period to get a receipt to be officially enrolled. (Students who preregister and are then suspended after grades for the quarter are submitted will be notified of a change in status as soon as possible, in most cases, before the next quarter's registration day.)

OFFICIAL REGISTRATION

Official Registration will be held (see Academic Calendar) at the beginning of each quarter. Payment of fees is required of all students at the time of official registration. If a student has not paid fees by the end of official registration (prior to the first day of classes), he/she will be administratively dropped. Former students who have not attended for four or more quarters must apply for re-admission prior to official registration. All new freshmen and transfer students will be scheduled for orientation, assigned advisors and counseled on their expected course of study. The minimum load for full-time attendance is twelve (12) credit hours.

OFFICIAL ENROLLMENT

Credit will be granted only for courses in which the student is officially registered. Students who are officially registered for a class which they do not attend and do not officially drop or withdraw from will receive an "F" for the course. Students may be placed on the "hold list" for registration if any of the following applies:

1. Fees or other charges are owed to the Business Office.
2. On academic suspension from previous attendance.
3. Financial Aid Program reimbursement due.
4. Failure to submit all required admission documents.
5. Overdue library books or materials.
6. Traffic fines due.
7. Previous disciplinary action taken by college. The proper action must be taken as indicated, or the Dean of Student Affairs should be contacted for further information before a student can be considered for readmission.

CANCELLATION OF SCHEDULED CLASSES

Any scheduled class may be cancelled by the College. Refunds will be made in the event classes are cancelled.

DROP, ADD, AND WITHDRAWAL STANDARDS

After the official registration period is over, students may make adjustments in their schedules through the process of adding and/or dropping courses. Students may drop or add a course(s) within four class days from the official date classes begin. Students may drop a course(s) by obtaining the approval of the advisor. Students may drop a course(s) without a grade penalty within 30 days of the official registration day. Courses that are dropped within four class days are not indicated on the student's transcript.

Beginning with the fifth class day, and not later than 30 days after classes begin, a student may officially drop a course(s) or withdraw from the College and receive a "W" which counts as no hours attempted. Students who drop a course(s) or withdraw from the College after this date will receive a failing grade(s) in the course(s) unless it can be clearly demonstrated that unusual conditions or hardships exist, in which case, a "W" will be recorded for the course(s).
All appropriate signatures must be affixed on the "Drop/Add or Withdrawal" form in order to make it valid and ready for processing. Each date is listed in the official college calendar.

When complete withdrawal from all courses becomes necessary, appropriate signatures from the Academic Advisor, Office of Student Affairs, and Financial Aid/Veterans Affairs Counselor on the Withdrawal Form are required.

DISMISSALS

A student may be dismissed from the College for adequate cause, including:

1. Failing to meet minimum academic standards as stated in the sections concerning Academic Standards.
2. Violating responsibility codes as set forth in the Student Handbook.
3. Exhibiting conduct of an unacceptable nature, including the violation of local, state, or national laws, but not necessarily restricted to the violations of such laws or ordinances.
4. Giving false information on the admissions application form.
5. Possessing, selling, furnishing, or using illegal drugs on or off campus.
6. Possessing, selling, furnishing, or using any alcoholic beverages on campus.
7. Failing to meet financial obligations to the College.
BUSINESS REGULATIONS

All fees are payable at the time of registration each quarter. Registration at the beginning of each quarter is incomplete until all fees are paid, and no student may be admitted to classes without having met all financial obligations. There is a $10 charge for any check returned to the College by the bank. Any student who has not paid for a returned check within ten days after being notified by the Business Office will be dropped from school. No student may re-enroll, graduate, or receive a transcript or grades until all accounts are settled. The term "account" includes any indebtedness to the College. All charges are subject to subsequent audit. Errors will be corrected by refund or additional charge. Students may be administratively dismissed from State Tech if they fail to satisfy payment of the approved fees of the Institute. A collection process may not be used for the non-interest student maintenance fee loan. The administrative dismissal will be automatic on the first working day following the due date of the note. Exceptions to this policy must be approved by the Dean of Student Affairs before the due date.

QUARTERLY COSTS

STATE RESIDENTS*
Registration Fee - Students taking 12 or more hours $188.00
Part-time students - per hour 17.00

NON-STATE (Out-of-State Students)*
Registration Fee - Students taking 12 or more hours 188.00
Out-of-State Tuition - Students taking 12 or more hours 716.00
Total $904.00
Registration Fee - Students taking less than 12 hours - per hour 17.00
Out-of-State Tuition - per hour 63.00
Total per hour $80.00

*The above fees are effective Fall Quarter 1985 and are subject to change without notice. For the 1986-87 academic year, maintenance fees and out-of-state tuition are proposed to be increased. The amount of increase is not known at the time of printing this catalog. Please refer to the quarterly class schedule or contact the Office of Admissions and Records for the current fee rates.

Audit - Same fee as credit course fees.
Non-credit - No application fee is required of non-credit students. Courses may vary.

DISABLED AND ELDERLY CITIZENS

Disabled persons suffering from a permanent total disability which totally incapacitates such persons from working at an occupation with an income and persons 65 years of age or older who reside in Tennessee shall pay $8.50 per quarter hour up to and not exceeding a maximum of $30. Tennessee residents age 60 or over may audit classes free of maintenance fees provided there is sufficient space and fee enrollment.
<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Non-Refundable/One time fee)</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>ACT or SBR Assessment Test</td>
<td>$12 for the ACT</td>
</tr>
<tr>
<td>(Currently there is no charge for the SBR Assessment Test)</td>
<td></td>
</tr>
<tr>
<td>Bad Check Handling Charge</td>
<td>10.00</td>
</tr>
<tr>
<td>Campus Access Fee Student (Per Quarter Charge)</td>
<td>1.00</td>
</tr>
<tr>
<td>Faculty/Staff (Yearly Fee)</td>
<td>5.00</td>
</tr>
<tr>
<td>Change in Course (Drop/Add Fee) — Per Form</td>
<td>5.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>25.00</td>
</tr>
<tr>
<td>Identification Card Replacement</td>
<td>1.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>10.00</td>
</tr>
<tr>
<td>Motor Vehicle Registration</td>
<td>0.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>1.00</td>
</tr>
<tr>
<td>Traffic Fines</td>
<td></td>
</tr>
<tr>
<td>First Handicapped Violation</td>
<td>6.00-10.00</td>
</tr>
<tr>
<td>Second Handicapped Violation</td>
<td>25.00</td>
</tr>
<tr>
<td>Towing Fee</td>
<td>50.00</td>
</tr>
</tbody>
</table>

**All fees, except those for registration and tuition, are non-refundable. Fees are subject to change at any time by action of the State Board of Regents.**

*Students are classified as resident or non-resident by the Office of Admissions for the purpose of assessing tuition charges. The definition of residency as determined by the State Board of Regents will apply. A student once classified as an out-of-state student will continue to be thus classified unless a change of legal residence is established by evidence other than presence as a student. The burden of proof of all conditions pertaining to residence is placed upon the student, including the responsibility for submission of such documentary substantiation as required by the College. If there is any question as to in-state residency at the time of registration, the student will be classified as out-of-state and will be charged out-of-state tuition. The out-of-state tuition for that quarter will be refunded only if the student submits the required documentation within two weeks after regular registration. Information about residence classification may be obtained from the Office of Admissions. Students have the right to appeal the assignment of residency status to the Dean of Student Affairs.*

**DEFINITIONS**

**Application Fee** — This fee must accompany the initial application form submitted to the College prior to a student’s being accepted. This is a one-time fee and is not refundable even though the student does not enter State Technical Institute at Knoxville.

**Bad Check Handling Fee** — This fee is the amount assessed students who write checks which are later returned to the College from a bank because the bank refuses payment.

**Campus Access Fee** — Nonrefundable. A fee for access to the campus and its facilities will be levied to each student, faculty, and staff member according to the fee schedule listed on the preceding page.

**Change of Course or Section Fee** — This fee is charged for adding or dropping courses or changing sections after the regular registration period. There is no change made when circumstances causing the change are created by the College.

**Graduation Fee** — Nonrefundable. The fee of $25 covers cost of the diploma, cap and gown and other graduation expenses. This one-time fee must be paid within the first two weeks of a quarter in which a student is scheduled to graduate. (The Intent to Graduate Form must be submitted to the Records Office one quarter before the student plans to graduate. This fee is valid for four quarters.)
Identification Card Replacement — There is no charge for the initial student
identification card required of all students. Replacement cards are made by
the Library on the first Tuesday of each month at a cost of $1 each.

Late Registration Fee — Nonrefundable. This fee is charged to all regular cur-
riculum students who pay fees during the late registration period.

Student Activities Fee — $1.00 per quarter for each credit student enrolled in
classes at either the Pellissippi Campus, Division Street Campus, or the Mary-
ville Campus of State Tech. The fee adopted by the Student Government
Association to provide funds for a variety of student activities.

Traffic Fines — Student and employees parked illegally, speeding, or not prop-
erly displaying a State Technical Institute at Knoxville parking permit will receive
a citation for each violation. Each citation carries various dollar amounts for
fines (i.e. $6-50). All fines must be paid within seven (7) calendar days from
issuance of the original citation, there will be a $5 late fee for any citation not
paid during this period. The fine for parking in handicapped spaces is $25
(first offense), $50 for each subsequent offense. Vehicles parked in fire and
handicapped zones are subject to be towed. (For specific information, please
see the Parking and Traffic Regulations section, pages 131-133.)

Transcript Fee — There is no charge for transcripts provided to the students.
However, State Technical Institute at Knoxville may set limits on a reasonable
number of copies provided to the student at any one time. Charges may be
assessed to students requesting numerous copies of transcripts.

REFUNDS
State Tech will refund a portion of the maintenance fee to any student who
officially drops, withdraws, or is dismissed from a course(s) within the drop/
withdrawal deadline. Refunds of all fees and charges must be in accordance with
the following provisions except where previously stated.

A. MAINTENANCE FEE REFUNDS
1. Refunds are 100% for courses cancelled by the College.
2. Changes in courses involving the adding and dropping of equal numbers
of Student Credit Hours for the same term at the same time require no
refund or assessment of additional maintenance fees. The drop/add fee is
applicable.
3. The basic refund for withdrawals or drops during regular terms (Fall, Winter,
and Spring) is 75% from the time of enrollment through the fourteenth
calendar day of classes and then reduced to 25% for a period of time which
extends 25% of the length of the term. There is no refund after the 25%
period ends.
4. For summer sessions and other short terms, the 75% refund period and the
25% refund period will extend a length of time which is the same proportion
of the term as the 75% and 25% periods are of the regular terms.
5. All refund periods will be rounded to whole days, and the date on which
each refund period ends will be included in publications. In calculating the
75% period for other than the Fall, Winter, or Spring and in calculating the
25% length of term in all cases, the number of calendar days during the
term will be considered. When the calculation produces a fractional day,
rounding will be up or down to the nearest whole day.
6. A full refund (100%) is provided on behalf of a student whose death occurs
during the term. Any indebtedness should be offset against the refund.
7. A 100% refund will be provided for students who enroll under an advance registration system but who drop or withdraw prior to the beginning of the official registration period, which is immediately prior to the start of a term. No refund will be made during the registration period. Refunds during the period between the last day of registration and the first day of classes are set at the 75% level.

8. A 100% refund will be provided to students who are compelled by the College to withdraw when it is determined that through College error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.

9. When courses are included in a regular term's registration process for administrative convenience but the course does not begin until later in the term, the 75%/25% refunds will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the Fall, Winter, and Spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.

10. The refund percentage is applied to the difference between the per hour rate (or maximum) for the number of credit hours immediately before the drop or withdrawal and the number immediately afterward.

B. NON-RESIDENT / OUT-OF-STATE TUITION REFUNDS

The refund provision for non-resident / out-of-state tuition is the same as that for maintenance fees. A 75% refund is made for the same period and a 25% refund is made for the same time period. When 100% of maintenance fees are refunded, then 100% of non-resident / out-of-state tuition also is refunded. Calculation procedures are the same as those specified for maintenance fees.

All refunds are written at the end of the refund period. Refund checks will be mailed approximately the fourth or fifth week in each quarter. All fees except maintenance and tuition are non-refundable. (Please refer to the class schedule published quarterly for specific refund periods.)

BOOKSTORE

Since the cost of books and supplies varies from quarter to quarter and from one program of study to another, only the average cost can be estimated in the catalog. The average cost of books and supplies is approximately $90 per quarter. In courses requiring special instruments, a one-time cost factor, depending on quality desired, must be considered.

All books and supplies are available on a cash basis. Any check written to the Bookstore should be made for only the amount of books and/or supplies at the time the purchase is made. (Two forms of identification are required for acceptance of checks.)

Used books will be bought by the bookstore for a percentage of the new list price, except for books which are being discontinued. No books having an original purchase price of less than $4 will be bought. No books will be bought during the first week of each quarter. Students must present identification cards when selling books. Students discovered selling stolen books to the Bookstore will be subject to disciplinary action.

A refund for the full purchase price of books will be made for any course change or course cancellation due to an insufficient number of students in the class, provided that the books have not been damaged and that the books are returned within two weeks after classes begin. Students should not write their names in the books or mark in any other manner until they are assured that the class has the required enrollment.
PARKING REGULATIONS

All students and staff must secure a Parking Permit. Failure to comply will result in the issuance of a parking citation. A disabled or handicapped student will be given special parking consideration upon recommendation of the student's physician. (Traffic and Safety Policies are on pages 131-133 of the catalog section. There is a map of parking areas on the back cover of this volume.)
FINANCIAL ASSISTANCE

The student financial aid program at State Technical Institute at Knoxville is designed to aid students who would find it difficult or impossible to attend college without financial assistance. State Technical Institute at Knoxville offers a comprehensive program of financial aid in the form of scholarships, part-time employment, grants, and loans. Major emphasis is placed upon the student's financial need, academic achievement, character, and promise of future success. Students may apply for one type or a combination of the types of financial aid available.

The basis for determining the need of a student will be an analysis of the financial status of the student's or the parent's income, provided by the American College Testing Need Analysis Services or The College Scholarship Service, Princeton, New Jersey. Any student desiring to receive most types of financial aid must submit a Student Financial Statement or Parent's Confidential Statement to the appropriate need analysis company and request that a need analysis report be sent to State Technical Institute at Knoxville. These statements are available in the high schools and in the Financial Aid Office at State Technical Institute at Knoxville.

General eligibility for financial aid is based on financial need and ability to maintain academic progress. To qualify for aid, a student must:

A. submit appropriate application(s) for aid to determine financial need and eligibility,
B. submit verifying documents as requested,
C. be enrolled for at least half-time study (6 credit hours) in an approved curriculum program,
D. submit Financial Aid transcripts from all previously attended post-secondary schools,
E. maintain Financial Aid Satisfactory Progress Standards.

Numerous sources of financial aid are available through State Technical Institute at Knoxville and other agencies for qualified students. Among the sources are the following:

The Pell Grant is a Federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. These grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. The amount of a Pell Grant is determined on the basis of a student's own and family's financial resources; application is required each year and is limited to U.S. citizens and permanent residents.

The Supplemental Educational Opportunity Grant/SEOG is a program of direct grants available to entering freshmen, transfer, and enrolled undergraduate students with exceptional financial need. The amount of financial assistance students may receive depends upon their need - taking into account their financial resources, those of their parents, and the costs of attending the College. Application is required each year and is limited to U.S. citizens and permanent residents.

The Tennessee Student Assistance Corporation Award (TSAC) is a state award based on financial need as determined by the Pell Grant award index; awards range from $100 to $300 per year depending on need and funding; application required each year; limited to Tennessee residents.
PART-TIME EMPLOYMENT

The federal College Work-Study Program (CWSP) provides part-time employment opportunities. To be eligible for the College Work-Study Program, students must be accepted or enrolled as full-time students and be in good standing if currently enrolled. Students' eligibility further depends upon their need for employment to defray their college expenses with preference given to applicants from low income families. College work study is available on the campus in such areas as the library, laboratories, maintenance department, and faculty and administration offices.

ACADEMIC WORK SCHOLARSHIPS

Academic Work Scholarships are a tuition-fees-only work scholarship based on scholastic achievement and fulfillment of a 40-hour work obligation; available as funded for tuition fees only to full-time students who graduated in upper one-fourth of their high school class, who have at least a 2.50 QGPA (or a transfer student who must have a GPA of 2.9 on the basis of at least twelve credit hours transferred to State Tech), and who maintain a minimum 2.80 CGPA; application required each year and limited to Tennessee residents.

STUDENT LOANS

The Guaranteed Student Loan (GSL) is a low-interest loan plan initiated by the student through a local bank or other lending agency; loans up to $2,500 per academic year available; application required each year; repayment begins 6 months after leaving school or dropping below the half-time level; limited to U.S. citizens and permanent residents.

Job Training Partnership ACT (JTPA) is a federal financial aid program to assist students to pay for tuition and book/supplies, based on student/family need. Contact STIK JTPA Office for more information.

OTHER ASSISTANCE

Social Security, Vocational Rehabilitation, and Veterans Administration assistance available to qualified applicants; contact State Technical Institute at Knoxville Financial Aid Office for application information.

TUITION AND FEE WAIVER

Limited to students 60-64 years of age for auditing purposes. To be able to take a course for credit the student must be 65 or older or be a student with permanent total disability. The waiver must be processed by the Financial Aid Office.

SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID ELIGIBILITY

Students who are eligible to receive financial aid at State Technical Institute at Knoxville must meet requirements for SATISFACTORY PROGRESS in order to maintain financial aid eligibility. Students who do not meet the requirements during one quarter of attendance will be placed on FINANCIAL AID PROBATION, FINANCIAL AID SUSPENSION, or FINANCIAL AID UNSATISFACTORY PROGRESS for the next quarter of attendance. The last quarter of attendance is used to determine eligibility. Students that lose financial aid eligibility must provide for school expenses during the next quarter of attendance at State Technical Institute at Knoxville.

I. SATISFACTORY ACADEMIC PROGRESS

A. Academic Probation: Students on Academic Probation at the Institute may or may not be on Financial Aid Probation and may be eligible to continue receiving financial aid during the probation quarter.
B. **Academic Suspension:** Students on Academic Suspension from the College are also on **Financial Aid Suspension** and may NOT receive financial aid during the next quarter of attendance. Suspended students readmitted to the College following the suspension period may NOT receive financial aid until all Satisfactory Progress Standards are met for one quarter of attendance.

C. **Acceptable Courses:** Students receiving the Pell Grant may be paid only for courses accepted for graduation credit for their selected major(s).

D. **Percentage of Courses Passed:** Students must maintain a standard percentage of courses passed (grade of A,B,C,D,E) per quarter in order to maintain satisfactory academic progress toward graduation. The "W" grade is addressed under Section II and is not included for determining percentage of course work passed. Courses previously passed cannot be repeated to count toward hours enrolled for, and the "I" grade is calculated as an "F" grade until changed to another letter grade; the "E" grade is counted as passing until the final grade is received. Students who pass less than 66.6% (%) of credit hours in one quarter will be placed on **Financial Aid Unsatisfactory Progress** and may NOT receive financial aid for the next quarter of attendance. However, the Financial Aid Office may place these students on Financial Aid Probation.

Students who pass 50% (½) but less that 66.6% (%) of credit hours in one quarter will be placed on **Financial Aid Probation** whether on Academic Probation or not, but may continue receiving aid during the probation quarter. Students on Financial Aid Probation must pass at least 66.6% of graded hours during the probation quarter in order to receive financial aid the next quarter of attendance. Students may receive one such probation quarter during the fiscal year (July 1 - June 30).

Students who are having academic difficulties are encouraged to come to the Financial Aid Office for counseling and referral to the Learning Support Center.

II. **SATISFACTORY QUARTER HOURS PROGRESS**

*Dropping/Withdrawing From Courses:* In order to maintain financial aid eligibility, students enrolled for 12 or more quarter hours must not drop below 9 quarter hours. 6-11 quarter hours must not drop below 6 quarter hours. Students who drop/withdraw more than allowed OR WITHDRAW FROM ALL QUARTER HOURS are making **Financial Aid Unsatisfactory Progress** and are ineligible for financial aid during the next quarter of attendance.

III. **REMOVAL FROM FINANCIAL AID PROBATION OR FINANCIAL AID SUSPENSION OR FINANCIAL AID UNSATISFACTORY PROGRESS**

Students must enroll for and pass 66.6% of a minimum of six (6) eligible credit hours for one quarter without excessive course withdrawal as defined above.

IV. **SATISFACTORY PROGRESS TOWARD GRADUATION**

A. **Financial Aid Recipients** will be evaluated at the end of the academic quarter to determine if satisfactory progress toward requirements of a degree or certificate has been achieved. Courses not required toward graduation are not used for progress evaluation. If satisfactory progress has NOT been achieved, financial aid eligibility may be denied for the next quarter of attendance.
B. Maximum number of quarters for which a student may receive financial aid at State Technical Institute at Knoxville is sixteen (16) as a full-time student (12 credit hours per quarter). The number of quarters attended are prorated for three-quarter and half-time attendance. Total transfer credits are divided by 12 to determine number of quarters transferred to State Technical Institute at Knoxville and are subtracted from the sixteen (16) quarters.

V. MITIGATING CIRCUMSTANCES

Students who do not meet Satisfactory Progress Standards and thus lose financial aid eligibility due to mitigating circumstances may appeal to the Dean of Student Affairs or designee via the Financial Aid Office. Application for approval of mitigating circumstances must be accompanied by written verification of circumstances with appropriate documentation in order to be considered. Mitigating circumstances may be allowed for student illness or debilitating injury, sickness or death in the immediate family or circumstances deemed definitely beyond the student’s control.

These policies are effective beginning September 19, 1985 as amended.

MISCELLANEOUS

Financial Aid recipients that receive the E grade for a course may not count that course again in calculating total credit hours carried. The E grade is a passing grade which allows the course to be continued into a following quarter.

Courses not listed in the major curriculum might not be eligible to count as hours carried for financial aid purposes.

FOUNDATION SCHOLARSHIPS

The State Technical Institute at Knoxville Foundation was established in 1982 by a group of civic, business, and community leaders in cooperation with college officials. The generous gifts of local friends, faculty, and staff have enabled the Foundation to establish an Endowment Fund, which supports a perpetual scholarship program through the interest earned by the invested capital. In addition, specific organizations have made scholarship available through the College. Below are scholarships that have been established for State Tech Students:

- American Society of Manufacturing Engineers
- American Society of Professional Estimators
- Insurance Women of Knoxville
- John B. Long Company
- STIK Faculty Council Scholarship
- Tennessee Valley Personnel Association
- WATTEC

Additionally, four endowments have been started this year by donor groups to provide future scholarships under the Foundation for the College.

VETERANS EDUCATIONAL ASSISTANCE

State Technical Institute at Knoxville maintains an Office of Veterans Affairs at the Lonas Hall campus in the Financial Aid Office. Personnel cooperate with the Veterans Administration in providing educational opportunities for veterans and eligible persons under appropriate Public Laws. The office is responsible for maintenance of all veterans’ needs related to educational benefits, recruitment of prospective veterans as students, information to organizations concerned about veterans benefits, counseling, and tutorial assistance to eligible persons on campus. Upon accepting veteran educational assistance, the student assumes responsibility for all rules and regulations of the Veterans Administration.

Veterans wishing to apply for educational benefits must submit transcripts from the high school/GED facility which granted a diploma or all accredited colleges
and universities attended. These documents must be submitted within the first quarter, or further registration for courses will not be permitted.

The VA Form 22-1990, "Veterans Application for Program of Education or Training," must be completed. The veteran must submit the original Form DD-214, a marriage record, a divorce decree, and birth records of each dependent child (as applicable). If benefits have previously been used for educational assistance, veterans must complete VA Form 22-1995. Any change in marital status or number of dependents since the veteran's last school attendance must be verified by marriage license, divorce decree, or birth certificate. The application and all supporting documents should be submitted for processing to the Financial Aid/Veterans Office at least eight weeks prior to the beginning of the quarter in which the Veteran wishes to attend. Advance payments are available to eligible applicants.

Proper application forms for disabled veterans, sons or daughters, widows or widowers, or husbands of veterans are available in the Financial Aid/Veterans Affairs Office. Most benefits and regulations also apply to eligible veteran's dependents.

**Continuous Enrollment:** The Veterans Administration has a policy which allows those veterans attending school on a yearly basis (Fall, Winter, Spring and Summer Quarters) to obtain their monthly checks with no interruptions or reduction in benefits due to school classes ending between quarters. However, days paid to veterans between quarters will be deducted from the total entitlement.

**Veterans Administration Policy:** VA Regulations forbid a veteran from repeating any course that has been passed with a "D" or above or any course that has been transferred from another school. Veteran students should not take a course that is not listed in the catalog under the curriculum even though they are not counting it for VA benefits. Veterans may not be certified for a course for which they have received an "I" grade unless the "I" converts to an "F." Veterans receiving an "E" grade may not continue that course for benefits payment.

**Advance Payment:** Veterans who make application for admission and veterans benefits at least 30 days before the starting date of the quarter of attendance will receive advance for the beginning of that quarter.

**Fee Deferral:** Veterans who have applied for advance pay at least 15 days prior to official registration or who have not received a regular VA educational benefits check due to VA error may apply for a 30-day fee deferral. Contact State Technical Institute at Knoxville's Veterans Affairs Office for information and application.

**Advisors:** Veterans should work closely with the advisor to adhere to the specified curriculum since courses not listed under a major curriculum are generally not payable by VA.

**Miscellaneous:** Deficiency courses are payable by veterans' educational benefits if testing determines a need for the course(s). Credit by examination will not be counted as a course eligible for benefits pay.

Independent study courses may be paid by VA if the curriculum advisor approves the course. Internship programs are not payable for VA benefits effective Fall 1985.

Internship courses at STIK are not payable by Veterans Administration.

Veterans may have dual majors in certain combinations; contact the Veterans Affairs Office for the specific majors.

Chapter 10b [Selected Reserve Members] are not paid for remedial/deficiency courses.

VA tutorial benefits are available to only veterans using benefits from military service begun before 1977 or Vocational Rehabilitation recipients.
# ACADEMIC INFORMATION

State Technical Institute at Knoxville operates on the quarter system, with the standard academic year consisting of three terms of 10 weeks each. The summer quarter provides accelerated alternatives, including two five-week sessions. The standard credit is by the quarter hour.

## DEGREES AND CERTIFICATES

- **Associate of Science (AS)**
- **Associate of Engineering Technology (AET)**
- **Certificate of Completion (Cert)**

### Associate Degree Programs

<table>
<thead>
<tr>
<th>Major</th>
<th>Option within major</th>
<th>Degree</th>
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</thead>
<tbody>
<tr>
<td>Business Technology</td>
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<tr>
<td></td>
<td>Banking and Finance</td>
<td>AS</td>
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<tr>
<td></td>
<td>Computer Science Technology</td>
<td>AS</td>
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<tr>
<td></td>
<td>Computer Accounting</td>
<td>AS</td>
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<td>Marketing</td>
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<td>Office Information</td>
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<tr>
<td>Engineering Technology</td>
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<td></td>
<td>Chemical</td>
<td>AET</td>
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<tr>
<td></td>
<td>Construction</td>
<td>AET</td>
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<td></td>
<td>Building Construction</td>
<td>AET</td>
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<td></td>
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<td></td>
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<td>AET</td>
</tr>
<tr>
<td></td>
<td>Engineering Graphics</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Mechanical</td>
<td>AET</td>
</tr>
</tbody>
</table>

### Certificate of Completion Program

- **Business and Industrial Development** Division
- **Emergency Medical Technology - Paramedic**

### DEGREES AND REQUIREMENTS

State Technical Institute at Knoxville awards the Associate of Science degree and the Associate of Engineering Technology degree. A certificate may be awarded to those who complete a program of less than an Associate degree.
In order to obtain a degree or certificate, students must complete the general requirements as prescribed by the College and specific requirements set forth for the program: an "Intent to Graduate" form is due in the Records Office the quarter preceding the quarter degree requirements will be completed. The $25Graduation Fee must be paid during the first two weeks of the quarter in which course requirements will be completed.

Other requirements are as follows:

1. **Minimum residence:** The last 30 credit hours preceding graduation must be completed at the State Technical Institute at Knoxville.

2. **Minimum credit hours:** Each candidate must complete at least 90 credit hours to be eligible for the associate degree.

3. **Minimum grade point average:** A cumulative grade point average of at least 2.0 on all course work at State Tech is required for graduation.

4. **Major studies:** Completion of the curriculum for the major subject chosen is required for graduation.

5. **Degree application:** Each prospective candidate must file an "Intent to Graduate" form during the quarter preceding the quarter in which he/she expects to graduate, and pay a $25 graduation fee during the first two weeks of the quarter in which the student intends to graduate. Forms may be obtained in the Student Records Office.

6. **Catalog option:** The student must meet the requirements of (a) the current catalog or (b) the catalog effective at the time the student entered a program, provided graduation is within six (6) years from the entrance date. Credits earned earlier than six years prior to graduation are subject to review and evaluation by the Dean of Academic Affairs. This option does not exempt anyone from the general requirements of State Tech. General requirements are subject to change without notice.

7. **Commencement:** All students are to participate in a formal graduation ceremony unless excused by the President of the College.

An annual commencement exercise is scheduled at the end of each Spring Quarter for those certified as completing all requirements by their respective Department Chairperson during or before the Spring Quarter.

Any or all students may be required to take one or more tests designed to measure general education achievement and achievement in major areas as a prerequisite to graduation, for the purpose of evaluation of academic programs. Unless otherwise provided for any individual program, no minimum score or level of achievement is required for graduation. Participation in testing may be required of all students, of students in selected programs, and of students selected on a sample basis.

**PLANNING PROGRAMS OF STUDY**

The responsibility for selecting a program of study rests upon the individual student. State Technical Institute at Knoxville does, however, furnish its students with guidance and assistance in outlining and pursuing programs of study leading to the objectives envisioned by the students.

A student who is planning to transfer from State Technical Institute at Knoxville to another institution of higher learning should secure a copy of the catalog of the other institution and plan with officials at that institution as to the State Technical Institute at Knoxville courses they will accept.

**WAIVER OF A PREREQUISITE**

Under special circumstances a prerequisite to a course may be waived by the head of the department in which the course is offered. The waiver is granted only when it is felt that the student has a fundamental knowledge of the prerequisite.
course, and his or her progress in the course requiring the prerequisite would not be impeded by bypassing the prerequisite course.

The waiver of prerequisite is not to be confused with a course waiver. If the prerequisite waived is a course required in the student's curriculum, it must be completed or substituted (as below) before he/she receives the associate degree. No fee is required for a waiver of a prerequisite.

COURSE WAIVER AND SUBSTITUTION

Under special circumstances a course may be waived by the head of the department. The waiver is granted in instances where a course deletion or curriculum change necessitates the waiver. A course of equal or greater credit must be substituted and taken in lieu of any course waived. This stipulation in no way reduces the minimum quarter hours required for the Associate degree. The substitute should be of the same or higher level as the course being waived. Primary consideration must be given to selecting a substitute course from the same department as the course waived.

No fee is required for a course waiver and substitution. A course waiver and substitution does not reduce the total credit hours or number of courses required for the Associate degree. Likewise, no credit is awarded for a course waiver.

INDEPENDENT STUDY

Registration for a course on an independent study basis, and subsequent granting of credit, may be accomplished for students who can prove to the satisfaction of the faculty of the College that they have the capability of mastering the content of any independent study course.

Permission to pursue a course on an independent study basis will be given only in instances where the student can demonstrate the ability to pursue the course through independent study and there is reasonable expectation that the course may be successfully completed. Permission to register for such a course must be granted by both the student's advisor and the course department head. The current maintenance fee per credit hour (non-refundable) must be paid to the Business Office for each course in which the student is enrolled on an independent basis; out-of-state and foreign national students must also pay the current tuition per credit hour (non-refundable). The total student maintenance fee and tuition cannot exceed the current published maximum for one quarter. Students are given up to six months from the date of fee payment to complete the course, including the examining process.

Examination(s) will be given by the instructor offering the independent study course as the student progresses throughout the assigned material. It will be the student's responsibility to meet with the instructor to arrange these examinations so that the course material is completed within the six-month period.

When a student passes an independent study course, the student is awarded full course credit.
GRADING SYSTEM

Letter grades are used at State Technical Institute at Knoxville to indicate the quality of work achieved by a student, knowledge of the subject, the ability to apply this knowledge, and the student's work habits and practices.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Awarded Per Quarter Hour</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
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<tr>
<td>C</td>
<td>2</td>
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<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Other markings which may appear on the grade reports and transcripts are the following:

**E (Extension)** — The grade of "E" is used for remedial and developmental courses only and does not count as hours attempted in determining the grade point average (GPA) for the quarter in which the grade is issued. The extension allows the student to re-enroll in the course in the subsequent quarter. The student has two quarters to complete the courses. If the student does not re-enroll in the courses, the "E" becomes an "F" at the end of two quarters. When the student re-enrolls in the course, the final grade is issued for that quarter, and the previously awarded "E" grade remains unchanged.

**I (Incomplete)** — The grade of "I" does not count as hours attempted in determining the grade point average for the quarter the student receives the "I." Instead, the grade replacing the "I" is computed into the grade point average at the end of the subsequent quarter or it reverts to an "F." The instructor, however, has the prerogative to limit the time allowed for completion to less than one quarter. If a student receives a grade of "I" (Incomplete) for a course and re-enrolls for the same course in the quarter immediately following the one in which she or he received the "I," the "I" reverts to an "F." However, if the student drops the course (second enrollment) on or before the last day to late register, the "I" grade will be reinstated. The student will have the remainder of the quarter to remove the "I" unless the instructor has set a date by which the course must be completed.

**AU (Audit)** — Indicates that the student elected to enroll in the course for no grade or credit. Audits do not replace grades previously issued. A student can change from audit to credit or from credit to audit only during the period when it is possible to add a course. No changes are permitted after this time. The auditor must inform the Registrar the class is being taken as an audit.

**W (Withdrawal)** — Indicates that a student has officially dropped a course or courses during the official drop/add period as published in the Academic Calendar. A student may officially withdraw from any course(s) without receiving a failing grade during the thirty calendar days following official registration. Beyond the thirty-first day of classes, a student may withdraw only if it can be demonstrated that an unusual condition or hardship exists. The time limit for Summer Five-Week sessions only is 15 calendar days to drop/withdraw after official registration. Unusual conditions or hardships may include extensive illness, unexpected relocations of residence or place of employment, or other legitimate reasons that may be approved by the Dean of Student
Affairs. Any withdrawal from any course(s) under any condition other than those specified shall result in the student's receiving an "F" in the course(s). Withdrawal forms must be secured from the Office of Admissions and Records and returned to that office after proper approvals have been received. "W" grades will not be computed in the grade-point average.

* (Repeat) — Indicates that the student is repeating a course upon approval of the faculty advisor. In computing the quality point average of a student who has repeated one or more courses, the College will count only the last grade received in the repeated course or courses and count hours attempted only once provided that the number of repeats in any single course does not exceed two (three attempts totaled). In the event that a student repeats a course more than twice, the grade in the third and subsequent attempts shall be used in determining the quality point average. Veterans or other eligible persons repeating courses for which they have a passing grade (D or higher) and for which they have been paid are cautioned not to claim this course for pay the second time.

The scholastic standing of a student is expressed in terms of a quality point ratio. A quality point ratio is the total number of quality points divided by the total number of quarter hours attempted except for credit hours in courses from which the student withdraws ("W") or receives a pass ("P") or no pass ("NP") grade for the course.

MAXIMUM LOAD

The normal load for a student per quarter is 16-19 quarter hours credit and 19 quarter hours is the normal maximum load. Any student desiring an overload (above 19 hours) must have the registration form approved by the Department Head.

ACADEMIC PROBATION AND RETENTION STANDARDS

The minimum quality point average required to achieve the associate degree or certificate is 2.0.

A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.

Academic Probation and Suspension will be based on the CUMULATIVE GRADE POINT AVERAGE as follows:

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 24.9</td>
<td>1.50</td>
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<tr>
<td>25 - 50.9</td>
<td>1.75</td>
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<tr>
<td>51 - above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 GPA for that term will be suspended for one term. The second occurrence will subject the student to a one-year suspension. As an alternative to suspension, the student may request continuance because of special circumstances, through the re-admissions committee chaired by the Dean of Academic Affairs or his designee. A student allowed to continue will receive special counseling which could result in a reduction in course load, redirection in program selection, testing, and/or course placement. Probation and suspension of a student in special training courses shall be left to the discretion of the institution.
The student at State Technical Institute at Knoxville is expected to assume a responsible adult attitude toward class appointments. Every effort is made by the instructor to make the classroom experience relevant and meaningful to the attainment of stated class goals. The policy concerning makeup work is the prerogative of the instructor.

Students are expected to attend all classes each time the class meets. When it becomes necessary for a student to be absent from a class, courtesy requires an explanation to the instructor in charge.

At the discretion of the instructor, excessive absences may affect the student's overall quarter grade.

**Veterans are required to attend each class.** Absences must be reported to the Veterans Affairs Office. VA educational benefits may be terminated for failure to comply with the institutional attendance policy.

**AWARDS AND HONORS**

Students graduating with the following grade-point averages will receive the corresponding honors designation on their diplomas:

- **3.90 - 4.00** With Highest Honors
- **3.50 - 3.89** With High Honors
- **3.00 - 3.49** With Honors

In addition to graduating student distinction based upon grade point averages, the Dean of Student Affairs will recognize outstanding students quarterly by placing their names on the President's Honor List (3.5 - 4.0) or the Dean's Honor List (3.0 - 3.49). Students are eligible upon completion of 12 credit hours of State Technical Institute at Knoxville coursework. Honors, High Honors, and Highest Honors will also be indicated on graduates' degrees.

Other significant recognition is presented to the outstanding graduate in each curriculum department as selected by faculty in each department. An engraved plaque is presented to the outstanding graduate in each curriculum division as nominated by departmental faculty and selected by the President.

**RECORDS**

The Records Office maintains all academic student records and provides a wide range of services to the students and staff. The Registrar oversees the operations of the office.

**Confidentiality of Student Records**

In accordance with the Family Educational Rights and Privacy Act of 1974, State Technical Institute at Knoxville students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives the right. The law further provides that records may be released without the written consent of the student to the following:

A. to other school officials, including faculty within the educational institution or local educational agency who have legitimate educational interests;

B. to officials of other schools or school systems in which the student intends to enroll, upon condition that the student be notified of the transfer, receives a copy of the record, if desired, and has an opportunity for a hearing to challenge the content of the record;

C. to authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary of State, (3) an administrative head of an educational agency, or (4) state educational authorities;

D. in connection with a student’s application for, and receipt of, financial aid; and
E. in cases of information classified as "directory information. The following categories of information have been designated by the College as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student. If the student does not wish such information released without consent, the student should notify the Office of Admissions and Records prior to the first day of classes each quarter.

F. To anyone specifically identified by the student via written consent.

Questions concerning this law and the College's policy concerning release of academic information may be directed to the Director of Admissions and Records.

Transcript of Credits

Official copies of student academic records will be furnished free of charge upon properly authorized requests. All transcript requests must be written to the Office of Admissions and Records. In all cases, financial obligations to the College must be fulfilled before transcripts will be issued.
STUDENT AFFAIRS AND SPECIAL SERVICES INFORMATION

The Office of the Dean of Student Affairs directs many services available to students at State Technical Institute at Knoxville, including Admissions and Records, Career Planning and Placement, Cooperative Education, Career Resource Center, Financial Aid, Student Activities, Counseling, Student Recruitment, and Student Organizations. The Dean of Student Affairs and staff of the related offices provide assistance to students and groups with matters affecting student well-being and out-of-class life. In addition, the Dean of Student Affairs and other staff members work with academic officers to aid in the development of academic programs to help meet the total needs of the students.

ADMISSIONS AND RECORDS

All past and current records on students at State Technical Institute at Knoxville are maintained in the Admissions/Records Office. All requests for copies of information contained in a student’s folder are made directly to the Admissions/Records Office. In accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, this institution provides eligible students or their parents with the opportunity to review the student’s education records and to seek correction of information contained in those records. Copies of college policy relating to information practices are obtained in the Admissions/Records Office.

State Technical Institute at Knoxville subscribes to the open door policy for admission. Graduates of regionally and/or state-accredited high schools are academically eligible for admission. Students desiring to enter State Technical Institute at Knoxville should write, phone, or visit for admissions information. The completed application, secondary school records and any other college transcripts should be filed with the Admissions Office well in advance of registration.

Admission to the College does not guarantee admission to all programs.

ACADEMIC ADVISEMENT CENTER

The Academic Advisement Center provides scheduling for assessment and advisement for new students, and general assistance to all students who want to improve academic performance. Curriculum planning, institutional services and peer tutoring information are available from the Center’s staff.

BOOKSTORE

Located in the lobby of Lotas Hall, the bookstore is designed to serve the students, faculty, and staff. The essential textbooks and supplies for each course offered at State Tech can be purchased in the bookstore.

Books in the same condition as when purchased are returnable with the proper course withdrawal slip and the original sales receipt up to drop deadline of the quarter in which the book was purchased. Supplies are non-returnable.

CAREER PLANNING AND PLACEMENT

The Career Planning and Placement (CP&P) Division at State Tech helps students and alumni in selecting and obtaining career positions. The Cooperative Education Program offers the opportunity for students to obtain career related experience while still in college. The Placement Program provides services to
assist students with job placement upon graduation from the College. Services of the Career Planning and Placement Office are available to all STIK students and alumni.

The Placement Office's and Student's Responsibilities are as follows:

Placement Office:
1. Maintain contact with prospective employers who are invited on campus to participate in career and recruitment programs.
2. Provide copies of student placement files to companies. (Many companies prefer to view placement files sent to them by the Placement Office. This often results in job interviews.)
3. Conduct an annual Career Exploration Day which provides career related workshops and attracts companies, agencies, and educational institutions to the campus to provide information on careers and the job search.
4. Provide information about potential employers through the Career Resource Center.
5. Provide quarterly workshops and printed booklets on Job Seeking Strategies, Resumé Writing, and Interviewing Techniques.
6. Post notices of part-time jobs available to STIK students on bulletin boards at both Lonas Hall and Division Street campuses.

Student's Responsibilities:
1. Complete a placement file within two quarters of graduation containing a personal data record, resumé, instructor and employer evaluations and college transcripts to be used by the Placement Office.
2. Attend quarterly workshops on Job-Seeking Strategies, Resumé Writing, and Interviewing Techniques.
3. Schedule individual career and job search sessions with Placement Office personnel.
4. When accepting employment, whether secured through the Placement Office or through other means, submit the name, address, telephone number of the company, job title, reporting date, supervisor and salary to the Placement Office. (STATE AND FEDERAL EDUCATION DEPARTMENT REGULATIONS REQUIRE THESE STATISTICS ON GRADUATES. This information is also used by the college and departments to aid curriculum development, recruitment, and placement of graduates.)

CAREER RESOURCE CENTER

The purpose of the Career Resource Center is to provide general information and materials on career and life planning with an emphasis on how those areas relate to technical education. In the Center you will find slide presentations outlining State Tech programs, literature on local and national companies, good reading on subjects relating to almost every aspect of student life, and much more. Whether you are exploring areas of work within your major, writing your resume, seeking a job, researching a company or facing the first interview, the Career Resource Center is a great place to start!

COMPUTING RESOURCES (USE OF AND STANDARDS OF CONDUCT FOR USE)

Computer resources at State Technical Institute at Knoxville are available to all students, faculty, and staff for authorized use in a responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct their computing activities in this manner since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of others.
The following constitutes a code of computing practice to be adhered to by all computer system users.

(1) Users must obtain official approval from Computer Services for new uses of computing resources. Authorization must be obtained to reactivate a previously discontinued use of the computer system. Approval will not be granted to use computing facilities that do not conform to the missions, processes, and functions of the institution.

(2) Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person's health, safety, or interfere with individual and institutional activities.

(3) Users must not misuse, damage, or misappropriate in any manner computing equipment, property, and other facilities and resources.

(4) Users must utilize only those computer accounts which have been authorized for their use and the purposes for which the authorization was granted.

(5) Users are responsible for the use of their computer accounts and as such they should take precautions against others obtaining access to their computer accounts. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.

(6) Users must follow the established procedures for accessing the computing system. All computing work must be readily identified with the user's own name and where applicable, the relevant department name.

(7) Users must not access, modify, or copy programs, files, data of any sort belonging to other users or to State Technical Institute at Knoxville Computer Services authorization and a clearly defined understanding of the responsibilities associated with such action (e.g., security of access to the data at the other computer installation). Users may not use programs, data, equipment, and other computing related resources obtained from other computer sites at State Tech unless prior approval has been obtained from the State Technical Institute at Knoxville Computer Services.

(8) Users should minimize the impact of their work on the work of other users. Attempts should not be made to encroach on other's use of the facilities or deprive them of resources. Game-playing that is not part of an authorized program of study will be prohibited.

**Disciplinary Actions From Infractions of the Computer Use Code**

The above code is intended to work to the benefit of all Computer Services users by encouraging responsible conduct and use of computing resources. Disciplinary action for violating this code shall be governed by the applicable provisions of student handbooks, faculty and staff handbooks, and other policies and procedures of State Technical Institute at Knoxville and its governing body, the State Board of Regents. The following disciplinary sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination, by the institution against violators of this code.

(1) Restitution to reimburse the institution for damage to or misuse of computing facilities.

(2) Warning to notify the individual that continuation or repetition of a specified conduct may be cause for other disciplinary action.

(3) Reprimand in writing indicating further violation may result in more serious penalties.

(4) Restriction of computing privileges for a specified period of time.

(5) Probation status, with the associated implications, imposed on the individual.
(6) Suspension of the individual from the Institution.
(7) Expulsion of the individual from the Institution
(8) Interim or summary suspension until a final determination has been made
in regard to the charges made against the individual.

In the event that other Institution regulations are violated, additional penalties
may be imposed. Unauthorized use of computing resources may be adjudged
a felony and the individual(s) involved may be liable to legal prosecution.

COOPERATIVE EDUCATION

The Co-operative Education Program at State Technical Institute at Knoxville
is a flexible parallel or alternating plan designed to integrate classroom theory
with practical work experience. The students have specific periods of attendance
at State Tech and specific periods of employment. The paid work experiences
are arranged in related career areas to the advantage of both the student and
the employer.

CO-OP WORK SCHEDULES AND PLANS

Schedules

State Technical Institute at Knoxville operates on a quarterly basis with flexible
work periods during the student's second year in the major technology study
area. The student must make application at least one quarter before the intended
coop work experience.

Plans

Parallel Plan

The student works in co-op position (10-20) hours weekly and goes to school
simultaneously.

Alternating Plan

The student works a co-op position on a full-time schedule (30-40 hours weekly)
for a designated period then returns to complete the second year of study.
These two plans will be flexibly operated to meet the work hour needs of business,
industry, and the student.

COOPERATIVE EDUCATION FACTS

Eligibility

To qualify and apply for the Co-operative Education Program, the student must
be enrolled at State Technical Institute at Knoxville as a full-time student and must
have completed a minimum of 30 hours/2 quarters at State Tech with 2.50 GPA
or above. Also, a Co-op faculty advisor recommendation is required. *The Co-
coop work experience occurs during the second year of study.

Credit and Grading

The student may receive a maximum of 12 college credits from the co-operative
work experience. To earn one academic credit, the work experience will consist
of 30 hours on the job. Tuition will be calculated according to the projected credit
hours to be earned in Co-op work experience during the quarter. Variable credits
will be considered according to the work experience. The Co-op courses will be
add-on or course substitution according to the approval of the department head.

The grading for the co-operative education work experience will be PASS/FAIL/
WITHDRAW. A grade designation is given with approval of course substitution.
Planning
The Co-op work experience will begin during the fourth quarter or second year in the major area of study. Plan several quarters ahead by applying early. To be considered for Co-op, apply at least one quarter before the intended Co-op work experience. Check with the Co-op Office for exact dates and deadlines.

COOPERATIVE EDUCATION: BUSINESS TECHNOLOGIES

Computer Accounting Technology Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Hours of Work</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1911</td>
<td>Cooperative Education</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>ACC 1912</td>
<td>Cooperative Education</td>
<td>60</td>
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**COOPERATIVE EDUCATION: ENGINEERING TECHNOLOGIES**

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### EDUCATIONAL RESOURCE CENTERS

"Service is our most important product" is the advertising slogan of one company. It could also be the slogan of the Educational Resource Center (ERC) of State Tech because the main reason for its existence is to serve the informational needs of the students and faculty at State Tech. In its collection of books, periodicals, microforms, computer and audiovisual software, and audiovisual equipment, the ERC supports the various curricula and provides recreational reading.

Available in the library are books, periodicals and microforms. Typewriters and copy machines are available for patron usage. A microcomputer lab equipped with various models of microcomputers is also available for patron usage.

A currently validated ID card is required for anyone to check materials out of the library. Circulating books may be checked out for two weeks. Periodicals may be checked out for one day; the current issues of periodicals cannot be checked out. Current quarter textbooks on reserve may be checked out one hour before closing time and returned within the first hour of the next class day. There is no limitation on the number of items which may be checked out. Materials can be renewed for another loan period if no "holds" have been placed on the material.

The library does not charge an overdue fine for materials that are turned in after their due date. However, students having overdue materials will not receive grades or be permitted to register or graduate until they have either returned the materials or paid a replacement cost fee at the Business Office.

Audiovisual software and equipment are available in the STIK Media Center. Experienced personnel are available to help design materials and to explain the operation of the various types of equipment. Audiovisual assistance is available to students upon request.
The State Tech library and the University of Tennessee-Knoxville libraries have reciprocal borrowing agreements. State Tech students and employees can check materials out of the UTK libraries. To check materials out, a State Tech ID card, validated for the current quarter, and UT Library courtesy card must be presented. The UT Library courtesy card may be obtained at the circulation desk at the UT Main Library on Cumberland Avenue. State Tech students and employees must comply with UT Library loan policies and are responsible for all overdue and/or lost material fees they may accumulate.

FINANCIAL ASSISTANCE

The student financial aid program at State Technical Institute at Knoxville is under the direction of the Dean of Student Affairs. The program is designed to aid students who would find it difficult or impossible to attend college without financial assistance. State Technical Institute at Knoxville offers a comprehensive program of financial aid in the form of scholarships, part-time employment, grants, and loans. Major emphasis is placed upon the student's financial need, academic achievement, character, and promise of future success. Students may apply for one type or a combination of the types of financial aid available.

The basis for determining the need of student’s or the parent's income, provided by the American College Testing Need Analysis Services or the College Scholarship Service, Princeton, New Jersey. Any student desiring to receive most financial aids must submit a Family Financial Statement or Parents Confidential Statement to the appropriate need analysis company and request that a need analysis report be sent to State Technical Institute at Knoxville. These statements are available in the highs schools and in the Financial Aid Office at State Technical Institute at Knoxville. (For further information, please see the Financial Assistance Section on page 21.)

LEARNING SUPPORT DIVISION

The Learning Support Division is a program designed to help students be successful in their studies. Students are advised into refresher courses when needed. This need is verified by test scores which are provided for advisors. Students are required to provide evidence of academic competency before being admitted as a Regular Admission Student.

Assessment

The test program for new students includes ACT and the AAPP tests. Students under 21 years of age are required to provide ACT test scores or take the ACT on campus. Students with low scores on the ACT must take the AAPP test to be placed in the correct level and type of remedial or developmental course. Students 21 or over will take the AAPP test for placement into the correct level of coursework. Students who do not need remedial or developmental courses may be admitted as regular admission students and enroll in college-level courses.

Academic Advisement

Academic advisement is the process the student follows to get accurate information about programs, requirements, and resources within the college. A major goal of the advisement program is to help students achieve personal goals through academic training. The advisement center provides assessment and student progress information to students and faculty. It also schedules and provides guidelines for the advisement process.
Remedial and Developmental Studies

The purpose of this program is to help students improve academic skills for better performance in the classroom. Another purpose is to improve student retention. In order to be successful in college-level courses, students must have adequate basic skills. Courses are offered in reading, English, math and study skills in order to help students prepare for college.

First quarter freshman courses in the technical curricula are designed for students who have tested out of the Remedial and Developmental Studies program or have completed required courses. Students enrolled in college-level courses may request a test appointment for an analysis of academic skills. Once tested, these students must enroll in recommended remedial or developmental courses.

The courses are designed to improve academic skills in an interesting format for adult learners. Programs are individualized as much as possible, and students are encouraged to take responsibility for their own learning.

DSE 0801 Basic Writing Skills 3 Credit Hours
This course is designed to enhance basic writing skills. Students are introduced to multi-paragraph compositions, summary writing, documentation methods, and report formats.

DSE 0802 Basic Writing Skills Lab 1 Credit Hour
This course is designed to provide individualized instruction which supports writing skills taught in DSE 0801 Basic Writing Skills.

DSM 0837 Introductory Mathematics 5 Credit Hours
This course includes the introductory algebra topics of positive and negative numbers, simple equations, powers, roots, ratios and proportions, percentages, order of operation, inequalities, polynomials and algebraic fractions.

DSM 0847 Intermediate Mathematics 5 Credit Hours
This course includes algebra which includes fractions, graphing equations, solving simultaneous systems, and quadratic equations. Additional general mathematics topics from geometry, statistics, and probability are covered. The elementary problem solving skills of estimation, judging the reasonableness of answers and selecting an appropriate solution method are integrated throughout the course.

DSR 0803 Basic Reading Improvement 3 Credit Hours
This course will include efficient and effective comprehension techniques appropriate for long selections and textbook chapters by applying: a) reasoning and analyzing strategies for critical thinking; b) typographical devices and cues to the organization of ideas; c) flexible reading rate strategies appropriate for the purpose of reading, and d) organizational strategies and mnemonics for memory and recall of selected information. Vocabulary development activities will include analysis of technical vocabulary by context clues, Latin and Greek root words, prefixes, suffixes and their derivatives.

DSR 0804 Basic Reading Improvement Lab 1 Credit Hour
This course is designed to provide individualized instruction which supports reading skills taught in DSR 0803 Reading Improvement.

DSS 0816 Basic Study Skills III 3 Credit Hours
The Study Skills lab is designed to support the students' integration of reading, English and math skills for improved reasoning abilities. It also includes instruction for utilizing institutional resources, refinement of approaches to studying, exam preparation, performance and evaluation skills, and critical thinking.
skills in content courses. Individual and small group counseling is provided to support students' academic progress and readiness for freshman level-1 technical courses.

RSE 0701 ESL Introductory Communicative Skills for International Students and Hearing Impaired Students  
4 Credit Hours  
This course is a course designed to improve the general communicative skills of non-native speakers and hearing-impaired students. Students participate in a variety of communication activities, such as speaking, listening, reading, and writing. Grammatical concepts, vocabulary development, and use of the English idiom are emphasized.

RSE 0702 ESL Writing Laboratory  
1 Credit Hour  
This course is a course designed to improve the composition skills of non-native speakers and hearing-impaired students. It reinforces skills taught in RSE 0701. Sentence writing and short paragraphs are emphasized.

RSE 0711 Introductory Sentence Skills  
4 Credit Hours  
This course is an introductory composition course designed for students with little or no experience in writing. It emphasizes sentence construction, basic grammatical concepts, and spelling.

RSE 0712 Introductory Sentence Skills Laboratory  
1 Credit Hour  
This course is designed to provide individualized instruction which support writing skills taught in RSE 0711 Introductory Sentence Skills.

RSE 0721 Introductory Paragraph Skills  
3 Credit Hours  
This course is designed to give students the opportunity to improve paragraph writing skills. Students are taught to compose paragraphs using various rhetorical methods of development. Appropriate grammatical and spelling skills are also emphasized.

RSE 0722 Introductory Paragraph Skills Laboratory  
1 Credit Hour  
This course is designed to improve student's paragraph writing skills taught in RSE 0721 Introductory Paragraph Skills. Individualized instructional programs will be used.

RSL 0706 ESL Listening Laboratory  
1 Credit Hour  
This course is a laboratory course designed to enhance the listening comprehension skills of non-native speakers and hearing impaired students. It reinforces skills taught in RSE 0701. Individualized laboratory programs will be used.

RSP 0704 ESL Pronunciation Laboratory  
1 Credit Hour  
This course is a laboratory course designed to aid non-native speakers and hearing-impaired students in developing proficiency in English pronunciation. It reinforces skills taught in RSE 0701. Individualized programs and small group activities are used.

RSR 0707 ESL Reading Skills  
4 Credit Hours  
This course is the first reading course for students whose native language is not English and for those who need the development of basic reading skills. Word recognition techniques are combined with comprehension strategies to develop basic reading competency.

RSR 0708 ESL Reading Skills Laboratory  
1 Credit Hour  
This course is designed as to enhance reading skills of non-native and hearing-impaired students. Individualized laboratory programs will be used.
RSR 0713 Introductory Reading Skills I 3 Credit Hours
This is the first reading course for native speakers of the English language. It will include efficient and effective comprehension techniques: identifying the main idea, major and minor details, and adjusting reading rate according to purpose in paragraphs, charts and graphs. Vocabulary development activities will include analysis by context clues, frequently used Latin and Greek root words, prefixes, suffixes, and their derivatives.

RSR 0714 Introductory Reading Skills Lab I 1 Credit Hour
This course is designed to provide individualized instruction which supports reading skills taught in RSR 0713 Introductory Reading Skills I.

RSR 0723 Introductory Reading Skills II 3 Credit Hours
This course is designed to improve student's efficient and effective reading comprehension techniques; analyzing information according to common organizational patterns and developing appropriate reading rate skills for short selections. Vocabulary development activities will include analysis of words and phrases in context and an extensive study of Latin and Greek root words, prefixes, suffixes and their derivatives.

RSR 0724 Introductory Reading Skills Lab II 1 Credit Hour
This course is designed to enhance student's reading comprehension, reading rate and vocabulary development taught in RSR 0723 Introductory Reading Skills II. Individualized laboratory programs will be used.

RSS 0736 Introductory Study Skills I 3 Credit Hours
The study skills lab is designed to provide instruction which supports the student's integration of reading, English and math skills for improved reasoning abilities. It also includes diagnostic assessment of academic goals, study attitudes, and learning techniques. Individual and small-group counseling is provided.

RSS 0746 Introductory Study Skills Lab II 3 Credit Hours
The study skills lab is designed to provide instruction which supports the student's integration of reading, English and math for improved reasoning abilities. It also includes evaluation of established goals, time management, attitudes and approaches to study, information organization and memory techniques, and utilization of institutional resources. Individual and small-group counseling is provided.

VETERANS EDUCATIONAL ASSISTANCE
State Technical Institute at Knoxville maintains an Office of Veteran Affairs in the Financial Aid Office. Personnel cooperate with the Veterans Administration in providing educational opportunities for veterans and eligible persons under appropriate Public Laws. The office is responsible for maintenance of all veterans needs related to educational benefits, recruitment of prospective veterans as students, information to organizations concerned about veterans benefits, counseling, and tutorial assistance to eligible persons on campus. Upon accepting veterans educational assistance, the student assumes responsibility for all rules and regulations of the Veterans Administration.

Veterans wishing to apply for educational benefits must submit transcripts from the high school/GED facility which granted a diploma or all accredited colleges and universities attended. These documents must be submitted within the first quarter, or further registration for courses will not be permitted.

The VA Form 22-1900, "Veterans Application for Program of Education or Training," must be completed. The veteran must submit the original Form DD-214, a marriage record, a divorce decree, and birth records of each dependent child.
(as applicable). If benefits have previously been used for educational assistance, veterans must complete VA Form 22-1995. Any change in marital status or number of dependents since the veteran’s last school attendance must be verified by marriage license, divorce decree, or birth certificate. The application and all supporting documents should be submitted for processing to the Financial Aid/Veterans Office at least eight weeks prior to the beginning of the quarter in which the Veteran wishes to attend. Advance pay is available to early applicants.

Proper application forms for disabled veterans, sons or daughters, widows or widowers, or husbands of veterans are available in the Financial Aid/Veterans Affairs Office.

STUDENT ORGANIZATIONS AND ACTIVITIES

There are several activities on campus for students. State Tech encourages extra-curricular activities which develop individual initiative, group leadership, and cooperation. Student organization and administration of student activities are presently functions of the office of the Dean of Student Affairs.

Student Government Association

The purpose of the Student Government Association (S.G.A.) is to promote and expand interest in student activities and to serve as an advisory group to both the administration of the school and the student body. The SGA is delegated authority to be responsible for certain specific matters affecting student affairs and represents student opinions in working with the administration toward the good of State Technical Institute at Knoxville. The officers of the SGA are the President, Vice-President, Secretary, Treasurer, and Parliamentarian. Officers and SGA representatives from each curriculum area are elected during the last week of spring quarter and serve for one year. The Dean of Student Affairs is the Student Affairs liaison, the Dean of Student Affairs and an advisor or designated representative must be present at all official meetings of the SGA.

Clubs

Honor, social, and professional clubs may be organized by the S.G.A. Organizations not chartered by the S.G.A. will not be recognized as part of the College. Those chartered must have the following elected officers: President, Vice-President, Secretary, Treasurer, Club Reporter, and the Representative to the S.G.A.

The S.G.A. will determine if sufficient interest exists to form or to continue such a club. Each club will have a faculty advisor.

Included among the clubs on campus are student chapters of the Active Minorities Students Association, American Society of Certified Engineering Technicians (ASCE), the Data Processing Managers Association (DPMA), American Institute for Design Drafting (AIDD), the Alpha Theta Xi chapter of Phi Theta Kappa National Honor Fraternity (PTK), All-Sports Club, Christian Student Association (CSA), the PSI Delta Chapter of Tau Alpha Pi National Honor Society, the Our Voice student newspaper, and a local chapter of Phi Beta Lambda (IEEE). These clubs sponsor field trips to local businesses and industries and give students the opportunity to meet and talk with working technicians and business people.

Honor Fraternities

State Technical Institute at Knoxville has an active chapter of Phi Theta Kappa, the national honor fraternity for junior college students. The fraternity seeks to promote scholarship, develop leadership and service, and cultivate fellowship on campus. Membership in the State Technical Institute at Knoxville Chapter, Alpha Theta Xi, is by invitation to full-time students on the basis of character, citizenship, and grade-point average. State Technical Institute at Knoxville also has chapters of the Tau Alpha Phi Fraternity for outstanding engineering technology students, and Phi Beta Lambda for outstanding business technology students.
Student Lounge

Student Lounges are located at both the Division Street and Loras Hall campuses. Snacks and games are available for student use. Students should respect the rights of others by removing any personally used items from the tables (e.g. trash).

Student Publications

The Our Voice, published twice quarterly, is the official student newspaper of State Technical Institute at Knoxville. It is a tabloid newspaper produced entirely by students. Students gain practical experience in writing, editing, layout and design, printshop composition, photography, and other facets of newspaper production. The newspaper is published for the purpose of providing a free marketplace of ideas for the student body. Students interested in joining the staff are invited to direct inquiries to the newspaper advisor.
ASSOCIATE AND CERTIFICATE PROGRAMS

BUSINESS TECHNOLOGIES
- Banking and Finance Technology
- Computer Accounting Technology
- Computer Science Technology
  - Business Option
  - Mathematical/Scientific Option
- Management Technology
  - Industrial Specialization
  - Managerial Specialization
- Marketing Technology
  - Marketing Management Option
  - Marketing Information Systems
- Office Information Technology

ENGINEERING TECHNOLOGIES
- Chemical Engineering Technology
- Construction Engineering Technology
  - Building Construction Specialization
  - Structural Specialization
- Electrical Engineering Technology
  - Electrical Specialization
  - Electronic Specialization
- Engineering Graphics Technology
- Mechanical Engineering Technology

BUSINESS AND INDUSTRIAL DEVELOPMENT DIVISION
The Business and Industrial Development Division offers courses of the following type:

1. **Credit Courses** — Credit courses are offered in Insurance, Real Estate, Photography, Emergency Medical Training (leading to a program certificate), Paramedic Training, and Surveying.

2. **Non-Credit Courses** — These courses are designed to meet specific training needs of personnel employed in business and industry needing to upgrade their knowledge and skills. These courses may also be taken by individuals interested in personal development.

Courses may be offered in local communities at public schools, businesses, or industrial plants.

Students taking credit courses may take up to 18 credit hours without applying for a degree. After a total of 18 attempted credit hours, the student must meet the regular admissions requirement as a condition for additional study. Students taking credit courses must complete a regular application for admission to the college. A course may be audited by anyone with no college credit awarded.

Continuing Education Units (CEU) are awarded for non-credit activities that meet the criteria outlined by the Southern Association of Colleges and Schools. A CEU is defined as ten contact hours of participation in an organized continuing education experience under capable direction and qualified instruction.

Programs in the Business and Industrial Development Division generally fall into one of the following categories:
- Business Training
- Health Training
- Vocational/Industrial Training
- Personal Interest
BANKING AND FINANCE
(ASSOCIATE DEGREE PROGRAM)

As the price of money and the need for financial services have grown in the past decade, competition within the industry has brought about many changes in financial institutions. A need for better-educated bank personnel and for people trained for new jobs in public relations, bank marketing, and branch management has developed. The Banking and Finance Associate of Science Degree program is designed to meet that need.

Theories and principles of banking are taught at a conceptual level in the bank management and principles of banking courses. Opportunities for skill development in communications, machine usage, accounting, and office operations are included. In all courses the latest developments in banking-related technology and regulations are used. One important overall objective is to instill a person-to-person approach to working in the banking community by providing practical education in supervision, personnel administration, human relations, and effective communications.

The curriculum provides a sound background for persons seeking a career in the banking industry. The American Institute of Banking (AIB) has assisted in developing this curriculum. The wide range of courses covers nearly every facet of banking and bank operations. A basic background in English is given to emphasize oral and written communication as it relates to banking. Mathematics is also directed specifically to needs of banking workers. Social studies is geared toward management, human relations, economics, law and psychology—all as they relate to the world of banking.

Basic technical courses are applied to specific course content areas such as accounting, business finance, principles of banking, credit administration, marketing, federal reserve systems, and federal regulations.

Special Note: All Business Technologies students who do not type 20 words per minute with one or fewer errors must enroll in OIT 1000 before enrolling in any CST courses above CST 1100.

TYPICAL POSITIONS OPEN TO BANKING AND FINANCE GRADUATES

Bank Public Relations
Marketing
Trust Services
Bank Operations
Correspondent Banking
# Banking and Finance

**(Associate of Science Degree)**

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**TOTAL HOURS FIRST YEAR - 50**

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**TOTAL HOURS SECOND YEAR - 47**

**TOTAL HOURS FOR MAJOR - 97**

*Including OIT 1000
CHEMICAL ENGINEERING TECHNOLOGY

(ASSOCIATE DEGREE PROGRAM)

Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

Chemical Engineering Technicians are technical assistants to the chemical engineer and, as such, must be able to speak the language of the engineer.

Specifically, they must be familiar not only with the basic concepts of mathematics, chemistry, and physics but also with the variety of techniques and equipment used in the chemical processing industries.

An ever-expanding field, chemical engineering technology is employed extensively in industries which process plastics and synthetics, food and beverages, petroleum chemicals and products, paper, and industrial chemical intermediates. In addition, chemical engineering technology plays an important role in environmental control and in many other areas. As a result of continuing expansion in the field, engineering technicians with the necessary skills for advancement are offered interesting and rewarding careers across a broad spectrum of industrial complexes and governmental agencies.

TYPICAL POSITIONS OPEN TO CHEMICAL ENGINEERING TECHNICIANS

Development technician — assists engineers and chemists in developing new processes, improving existing processes, and carrying bench projects into pilot and/or full scale operation.

Environmental control technician — works with the chemical engineer or environmental engineer to oversee municipal or industrial air and water purification.

Pilot plant operator — operates equipment in research and development of new processes and products.

Chemical production technician — works in commercial plant with engineers and plant supervisors to help solve problems or improve operations.

Process instrumentation technician — works with the chemical engineer to assist in the design, testing, and installation of process control instrumentation.

Chemical salesperson — sells chemicals and assists customers in the development of uses for chemicals.

Analytical technician — performs laboratory analyses requiring use of specialized equipment or knowledge.
## CHEMICAL ENGINEERING TECHNOLOGY
(ASSOCIATE OF ENGINEERING TECHNOLOGY)

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COMPUTER ACCOUNTING TECHNOLOGY  
(ASSOCIATE DEGREE PROGRAM)

A graduate in Computer Accounting Technology is a technical assistant to both the accounting department and the data processing department and, as such, must be capable of speaking the language of the accountant and of the computer technician.

Specifically, the computer accounting technician acts as a liaison between the two departments by transposing information collected by the accounting department into a language understood by the data processing personnel. By interacting with these departments, the computer accounting technician can facilitate the collection of raw data into financial statements that may be used by the accountant and/or management in the decision-making process. By using the computer, technicians not only perform computations usually done by bookkeepers or junior accountants but can perform them much faster. This function has a two-fold effect on the business. First, the technician is free to perform more important duties such as the collection of raw data. Secondly, the data upon which management bases its decisions are more current.

With computers becoming more accessible to companies which have regional or local markets, the demand for competent technicians will increase appreciably. As a result of this growth, potential graduates who possess the necessary skills to fill positions as computer technicians will find new and exciting job opportunities limited only by their own creativity.

The Managerial Accounting Specialization is designed to provide the student with a firm base in accounting principles and fundamentals of management. Typical course work areas include accounting theory and practice, cost accounting, taxation, finance, business law, and supervisory development.

Special Note: All Business Technologies students who do not type 20 words per minute with one or fewer errors must enroll in OIT 1000 before enrolling in any CST course above CST 1100.

TYPICAL ENTRY-LEVEL POSITIONS OPEN TO COMPUTER ACCOUNTING TECHNICIANS

Accounting technician — assists the chief accountant in the implementation of data collection methods to utilize better the advantage of the data processing department.

Programmer — assists the data processing department in converting the data collected by the accounting department into a language acceptable to the computer.

Analyst trainee — assists the data processing department in retrieving and compiling data stored in the computer into financial statements understood and usable by the accounting department.

Management trainee — entry level position in the accounting department. This technician has skills to perform duties in general accounting or cost accounting and related areas of activity which require an understanding of accounting principles.
# COMPUTER ACCOUNTING TECHNOLOGY
(ASSOCIATE OF SCIENCE DEGREE)

<table>
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**TOTAL HOURS FIRST YEAR - 54**

**MANAGEMENT OPTION**

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**TOTAL HOURS SECOND YEAR - 43**

**TOTAL HOURS FOR MAJOR - 97**

**PROGRAMMING OPTION**

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**TOTAL HOURS SECOND YEAR - 48**

**TOTAL HOURS FOR MAJOR - 102**
COMPUTER SCIENCE TECHNOLOGY

(ASSOCIATE DEGREE PROGRAM)

With the continuing emphasis on computer usage in all phases of business, engineering and science, the role of the computer programmer is gaining in importance. The college strives to teach students to become competent computer programmers as a first step in a career path in Computer Science Technology.

Beginning with an overview of the computer industry, the curriculum moves into the theoretical and analytical tools necessary for thorough program development and then on to a variety of languages and applications.

The Business Option is designed for students who are interested in the types of programs applicable to business environments (e.g., inventory control, accounts receivable, employee records). Students are taught basic business fundamentals in order to understand better the underlying problems of business data processing. These business courses, together with foundation courses in English, and mathematics will enable the student to communicate effectively with others in a business programming environment.

The Mathematical/Scientific Option emphasizes the skills necessary to solve programming problems in a research or scientific setting. Students are introduced to basic concepts of calculus, physics, chemistry and engineering. Combined with a core of technical communications, social sciences, and humanities courses, the option provides the student with sufficient background to be able to grow professionally in a rapidly changing field.

All Computer Science Technology students complement their studies with a 150-hour internship in a real-world programming situation. This program, unique in the area, affords the student the chance to gain actual job experience before graduation.

Students completing the Computer Science Technology curriculum can expect to find careers in diverse areas, such as manufacturing enterprises, accounting firms, engineering shops, government installations, universities, research laboratories, and many other public and private concerns. The well-trained computer programming technician has a wide horizon of job opportunities.

Special Note: All Business Technologies students who do not type 20 words per minute with one or fewer errors must enroll in OIT 1000 before enrolling in any CST courses above CST 1100.

TYPICAL POSITIONS OPEN TO COMPUTER SCIENCE TECHNICIANS

Applications programmer — Converts a problem into a set of directions for a computer to solve.

Systems representative — Provides customer programming support for a manufacturer and normally travels from installation to installation.

Systems programmer — Responsible for maintaining programs supplied by the manufacturer which are an essential part of the computer's operational environment.

Maintenance programmer — Maintains and makes adjustments to programs already written.

Documentation specialist — Creates and maintains the technical and user manuals which support a system.

Database aide — Is responsible for maintaining databases and writing the programs to access information stored there.

Programming aide — Provides assistance to computer users and other programmers in a large installation.

Research assistant — Analyzes problems in a research environment and solves them with the assistance of computer programs.
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**TOTAL FIRST YEAR - 51**

**TOTAL SECOND YEAR - 51**

**TOTAL FOR MAJOR - 102**
CONSTRUCTION ENGINEERING TECHNOLOGY
(ASSOCIATE DEGREE PROGRAM)

Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

Construction engineering technology encompasses the broad fields of architecture, construction, and civil engineering technology. The curriculum presents theory, practical application, and related study instruction that will prepare graduates for direct entry into employment in the construction industry.

The construction industry has vastly expanded in technical innovations, thereby requiring technical knowledge and skills to manage and solve problems involved with construction projects. The construction engineering technology curriculum, therefore, offers an Associate of Engineering Technology Degree in two areas of emphasis.

BUILDING CONSTRUCTION SPECIALIZATION — Presents course information from engineering and construction sources to train technicians in the management skills of construction administration and building construction.

TYPICAL POSITIONS REQUIRING THIS EXPERTISE WOULD INCLUDE:
Architectural draftsperson — assists in the production of architectural working drawings.
Sales representative — sells and advises customers regarding the use of various construction materials.
Junior specification writer — assists in the research and completion of technical information for project specification manuals.
Architectural or Engineering field representative — visits construction projects and reports on job progress and compliance with construction documents.
Plan reviewer or building inspector — works for an agency reviewing compliance with prevailing construction guidelines.
Detailer — assists in the production of construction shop drawings.
Estimator aide — assists estimator in preparing quantity and pricing surveys.

CIVIL-STRUCTURAL SPECIALIZATION — Presents course information from construction and civil engineering technologies to train technicians to become engineering aides on engineering design projects.

TYPICAL POSITIONS REQUIRING THIS EXPERTISE WOULD INCLUDE:
Engineering junior designer and draftsperson — assists in the design and production of engineering working drawings.
Materials tester — assists engineers in testing soils, concrete, and various construction materials.
Engineering field representative — visits construction projects and reports on job progress and compliance with construction documents.
Structural detailer — assists in the production of engineering detail drawings.
Estimator's aide — assists estimator in preparing quantity and pricing surveys.
Survey party member — assists party chief in performing surveying work.
Plan reviewer or building inspector — works for an agency reviewing compliance with prevailing construction guidelines.
Sales representative — sells and advises customers regarding the use of various construction materials.
Bridge inspector and field layout person — assists party chief in inspection of existing bridge work and performs field drafting.
## CONSTRUCTION ENGINEERING TECHNOLOGY

### (ASSOCIATE OF ENGINEERING TECHNOLOGY DEGREE)

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ELECTRICAL ENGINEERING TECHNOLOGY
(ASSOCIATE DEGREE PROGRAM)

Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

The program in electrical engineering technology offers instruction in mathematics, science, electrical and electronic fundamentals, and general education studies. This program is designed to prepare individuals to work at the technician level in the development, manufacture, instrumentation, testing, research, installation, and maintenance fields. The technician requires some of the knowledge and skills of both the professional engineer and the skilled craftsman.

The electrical engineering technology department offers associate of science degree programs in two specializations: electrical and electronics. In the electrical specialization the student is taught the characteristics of power production, transmission, and distribution, and the instrumentation and control of electrical rotating machinery and automation. In the electronic specialization the student is taught how digital and linear electronic devices are used in various fields such as digital computers, communications, control and switching applications. Also, emphasis will be placed on industrial electronics and applications.

The graduate technician can apply skills to processes and may perform simple design tasks under the supervision of an engineer. The technician will understand the use of transistors and other solid state devices.

TYPICAL POSITIONS AVAILABLE TO ELECTRICAL ENGINEERING TECHNICIANS

Power generation and transmission
Power distribution and utilities
Industrial control and electrical maintenance
Electrical maintenance of major commercial or residential complexes
Manufacture or installation of electrical equipment
Telephone industries
Numerical control systems
Research and development
National defense
Digital computer electronics
Nuclear instrumentation and systems
Communications
Medical instrumentation technology
Consulting and engineering services
# ELECTRICAL ENGINEERING TECHNOLOGY

(ASSOCIATE OF ENGINEERING TECHNOLOGY DEGREE)

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TOTAL FOR FIRST YEAR - 52

# ELECTRICAL SPECIALIZATION

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TOTAL FOR SECOND YEAR - 53

TOTAL FOR ENERGY SPECIALIZATION - 105
### ELECTRONIC SPECIALIZATION

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**TOTAL FOR SECOND YEAR - 50**

**TOTAL HOURS FOR ELECTRONIC SPECIALIZATION - 102**

### APPROVED ELECTRICAL ENGINEERING TECHNOLOGY ELECTIVES

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EMERGENCY MEDICAL TECHNOLOGY — PARAMEDIC
(CERTIFICATE PROGRAM)

This one-year certificate program trains Emergency Medical Technician Paramedics to administer advanced emergency care under the direction of a physician to victims of accidents and acute medical emergency situations. In addition training is provided advanced life support for patients with critical care needs who are being transferred into tertiary care hospitals. Only employees who have worked full-time for a licensed ambulance service as an emergency medical technician for a minimum of one year may apply.

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TOTAL FIRST YEAR - 71

THE FOLLOWING CLASSES MUST BE TAKEN DURING SUMMER QUARTER:

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TOTAL SUMMER QUARTER - 6

TOTAL FOR CERTIFICATE - 77
ENGINEERING GRAPHICS TECHNOLOGY

(ASSOCIATE DEGREE PROGRAM)

The Engineering Graphics Technology program provides for careers in the fields of technical graphic design. Graphics technicians are familiar not only with the basic concepts of mathematics, physics, and English but also with the variety of techniques to present design information in a visual manner. These techniques include not only traditional mechanical drafting skills but the interactive use of computers in drafting and design.

This rapidly growing field is used by all manufacturing operations. The challenge of modern technology is to integrate the entire design and manufacturing process, and graphics technicians are vital to and central to this progress. The Engineering Graphics Technology Department offers an Associate of Science Degree Program designed to impart the knowledge and skills of the designer and the skilled drafter.

TYPICAL POSITIONS OPEN TO ENGINEERING GRAPHICS TECHNICIANS

Design drafter — translates a sketch produced by an engineer into a working drawing for production.

Computer aided design drafting technician — operates or manages a computerized design system.

Numerical control drafting technician — translates working drawings into instructions for a computer controlled manufacturing operation.

Technical illustrator — presents graphic illustrations for use in manuals of other presentations.
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MANAGEMENT TECHNOLOGY

(ASSOCIATE DEGREE PROGRAM)

Management positions offer an exciting opportunity today. In these positions management theories and principles find practical application. Managers are needed in a wide variety of organizations including: education, health care, service, retail, government, and manufacturing. Basic understanding of theory and principle is essential, but emphasis is on practical applications. The courses include case studies and problems to give students the feel of real-life situations.

Some of the specific topics covered in the management courses are: leadership, supervision, group dynamics, communications, union relations, organizational change, planning, controlling, and motivation. These are all people-oriented activities. Topics dealing with money (economics, finance, costs), materials (handling, transportation, quality control), and machines (plant layout, time and motion study) are given an important place in the curriculum.

The two-year Management Associate of Science degree program is directed toward students who wish to develop or improve their supervisory skills. The program will be especially interesting and helpful to mature students who are continuing their education on a part-time basis.

Special Note: All Business Technologies students who do not type 20 words per minute with one or fewer errors must enroll in OIT 1000 before enrolling in any CST courses above CST 1100.

TYPICAL POSITIONS OPEN TO MANAGEMENT GRADUATES

Personnel Management
Office Supervision
Counselor
Management of a Small Business
Retail Management
Manufacturing
Foreman
Production Planning and Control
Materials Handling
Plant Layout
Production Planner
## MANAGEMENT TECHNOLOGY

### (ASSOCIATE OF SCIENCE DEGREE)

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**TOTAL FOR FIRST YEAR - 48**

### INDUSTRIAL SPECIALIZATION

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**TOTAL FOR SECOND YEAR - 54**

**TOTAL FOR MAJOR - 102**
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**TOTAL FOR SECOND YEAR - 54**

**TOTAL FOR MAJOR - 102**
MARKETING TECHNOLOGY
(ASSOCIATE DEGREE PROGRAM)

The Marketing Technology curriculum is designed to provide the skills graduates need to enter careers in retailing, wholesaling, sales, and small business management. Courses in BASIC MARKETING, ADVERTISING, SALESMAINSHP, and SMALL BUSINESS MANAGEMENT as well as core courses needed by all business persons — ACCOUNTING, ECONOMICS, MANAGEMENT, TECHNICAL REPORT WRITING — help the marketing technician develop requisite skills necessary to enter the dynamic work of marketing.

A recent addition to the workplace — MICROCOMPUTER TECHNOLOGY has dramatically impacted the way marketing tasks are accomplished. To address the marketing technician's need for computer skills, the Information Management Option curriculum now includes one full year (three courses) of Computer Science courses. Upon completion of these courses, the marketing technician should have an understanding of the use of computers in business applications and have the ability to program a computer using BASIC.

The Marketing Management Option puts more emphasis on people skills and is suggested for those students whose career goals include retail and sales management. Personnel Management and Supervisory Development courses complement the basic Marketing curriculum, giving future marketing managers additional insight into the people side of management.

Special Note: All Business Technologies students who do not type 20 words per minute with one or fewer errors must enroll in OIT 1000 before enrolling in any CST courses above CST 1100.

TYPICAL POSITIONS OPEN TO MARKETING TECHNICIANS
Advertising Media Sales Representative
Buyers Assistant
Entrepreneur
Inventory Control Clerk
Manager or Manager Trainee
Sales Representatives
# MARKETING TECHNOLOGY

**ASSOCIATE OF SCIENCE DEGREE**

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**TOTAL FOR SECOND YEAR - 47**

**TOTAL FOR MAJOR - 101**
MECHANICAL ENGINEERING TECHNOLOGY
(ASSOCIATE DEGREE PROGRAM)

Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

Mechanical Engineering Technology covers areas of specialization involving the generation, transmission, and utilization of mechanical energy. The curriculum reflects a broad spectrum of subjects ranging from English composition, physics, and technical drawing to the laboratory oriented studies of materials science, electronics, thermal science, and instrumentation. The mechanical engineering technician assists the engineer in many phases of research, design, and production.

TYPICAL POSITIONS OPEN TO MECHANICAL ENGINEERING TECHNICIANS

Technical salesperson — sells and troubleshoots mechanical equipment; has the expertise to advise customers since he/she understands the equipment and can match it with the engineering requirements.

Engineering aide — performs tests, collects data, evaluates and makes recommendations for equipment modifications, changes or replacements to eliminate technical problems.

Production assistant — assist production engineering, design engineers, and maintenance personnel with diagnosing and eliminating problems in process equipment and systems.
# Mechanical Engineering Technology
## Associate of Engineering Technology

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**TOTAL FOR FIRST YEAR - 55**

**TOTAL FOR SECOND YEAR - 53**

**TOTAL FOR MAJOR - 108**
OFFICE INFORMATION TECHNOLOGY

(ASSOCIATE DEGREE PROGRAM)

The Office Information Technology curriculum is designed to provide knowledge and skills to enter a career in the modern automated office and progress to office managerial/supervision positions. In addition to the development of entry-level skills, the basic principles of managing people and tasks are emphasized to promote advancement in professional career paths in the Office Information Technology field.

The rapidly expanding use of information/word processing has brought about a need for training beyond the traditional secretarial level. Graduates with specific skills in this field will be prepared to fill new positions generated by the changes in the modern office. The basic functions of the modern office — information creation, production, duplication, storage/retrieval and distribution — will be the focus of the course work. The program will emphasize training for potential supervisory or management positions and will utilize microcomputers with software packages to include keyboarding, word processing, and records management.

The Associate Degree program in Office Information Technology provides students with an education containing both technical and managerial components that meet present business and industry needs. The demand for office information professionals is predicted to continue to expand in the foreseeable future.

**Special Note:** All Business Technologies students who do not type 20 words per minute with one or fewer errors must enroll in OIT 1000 before enrolling in any CST courses above CST 1100.

TYPICAL POSITIONS OPEN TO OFFICE INFORMATION TECHNOLOGY GRADUATES

In addition to the secretarial occupations, the following are new job titles that graduates of Office Information Technology would be qualified to assume or progress to:

- Information/Word Processing Operator
- Information/Word Processing Specialist
- Information/Word Processing Trainer
- Information/Word Processing Supervisor
- Office Manager
# OFFICE INFORMATION TECHNOLOGY
## (ASSOCIATE OF SCIENCE DEGREE)

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COURSE DESCRIPTIONS

ACC 1211 Principles of Accounting I
4 Credits
A course which includes basic principles of accounting theory and practice, analysis and recording of business transactions, business documents, books and controlling accounts, adjusting and closing entries, and payroll accounting.
Co-requisite: MTH 1200

ACC 1221 Principles of Accounting II
4 Credits
A course which includes merchandise inventory, deferrals and accruals, fixed assets, systems and controls, and partnership and corporate accounting.
Prerequisite: ACC 1211

ACC 1231 Principles of Accounting III
4 Credits
A course which includes cost accounting systems, budgetary control and standard costing, cost and revenue relationship for management, management reports and special analysis, funds statements, and cash flow and financial statement analysis.
Prerequisite: ACC 1221

ACC 2020 Accounting Systems
3 Credits
A study of the integration of information systems concepts with the basic accounting process, including an in-depth analysis of these processes in various computer environments.
Prerequisite: ACC 1231

ACC 2031 Income Taxation
4 Credits
A course which integrates the principles of accounting and law into the understanding of income taxation.
Prerequisite: ACC 1231

ACC 2040 Advanced Taxation
4 Credits
Further study of corporate income taxes and partnership taxation, excise taxes, and estate taxes.
Prerequisite: ACC 2031

ACC 2110 Payroll Procedures
3 Credits
This course teaches procedures followed in handling the payroll. These include working with time cards, payroll records, payroll deductions, employee earning records, paying employees, and accounting for payroll funds.

ACC 2160 Introduction to Finance
3 Credits
The subject matter surveys the whole field of finance, both public and private.
Prerequisite: ACC 1221, MTH 1200

ACC 2170 Finance II
4 Credits
A continuation of ACC 2160 to include capital markets, company valuation, merger, reorganization, and liquidation.
Prerequisite: ACC 1230
ACC 2211 Intermediate Accounting I
4 Credits
A study of accounting records, end-of-period procedure, net income concepts, corrections of prior periods, and the capital structure of a business.
Prerequisite: ACC 1231

ACC 2221 Intermediate Accounting II
4 Credits
This course covers such topics as investments, plant and equipment, intangible assets, long-term liabilities, and paid-in capital.
Prerequisite: ACC 2211

ACC 2231 Intermediate Accounting III
4 Credits
A study of corporation accounting, time value of money, and analysis of financial statements.
Prerequisite: ACC 2221

ACC 2311 Cost Accounting I
4 Credits
A study of the fundamentals of cost accounting within an industrial organization. The accounting functions relative to materials, labor, overhead, and marketing are treated in detail.
Prerequisite: ACC 1231

ACC 2321 Cost Accounting II
4 Credits
A continuation of Cost Accounting I (ACC 2311) in which process and standard cost systems are developed in detail with emphasis directed toward the budgeting and managerial control functions.
Prerequisite: ACC 1231

ACC 2350 Advanced Cost Accounting
4 Credits
Continuation of the first two courses in Cost Accounting. Using cost information in decision-making by management; cost analysis.
Prerequisite: ACC 2311, ACC 2321

ACC 2610 Practical Application of Accounting
4 Credits
Application of theory to actual practice in simulated work situations. Practice in recording, processing, and summarizing financial information.

ACC 2630 Internship
1-4 Credits
Actual work experience in industry or business. One credit for each sixty hours worked with maximum of 4 credits.
Prerequisite: ACC 1231 and permission of department head or OIT 1000 Keyboarding
AV 1110 Still Photography I
3 Credits
This beginning class covers the study of the camera, film, lighting, composition, black and white film processing, and contact printing and enlarging. Students are responsible for providing a camera, film, and photographic paper.

AV 1120 Still Photography II
3 Credits
Advanced work in lighting camera controls and use of lenses prepares the student for special topics such as slide copying, internegatives, and copy prints. Students are responsible for providing a camera, film, and photographic paper.
Prerequisite: AV 1110

AV 1130 Darkroom Techniques
3 Credits
Students in this course will be exposed to the study of developers for film and paper developing techniques and how they relate to contrast and grain. Topics covered are how surfaces and textures relate to subject, mood and printing controls, including cropping and burning-in. Students are responsible for providing a camera, film, photographic paper, and other miscellaneous supplies.
Prerequisite: AV 1110

AV 1140 Creative Darkroom
3 Credits
The study of special techniques is emphasized: solarization, base relief, photomontage, heat distortion, Kodalith, and posterization. Students are responsible for providing miscellaneous darkroom supplies.
Prerequisite: AV 1190

AV 1150 Advanced Darkroom
3 Credits
This course is designed for persons who have completed Darkroom Techniques successfully and wish further study in black and white printing techniques. The emphasis will be on producing professional quality prints. Students are responsible for providing miscellaneous darkroom supplies.
Prerequisite: AV 1130

AV 1160 Color Reversal Printing
4 Credits
This course covers the study of color printing directly from slides, with darkroom experience in the additive printing system. Students are responsible for providing miscellaneous darkroom supplies.
Prerequisite: AV 1190

AV 1170 Large Format Photography
3 Credits
This course deals with the modern view camera. Topics include four camera movements, controlling depth of field, controlling perspective, dealing with distortion, and processing shut film. Students are responsible for providing a camera, film, and photographic paper.
Prerequisites: AV 1120

AV 1180 Color Negative Printing
3 Credits
The study of printing techniques from a color negative is the emphasis of this course. Darkroom experience in the subtractive printing system is also covered. Students are responsible for providing miscellaneous darkroom supplies.
Prerequisite: AV 1190
AV 1190 Color Theory
3 Credits
3 Class Hours
Students who desire additional experience in shooting color slides and advanced work in flash, copying, portraiture table top, and available light should take this course. Students are responsible for providing a camera, film, and photographic paper.
Prerequisite: AV 1130

AV 1200 Nature Photography
3 Credits
3 Class Hours
Basically designed as a field course for the beginner in nature photography, this course includes techniques for lighting and photographing many plants and animals both in the field and the studio. Students are responsible for providing a camera, film, and photographic paper.
Prerequisite: AV 1110

AV 2750-2760-2770 Special Problems in Photography
3 Credits
3 Class Hours
Course provides the opportunity for individual study through the use of a customized special problem assigned by the instructor according to interest and ability of each student. Students will be expected to developphotographic projects under the guidance of the instructor. Projects can include selection of subject, lighting materials, study of composition, film developing, print preparation, and use of special darkroom techniques.
A student may register for this course a maximum of three times, using a progressively larger course number each quarter.
Prerequisite: Approval of BID Division Chairperson

AV 2780 Photographing Scale Models
3 Credits
3 Class Hours
This course includes techniques involved with working with various types of engineering models. It is designed to teach scale model design and photography procedures needed in working with engineers. Students are taught to photograph models for both architects and engineers.
Prerequisite: Approval of BID Division Chairperson

AV 2790 Photojournalism for Industrial Photographers
3 Credits
3 Class Hours
The purpose of the course is to teach the student to handle a variety of photojournalistic assignments for typical company publications. Course content includes, but is not limited to, meeting tight deadlines, photographing in adverse situations, and laying out jobs.
Prerequisite: Approval of BID Division Chairperson

BKG 100 Typing for Bankers
2 Credits
2 Class Hours
This course is designed to introduce banking personnel to basic typing skills. The objective of the course will be to bring students with little or no typing skills to the level of 60 words per minute.

BKG 1062 Principles of Banking Operations
3 Credits
3 Class Hours
This course focuses on nearly every aspect of bank functions including the language and documents of banking, check processing, teller function, trust services, bookkeeping, loans and investments.
BKG 1202 Marketing for Bankers
3 Credits
This course is designed for personnel relatively unacquainted with marketing at entry to senior positions. The objective of the course will be to utilize the concepts and philosophies of marketing, the marketing mix, research and target, and methods of market planning.

BKG 1312 Installment Credit
3 Credits
In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

BKG 2012 Analyzing Financial Statements
3 Credits
This course is designed to give lending personnel or management trainees with a basic knowledge of accounting. Primary emphasis will be placed on the evaluation of financial condition and operating performance of a modern business enterprise.

BKG 2022 Introduction to Commercial Lending
3 Credits
This course will provide the student with an overview of the commercial lending process and the role it plays in the field of banking. Evaluating a loan request, loan management techniques, and approaches to new business development are key issues of discussion.

BKG 2032 Money and Banking
3 Credits
The course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply knowledge to a particular job. Historical treatment has been kept to a minimum. Emphasis is placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

BKG 2042 Law and Banking
3 Credits
An introduction to basic American law, Law and Banking presents the rules of law which underlie banking. Topics covered include jurisprudence, the court system, contracts, property, crimes, and agency. The text concentrates on the Uniform Commercial Code in its coverage of sale of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions.

BKG 2051 Trust Functions and Services
3 Credits
This course presents a complete picture of the services and duties of institutions engaged in trust business. This introductory course is intended for any student, not only those who expect to be engaged in trust operations. It endeavors to keep clear the distinction between the business and legal aspects of trust functions.
BKG 2132 Bank Management
3 Credits
New trends which have emerged in the philosophy and practice of management are presented. The study and application of these concepts will provide new and experienced bankers with a working knowledge of bank management. Case studies will be used to integrate course material.

BKG 2212 Branch Bank Management
3 Credits
This course is designed for new branch managers, assistant managers, and manager trainees, presenting a comprehensive overview of the branch function and the manager's role in its operation.

BKG 2232 Bank Supervisory Training
3 Credits
This course is designed for first-level supervisors, teaching the skills necessary to supervise by interchanging managerial concepts with practical experience.

BKG 2242 Savings and Time Deposit
3 Credits
This course is designed to provide the student with the background and current inter-relation of time deposits in the social economy. Participants will understand the requirements, influences, and relationships of regulatory and market controls.

BKG 2250 Trust - Wills and Estates
3 Credits
This course is designed for non-trust bank personnel who have recently come into the trust department in support positions. It provides the student with an overview of the trust department, including how the trust department fits into the overall banking business, the services it provides, and how those services are delivered. The changing role of the trust department is highlighted.

CHE 1110 Inorganic Chemistry I
4 Credits
A course covering the structure of atoms, chemical bonds, the nature of electromagnetic radiation, periodic relationships, chemical nomenclature, chemical formulas, the concept of the mole, stoichiometry, the nature of solutions, expressing concentrations, the concept of acids and bases, states of matter, the concept of pressure, the ideal gas law, and an introduction to oxidation and reduction reactions. The laboratory work includes experiments which illustrate the classroom material and provide for the development of laboratory techniques and procedures.

CHE 1120 Inorganic Chemistry II
4 Credits
The second course in inorganic chemistry covering many topics related to physical chemistry. Specific topics are, reaction rate, order of a chemical reaction, reversible reactions, chemical equilibrium, ionic equilibria, ionization of weak electrolytes, hydrogen ion concentration, buffered solutions, solubility product constant, thermodynamics, enthalpy, entropy, free energy, oxidation-reduction reactions and electromotive series. Laboratory experiments illustrate the principles involved.

CHE 1210 Organic Chemistry
4 Credits
A course covering the physical and chemical properties of compounds of carbon. Memorization of reactions is subordinated and strong emphasis placed on un-
understanding the conditions that affect the initiation and rate of organic reactions. Organic chemical nomenclature is studied with some reference to the use and production of organic chemicals in industry. Laboratory experiments illustrate principles studied and develop laboratory techniques and procedures.

Prerequisite: CHE 1120

CHE 1410 General Chemistry
4 Credits
3 Class Hours, 3 Lab Hours
A course primarily for mechanical and electrical engineering technology majors covering the basic concepts needed to understand chemical reactions-atomic structure, electronic energy levels, the periodic table, chemical bonds, chemical formula, chemical equations, the concept of the mole, oxidation-reduction reactions, acid-base solution, chemical reaction rates, electromotive series, states of matter, solutions, ionization in aqueous solution, and chemical equilibria. The above basic concepts are used to study electrolytic cells, corrosion, and engineering materials. The laboratory work emphasizes the study of corrosion and engineering materials.

CHE 1510 Introductory Chemistry
4 Credits
3 Class Hours, 3 Lab Hours
A course covering basic physical and chemical concepts of matter. Topics covered include systems of measurement, density, pressure, states of matter, physical and chemical changes, elements, atoms, compounds, the periodic table, chemical nomenclature, chemical reaction equations, and calculations using chemical reaction equations. The laboratory work emphasizes laboratory techniques and experiments to demonstrate the topics covered.

CHE 2110 Analytical Chemistry
4 Credits
2 Class Hours, 6 Lab Hours
A course concerning the fundamental principles of the chemical and physical methods used in the chemical analysis of materials. The laboratory work concentrates on familiarization with a wide variety of analytical techniques and equipment used in industry, including gravimetric and volumetric methods and instrumental methods such as visible, infrared, and atomic absorption spectroscopy, and gas liquid chromatography.

Prerequisite: CHE 1120

CHE 2710 Polymer Chemistry
4 Credits
3 Class Hours, 3 Lab Hours
A survey of the chemical and physical properties of long-chain molecules. Topics include polymerization, polymer characterization, glass and melting transitions, and polymer structure and related properties. Nylon, polyester, and methacrylate polymerization are covered specifically.

Prerequisite: CHE 1210

CHE 2810 Environmental Chemistry
4 Credits
3 Class Hours, 3 Lab Hours
A study of the chemistry of air and water pollution. Topics include chemical reactions, sources and sinks, sampling techniques, and analytical methods for important air and water pollutants.

Prerequisite: CHE 1210 or consent of the instructor

CHE 2950 Research Problem
1 Credit
Investigation and reporting of a chemical engineering technology problem of interest to both the student and the advisor.
CHE 2960 Research Problem
2 Credits
Investigation and reporting of a chemical engineering technology problem of interest to both the student and the advisor.

CHE 2970 Research Problem
3 Credits
Investigation and reporting of a chemical engineering technology problem of interest to both the student and the advisor.

CHT 1010 Industrial Seminar
1 Credit
1 Class Hour
A study of the organization of typical local industries and the role of the chemical engineering technician. Emphasis is placed on discussion with speakers from local industries.

CHT 1310 Chemical Engineering Calculations I
4 Credits
3 Class Hours, 3 Lab Hours
An introduction to the basic methods of engineering analysis and calculation. Topics include conversion of units, proper format for engineering calculations, the use of graphs to represent data and functions, and material balances. Material balance calculations are made on simple systems (with and without chemical reactions), including bypass and recycle operations. A calculations laboratory provides an opportunity for students to work problems under supervision.

CHT 1320 Chemical Engineering Calculations II
4 Credits
3 Class Hours, 3 Lab Hours
A course covering elementary thermodynamics, energy balances (with or without chemical reactions) and the use of simple process flow diagrams. A calculations laboratory provides an opportunity for students to work problems under supervision.

Prerequisite: CHT 1310

CHT 2010 Industrial Inspection Trips
1 Credit
3 Lab Hours
A study of the technology of local industries. Visits are made to industrial facilities which are representative of major local industries. Written reports of visits are stressed. Techniques for job interviews and preparation of resumes are presented.

CHT 2210 Chemical Engineering Materials
4 Credits
3 Class Hours, 3 Lab Hours
A course covering the mechanical, physical, and chemical properties of engineering materials. The mechanisms and control of corrosion of engineering materials in different environments are discussed. Emphasis is placed on the determination of suitable materials for use in various chemical processing applications.

CHT 2310 Automatic Control of Processes
4 Credits
3 Class Hours, 3 Lab Hours
A course covering the fundamentals and techniques of process control. Topics include the elements of control theory, measurements of basic industrial parameters (such as flow rate, temperature, liquid level, and pressure), and industrial instrumentation. Emphasis is placed on the selection, placement and setting of control equipment.

Prerequisites: CHT 2420
CHT 2410 Chemical Engineering Principles I
3 Credits
The first in a series of three courses covering fundamentals of chemical engineering principles. This first course covers fluid statics and dynamics. Topics include fluid statics, manometers, flow measurement, laminar and turbulent flow, viscosity, Reynolds number, Fanning friction factor, pressure drop in pipes, fittings and valves, pumps; NPSH and terminal velocity of falling particles.
Prerequisites: MTH 1130 and CHT 1320

CHT 2420 Chemical Engineering Principles II
3 Credits
The second in a series of three courses covering fundamental chemical engineering principles. This second course covers transmission of heat by conduction and convection. Heat exchangers of various configuration - including shell and tube exchangers, jacketed vessels, coils and fins are covered.
Prerequisite: CHT 2410

CHT 2430 Chemical Engineering Principles III
3 Credits
The third in a series of three courses covering fundamental chemical engineering principles. This third course covers selected operations involving mass transfer in combination with fluid flow and heat transfer. Topics include fractional distillation, humidification, gas absorption, liquid extraction, and drying. Problems of scale-up are discussed.
Prerequisite: CHT 2420

CHT 2440 Unit Operations Laboratory
2 Credits
A course consisting of laboratory experimentation in the unit operations of chemical engineering. Experiments will include flow systems, heat transfer systems, and mass transfer systems. Emphasis will be placed on student assembly and operation of equipment and preparation of detailed laboratory reports.
Prerequisite: CHT 2420
Co-requisites: CHT 2430

CHT 2510 Polymer Processing Principles
4 Credits
This course integrates the theoretical and practical aspects of polymer processing in covering extrusion and molding of thermoplastics. Extrusion of profiles, film, sheet, fibers, and foam is covered along with the primary extrusion equipment and the auxiliary equipment used in each type of extrusion. Emphasis in molding is placed on the geometry of parts to be made in molds and on the geometry and construction of molds. Mold cooling and part shrinkage are also covered.
Prerequisite: CHE 2710

CHT 2610 Environmental Control Principles
4 Credits
An introduction to air and water pollution control. Pollutants of interest or concern to local industries are emphasized, and both the method of analysis and the methods of control are studied for each pollutant. Subjects covered include sulfur dioxide, carbon monoxide, nitrogen oxides and odors in air and biodegradable and non-biodegradable organic compounds, phosphates, nitrates, heavy metals, and dissolved salts in water.
Prerequisite: CHE 2810
CNT 1010 Building Methods of Light Construction
4 Credits  4 Class Hours
The course covers basic techniques and fundamentals essential in erecting a light frame building. It also covers various phases of light construction in a logical sequence beginning with the building site, through each building system, to the finished work.

CNT 1020 Building Methods of Heavy Construction
4 Credits  4 Class Hours
This course covers techniques and procedures necessary to construct a complex structure. Study involves the various phases of heavy construction from building site to finished work. Emphasis is placed on building systems which utilize engineering and innovation in the process of realizing a final product.
Prerequisite: CNT 1010

CNT 1111 Construction Materials Lab
1 Credit  3 Lab Hours
A study of materials used in heavy construction projects. Emphasis is placed on production, application, and testing to determine the appropriate use of the material. Topics covered include aggregates, asphalt, concrete, steel, and wood. Laboratory work includes performance of standard tests and the preparation of technical reports of the tests.
Prerequisite: CNT 1020
Co-requisite: MTH 1110

CNT 1210 Surveying I
2 Credits  2 Class Hours, 0 Lab Hours
An introductory course in surveying designed to familiarize the student with the use of the steel tape, the transit, and the level, with emphasis on applications of these instruments in engineering and construction projects such as boundary surveys, traverse computations, profile leveling, and field notes.
Prerequisites: MTH 1110

CNT 1211 Surveying I Lab
2 Credits  0 Class Hours, 6 Lab Hours
Co-requisite: CNT 1210

CNT 2110 Soil Mechanics
4 Credits  3 Class Hours, 3 Lab Hours
Topics discussed include soil properties, classification, compaction, shear strength, consolidation, lateral earth pressure, bearing capacity and settlement. The student conducts and files reports on laboratory tests.
Co-requisites: CNT 1110, ENS 2210

CNT 2210 Surveying II
2 Credits  2 Class Hours, 0 Lab Hours
Using the survey and layout course as a foundation, this advanced course develops with greater detail the student's understanding of surveying procedures. Course material includes control systems and datums, mapping, and subdividing, volume calculations, horizontal and vertical curves, precision and boundary surveying.
Prerequisite: CNT 1210, CNT 2211

CNT 2211 Surveying II Lab
2 Credits  0 Class Hours, 6 Lab Hours
Co-requisite: CNT 2210
CNT 2320 Structural Steel Design  
4 Credits  
The design of structural steel members and their connections, tensions, compression members, beams, girders, trusses, and columns subjected to concentric and eccentric loads. The lab involves prototyping of various structural systems, performing calculations, and preparing drawings related to steel design.  
Prerequisite: ENS 2210  
Co-requisite: CST 1310

CNT 2330 Reinforced Concrete Design  
4 Credits  
Design of reinforced concrete structures, fundamentals of design of beams, columns, floor systems, footing and retaining walls. The lab involves prototyping of various structural systems, performing calculations, and preparing drawings related to reinforced concrete design.  
Prerequisite: ENS 2210  
Co-requisite: CST 1310

CNT 2340 Structural Wood Design  
4 Credits  
Design of structural wood members and their connections; post-and-beam construction, roof trusses, bridges, arches, formwork for reinforced concrete. Lab involves prototyping of various structural systems, performing calculations, and preparing drawings related to wood design.  
Prerequisite: ENS 2210  
Co-requisite: CST 1310

CNT 2410 Heating, Ventilation and Air Conditioning Design  
4 Credits  
A course covering the calculations of heating and cooling loads. Human comfort, ventilation requirements, the psychometric chart and its use, air distribution and duct sizing are topics covered.  
Prerequisite: MTH 1110

CNT 2420 Building Plumbing Systems Design  
4 Credits  
A study of basic hydraulics, water sources and distribution, plumbing systems, sewage systems, sewage treatment, and storm drainage.  
Prerequisite: MTH 1110

CNT 2430 Building Electrical Systems Design  
4 Credits  
This course covers the basic principles of electricity, electrical wiring and service requirements, and wiring design. Also covered will be lighting fundamentals, light sources, and lighting design.  
Prerequisite: MTH 1110

CNT 2510 Construction Documents  
3 Credits  
This course covers construction drawings, specifications, bonds, contracts, and other documents related to the construction industry. Topics also included are legal problems, contractor relations and responsibilities, contract performance requirements, and bidding procedures.  

CNT 2521 Blueprint Reading, Quantity Surveys, and Estimating  
5 Credits  
The study and interpretation of building plans: architectural, structural, mechanical, and electrical. The student is taught the procedures for preparing quantity
surveys dealing with individual sections of work. Covered also are principles and practices employed in estimating construction costs. Study includes both direct and indirect cost, with emphasis on calculating labor, material, plant, equipment and job overhead costs and profit.

Co-requisite: CST 1310

CNT 2530 Project Control and Construction Management
3 Credits
3 Class Hours, 0 Lab Hours
This course is designed to provide the student with the tools and procedures needed to control a construction project. Areas to be explored will include physical layout of the site, the sequence of operations, and their scheduling. Such scheduling will include labor requirements, subcontractors, and material deliveries. Planning methods to be studied will include bar charts and the critical path. Reports, job logs, and cost control systems will receive attention.

Prerequisite: CNT 2510

CNT 2720 Special Projects
3 Credits
9 Lab Hours
Group design projects are developed by teams of students under faculty supervision. This course concentrates on projects related to practical applications of design allowing students to use theory, methods, and practices similar to those encountered on the job.

With Approval of Advisor

CST 1100 Introduction to Programming
3 Credits
3 Class Hours
A survey of current and projected uses of the computer as a tool in business, scientific, and engineering applications. The components and organization of digital computer hardware, as well as the function and development of software, will be introduced.

Co-requisite: CST 1150

CST 1110 Introduction to PC-DOS
1 Credit
1 Class Hour
A hands-on introduction to PC-DOS on the IBM-PC. Students will learn start-up procedures for dual floppy disk drives and hard disk drive systems. PC architecture and DOS commands will be covered.

CST 1200 Discrete Structures
4 Credits
4 Class Hours
Introduction to techniques useful in computer programming, including sets, relationships, number systems, functions, logic, and problem formulations and solution.

Co-requisite: MTH 1200 or MTH 1110

CST 1300 Basic Programming I
4 Credits
3 Class Hours, 3 Lab Hours
An introductory course to familiarize the student with computer systems and applications through the use of the BASIC programming language. The course will be broad based, including business, scientific, and engineering applications.

Prerequisites: CST 1150, MTH 1200 or MTH 1110 or permission of the instructor

CST 1310 BASIC Programming for Engineering Technologies
4 Credits
3 Class Hours, 3 Lab Hours
An introduction to computer systems and applications through the use of the computer language called BASIC. The course will encompass broad areas of programming and computing systems and will emphasize engineering applications. NOTE: You can not receive credit for CST 1300 and CST 1310.
CST 1350 BASIC Programming II
4 Credits
3 Class Hours, 3 Lab Hours
Continued study of the BASIC language. Emphasis will be placed on file handling techniques, menu-driven programs, sorting, use of functions, graphics, interactive programming, and control break processing.
Prerequisite: CST 1300 or CST 1310

CST 1400 Machine Organization
4 Credits
3 Class Hours, 3 Lab Hours
Introduction to computer architecture using assembly language and relating it to machine language.
Prerequisites: CST 1150, CST 1200

CST 1500 Structured Programming Using PASCAL
4 Credits
3 Class Hours, 3 Lab Hours
Problem solving using PASCAL with emphasis on structured programming techniques.
Prerequisites: CST 1150, CST 1200

CST 1550 Structured Programming PASCAL II
4 Credits
3 Class Hours, 3 Lab Hours
Continuation of structured programming using PASCAL, including discussion of data structures, file management, and good programming practices.
Prerequisites: CST 1500, MTH 1120 or MTH 1220

CST 1600 RPG Programming
4 Credits
3 Class Hours, 3 Lab Hours
The study and development of programming capabilities in the business computer language Report Program Generator. Includes program logic, coding techniques, documentation, tape and disk file handling concepts, tables and arrays, advantages and disadvantages of RPG as a high-level language in small and medium scale installations.
Prerequisite: CST 1300

CST 2000 Systems Analysis and Design
3 Credits
3 Class Hours
A study of the analysis and design of computer systems starting with an introduction to problem isolation and definition and continuing into problem analysis, hardware/software selection, system testing, and project implementation.
Prerequisites CST 1400, ENG 1230
Co-requisite: ENG 1240

CST 2100 COBOL Programming I
5 Credits
4 Class Hours, 3 Lab Hours
First computer programming course in the business-oriented language COBOL. Emphasis will be on programming, debugging, and testing a variety of business-oriented problems.
Prerequisite: CST 1300

CST 2150 COBOL Programming II
4 Credits
3 Class Hours, 3 Lab Hours
Continued study of the COBOL language. Emphasis will be placed on using advanced programming techniques. Topics will include multi-dimensioned table processing, sorting, indexed file processing, and interactive programming.
Prerequisite: CST 2100
CST 2200 Introduction to FORTRAN Programming I
4 Credits
Learning the FORTRAN language to solve scientific, mathematical, and statistical problems.
Prerequisites: CST 1150, CST 1200, MTH 1220 or MTH 1120

CST 2250 FORTRAN II and Numerical Analysis
5 Credits
Continuation of FORTRAN with emphasis on numerical algorithms such as roots of equations, systems of linear equations, least squares data fitting, and numerical integration.
Prerequisites: CST 2200, MTH 1140 or permission of instructor

CST 2300 C Programming Language
4 Credits
A study of the "C" Programming Language.
Prerequisites: CST 1300, CST 1400, MTH 1220, or MTH 1230

CST 2400 ADA Programming Language
4 Credits
An in-depth study of the ADA Programming Language and its contributions to government agencies.
Prerequisite: CST 1300

CST 2600 Introduction to Database Management
4 Credits
A survey of data base concepts, including hierarchical and relational models of data. File structures, file handling, data dictionaries and other topics are included. Both main-frame (Datatrieve) and micro-computer (dBASE) data base management systems are used to solve programming problems.
Prerequisite: CST 2100 or CST 2200

CST 2610 Microcomputer Applications—Data Base
4 Credits
Course provides training in the use of microcomputer data base software for business applications. Files will be created, data manipulated, output formatted, and reports produced for a variety of applications.
Prerequisites: MTH 1230, OIT 1030 or consent of Instructor

CST 2620 Micro Applications—Spreadsheet
4 Credits
Course provides training in the use of microcomputer-based spreadsheet software for business applications. Spreadsheet documents will be produced for a variety of applications.
Prerequisites: OIT 1010, ACC 1200, MTH 1230 or consent of Instructor

CST 2700 Advanced Operating Systems
3 Credits
Discussion of operating systems and their various aspects including multiprocessing, multiprogramming, interrupts, protection, scheduling, and data management. Various operating systems and their features are compared.
Prerequisite: CST 1400

CST 2800 Data Communication
3 Credits
An introduction to the hardware and software systems which support on-line real-time computer operations. Networking, telecommunications, and multi-processing systems are investigated. Demonstrations of current products accompany class discussion.
Prerequisite: CST 1200
CST 2900 Computer Programming Internship
6 Credits
1 Class Hour, 15 Lab Hours
This course is designed to afford students practical work experience. The requirements include approval of work situation by Director of the CST Internship Program, satisfactory work experience as reported by cooperating supervisor and completion of prescribed programming or systems applications. Accompanying this experience will be weekly seminars on topics related to the work environment and current programming developments.
Prerequisites: Completion of all course work through fifth quarter and departmental approval.

CTS 1610 Fundamentals of Surveying
4 Credits
3 Class Hours, 3 Lab Hours
This first surveying course is designed for persons with a limited knowledge of land surveying who wish to increase their skills. Emphasis is placed on trigonometry, basic surveying computation, and the measurement of horizontal and vertical distances. The course includes trigonometry, measurement of horizontal distance, measurement of vertical distance, errors, basic surveying computation, notekeeping, direction of lines, introduction to transits and theodolites, and introduction to angles and directions. This course may be substituted in the Construction Engineering Technology curriculum for CT 121 Surveying 1.
Co-requisite: MTH 1320

CTS 1620 Transit-Tape Surveying and Computations
4 Credits
3 Class Hours, 3 Lab Hours
This course emphasizes the use of the transit and tape in traversing and the use of data collected in the field. Horizontal and vertical curves are also covered. Other topics covered are use of transits and theodolites, measurements of angles and directions, transit-tape surveys, travers computation, special case computation, horizontal and vertical curves, stadia method, and earth work. This course may be substituted in the Construction Engineering Technology curriculum for CT 221 Surveying 11.
Prerequisite: CTS 1610

CTS 1630 Surveying
3 Credits
3 Class Hours
This course places emphasis on the legal aspects of land surveying and astronomy. The course covers licensing, professionalism, inter-professional relationships, surveying documents, legal definitions and laws, principles of field astronomy, solar observations, and OSHA. This course may be substituted in the Construction Engineering Technology associate degree curriculum as a technical elective.

CTS 1640 Route Surveying and Subdivision Design
3 Credits
3 Class Hours
This advanced course incorporates land surveying fundamentals into a design project. This includes review of surveying computation procedures, subdivision regulations, preliminary subdivision plans, final subdivision plans, and utility and grading plans. This course may be substituted in the Construction Engineering Technology associate degree curriculum as a technical elective.

ECN 1010 Principles of Economics
3 Credits
3 Class Hours
A course which includes a presentation of basic economic concepts including types of business organization, supply and demand determination, market structure classification, profit maximization, and microeconomic role in government.
ECN 1020 Managerial Economics
3 Credits 3 Class Hours
This course is designed to review the importance of economics to management. Specific issues of product liability, minimum wage, unions, the political business cycle, and their effects on the corporation are studied. Also covered are general economic techniques for forecasting and decision making.

EET 1010 Electric Circuits I
3 Credits 3 Class Hours
An introductory course in DC Electric Circuits. Topics treated include units and notations, atomic structure, current and voltage, resistance, Ohm's Law, power, energy, series-parallel networks, analysis methods and network theorems. The various types of electronic measuring instrumentation are introduced throughout the course as required.
Co-requisites: MTH 1110, CST 1310 and EET 1011

EET 1011 Electric Circuits I Lab
1 Credit 3 Lab Hours
Lab to accompany EET 1010.
Co-requisite: EET 1010

EET 1020 Electric Circuits II
3 Credits 3 Class Hours
An intermediate course in electric circuits in which subject matter pertaining to the transition from the study of DC to AC circuits is treated as well as all basic AC circuit behavior. Topics treated are capacitors, inductors, series and parallel AC networks. The various types of electronic measuring instrumentation are introduced throughout the course as required.
Co-requisites: MTH 1120 and EET 1021
Prerequisite: EET 1010

EET 1021 Electric Circuits II Lab
1 Credit 3 Lab Hours
Lab to accompany EET 1020.
Co-requisite: EET 1020

EET 1030 Electric Circuits III
3 Credits 3 Class Hours
A course in advanced AC Electric Circuits. Topics treated are analysis methods, network theorems (AC) and power (AC), series and parallel resonance, polyphase systems, and transformers. The various types of electronic measuring instrumentation are introduced throughout the course as required.
Prerequisite: EET 1020
Co-requisite: EET 1031

EET 1031 Electric Circuits III Lab
1 Credit 3 Lab Hours
Lab to accompany EET 1030.
Co-requisite: EET 1030

EET 1040 DC and AC Circuits
5 Credits 5 Class Hours
A course for non-electronics majors. The course includes basic electrical fundamentals, the atom electron movement, insulators, conductors, voltage and current. Basic DC Circuits is covered, including Kirchoff's Law, power, capacitors and inductors in DC circuits. The second portion of the course deals with AC circuits expanding the methods learned in DC with phasor analysis.
Co-requisites: MTH 1120 and EET 1041
EET 1041 DC & AC Circuits Lab
1 Credit 3 Lab Hours
Lab to accompany EET 1040.

Co-requisite: EET 1040

EET 1050 Seminar
1 Credit 1 Class Hour
This seminar offers the chance for students to hear speakers from industry and learn the role of an engineering technician in local companies.

EET 1210 Active Devices I
3 Credits 3 Class Hours
An introductory course in solid-state bi-polar devices and the basic circuits in which they are used. Included are semiconductor physics, the junction diode, large and small signal diode approximations, common base, common emitter, common collector approximations, and large signal operations.

Co-requisite: EET 1020 & EET 1211

EET 1211 Active Devices I Lab.
1 Credit 3 Lab Hours
Lab to accompany EET 1210.

Co-requisite: EET 1210

EET 1220 Active Devices II
3 Credits 3 Class Hours
An expanded study of solid state circuits and their design including biasing methods, AC operation, cascading of stages, temperature effects, and frequency response.

Prerequisite: EET 1210

EET 1221 Active Devices II Lab
1 Credit 3 Lab Hours
Lab to accompany EET 1120.

Co-requisite: EET 1221

EET 2230 Active Devices III
3 Credits 3 Class Hours
A study of solid-state, special purpose devices and the circuits in which they are used. Included are H parameter, field-effect transistors, silicon controlled rectifiers, triacs, diacs, unijunction transistors, varistors, thermistors, varactors, light emitting diodes, optoelectronic devices and integrated circuits.

Prerequisite: EET 1220

EET 2250 Active Devices III Lab
1 Credit 3 Lab Hours
Lab to accompany EET 2230.

Co-requisite: EET 2230

EET 2250 Industrial Electronics and Logic
3 Credits 3 Class Hours
A study of electronic devices, circuits, and systems used to control machinery and processes in industry. All of the important solid state devices used in industry are presented in design situations with appropriate applications. Included are field effect transistors, silicon controlled rectifiers, triacs, diacs, PNPN silicon switches, unijunction transistors, industrial control relays, time delay circuits, digital control concepts, digital sequence control linear and digital integrated circuit and electronic control of motors and power supplies.

Prerequisite: EET 1220

Co-requisite: EET 2251
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are covered as well as programming the 68000. The use of Logic Analyzers for troubleshooting is covered in lab.

**EET 2361 16/32 Bit Microprocessors Lab**
1 Credit
Lab to accompany EET 2360.

**Co-requisite:** EET 2361

**EET 2410 Introduction to Rotating Machines**
3 Credits
3 Class Hours
A course designed to give the student an understanding of transformers and other magnetic devices along with a basic knowledge of the characteristics and performance of rotating machines. A comprehensive treatment of DC motors and generators, single and polyphase motors, alternators, and synchronous machines is given.

**Prerequisite:** EET 1020 or EET 1040
**Co-requisite:** EET 2411

**EET 2411 Introduction to Rotating Machines Lab**
1 Credit
Lab to accompany EET 2410.

**Co-requisite:** EET 2410

**EET 2430 Operational Amplifiers**
3 Credits
3 Class Hours
This course presents the theoretical concepts and practical parameters that determine the qualities of IC Op Amps such as their high input impedance, low output impedance, high gain, and other attractive features. Included are differential and operational amplifier circuits.

**Prerequisite:** EET 2230
**Co-requisite:** EET 2431

**EET 2431 Operational Amplifiers Lab**
1 Credit
Lab to accompany EET 2430.

**Co-requisite:** EET 2430

**EET 2440 Energy Systems I**
3 Credits
3 Class Hours
This course emphasizes study of power systems and their components, phasor and transmission diagrams, basic power circuits, percent and per unit quantities, current and voltage relations on a transmission line, four terminal networks, and ABCD constants. Also included is coverage of circuit interrupting devices, faults, and effective grounding.

**Prerequisite:** EET 2250
**Co-requisite:** EET 2441

**EET 2441 Energy Systems I Lab**
1 Credit
Lab to accompany EET 2440.

**Co-requisite:** EET 2440
EET 2490 Rotating Machinery II
3 Credits
Further study of the characteristics of electrical machinery, polyphase induction motors, single phase induction motors, special uses of synchronous and induction motors, motor control and operation. Prerequisite: EET 2480
Co-requisite: EET 2491

EET 2491 Rotating Machinery II Lab
1 Credit
Lab to accompany EET 2490. 3 Class Hours

EET 2510 Introduction to Communications
3 Credits
This course is an introductory study of the various circuits and devices common to the field of communications. Included are noise calculations, information and bandwidth, non-sinusoidal waveforms, fourier analysis, AM transmission and reception, SSB communications and FM transmission and reception. Prerequisite: EET 2230
Co-requisite: EET 2511

EET 2511 Introduction to Communications Lab
1 Credit
Lab to accompany EET 2510. 3 Lab Hours
Co-requisite: EET 2510

EET 2520 Communications Systems
3 Credits
A course which involves and expanded treatment of the basic circuits covered in EET 2510 and develops these concepts into communications systems. Included are TV transmission and reception, CB transceivers, facsimile, mobile telephone, communications transceivers, digital communications, pulse modulation, radio telemetry, transmission lines, wave propagation, antennas, waveguides and microwaves. Prerequisite: EET 2510
Co-requisite: EET 2521

EET 2521 Communications Systems Lab
1 Credit
Lab to accompany EET 2520. 3 Lab Hours
Co-requisite: EET 2521

EET 2530 Robotics and Automation
3 Credit
Studies the history of automation, its advantages and limitations. Reviews robotics, its current impact and what the future might hold. Basic automation electrical and mechanical configurations in general use in industry. Lab work will include field trips to see automation in industry. Prerequisite: EET 2350
Co-requisite: EET 2531

EET 2531 Robotics and Automation Lab
1 Credit
Lab to accompany EET 2530. 3 Lab Hours
Co-requisite: 2530
EET 2560 Electronic and Nuclear Instrument
3 Credits
A study of electronic instrumentation in use in industry. This course will deal primarily with how the electrical signals from transducers are amplified and will include special topics in nuclear instrumentation.
Prerequisite: EET 2250
Co-requisite: EET 2561

EET 2561 Electronic and Nuclear Instrument Lab
1 Credit
Lab to accompany EET 2560.
Co-requisite: EET 2560

EET 2610 Special Project
3 Credits
1 Class Hour, 6 Lab Hours
A project course in which the student and instructor identify a certain project to be pursued by the student. In this course, the student is required to submit the project for acceptance, acquire the materials, and build and test the completed product.
Prerequisites: EET 2230 and approval of head of department.

EET 2800 Industrial and Commercial Power Distribution
3 Credits
3 Class Hours, 3 Lab Hours
This course is designed to familiarize students with basics of power distribution for industrial plants and commercial buildings. Emphasis is placed on voltage selection, one-line diagrams, motor control circuits, power factor improvements, protective devices, systems grounding, systems planning, medium voltage switch-gears, cost estimation, and protective relaying.
Prerequisites: EET 2460 & EET 2440
Co-requisite: EET 2801

EET 2801 Industrial and Commercial Power Distribution
1 Credit
Lab to accompany EET 2800.
Co-requisite: EET 2800

EGT 1000 Professional Seminar
1 Credit
1 Class Hour
This course is required for all Engineering Graphics Technology majors. It is an orientation course bringing to the student a familiarization of Engineering Graphics in the professional world. It is also an orientation to the Institute and its services and how the student can best utilize those services.

EGT 1010 Technical Drawing I
3 Credits
1.5 Class Hours, 4.5 Lab Hours
Technical Drawing I covers basic techniques and fundamentals essential in preparing a student to produce engineering drawings. Use of drafting equipment, lettering techniques, freehand sketching, geometric construction, orthographic projection, dimensions and an introduction to sections will be covered.

EGT 1020 Technical Drawing II
3 Credits
1.5 Class Hours, 4.5 Lab Hours
This second technical drawing course covers techniques and fundamentals essential in developing a student's ability to produce more complicated engineering drawings. Preparation of detail orthographic projections, sections and conventions, auxiliary drawing, isometric drawings and common fasteners, and simple assembly drawings will be covered in this course.
Prerequisite: EGT 1010
EGT 1030 Technical Drawing III
3 Credits
This third technical drawing course covers techniques and fundamental skills essential to produce the most complicated entry-level engineering drawings. Auxiliary drawing principles are extended to intersections and developments and applied to sheet metal fabrication practices through modeling. Ink and mylar, polymer leads and mylar, pin-bar registration and other production techniques are introduced. Student design projects are emphasized the second half of the term.

Prerequisite: EGT 1020

EGT 1120 Technical Drawing/Freehand
3 Credits
This course covers basic sketching skills and methods essential for communicating concepts or describing physical objects graphically. The use of line drawings, techniques of shade and shadow, mixed media ink, and sample rendering methods are some of the skills employed.

Prerequisite: EGT 1010

EGT 1220 Architectural Drawing
3 Credits
This course provides a study of drafting techniques related to industrial and commercial building types. The development of sketches, working drawings and outline specifications as well receive the major emphasis in this course.

EGT 2010 Mechanical Systems Design I
5 Credits
This is an introductory course in design drafting. The student will prepare all drawings necessary to show the dimensions and specifications, locations of the HVAC system for a small commercial or residential structure. The student will learn how to perform all necessary calculations for sizing the type of systems required.

Prerequisites: EGT 1010

EGT 2020 Mechanical Systems Design II
4 Credits
This course is a sequel to EGT 2010. The student will prepare all the required drawings to show the dimensions, specifications and location of the piping and electrical systems for a small commercial or residential structure. The student will learn how to do these operations on the CADD systems.

Prerequisites: EGT 1010, EGT 2010

EGT 2110 Presentation Techniques I
5 Credits
This course is designed to teach the fundamentals of three dimensional representation using perspective drawing methods. A variety of rendering techniques are explored. The student will learn how to represent an object, building or other form, given the location on the earth, the time of year and time of day. The student will explore both one and two point perspectives.

Prerequisites: EGT 1010

EGT 2120 Presentation Techniques II
5 Credits
This is a continuation of Presentation I. The student will extend skills and techniques learned in Presentation I. The student will develop a personal technique for drawing environmental elements, people and urban objects. The projects will be rendered in both graphite and ink. If there is time, color will be explored. The themes of the projects in this course are of a larger magnitude than in the first course. The use of projectors and other technologies is encouraged.

Prerequisite: EGT 2110
EGT 2200 Construction and Civil Drawing Techniques
3 Credits 1.5 Class Hours, 4.5 Lab Hours
This course covers the fundamentals and techniques used in architectural detailing of concrete, steel, and masonry structural members meeting specified requirements, as well as topographical, site, and other civil drawings.
Prerequisite: EGT 1220

EGT 2210 Structural Detailing
5 Credits 3 Class Hours, 6 Lab Hours
The course covers drawing techniques, conventions, dimensions, and tolerancing standards necessary for constructing reinforced concrete and steel buildings. The student will learn how to size beams, columns, and other structural elements for a small structure. The student will be required to produce shop drawings from the design data.
Prerequisites: ENS 1310, EGT 1030

EGT 2350 Introduction to CAD
3 Credits 1.5 Class Hours, 6 Lab Hours
This is a first course on the use of the computer as a drafting and design tool. The student is introduced to the fundamentals of computer graphics. Concepts such as mirroring, copying, rotating and moving and dynamic zoom are introduced and used in class exercises. The student will be acquainted with 8, 16, and 32 bit computers and their operating systems.
Prerequisite: EGT 1010

EGT 2410 Pascal I
4 Credits 2 Class Hours, 6 Lab Hours
This course introduces the student to the concepts of structured programming, the use of compiled language, and the operation of the UCSD-P operating system. The use of pseudocode outlines and top-down program design is emphasized.
Prerequisite: EGT 1010

EGT 2420 Pascal II
4 Credits 2 Class Hours, 6 Lab Hours
A continuation of EGT 2410, Pascal I. The concepts of records and file management are explored in detail. In addition, the concepts of the CORE graphics system are introduced and a very simple graphics system is implemented.
Prerequisite: Second year standing

EMT 1000 First Aid for Industry, Home or Office
1 Credit 1 Class Hour
This ten hour course is designed for anyone seeking knowledge of beginning first aid. The course includes respiratory emergencies, heart attack, stroke, control of bleeding, poisoning, burns, general fracture care, seizures, effects of heat and cold and general health care tips. Prior knowledge of first aid is not necessary.

EMT 1081 Emergency Care Course
1.5 Credits 1.5 Class Hours
Designed for the general public who may or may not have had any first aid training. Subjects covered are cardiopulmonary resuscitation (CPR), clearing obstructed airway, proper splinting of fractures and dislocations, and emergency childbirth procedures. Successful completion of this course will earn participants a certificate of completion from Emergency Medical Services, Department of Public Health for the State of Tennessee.
### EMT 1090 Emergency Medical Care Course
4 Credits
4 Class Hours
Individuals taking this course must have a certificate of completion from Emergency Care Course (Em 108) or hold a current certification from the Standard First Aid Course (American Red Cross). This course is designed for industrial plant supervision, members of police departments, and rescue squad personnel. Subjects covered include review of subjects covered in EM 108 plus spine board applications, extrication of victims from accident situations, use of respirators and other emergency life saving equipment, and recognition of symptoms and treatment of poisoning. Successful completion of this course will earn participants certificate of completion from Emergency Medical Services, Department of Public Health for the State of Tennessee.

### EMT 1100 Dysrhythmia Identification and Treatment
4 Credits
4 Class Hours
This 40 hour course is designed for nurses, paramedics, and other interested persons who need to be able to identify and treat most common dysrhythmias. The course covers anatomy and physiology of the heart, major common dysrhythmias, medications, and other forms of treatment.

### EMT 2010 The EMT-P Roles and Laws
2 Credits
2 Class Hours
The role of Emergency Medical Technical-Paramedics in the health care delivery system is discussed. The duties and responsibilities of EMT's as well as any legislation affecting their job performance are covered. In addition, the students discuss issues concerning the EMT, including medical ethics and reaction to death and dying.

### EMT 2020 Human Systems and Patient Assessment
5 Credits
4 Class Hours, 3 Lab Hours
This course includes an overview of anatomy and physiology of each body system. The use of medical terminology and the construction of medical terms using roots and prefixes are also included. In addition, the course deals with the procedure for a patient assessment including the patient’s medical history, physical examination, and transfer of collected information to the supervising physician.

### EMT 2030 Shock and Fluid Therapy
4 Credits
3 Class Hours, 3 Lab Hours
Included in this course is a discussion of the fluids and electrolytes in the body with emphasis placed upon the manifestation of fluid and electrolyte imbalances. The manifestations of dehydration and overhydration are also included. The course also deals with the causes, signs, and symptoms of shock. Fluid administration through intravenous techniques, and the application of the Medical Anti-Shock Trousers (MAST).

### EMT 2040 Respiratory System
4 Credits
3 Class Hours, 3 Lab Hours
This course begins with a discussion of the anatomy and physiology of the respiratory system and the assessment of a patient with suspected respiratory distress. Pathophysiology, including respiratory arrest, upper airway obstruction, obstructive airway diseases, toxic inhalations, pulmonary edema, hyperventilation syndrome, pulmonary embolism, and trauma are also discussed. Techniques of management of the previously defined include oxygen administration, use of adjunctive equipment, direct laryngoscopy, endotracheal intubation, esophageal obturator airway, and suctioning.
EMT 2050 Cardiovascular System
6 Credits
The course begins with a discussion of the anatomy and physiology of the cardiovascular system with emphasis upon the structure, function and electrical conduction system of the heart. Then the assessment of the patient with suspected cardiovascular problem is discussed. Pathophysiology is also covered including coronary artery disease and angina acute myocardial infarction cardiogenic shock, syncope, trauma, and hypertensive states. In addition, the course deals with the interpretation and treatment of basic arrhythmias. Specific techniques covered include cardiopulmonary resuscitation, electrocardiographic monitoring, defibrillation, phlebotomy, carotid sinus massage, intracardiac injection, transthoracic pacemakers, and use of mechanical heart-lung resuscitators.

EMT 2110 Central Nervous System
3 Credits
This course includes the anatomy and physiology of the nervous system and the procedure for the assessment of a patient with a nervous system disorder. The pathophysiology and management of patients, presented with CNS trauma, seizures, and cerebrovascular accident are discussed. In addition management of the comatose patient is covered. Specific treatments discussed include spinal immobilization in cases of trauma and the administration of diazepam in cases of seizures.

EMT 2120 Musculoskeletal System
4 Credits
This course includes the anatomy and physiology of the musculoskeletal system, patient assessment, and the management of sprains, strains, fractures and dislocations. Skills presented include splinting and immobilization techniques with the traction splint, air splint, and board splint.

EMT 2130 Soft Tissue Injuries
4 Credits
This course includes the anatomy and physiology of the integument and the assessment and management of soft tissue injuries, including abrasions, lacerations, punctures, avulsions, burns, and impaled objects. Skills presented in this course include control of hemorrhage and the dressing and bandaging of specific injuries. Also, injuries to specific regions, including the eye, face, neck, and abdomen, are discussed.

EMT 2140 Arrhythmia Identification and Treatment
5 Credits
This course prepares a paramedic for specific identification and treatment of all major cardiac arrhythmias. Specific treatment includes use of major cardiac drugs, positioning for transport, defibrillation, and other treatment methods.

EMT 2150 Medical Emergencies
4 Credits
The identification and management of diabetic emergencies, anaphylactic reactions, exposure to environmental extremes, alcoholism, poisoning, acute abdomen, genitourinary problems, and medical emergencies of the geriatric patient are the topics highlighted by this course.

EMT 2163 Clinical Evaluation
3 Credits
This 30 hour course is designed to review for the final written and practical exams, as well as providing some additional materials. Students must have completed all previous course work prior to enrollment.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Class Hours, Lab Hours</th>
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<tbody>
<tr>
<td>EMT 2210</td>
<td>General Pharmacology</td>
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<td>This course is designed to introduce the student to the general</td>
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<td>groups of drugs and the classification of each. The course</td>
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<td>also discusses the kind of information the student should</td>
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<td>know about each drug, specifically therapeutic effect,</td>
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<td>indications, contraindications, correct dosage, and side</td>
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<td>effects. In addition, the course deals with the calculation</td>
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<td>of dosages, the use of the metric system, and the</td>
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<td>administration of drugs through the various routes.</td>
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<td>EMT 2220</td>
<td>Obstetric Gynecologic Emergencies</td>
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<td>3, 3</td>
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<td>This course includes the anatomy and physiology of the female</td>
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<td>reproductive system and the technique for assessment of a</td>
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<td>patient with suspected obstetric and/or gynecologic disorder.</td>
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<td>The course also includes the management of an expectant</td>
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<td>mother, normal delivery, and the care and transportation of</td>
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<td>the mother and newborn. Abnormal deliveries such as multiple</td>
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<td>births, premature birth, breech birth, and prolapsed</td>
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<td>unbirth are discussed. In addition, complications of labor</td>
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<td>and delivery, including postpartum hemorrhage, ruptured</td>
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<td>uterus, eclampsia, and infant resuscitation are reviewed.</td>
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<td>EMT 2230</td>
<td>Pediatrics and Neonatal Care</td>
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<td>3, 3</td>
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<td>This course deals with the unique aspects of assessing</td>
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<td>pediatric patients. It also includes the pathophysiology and</td>
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<td>management of problems which are primarily seen in pediatric</td>
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<td>patients, including asthma, bronchiolitis, croup, epiglottis,</td>
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<td>sudden infant death syndrome, and seizures in the pediatric</td>
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<td>age group. In addition, the course covers the role of the</td>
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<td>EMT in a system for a neonatal transport. The specific skills</td>
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<td>include a review of infant resuscitation, intravenous</td>
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<td>techniques, and tracheal incubation on the infant.</td>
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<td>EMT 2240</td>
<td>Management of the Emotionally Disturbed Patient</td>
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<td>3, 3</td>
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<td>This course covers the various kinds of psychological problems</td>
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<td>the EMT might encounter and specific procedures for handling</td>
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<td>each are included.</td>
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<td>EMT 2250</td>
<td>Telemetry and Communications</td>
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<td>3, 3</td>
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<td>The use of radio communications equipment including the</td>
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<td>transmission of voice communications and EKG transmission</td>
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<td>are covered. The course also includes a discussion of the</td>
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<td>regulations established by the Federal Communications</td>
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<td>Commission with respect to the use of radio equipment.</td>
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<td>In addition, the course deals with the protocols and</td>
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<td>procedures for the transfer of information to the supervising</td>
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<td>physician.</td>
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<tr>
<td>EMT 2060-2061-2062</td>
<td>Clinical Training</td>
<td>6</td>
<td>0, 18</td>
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<td>This part of the program consists of time spent in various</td>
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<td>area hospitals, clinics, field trips, etc. Major emphasis</td>
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<td>will be placed on coronary care, intensive care, emergency</td>
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<td>room, labor and delivery, morgue, pediatrics, operating room,</td>
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<td>recovery room, and psychiatric units.</td>
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<td>EMT 2160-2161-2162</td>
<td>Field Experience</td>
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<td>0, 18</td>
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<td>This part of the program is designed to prepare the student</td>
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<td>to function in the ambulance. The three quarters are</td>
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<td>progressive from observation only, early in the program, to</td>
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<td>eventually performing all paramedic skills and functions.</td>
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</table>
ENG 1200 Patterns of Composition
3 Credits
Effective expository writing. Reading of models; writing with emphasis on rhetorical devices, grammar, mechanics, structure, and style.

ENG 1210 Oral Communication
3 Credits
Emphasis on student preparation to deliver effective, informative, and persuasive talks on the job. Support topics include dealing with speech fright, understanding oral communication, and preparing visual aids. Students will plan and deliver several brief technical talks in class.

ENG 1230 Introduction to Business Writing
3 Credits
ENG 1230 is designed to improve students' written communication abilities. Students learn to apply fundamental writing skills to business correspondence and to selected short business reports.
Prerequisite: Proficiency at DSE 0801 level

ENG 1240 Report Writing
3 Credits
A study of informal business reports emphasizing audience analysis, format, and organization. Students write abstracts, performance appraisals, recommendations, proposals, feasibility studies, and procedures. A unit on employment communication is also included.
Prerequisite: ENG 1200 or ENG 1230

ENG 1260 Introduction to Technical Writing
3 Credits
A course focusing on the basic patterns of writing of use to the technician. Emphasis upon accuracy, clarity, and conciseness.
Prerequisite: Proficiency at DSE 0811 level

ENG 1280 Introduction to Literature
3 Credits
An introduction to the study and appreciation of fiction, drama, and poetry. Emphasis on reading, analyzing, and writing about literature.
Prerequisite: ENG 1200 or ENG 1230

ENS 1310 Statics
4 Credits
A course covering the branch of mechanics which deals with the effects of force acting upon a body at rest. Vectors, equilibrium, friction, and center of gravity are some of the concepts studied. Basic truss and frame analysis is also covered.
Prerequisite: MTH 1110
Co-requisites: MTH 1120 and PHY 1010

ENS 2010 Engineering Data Analysis
3 Credits
A course covering the management and manipulation of engineering and scientific data. Topics will include records systems, origin and propagation of errors and uncertainties, probability, data distributions, curve fitting, model fitting by
regression analysis, selected statistical tests, statistical quality control, and selected numerical solutions to frequently encountered engineering problems. Applications and skills will be emphasized, but enough theoretical material will be included for a solid understanding of principles. The laboratory will primarily emphasize engineering data management and manipulation on the computer.

Prerequisite: MTH 1130

ENS 2110 Safety
4 Credits
4 Class Hours, 0 Lab Hours
This course covers the area of job-related safety. OSHA compliance, industrial safety philosophies, and engineering factors involved in meeting safety standards are a few of the topics discussed.

Prerequisite: ENG 1260
Co-requisite: ENG 1270

ENS 2210 Strength of Materials
4 Credits
3 Class Hours, 3 Lab Hours
A study of the internal reactions to external forces. This course deals with how various materials behave when loads or forces act on them. Principles of stress and strain, shear and bending are covered such that a material's strength may be measured or calculated in various load carrying configurations such as beams, columns, compression, or tension structures.

Prerequisite: MET 1320
Co-requisites: MTH 1130, CST 1320

HUM 2000, Business Ethics and Professional Responsibility
3 Credits
3 Class Hours
Ethical problems as they confront both business as a social institution and individuals in business will be thoroughly explored. This course will cover the nature of responsibility and professionalism and the application of those concepts to professional activity in business situations.

Prerequisite: ECN 1010 or ENG 1260

HUM 2010, Humanities and Technology
2 Credits
2 Class Hours
A study of the relationships between the humanities and technology in past and present with some attention to the future and ethical responsibilities of the technician.

INS 1210 General Principles of Insurance
4.5 Credits
4.5 Class Hours
Basic principles that underlie the entire field of insurance, as well as the nature and operation of the insurance business, are covered.

INS 1220 Advanced Property Insurance
4.5 Credits
4.5 Class Hours
Primary emphasis is placed on understanding coverages, policy provision, and concepts common to property insurance. Contracts and forms studied include the standard fire policy, extended coverage endorsement, dwelling and contents forms, bailees', customers policy, and the property coverages provided by multiple line contracts.

INS 1230 Casualty Insurance
4.5 Credits
4.5 Class Hours
This course includes topics such as coverages, policy provisions, and concepts common to liability insurance policies, suretyship, and liability insurance aspects of multiple-line contracts, and life, health, and social insurance coverages.
MET 1010 Engineering Materials and Manufacturing Processes
3 Credits 3 Class Hours
A study of modern materials and their production. This course covers the production and fabrication of most common ferrous and non-ferrous metals, hot and cold working, heat treatment, casting, forging, and other forming processes, including plastics.

MET 1011 Materials & Manufacturing Process Lab
1 Credit 3 Lab Hours
Lab to accompany MET 1010.

MET 1120 Shop Practices I
2 Credits 2 Class Hours
This course serves as an introduction to the use of machine tools. Emphasis is placed on "hands-on" experience with the common machine tools: fabrication using welding and sheet metal processes; inspection, measurement, and gauging during the forming process.

MET 1121 Shop Practices I Lab
1 Credit 3 Lab Hours
Lab to accompany MET 1120.

MET 1140 Shop Practices II
2 Credits 2 Class Hours
This course is a continuation of MET 1120 with additional emphasis placed on the more intricate machine elements such as threads and gears.
Prerequisites: MET 1120, MET 1121

MET 1141 Shop Practices II Lab
1 Credit 3 Lab Hours
Lab to accompany MET 1130.
Prerequisite: MET 1121

MET 1260 Electronic Shop Practices
2 Credits 1 Class Hour, 3 Lab Hours
This course is a study of various methods and processes of making printed circuit boards. The course also covers the use of sheet metal and machine shop equipment. It includes the three types of printed circuit processes, direct masking techniques, cut and peel method, and photo mask and etch. It covers various tools and processes in sheet metal, bending, shearing, drilling, reaming and punching. The laboratory sessions give the students "hands-on" experiences in the shop.

MET 1320 Dynamics
4 Credits 3 Class Hours, 3 Lab Hours
As statics deals with the external forces on a body at rest, dynamics deals with the forces on a body in motion. Velocity, acceleration, and their relationships to the dynamic forces are discussed in addition to the concepts of work, kinetic energy, momentum, and inertia.
Prerequisite: ENS 1310
Co-requisite: MTH 1030

MET 2110 Machine Elements I
4 Credits 3 Class Hours, 3 Lab Hours
A course covering various elementary machine elements. Bearing design and selection, power shaft design, fastener design, and weld design are a few of the topics covered.
Prerequisites: ENS 2210, MET 1320, MTH 1130, and CST 1310
MET 2120 Machine Elements II
4 Credits
3 Class Hours, 3 Lab Hours
A study of more advanced machine elements covering camshafts, gears, clutches, flywheels and their applications, analysis, and design.
Prerequisite: MET 2110

MET 2210 Fluid Mechanics
4 Credits
3 Class Hours, 3 Lab Hours
A study of fluid mechanics with emphasis on pipe flow, pumping theory and applications such as the pressure losses in pipes, energy requirements, pressure head, viscosity, and flow rate.
Prerequisites: MET 1320 and MTH 1030

MET 2220 Hydraulics & Pneumatics
4 Credits
3 Class Hours, 3 Lab Hours
An introductory course in the application of hydraulic and pneumatic systems. Application of hydraulic power to single acting linear systems is discussed, and horsepower and efficiency are calculated. Seals, packings, pumps, and valves are analyzed, and methods of computing effectiveness are studied. Pneumatic systems and pneumatic logic control are also covered. The student learns testing procedures for both hydraulic and pneumatic systems.
Prerequisites: MET 1320, MET 2210

MET 2300 Computer Aided Machining
4 Credits
2 Class Hours, 6 Lab Hours
C.A.M. is a basic course in the Programming of N.C. and C.N.C. machines. The major topics covered include manual programming, M.D.T. (manual data input), C.R.T. input (remote) and advanced machining practices.
Prerequisites: MET 1140, MET 1141, CST 1310, MTH 1120

MET 2310 Thermodynamics and Heat Transfer
4 Credits
3 Class Hours, 3 Lab Hours
An introductory course in the fundamentals of applied thermodynamics and heat transfer. Conservation of energy (1st law of thermodynamics) is discussed and applied to practical engineering problems. The concepts of entropy, reversibility and the second law of thermodynamics, the steam tables and Mollier diagram, conduction, convection and radiation heat transfer, heat exchangers, and their applications are some of the topics covered.
Prerequisites: MET 2210, EET 1040, and CST 1310

MET 2330 Heating, Ventilation and Air Conditioning
4 Credits
3 Class Hours, 3 Lab Hours
A course covering the calculation of heating and air conditioning loads. Human comfort, ventilation requirements, the psychometric chart and its use, air distribution and duct sizing are topics covered. Available refrigeration and heating systems are discussed as time permits.
Prerequisite: MET 2210
Co-requisite: MET 2310

MET 2410 Instrumentation
4 Credits
3 Class Hours, 3 Lab Hours
A course designed to introduce the student to the various mechanical and electronic devices used to measure flow rate, pressure, level, temperature, and other physical quantities. Emphasis is on the application of industrial instruments.
Prerequisite: MET 2210 or consent of MET Department Head
MET 2510 Metallurgy
4 Credits
3 Class Hours, 3 Lab Hours
A course covering the properties of metals. Crystal structure, phase diagrams, heat treatment are a few of the topics studied in relation to mechanical properties of metals.
Prerequisite: MET 1010, MET 1011, and MET 1320

MET 2510 Special Projects
3 Credits
1 Class Hour, 6 Lab Hours
A projects course in which the student and instructor identify a research design problem to be pursued by the student.
Prerequisites: MET 2010, MET 2210, Departmental Approval
Co-requisites: MET 2310, MET 2110

MET 2710 Introduction to Solar Design
4 Credits
3 Class Hours, 3 Lab Hours
This course is an introduction to solar heating including active and passive concepts. Consideration of design, application, and equipment will be given in addition to economic feasibility.
Prerequisite: MET 2210
Co-requisite: MET 2310

MET 2770 Energy System
4 Credits
3 Class Hours, 3 Lab Hours
Principles of fossil fired, and nuclear, hydro-electric power plants will be presented. Consideration of design, application, and equipment will be given in addition to economic feasibility.
Prerequisite: MET 2210
Co-requisite: MET 2310

MET 2770 Energy System
4 Credits
3 Class Hours, 3 Lab Hours
Principles of fossil fired, and nuclear, hydro-electric power plants will be covered in addition to peak-power generation and energy storage. Various fuels and fuel costs will be discussed. Other aspects of electric utility operation and alternate energy systems will be covered.
Prerequisite: MET 2310 or Consent of MET Department Head

MGT 1000 Introductory Drawing for Industrial Management Technology
2 Credits
6 Class Hours
An elementary course in drawing designed to provide the student with the fundamentals of drawing and print reading required to communicate effectively in industry and business.

MGT 1240 Business Law
4 Credits
4 Class Hours
Principles of law as applied to business transactions, including contracts, employment, negotiable instruments, and personal property.

MGT 1310 Methods Analysis
3 Credits
3 Class Hours
The application of the "questioning attitude" is studied in search for better manufacturing methods and job procedures.

MGT 1320 Personnel Management
5 Credits
5 Class Hours
The course is designed to provide an understanding of the basic functions of management used to build and work with an effective and satisfied group of
people. Attention is focused on the scope, guiding principles, and background to personnel management.

**MGT 2010 Principles of Management**  
4 Credits  
4 Class Hours  
This course undertakes the study of management by analyzing the basic managerial functions and relating these to the manager's total environment. Differing management theories are researched along with the total organization and its role in present society. Management is approached through a component breakdown with each area being researched in detail.

**MGT 2110 Motion and Time Study**  
4 Credits  
4 Class Hours  
The application of time study, standard data development and formula construction, and work sampling principles and studies will be discussed.

**MGT 2120 Wage and Salary Administration**  
4 Credits  
4 Class Hours  
This course covers the methods used in developing a job evaluation program and the various ways of making wage payments. Consideration is given to the maintenance and control of established programs.

**MGT 2210 Plant Layout and Materials Handling**  
4 Credits  
4 Class Hours  
The study of equipment maintenance, utilization of space and arrangement of stock, machines and aislesways is included in this course. The course surveys material-handling elements, the unit load, packaging, bulk handling, economic improvement procedures, justification of equipment, and special techniques.

**MGT 2220 Quality Control**  
4 Credits  
4 Class Hours  
The practical application of statistics and probability theory as it applies to acceptance sampling, control charts, and sampling plans.

**MGT 2230 Engineering Cost Analysis**  
3 Credits  
3 Class Hours  
A study of engineering economy including fundamental economic principles and concepts such as the Law of Supply and Demand, Law of Diminishing Return, Consumer-Producer Goods Relationships, Cost Volume Relationships, and the Concept of Alternatives. The students will calculate interest, annuity, depreciation, and rate of return on investments. They will compare alternative investments and decisions and evaluate the risk of uncertainty in forecast.

**MGT 2240 Time Measurement**  
4 Credits  
4 Class Hours  
A course designed to give the student detailed training in the application of work measurement by the MTM technique. Includes the recognition and definition of fundamental work elements with practical applications.

**MGT 2250 Introduction to Labor Relations**  
4 Credits  
4 Class Hours  
This course gives an overview of all aspects of labor. Covers the dimensions of our labor force, the laws and regulations governing its employment, programs for its improvement and protection, and labor-management relations.
MGT 2310 Supervisory Development
3 Credits
Applications of modern psychological principles to supervisory problems of training, motivation, and discipline. The supervisor's role as a morale builder and the importance of understanding, empathy, and proper counseling will be discussed. Prerequisite: MGT 2010

MGT 2320 Production Planning and Control
4 Credits
A discussion of the most economical methods, machines, operations, and materials for the manufacturing of a product. Also covered is the planning, scheduling, routing, and detailed procedure of production control.

MGT 2350 Supervisory Development II
3 Credits
A second-quarter course covering the fundamental techniques supervisors or first-line managers need to know for supervision, managing and helping themselves succeed. Prerequisite: MGT 2010

MGT 2360 Information Systems for Management
4 Credits
This course is an in-depth introduction to the practical world of computer use to improve students' managerial effectiveness. Presents an overview of how the modern practice of management is affected by computers and information systems.

MGT 2380 Labor Relations
4 Credits
A study of the various aspects of labor problems, including a study of wages, unemployment, organized labor, collective bargaining, union policies and methods, political activities of organized labor, the labor problem of employers, and methods of communications between labor and management.

MKT 1000 Introduction to Marketing
4 Credits
A general but critical survey course of the field of marketing, covering marketing channels, functions, methods, and institutions. Designed to introduce the marketing major, or students from other fields, to marketing.

MKT 1010 Salesmanship
4 Credits
A study of the principles and techniques of effective selling, with emphasis placed on the theoretical aspects of the psychology of selling and those personal characteristics found most often in a successful salesperson.

MKT 1020 Advanced Sales Techniques
4 Credits
Designed to extend and enhance the skills learned in MKT 1010, MKT 1020 utilizes videotaping sessions and role playing to familiarize the student with sales technologies. Prerequisite: MKT 1010

MKT 2110 Advanced Marketing
3 Credits
An in-depth study of marketing which utilizes the theories and principles to which students have been exposed in the lower division courses and introduces the study of more complex marketing theories, practices, and concepts. Prerequisite: MKT 1000
MKT 2140 Marketing Opportunity Analysis
4 Credits 3 Class Hours, 3 Lab Hours
A hands-on application of research, strategic planning, and target marketing principles. Actual preparation and presentation of an M.O.A., written and oral, will give the student insight on application of these principles in actual situations.
Prerequisites: MKT 2110, ACC 1220

MKT 2150 Advertising Theory I
3 Credits 3 Class Hours
A study of the development of advertising, the various media, and the social, psychological, and technical aspects of advertising.

MKT 2160 Applied Advertising II
3 Credits 3 Class Hours
Study and practice of the technical aspects of advertising campaigns for business, media surveying, and graphic applications of layout and copywriting.
Prerequisite: MKT 2150

MKT 2220 Buyer Behavior
3 Credits 3 Class Hours
A study of industrial and ultimate consumer purchasing behavior and the theories underlying buying decision processes. There is also an emphasis on marketing management and pivotal concepts in behavioral sciences.

MKT 2240 Public Relations
3 Credits 3 Class Hours
An examination of the communications process in terms of its theory and the relationship to the marketing areas of advertising, public relations, and personal selling.

MKT 2310 Retail Merchandising
3 Credits 3 Class Hours
An examination of the successful techniques of retail establishment marketing operations, including both small and large establishments. An overview of those elements of retail marketing, including location considerations, promotion, advertising, and training of personnel.

MKT 2320 Retail Buying
3 Credits 3 Class Hours
A study of the activities included in the buying function of retail institutions. Merchandising math and related data processing techniques used by the buying specialist.
Prerequisite: MKT 2310

MKT 2330 Small Business Management I
3 Credits 3 Class Hours
Training in the operation of a small business concern, including principles of accepted accounting procedures, order billing, credits and collection, costs, payroll procedures, taxes, ratio analysis and franchising vs. independent ownership.
Prerequisite: ACC 1221

MKT 2340 Sales Management
4 Credits 4 Class Hours
A study of the organization of sales staffs and departments, the techniques of campaign planning, quota assignment, compensation plans, and other considerations primarily related to the personnel aspects of sales management.
MKT 2350 Small Business Management II
3 Credits
A study of small business strategy planning, decision making processes, organization factors, staff training, and development. Also emphasizes financial and administrative control systems and legal and governmental regulations and tax structure.
Prerequisite: MKT 2330

MTH 1110 Introductory Mathematical Analysis I
4 Credits
This course includes polynomial, trigonometric, and rational functions and their application to engineering technology and business. Systems of equations and inequalities, maximization, and problem solving skills are covered.
Prerequisite: DSM 0827 competency

MTH 1120 Introductory Mathematical Analysis II
4 Credits
MTH 1120 includes trigonometric functions, graphs, equations, and identities, exponential and logarithmic functions, complex numbers, and curve fitting.
Prerequisite: MTH 1110

MTH 1130 Calculus I
4 Credits
This calculus course introduces analytic geometry, limits, differentiation and integration of polynomial and rational functions, and applications.
Prerequisite: MTH 1120

MTH 1140 Calculus II
4 Credits
Topics include differentiation and integration of logarithmic and trigonometric functions and their applications.
Prerequisite: MTH 1130

MTH 1200 Finance Mathematics
4 Credits
The fundamentals of mathematics are applied to business. Topics include discounts, interest, insurance, payroll, stocks, consumer credit, taxes, profits and dividends.
Prerequisite: DSM 0847 Competency

MTH 1220 Linear Systems
4 Credits
Graphical and simplex methods of solving linear programming problems are investigated. Other business topics include exponential and logarithmic equations, annuities, and amortization.
Prerequisite: DSM 0847 Competency

MTH 1230 Elementary Statistics
The introductory statistical concepts of graphs, measures of central tendencies, measures of dispersion, normal distribution, tests and chi square tests are covered.
Prerequisite: DSM 0847 Competency

QIT 1000 Keyboarding Laboratory
3 Credits
Course is designed for persons needing to master keyboarding skills for inputting on information system workstations, computers, or typewriters. It is set up to develop a touch mastery on the alpha-numeric keyboard and will increase pro-
ductivity in the use of information systems for accessing, manipulating, and communicating information. This course (or equivalent) is required of all Business Technology majors. This is not a course in programming; no previous computer operating experience is required.

**OIT 1010 Word/Information Processing I**  
3 Credit Hours  
3 Class Hours  
Basic introduction to microcomputers and word processing software; introduces components of word/information processing systems and develops skill in equipment operation. No previous computer operating experience is required.  
Prerequisite: OIT 1000 or equivalent experience

**OIT 1020 Word/Information Processing II**  
4 Credit Hours  
3 Class Hours, 3 Lab Hours  
Course designed to develop industry proficiency in the production of business documents using the word processor. Document formatting and proofreading are stressed.  
Prerequisite: OIT 1010 or equivalent experience

**OIT 1030 Word/Information Processing III**  
4 Credit Hours  
3 Class Hours, 3 Lab Hours  
Advanced word processing applications is with an overview of some of the integrated functions such as information management, spreadsheet, data base handling, and graphics.  
Prerequisite: OIT 1020

**OIT 1100 Typing Speed Development**  
2 Credits  
1 Class Hour, 2 Lab Hours  
Improves typewriting speed and accuracy and develops vocational competency on the typewriter.  
Prerequisite: OIT 1000 or equivalent experience

**OIT 1111 Information Processing Concepts**  
3 Credit Hours  
3 Class Hours  
Lecture course with some hands-on word processing applications; covers the history of information processing and the components of information systems. Support systems that organize, operate, and control office functions are surveyed. No previous computer operating experience is required.  
Prerequisite: OIT 1000 or equivalent experience

**OIT 1210 Office Automation Skills**  
3 Credit Hours  
3 Class Hours  
Vocabulary and terminology of the automated office will be introduced through formatting, proofreading, and language-art skills. Machine dictation and transcription techniques will be covered with emphasis on document formatting and proofreading.  
Prerequisite: OIT 1000 or equivalent experience

**OIT 1220 Keyboarding II**  
3 Credits  
2 Class Hours, 3 Lab Hours  
The advanced features of automated equipment will be introduced. Production of various forms of business correspondence and tabulations will be emphasized. Course increases keyboarding speed and accuracy through drills and timed writings.  
Prerequisite: OIT 1000 or equivalent experience
OIT 1230 Keyboarding III
3 Credits
Use of advance features of automated equipment will be reviewed and reinforced. Production of business correspondence, business forms, financial reports, manuscripts, and tables. Course continues to develop speed and accuracy through intensified drills and timed writings.
Prerequisite: OIT 1220 or equivalent experience

OIT 1500 Records Management
3 Credits
Procedures for establishment and use of various filing methods including alphabetic, numeric, geographic, and subject. Principles for storage control, retrieval, transfer, retention, and disposal of records are covered with emphasis on electronic storage and retrieval.

OIT 2050-60 Special Topics—Office Information Technology
1-4 Credits
The Special Topics course is a grouping of seminars designed to provide students with the latest ideas in the field of office automation. The content of Special Topics in Office Information Technology is thematic in nature and each seminar within the course differs from other offerings in the same course. A student may take a maximum of 12 hours in Special Topics courses.

OIT 2090 Specialized Procedures
3 Credits
This course has been designed to prepare students for highly specialized work in law offices, the medical environment, scientific/technical settings, or other areas where needs arise for specialization. The student will become familiar with office procedures, terminology, and ethics related to the particular area at hand, as well as the typing and processing of documents and correspondence relative to the specialty area. Machine transcription of documents will be emphasized.
Prerequisite: OIT 1220 or equivalent experience

OIT 2700 Administrative Services
3 Credits
Study of information communication media, reprographic techniques, and micrographic services. Overview of methods of setting up an information processing center with emphasis on office space planning and layout; physical comfort considerations within set ergonomic standards.

OIT 2800 Practicum
3 Credits
1 Class Hour, 6 Lab Hours
Actual work performed in the Information Processing Center for the College for faculty and staff.
Prerequisites: OIT 1030, CST 2610, CST 2620

PHY 1010 Physics of Mechanics
3 Credits
This course provides an introduction to the basic concepts and principles of general physics. The course covers the major topics of mechanics including vectors, Newton's Laws, work, energy, circular motion, simple machines, impulse, and momentum.
Prerequisite: MTH 1110

PHY 1011 Physics of Mechanics Laboratory
1 Credit
3 Lab Hours
The laboratory parallels class work and will be used to illustrate lecture principles.
Co-requisite: PHY 1010
PHY 1020 Physics of Electricity and Magnetism
3 Credits
Basic laws and theories of electricity and magnetism. Electric and magnetic fields, electric potential, DC circuits, electromagnetic induction, and an introduction to AC circuits are topics covered.
Prerequisites: PHY 1010 and MTH 1110

PHY 1021 Physics of Electricity and Magnetism Laboratory
1 Credit
Laboratory work closely parallels class work.
Co-requisite: PHY 1020

PHY 1030 Physics of Heat, Light and Sound
3 Credits
An introduction to wave motion, sound, thermodynamics, light, and optics.
Prerequisites: PHY 1010 and MTH 1110

PHY 1031 Physics of Heat, Light and Sound
1 Credit
Laboratory to accompany PHY 1030.
Co-requisite: PHY 1030

REE 1020 Principles of Real Estate
3 Credits
The course deals with establishing goals for real estate salespeople and defines the activities needed to achieve these goals. Emphasis is placed on setting long-term objectives, identifying yearly goals, and converting to monthly, weekly, and daily plans of action. Stress is on the law and on the Code of Ethics as a basis for developing a referral system, time management, and required knowledge and skill. Skill development includes the study of the interaction approach to communication, techniques to acquire saleable listing, the comparative market analysis, optimum selling condition, advertising, servicing the listing, qualifying the buyer, financing, negotiating strategies, settlement procedures, telephone techniques, market conditions, and planning the agent's specialized market area. The use of forms and record-keeping are emphasized. Instructional methods include cassette tapes, outside reading, group discussion of actual real estate sales problems, and role playing.

REE 1130 Real Estate Law
3 Credits
The legal bases, ramifications, and standing of real property contract instruments are studied in view of common law precedents, federal state statutes, and miscellaneous agency interpretations. This course will also investigate at length the implications of ethical conduct and standard behavior as it relates to the brokerage of real property.

REE 1180 Real Estate Salesmanship
3 Credits
This course examines fundamental principles underlying real estate brokerage activities to provide a broad foundation for students interested in real estate and to provide sufficient coverage of materials for mastery of the Tennessee Real Estate Commission licensing examinations. Included are appropriate arithmetic calculations, sales contracts, and closing papers. Through a combination of instructor lectures, development of model problems, and exercises, students will be able to concentrate efforts in areas of their choice.
REE 1330 Introduction to Commercial Real Estate
3 Credits
This course is designed for residential brokers or affiliate brokers who wish to expand their knowledge of commercial real estate. It includes fundamentals of commercial investments, development, financing, appraisal, leasing, city planning, and zoning. The status and trends of the current commercial real estate market will be explored as well as opportunities available to brokers in commercial sales.

REE 2010 Mathematics, Contracts, and Closings
1.5 Credits
Arithmetic calculations normally associated with real estate brokerage activities and contract closing will be developed in this largely self-paced study laboratory. Through a combination of instructor lecture and presentations as well as the use of practical problems and exercises, the student will be able to concentrate his learning effort in those areas where he/she requires greater levels of expertise. This course is intended to review and practice the basic profession, as well as those on the Affiliate Broker's Exam. The student would learn how to properly write a real estate sales contract for residential property with emphasis on "traps for the unwary."

REE 2100 Residential Appraising
3 Credits
This course introduces the student to three methods of appraising residential property: comparative sales, unit cost, and gross rent multiplier. Basic concepts such as the purposes of appraisals, value of property, neighborhood and site analysis, and market conditions are covered using appraisal terminology. Students will appraise their own and their classmates' properties as well as properties of decidedly high and low economic values. All three appraisal methods will be used, but emphasis will be placed on the comparative sales approach.

REE 2250 Advanced Real Estate Techniques
3 Credits
This course is organized to introduce the beginning real estate salesperson to the basic aspects of listing, marketing, and consummating the sale of real property. It is also designed to review techniques, suggest new approaches to common problems, and further develop the existing knowledge of the experienced realtor.

REE 2330 Real Estate Finance
3 Credits
Basic sources of lending in the field of residential and income property are covered, including FHA, VA, and conventional loans and sources of commercial loans for income property. Interim construction financing is also covered. Discussion of current events and trends in the housing and money markets are used to highlight the concepts.

REE 2350 Real Estate Investments
3 Credits
The fundamental principles underlying successful real estate investments are examined. Finding opportunities, types of ownerships, income taxation, and financing considerations are covered to enable the student to become more knowledgeable and successful in investing.

REE 2440 Land Development, Marketing, and Use Regulations
3 Credits
This course covers the planning, development, marketing, and land use strategies necessary to insure success in residential land development pertaining to clus-
ters, planned unit developments, and regional development, road layout and lot sizing, marketing strategies. In addition, the basic philosophies of land use, enabling legislation, zoning and subdivision ordinances, administrative policies and current environmental protection controls are reviewed.

**REE 2450 Real Estate Office Management**
3 Credits
This course deals with the many new challenges confronting the real estate business today. As sales becomes more complex, so do management challenges. People in sales today demand more education, training, and better management communications to guide them toward more successful careers. The course directs itself to these points with discussions of the job of managers and their functions.

**SBM 1000 Introduction to Small Business**
3 Credits
This course is designed for the individual anticipating starting a business or in the first years of operating a small business. Topics covered will include: characteristics of successful small business people; risks and rewards of entrepreneurship; accounting, finance, and marketing basics; and location of professional services used to help business prosper.

**SBM 1100 Small Business Management**
3 Credits
This course will cover in detail aspects of small business management including clarifying objectives, strategy, and planning; organizing the small firm; managing human resources; purchasing and managing inventory; understanding business risks and insurance. Case studies will be used in discussing these topics.

**SBM 1200 Small Business Finance**
3 Credits
This course is designed for the small business owner with limited accounting knowledge. Topics to be discussed will include: time value of money; analysis of financial statements; types of capital; sources of money and the compiling of a loan package for a financial institution. Successful completion of SBM 1000, 1100, & 1200 results in a State Technical Institute Certificate in Small Business Management.

**SSC 1010 Human Relations**
3 Credits
An experiential study of human interaction in the business and industrial complex. Emphasis is placed on the necessity of a cooperative environment to satisfy individual needs and to increase productivity.

**SSC 1020 Applied Psychology**
3 Credits
An introduction to those general principles of psychology which are most applicable to the everyday lives of students, emphasizing the transactional analysis approach.

**SSC 1030 Psychology for the Technician**
2 Credits
A practical introduction to psychological principles and findings relevant to the technician's on-the-job interpersonal relations.
FACULTY AND STAFF

Administrative Staff

President's Office

J. L. GOINS
B.A. in Business Administration — Maryville College; M.S. in Vocational Technical Education — University of Tennessee, Knoxville; Doctoral coursework in Vocational-Technical Education Administration.

VRONDELIA G. CHANDLER Administrative Assistant to the President

Administrative Affairs

LONNIE R. BUTLER Director of Institutional Research
A.A. in Journalism — Hiwassee College; B.S. in Journalism — University of Tennessee, Knoxville; M.S. in Educational Administration and Supervision — University of Tennessee, Knoxville; Additional graduate study in Education and English.

JAN D. BUXTON Director of Development
A.A. in Business Education — Hiwassee College; B.S. in Education — Tennessee Technological University; M.Ed. in Education — Memphis State University; Ed.D. in Educational Administration — University of Tennessee, Knoxville.

VIRGINIA C. MCNUTT Secretary to the Dean of Administrative Affairs

DOROTHY ICE Programmer/Analyst
A.S. in Business Data Processing — State Technical Institute at Knoxville; B.S in Home Economics — Oklahoma State University; M.A.T. in Elementary Education — Rollins College.

MICHAEL R. RAGSDALE Dean of Administrative Affairs
B.S. in Physical Education — University of Tennessee, Knoxville; M.S. in Education — Auburn University; Ed.D. in Education/Psychology — University of Tennessee, Knoxville.

JOSEPH D. WILSON Director of Computer Services
B.S. in Mathematics — University of North Carolina at Charlotte.

Academic Affairs

JANE CAMERON Assistant Professor, Librarian

REBECCA L. CARICO Secretary to Dean of Academic Affairs

NINA W. HAYDEN Director of Learning Resources Center
B.A. in History — Arkansas State University; M.S. in Library Science — Florida State University.

GARY HOLT Industrial Coordinator
B.S. in Social Science — University of Tennessee, Knoxville.

MICHAEL L. HUDSON Industrial Coordinator
B.S. in Personnel — University of Tennessee, Knoxville; M.S. in Industrial Education — University of Tennessee, Knoxville.
J. LEON JONES  Dean of Academic Affairs  
B.S. in Mathematics — Troy State University; Master of Mathematics — University of South Carolina, Columbia; Ed.D. in Community College Administration — North Carolina State University, Raleigh.

ROBERT W. MASCHAK  Media Specialist  
A.S. Mid-Management — State Technical Institute at Knoxville, Knoxville, TN.

JOAN C. NEWMAN  Coordinator, Learning Support Services  
B.S. in Education — University of Tennessee, Knoxville; Specialist in Education — University of Tennessee, Knoxville.

LINDA M. RANDOLPH  Instructor, Assistant Librarian  
B.S. Psychology/Sociology — University of Kentucky; M.S.L.S. — University of Kentucky.

PEGGY E. MAHAN WILSON  Industrial Coordinator  
B.S. in Home Economics — Eastern Kentucky University; M.S. in Vocational-Technical Education — Morehead State University.

Business Office

JOHN S. CLARK, JR.  Purchasing  

PERRY CUTTINO  Bookstore Manager  
B.S. in Industrial Arts Education — Memphis State University; B.S. in Industrial Technology — Memphis State University.

LUTHER B. FURROW  Director of Accounting  
B.S. in Accounting — University of Tennessee, Knoxville.

PATRICIA GRANT  Account Clerk III  
A.B.S. in Accounting — Draughons Junior College; B.A. in English — Carson Newman College.

RONALD KESTERSON  Business Manager  
B.S. in Accounting — University of Kentucky; Additional Graduate Study — University of Tennessee, Knoxville.

CHRISTINE M. LEE  Director of Personnel  
B.A. in Political Science — Allegheny College; Master of Public Administration — Syracuse University.

WILLIAM R. LEONARD  Chief of Public Safety  
A.A.S. in Police Science — Central Piedmont Community College; A.A.S. in Industrial Safety — Central Piedmont Community College.

ROSE ANN PRITZEL  Administrative Services Supervisor  

RENEE REED  Accountant  
B.S. in Business Accounting — University of Tennessee, Knoxville.

NORMA SLONE  Secretary to Business Manager  

GEORGE WARLICK  Accountant  
B.S. in Business Administration — Carson-Newman College.

Student Affairs

LUCINDA K. ALEXANDER  Cooperative Education Coordinator  
B.A. in Liberal Arts — University of Tennessee, Knoxville; M.B.A. in Finance — University of Tennessee, Knoxville.

DEWEY BATSON  Registrar  
A.A. in Liberal Arts — University of Tennessee, Nashville.
JACK R. BOPP  Financial Aid Officer/N.A. Counselor, Student Services  B.S. in Zoology — University of Southern Illinois.

TERESA E. CAUGHRON  Secretary to Dean of Student Affairs

EMILY S. FULLER  Director of Career Planning and Placement  B.A. in English — Union University; M.A. in English — University of Tennessee, Knoxville.

KATHRYN K. FIEGE  Admissions Counselor  A.S. in Communications — Motlow State Community College; B.S. in Public Relations and Advertising — Middle Tennessee State University; M.B.A. — University of Tennessee, Knoxville.

MALCOLM MCCARN  Director of Admissions and Records  B.S. in Marketing — University of Tennessee, Knoxville; J.D. — John Marshall Law School; Additional study in Accounting — University of Tennessee, Knoxville.

ILA VEE C. MCGAHEY  Dean of Student Affairs  B.M.E. in Music — Delta State University; M.Ed. in Guidance and Counseling — Delta State University; Additional Study in Student Personnel and Educational Psychology — Memphis State University.

INSTRUCTIONAL FACULTY (FULL-TIME)

DENNIS R. ADAMS  Associate Professor and Department Head, Mathematics and Physics  B.A. in Mathematics — Bowling Green State University; M.A. in Education Administration — University of Alabama; Ph.D. in Secondary Education and Mathematics — University of Alabama.

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<td>CAROL CLARK</td>
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STUDENT HANDBOOK
1986-87

PART I

SPECIAL ASSISTANCE SERVICES AND RESOURCES
STUDENT HANDBOOK

PART I

SPECIAL ASSISTANCE, SERVICES, AND RESOURCES

Student personnel services are concerned with the total welfare of each student. The services are designed to help students utilize most profitably the total educational opportunities afforded them at the College. The student personnel program complements the instructional program by providing needed specialized services to insure as full a campus life for students as possible.

ACADEMIC ADVISEMENT

Each student is assigned a faculty advisor upon acceptance at State Technical Institute at Knoxville. The advisor works closely with the student in planning his/her program and course sequence. Every new student receives a “Assigned Advisor” notice shortly after enrollment indicating the name of the advisor, and it is the student’s responsibility to know this advisor.

All faculty members are available to students for consultation and maintain regular office hours for this purpose. Advanced students are available for special tutoring in selected areas and through the Learning Support Activities program. Students needing academic assistance are encouraged to seek help before their problems become critical. The academic advisors are committed to making quality advisement available to students on a regularly scheduled basis. Advisors assist students with scheduling classes as well as counseling for academic problems.

ALUMNI ASSOCIATION

State Technical Institute at Knoxville views its graduates as “continuing students” whose advice and support feeding back to the college from the world of work is considered valuable in guiding the College’s continuous search for excellence. All former students are encouraged to participate.

BOOKSTORE REFUND

Please do not write in new textbooks until you have attended class and have been assured by the instructor that you have the correct textbook. If you have purchased the wrong book, return it immediately with the sales receipt. New books without marks carry a full refund.

Refund on textbooks are allowed for two weeks after purchase if purchased before the last day to drop/add. After drop/add date no refunds will be allowed after one week from purchase. Sales receipt is necessary for refund. No exceptions are made.

BULLETIN BOARDS

Bulletin boards for student use are located near the student lounge areas and are color-coded for attractive display. Posted materials should be of general interest to students, faculty and staff. Exceptions to bulletin board policy or posting of materials other than on bulletin boards must be approved by the Business Manager.
CAREER RESOURCE CENTER

The purpose of the Career Resource Center is to provide general information and materials on career and life planning with an emphasis on how those areas relate to the educational experience. In the Center you will find slide presentations outlining State Tech programs, literature on local and national companies, good reading on subjects relating to almost every aspect of student life, and much more. Whether you are exploring areas of work within your major, writing your resume, seeking a job, researching a company or facing that first interview, the Career Resource Center is a great place to start.

CARPOOLING

A carpooling information booth, with numbered slots and a large area map keyed to match drivers and riders, is located near the student lounge areas. Potential carpoolers should file the appropriate Driver/Rider cards in the area-keyed slots to locate others who wish to carpool from the same area.

COOPERATIVE EDUCATION

The Cooperative Education Program at State Technical Institute at Knoxville is a flexible parallel or alternating plan designed to integrate classroom theory with practical work experience. The students have specific periods of attendance at State Tech and specific periods of employment. The paid work experiences are arranged in related career areas to the advantage of both the student and the employer.

COUNSELING

As a service to students and the community, the College maintains a staff of professional counselors and faculty advisors in each instructional program.

The Student Affairs Staff assists students in making intelligent decisions regarding their vocational, educational, and personal-social plans. As a part of this assistance, students have available appropriate tests, inventories, occupational and educational information, and information regarding financial assistance or employment. Tutorial assistance is available through the Learning Support Center.

The counseling service provides individual attention and supplementation to the instructional programs of the College.

EMERGENCY MESSAGES

In cases of medical emergencies, individual students may be contacted through the Student Affairs Office. However, time does not permit State Tech to contact individual students regarding other messages from family/friends.

EMERGENCY PROCEDURES

Emergency procedures are posted in each classroom and in other designated areas. For injuries or illnesses which require immediate attention, the instructor or other individual in charge when such an emergency occurs should refer to and follow posted procedures. The person in charge should notify the receptionist who should in turn notify the public safety officer (or other designated staff) and then Student Affairs. First aid materials are located in designated laboratories and reception areas.

EVACUATION PROCEDURES

The sounding of the fire alarm bell/buzzer is the signal to evacuate the building immediately. Evacuation routes are posted with Emergency Procedures in each classroom and in other designated areas. Posted routes should be used to avoid congestion in hallways. Fire drills may not be announced in advance.
EVENING STUDENT SERVICES

Evening students who need assistance or information on services available to evening students should contact the Admissions Office. In addition, counselors are available to evening students in the Admissions Office. Other Student Affairs offices schedule evening appointments as needed and may be contacted by telephone during daytime office hours.

FINANCIAL AID

The student financial aid program at State Technical Institute at Knoxville is designed to aid students who would find it difficult or impossible to attend college without financial assistance. State Technical Institute at Knoxville offers a comprehensive program of financial aid in the form of scholarships, part-time employment, grants and loans. Major emphasis is placed upon the student's financial need, academic achievement, character, and promise of future success. Students may apply for one type or a combination of types of financial aid available. (See Financial Assistance Section of the Catalog, pages 21, for further information.)

HANDICAPPED STUDENT SERVICES

Students who need assistance or information on services available to handicapped students should contact the Director of Admissions and Records. Ramps, elevators, and limited reserved parking facilities are available to accommodate the needs of handicapped students.

HOUSING

State Technical Institute at Knoxville is primarily concerned with serving the students from the area who are able to live at home and commute to college. However, experience has shown that many students from more distant areas do attend the College. For this reason, assistance in locating housing is available through the Admissions Office. Financial arrangements for rooms and apartments are made on an individual basis between the student and the landlord.

IDENTIFICATION CARDS

Student identification cards are issued to new students and validated for returning students after payment during registration. Your name, photograph, and social security number appear on the card, which serves to identify you as a State Tech student. Your I.D. card enables you to vote in student elections, participate in student activities, and use library facilities.

Lost cards should be reported to the library and to the receptionist. Replacements for lost cards may be made in the library during registration or on the first Tuesday of each month for $1 charge. Payment should be made through the Business Office and the receipt presented to library staff to obtain replacement card.

INCLEMENT WEATHER

State Technical Institute at Knoxville will attempt to offer classes on a regular basis regardless of weather conditions. However, in those extreme cases where it becomes necessary to dismiss classes because of inclement weather, the announcement will be made by the administrative staff and/or over local radio stations. The announcement of suspension of classes in the city and county/public schools or the Area Vocational-Technical School due to inclement weather does not necessarily mean that classes will be suspended at State Technical Institute at Knoxville. A separate announcement concerning classes at State Technical Institute at Knoxville will be made at the earliest moment possible.

How and when an announcement to suspend classes will be made is dependent upon weather conditions and when these conditions occur.
INFORMATION

Message boards are located in the lobby/reception areas for daily announcements, and color-coded bulletin boards are located near student lounges for display of other relevant information. Questions regarding academic programs, college policies, services, and resources should be directed to the appropriate office.

INSURANCE - STUDENTS

Since medical care is occasionally needed on an emergency basis and on short notice, students are encouraged to utilize student health and accident insurance. Brochures on Student Accident and Health Insurance, approved for State Tech by the State University and Community College System of Tennessee, are available from the Student Affairs Office, Business Office, and Admissions Office. Insurance claim forms are also available from the Business Office and the Student Affairs Office.

LEARNING SUPPORT SERVICES

The Learning Support Center, which offers academic assessment, tutoring and self-paced learning services to students needing refresher courses in reading, study skills, math, and English, is designed to respond to individual needs and to promote each student’s success in his/her chosen program. Any student who is experiencing academic difficulties should contact the Learning Support Center for assistance.

LOCKERS

Students may request the use of free locker space at the beginning of each quarter. Requests must be renewed each quarter to facilitate keeping accurate records on space available. If a request is not renewed, the lock may be removed and contents emptied from the locker. Locker request forms and guidelines for locker use are available from the Student Affairs Office.

LOST AND FOUND

Lost and found articles should be turned in to the Receptionist or Evening Coordinator at either campus. If identification is possible, owners will be notified. Articles not claimed after three quarters will be donated to the Student Government Association for appropriate disposition.

LOUNGE/SNACK AREAS

A student lounge is provided for between-class relaxation and recreation. The lounge has snack machines and a ping-pong table. Students who wish to study may use the tables provided but may prefer the quieter study areas in the library.

PARKING AND TRAFFIC REGULATIONS

Traffic and Parking Regulations are established and enforced to assure the rights and privileges of visitors, students, faculty, staff and others who operate motor vehicles at the campuses of State Technical Institute at Knoxville. Operating and parking a vehicle on the campuses is a privilege, not necessarily a right. Vehicles operated on all property owned or controlled by State Tech will comply with all traffic and parking signs and with the laws of the State of Tennessee, in accordance with T.C.A. 59, “Motor Vehicle Laws of Tennessee.”
REGISTRATION OF VEHICLES
1. All vehicles operated on the campuses by students, faculty, staff, and visitors must be properly registered and have a prescribed decal affixed. Vehicles include motorcycles, motorbikes, scooters, pick-up trucks, vans, and jeeps, as well as automobiles.
2. Parking decals are valid until the individual is no longer a student or an employee at State Technical Institute at Knoxville.
3. Citations or warnings will be issued by the public safety office beginning the first day of classes each quarter.
4. Student vehicle registration will be held at the beginning of each quarter and will be located at the receptionist's area.
5. Vehicle license tag number must be provided prior to issuance of a decal.
6. No student will be permitted to register another student's vehicle.
7. The parking decal must be affixed to the left rear bumper or the lower left corner of the rear window of the vehicle. Decals must be affixed to the left fork of motorcycles, motorbikes, etc.

REGULATIONS
1. Speed limit for all vehicles will not exceed 20 mph.
2. Pedestrians have the right of way over vehicle traffic at all times.
3. Parking is permitted only in those areas designated for parking.
4. Parking is permitted only in those areas designated for your classification.

TRAFFIC VIOLATIONS
1. Parked in unmarked area (grass, sidewalks, road, etc.)
2. Parked in restricted area (handicapped, fire zone, loading zone, crosswalks, etc.)
3. Parked in zone other than one designated for your classification.
4. Parking on or over lines.
5. No or non-current STIK parking decal.
6. Parking on wrong side of street.
7. Obstructing driveway.
8. Littering.
9. Blocking the path of another vehicle.

MOVING VIOLATIONS
1. Speeding (20 MPH Limit).
2. Excessive Noise.
3. Reckless Driving.
4. Failure to yield to pedestrians.
5. Failure to come to a complete stop at STOP signs.
6. Failure to obey Public Safety Personnel.
7. Driving under the influence of alcohol or narcotics.
8. Operating a vehicle causing loud or unnecessary noise, such as loud mufflers, horns, P.A. Systems, etc.

CARPOOL REGULATIONS (PELLISSIPPI ONLY)
1. To use the designated carpool spaces one must complete the carpool permit application and then be issued a permit (5 spaces available).
2. The carpool parking space is only to be utilized when a driver and at least three passengers utilize the vehicle.
3. The individual who is issued a permit is responsible for reporting any and all changes in their carpool permit status.
4. The carpool permit must be displayed in the vehicle's rear window at all times.
5. It is the responsibility of the permit holder to insure that the permit is displayed and that the correct number of personnel utilize the vehicle.

6. The carpool permit is valid for only one quarter at a time. A new application must be submitted to the Public Safety Office at the beginning of each quarter.

7. The violation of any traffic rules or regulations may result in revocation of the carpool permit and possibility of driving privileges on STIK controlled properties.

**PENALTIES FOR VIOLATION OF REGULATIONS**

1. For illegal parking in loading zones, parking out of classification - $10 all violations.
2. For improper parking in loading zones, parking out of classification - $10 all violations.
3. For illegal parking in fire zone - $10 all violations. For illegal parking in the Handicapped zone, first offense - $25; any subsequent violations - $50. Motor vehicles illegally parked in these areas will be towed away.
4. If a vehicle is towed, the operator will reimburse the towing agent for all towing and storage charges and will also pay any fines assessed by State Tech Knoxville.
5. For exceeding posted speed limit, for driving on STIK property in a careless or reckless manner, or for any other moving violation such as those listed in T.C.A. 59 - $15 all violations.
6. Fine for failure to display decal, failure to remove a decal when required, or transfer of decal to a nonregistered vehicle is $6.
7. ANY PERSON WHO HABITUALLY OR FLAGRANTLY DISREGARDS THESE REGULATIONS MAY BE SUBJECT TO DISCIPLINARY ACTION AND/OR MAY HAVE PARKING PRIVILEGES REVOLED. PERSONS WHO CONTINUE TO PARK ON STIK PROPERTY AFTER THEIR PRIVILEGES HAVE BEEN REVOLED WILL HAVE THEIR VEHICLE TOWED AWAY.

8. All citations must be paid within seven (7) days. Any person who fails to make payment or to request a hearing with the Appeals Committee within this period will be charged a $5 late fee.
9. A person receiving a citation must present his or her copy along with payment to the Business Office’s Cashier Window.

**APPEALS OF CITATIONS**

An Appeals Committee to hear cases where the person receiving a citation feels that he has (a) justifiable reason(s) which may affect the citation received will consist of (1) student, (1) faculty member, and (1) staff member.

**PROCEDURES FOR APPEAL**

1. The person receiving a citation may obtain an appeal form from the Public Safety Office. The student will present the completed appeal form to the Public Safety Office.
2. The appeal request must be presented within seven days of the date on the citation.
3. The person will present his case to the committee.
4. The committee will make a determination of the case by secret ballot.
5. The committee will hear cases at 10:00 a.m. each Tuesday and 2:00 p.m. on Wednesday.
6. The failure of a person to appear before the committee at the appropriate time shall be considered a waiver of the right to a hearing.
TELEPHONES
Pay telephones and "house" telephones are located in the lobby areas for student use. Students are not authorized to use faculty/staff telephones. Those using the student telephones should limit calls to three minutes in consideration of the needs of others.

TESTING
Placement Testing — The Learning Support Center offers ACT and SBR Assessment Testing to new students to determine needs for refresher courses in English, composition, algebra, and reading. Test scores are used in academic advisement for recommending refresher courses needed to sharpen skills in preparation for curriculum courses.

Through the Career Resource Center testing and counseling are offered to assess career choice, interests, and study skills. Tests available upon request include:

Survey of Study Habits and Attitudes (SSHA) — The SSHA assesses your study habits by measuring your promptness in completing academic assignments, your effective use of study procedures and efficiency in doing assignments, your opinions of teachers and their classroom behaviors, and your approval of educational objectives and requirements. The survey serves as a foundation for self-improvement. The survey takes 30-35 minutes to complete and is scored by the CRC counselor.

Career Ability Placement Survey (CAPS) — The purpose of this survey is to help you in career planning. The CAPS is a series of tests that will help you understand your potentials and strengths and weaknesses. It gives you a prediction of success in similar careers. Career areas include science, professional and skilled; technology, professional and skilled; and business, professional and skilled. The CAPS takes 50 minutes to complete and is scored by the CRC counselor.

The Self-Directed Search — The search is to be used as a guide to educational and vocational planning. The search helps you take a look at activities that you enjoy, competencies that you have, and occupations that you find interesting. It identifies a summary code for you that resembles the patterns of interests and competencies that many common occupations demand. The summary code locates suitable groups of occupations for you to consider. The search takes about 30 minutes to complete, and a CRC counselor can help you identify occupational areas for consideration.

Computerized Career Assessment Program — The computer-assisted assessment is designed to help students match skills, interests, and talents with specific career areas. The program takes about 45 minutes to complete, and the CRC counselor can help you interpret the results.

TRANSCRIPTS
Official student grade transcripts are maintained in the Records Office. Students and parents of dependent students may obtain official transcripts or view records directly related to them upon request as provided by Educational Rights and Privacy Act (Buckley Amendment) of 1974 Public Law 93-380. (See RELEASE OF STUDENT INFORMATION in the Transcript Section.)

In all cases, obligations to the institution must be fulfilled before a transcript will be issued.

TUTORING
Tutorial services and referrals for English and math as well as technical courses are available through the Learning Support Center. In addition, the Learning
Support Center provides referrals to paid tutors upon request.

**TYPEWRITERS/COPIERS**

Typewriters and copy machines are available for student use in the library (ERG) area.

**VETERANS AFFAIRS**

Veteran’s benefits are available to qualified veterans in two-year curriculum degree programs at State Tech. However, only courses required in the curriculum degree program may be counted for veterans benefits, and veterans should discuss these requirements with faculty advisors in determining class schedules each quarter. Although refresher courses recommended on the basis of test scores may be beneficial to the veteran’s academic success, these scores are considered deficiency courses and are not payable through the Veterans Administration.

Instructors are required to file non-attendance reports to the FAVA Office for veterans with excessive class absences, which is defined as the number of credit hours times two.

For more information refer to the STIK Catalog and to the Veterans Handbook, which is available in the FAVA Office.

**WORKSHOPS**

Free workshops and discussion groups are provided each quarter to assist students in evaluating career choices, developing job-search skills, adjusting to college life, and realizing personal potential. Workshop schedules and sign-up sheets are posted each quarter at the Career Resource Center, and on placement and student bulletin boards. Students are encouraged to take advantage of these workshop opportunities, which include:

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**WHOM TO CONTACT IF YOU:**

1. Are in academic need.
2. Are in financial trouble, such as needing a loan or scholarship.
3. Want to get a job.
4. Want to drop or add a course.
5. Withdraw from the College.
6. Want special permission for unusual activity.
7. Have College financial obligations.
8. Want to put a notice on the bulletin board.
9. Have trouble with vending machines.
10. Need to notify someone in case of emergency.
11. Want to change your program.
12. Want to participate in student activities.
13. Want assistance in selecting a career field.

1. Counselor or Faculty Advisor.
2. Financial Aid Office.
3. Career Planning and Placement Office.
4. Records Office.
5. Records Office.
6. Student Affairs Office Staff.
8. Student Affairs Office Staff.
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11. Faculty Advisor or Department head.
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PART II
STUDENT ORGANIZATIONS AND
RECREATIONAL EVENTS

The supervision of student organizations shall rest with the Dean of Student Affairs and her/his designate.

The State Board of Regents' policy pertaining to student organizations is available in the office of Student Affairs and should be reviewed by each organization.

Students interested in obtaining information relative to the organization of student groups should request a copy of the policy manual for student organizations. A copy of the manual may be obtained from the Dean of Student Affairs.

ADVISORS TO STUDENT ORGANIZATIONS

A faculty/staff member acts as an advisor to each student organization. The advisor serves to facilitate the overall functioning of each student organization and is expected to attend meetings, update members on college policies, and assist members as needed in carrying out activities.

ANNUAL/QUARTERLY REPORTS OF STUDENT ORGANIZATIONS

Each officially-recognized student organization is expected to keep a record of meetings, expenditures, and activities of the group and to submit annual and quarterly reports to the Student Affairs Office as requested.

APPLICATION FOR STARTING A NEW ORGANIZATION

Any student or group of students who wish to start a new student organization should contact the Student Affairs Office to obtain application materials.

An application must be submitted to the Student Government Association (SGA) along with proposed constitution and by-laws of the organization. Official recognition and chartering of a new organization by the SGA permits the organization to use State Tech facilities for regular meetings/activities.

APPLICATION FOR A SPECIAL EVENT

Special events and/or fund-raising activities planned by student organizations require approval through the Student Affairs Office.

ASSEMBLIES/MEETINGS

Officially-recognized student organizations may schedule use of campus facilities for regular meetings. Special assembly programs, fund-raising activities, or off-campus activities must be approved through the Student Affairs Office. All use of campus property and facilities is subject to State Board of Regents' regulations.

ELECTIONS OF STUDENT ORGANIZATIONS

Student Government Association election of officers and representatives is held annually during spring quarter. Positions available include president, vice-president, secretary, treasurer, parliamentarian, program representatives (one per 100 students in each program department), evening representatives (one per 100 students in each evening program division), and club representatives (one for each student organization, selected by membership of the organization). All currently enrolled students are eligible to vote for officers and for their designated representatives in the SGA election.

Election of officers for other student organizations is held annually, usually during spring quarter. Positions available include (but are not limited to) president, vice-president, secretary, treasurer, and SGA representative. Members of the
organization are eligible to vote in the election.

HONOR ORGANIZATIONS

Phi Theta Kappa National Honor Society recognizes excellence in scholastic achievement among two-year college students. To be eligible for membership in State Tech's PTK Chapter, Alpha Theta Xi, students must earn a minimum of 20 credit hours with a 3.40 grade point average. Faculty advisors are Bob Ballard (Computer Science Technology Department), Bob Hunter (Marketing Department), Linda Randolph (ERC).

Tau Alpha Pi National Honor Society recognizes excellence in scholastic achievement among students in engineering technology programs. To be eligible for membership in State Tech's TAP Chapter, Psi Delta, students must be ranked in the top 10% of 2nd-year students in engineering technologies. Faculty advisor is Jan Sonner (Physics Department).

PROFESSIONAL ORGANIZATIONS

Students are encouraged to join the activities of student chapters of professional organizations which relate to their curriculum programs. These groups often sponsor field trips to area businesses and industries, invite community leaders to speak at club meetings, and make available relevant information on job expectations. Student chapters of professional organizations include:

American Institute of Design Drafting (AIDD)
  Advisor, David Job (EGT)
American Society for Certified Engineering Technicians (ASCET)
  Advisor, Charlie Bryant (EET)
Data Processing Management Association (DPMA)
  Advisor, Giti Negawar

RECREATIONAL EVENTS

Various recreational events are sponsored throughout the year by the SGA, All-Sports Club, and other student organizations. Information on scheduled events is available on the calendar and is posted in bulletin board areas. Traditional activities include the Halloween Party, Christmas Social, Campus Tournaments and Spring Picnic.

SPECIAL INTEREST CLUBS

All-Sports Club activities include campus tournaments in backgammon, bowling, billiards, chess, table tennis, and scrabble. Campus winners are eligible to represent State Tech in the annual regional tournament and are recognized at the annual awards ceremony. In addition, the All-Sports Club sponsors intramural recreational activities in softball, basketball, and flag football.

The Student Newspaper Club publishes monthly and serves as a forum for expression of student ideas.

The Active Minority Students Association was chartered as a student organization open to all students enrolled at State Tech Knoxville, regardless of race. The purpose of the AMSA is: 1) to responsibly promote minority participation in the planning and implementation of college programs and policies; 2) to serve as a vehicle through which minority students may respond to current college issues, problems, and institutional goals; 3) to promote principles of human dignity and concern for the interest of both the college and the community; 4) to provide a forum for the open discussion of matters of interest and concern to the minority student; 5) to promote spirit and offer motivation, support, and information to all members; 6) to make a positive impact on the business community; and 7) to actively participate in Student Government Association activities.
STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is the established organization enabling students to consider the various problems of campus life and represent a responsible student viewpoint to the Administration of the College. The Student Government Association is composed of officers and representatives of each student organization, who meet monthly with the College administration. Through this process, all students have a voice in matters pertaining to their organizations and activities.

SGA CONSTITUTION

The following is an outline of the SGA Constitution. Copies of the official document are available in the ERC (Library) for reference.

PREAMBLE

We, the students of the State Technical Institute at Knoxville, desiring to provide a means for responsible and effective participation in the conduct and operation of Student Affairs; to further the spirit of cooperation among administration, faculty and students; to provide a forum for expression of students views and interests; to maintain academic freedom in consonance with academic responsibility and development at the highest educational standards; to help promote school spirit, understanding and fellowship among students; do hereby establish this Constitution of the Student Government Association of the State Technical Institute at Knoxville.

ARTICLE I: Name and Membership

ARTICLE II: House of Representatives

Section 1. The Membership of the House of Representatives

Section 2. Qualifications, Election, and Duties of SGA Officers

Section 3. Qualifications, Election, and Duties of SGA Program Representatives

Section 4. Qualifications, Election, and Duties of Evening Program Representatives

Section 5. Qualifications, Election, and Duties of Chartered Club Representatives

Section 6. Powers and Responsibilities of the House of Representatives

ARTICLE III: Legislative Procedures

Section 1. Quorum

Section 2. Approval Vote

Section 3. Resolutions

Section 4. Bills

Section 5. Amendments

ARTICLE IV: Election Procedures

ARTICLE V: Meetings

Section 1. Roberts Rules of Order

Section 2. Regular Meetings

Section 3. Special Meetings

Section 4. Scheduling of Meetings

ARTICLE VI: Advisors
PART III
POLICIES AND PROCEDURES

INSTITUTION POLICY STATEMENT

(1) College students are citizens of the state, local, national governments, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community with it seeks to serve, the State Board of Regents has authorized the President of the College to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

(2) Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of state, local, or national laws.

DISCIPLINE OFFENCES

(1) Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.

(2) Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

(a) Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse;

(b) Hazing. Any act of hazing of any variety by an individual or group;

(c) Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;

(d) Obstruction of or interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
   1. Any unauthorized occupancy of institution or institutional controlled facilities or blockage of access to or from such facilities.
   2. Interference with the right of any institution member or other authorized person to gain access to any institution or institutionally controlled activity, program, event or facilities.
   3. Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of his/her duty.

(e) Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the
institution community or a guest of the institution;

(f) Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution;

(g) Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of institution documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;

(h) Firearms and other dangerous weapons. Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind;

(i) Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or any other means to persons or property or possession of any substance which could be considered to be and used as fireworks;

(j) Alcoholic beverages. The use and/or possession of alcoholic beverages on college owned or controlled property;

(k) Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance;

(l) Gambling. Gambling in any form;

(m) Financial irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity;

(n) Unacceptable conduct in hearings. Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;

(o) Failure to cooperate with institutional officials. Failure to comply with directions of institutional officials acting in the performance of their duties;

(p) Violation of general rules and regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

(q) Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses, or aiding and abetting the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);

(r) Violations of state or federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

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

(4) For the purposes of these Regulations, a "student" shall mean any person who is registered for study at the College for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the
next succeeding regular academic period, and during any period while the student is under suspension from the institution.

ACADEMIC AND CLASSROOM MISCONDUCT

(1) The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

(2) Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course.

(3) If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

DISCIPLINARY SANCTIONS

(1) Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these Regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials.

(2) Definition of Sanctions

(a) Restitution. A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

(b) Warning. The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

(c) Reprimand. A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.

(d) Restriction. A restriction upon a student’s or organization’s privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restrictions of organizational privileges.

(e) Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these Regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

(f) Suspension. If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of readmissions stated
in the notice of suspension.

(g) Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student’s readmission to the institution.

(h) Interim or summary suspension. Though as a general rule, the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

(3) The President of the College is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

**DISCIPLINARY PROCEDURES**

(1) Rights of Student Defendant. The student defendant shall be afforded all rights required by due process including:

(a) The right to an advisor of his/her choice.
(b) The right to question the complainant.
(c) The right to present evidence in his/her behalf.
(d) The right to call witnesses in his/her behalf.
(e) The right to remain silent and have no inference of guilt drawn from such silence.
(f) The right to cross examination.
(g) The right to appeal.

(h) A tape recording or summary transcription of the proceedings shall be kept and made available to the student upon request for the sole purpose of appeal from a decision of suspension or expulsion. The student may also have a verbatim transcript made at his/her own expense. The College shall also have this option at its expense.

(i) The right to be advised of his/her right to appeal the decision of the College official or the Disciplinary Committee to the College President through the Academic Standards Committee.

(j) The right to attend classes and required College functions until a hearing is held and a decision is rendered. Exceptions to this are:

(1) when a student’s physical or emotional safety and well-being are endangered;

(2) when the general safety and well-being of the faculty, staff or other College personnel are endangered;

(3) when the orderly progression of the educational objectives of the institution may be disrupted;

(4) when College property is in jeopardy.

(2) The State Technical Institute at Knoxville is committed to the concept of due process; however, the College recognizes the fact that a student may be accused of on-campus or off-campus offenses which by their nature would present a clear and present danger of serious physical or mental harm to the student or to another member of the College community or to College property. In such cases, the Dean of Student Affairs may impose temporary sanctions, including suspension,
pending a hearing, when a student or group of students engage in conduct which presents a clear and present danger to the freedom and rights of other members of the College in any manner whatsoever, or which may otherwise materially and substantially interfere with the requirements of appropriate discipline in the operation of the college. In any case of interim or summary suspension, the student shall be given an opportunity at the time of the suspension or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

(3) Tennessee Uniform Administrative Procedures Act. All cases which may result in (a) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, (b) assignment of a grade which results in the grade of “F” in a course for academic misconduct, or (c) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with College procedures established by these rules.

(4) Due Process Procedures. In cases that involve actions of misconduct that would cause a student or students to be subjected to disciplinary action, a hearing shall be afforded the student according to the procedures outlined below:

(a) All complaints of alleged misconduct of a student on campus shall be made in writing to the Dean of Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation which the student is alleged to have violated.

(b) The student shall be notified in writing by the Dean of Student Affairs that he/she is accused of a violation and will be asked to come in for conference to discuss the complaint.

(c) At the above mentioned conference, the student shall be advised that:
   1. He/she may admit the alleged violation, waive a hearing in writing, and request that the College take appropriate action.
   2. He/she may admit the alleged violation in writing and request an adjudication before the Disciplinary Committee.
   3. He/she may deny the alleged violation in writing and request an adjudication before the Disciplinary Committee.

(d) In cases referred to the Disciplinary Committee, the Dean of Student Affairs shall, at least 72 hours in advance of the hearing, notify the student in writing concerning the following:
   1. The date, time, and place of hearing.
   2. A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken.
   3. The name of witnesses scheduled to appear.

(e) The student defendant may designate three (3) persons from the faculty and/or student body to observe the hearing; the Chairman of the Disciplinary Committee may, for good cause, designate three (3) observers from the faculty and/or student body. The Disciplinary Committee, however, may exclude any person who may be reasonably expected to materially interfere with the hearing. Otherwise, the hearing and other deliberations of the Disciplinary Committee shall be closed except for appropriate observers from the College Administration.

(f) The decision reached at the hearing shall be communicated in writing to the student. It shall specify the action taken by the Disciplinary Committee. Upon the request of the student, a summary of the evidence shall be provided to the student.
(g) The student shall be notified in writing of his or her right to appeal the decision of the Disciplinary Committee to the President of the College through the Appeals and Review Committee. In cases of appeal, any action assessed by the Disciplinary Committee shall be suspended pending the outcome of the appeal. A copy of the final decision shall be mailed to the student.

STANDARDS OF CONDUCT GOVERNING USE OF COMPUTING RESOURCES

Computer resources at State Technical Institute at Knoxville are available to all students, faculty, and staff for authorized use in a responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct their computing activities in a manner since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of others.

The following constitutes a code of computing practice to be adhered to by all computer system users.

(1) Users must obtain official approval from Computer Services for new uses of computing resources. Authorization must be obtained to reactivate a previously discontinued use of the computer system. Approval will not be granted to use computing facilities that do not conform to the missions, processes, and functions of the Institution.

(2) Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person’s health, safety, or interfere with individual and institutional activities.

(3) Users must not misuse, damage, or misappropriate in any manner computing equipment, property, and other facilities and resources.

(4) Users must utilize only those computer accounts which have been authorized for their use and for the purposes for which the authorization was granted.

(5) Users are responsible for the use of their computer accounts and as such they should take precautions against others obtaining access to their computer accounts. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.

(6) Users must follow the established procedures for accessing the computing system. All computing work must be readily identified with the user’s own name and where applicable, the relevant department name.

(7) Users may not access, modify, or copy programs, files, data of any sort belonging to other users or to State Technical Institute at Knoxville Computer Services, authorization and a clearly defined understanding of the responsibilities associated with such action (e.g. security of access to the data at the other computer installation). Users may not use programs, data, equipment, and other computing related resources obtained from other computer sites at State Tech unless prior approval has been obtained from the State Technical Institute at Knoxville Computer Services.

(8) Users should minimize the impact of their work on the work of other users. Attempts should not be made to encroach on others’ use of the facilities or deprive them of resources. Game-playing that is not part of an authorized program of study will be prohibited.
Disciplinary Actions From Infractions of the Computer Use Code

The above code is intended to work to the benefit of all Computer Services users by encouraging responsible conduct and use of computing resources. Disciplinary action for violating this code shall be governed by the applicable provisions of student handbooks, faculty and staff handbooks, and other policies and procedures of State Technical Institute at Knoxville and its governing body, the State Board of Regents. The following disciplinary sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination, by the Institution against violaters of this code.

1. Restitution to reimburse the Institution for damage to or misuse of computing facilities.
2. Warning to notify the individual that continuation or repetition of a specified conduct may be cause for other disciplinary action.
3. Reprimand in writing indicating further violation may result in more serious penalties.
4. Restriction of computing privileges for a specified period of time.
5. Probation status, with the associated implications, imposed on the individual.
6. Suspension of the individual from the Institution.
7. Expulsion of the individual from the Institution.
8. Interim or summary suspension until a final determination has been made in regard to the charges made against the individual.

In the event that other Institution regulations are violated, additional penalties may be imposed. Unauthorized use of computing resources may be adjudged a felony and the individual(s) involved may be liable to legal prosecution.

STUDENT GRIEVANCE COMMITTEE

The Student Grievance Committee serves to hear grievances of a non-academic nature which students feel should be heard by an impartial committee. Serving on this committee will be representatives from Academic Affairs, Student Affairs, and Business Affairs Divisions in the Institute and one student, appointed by the Student Government Association. Requests for grievances to be heard by the Student Grievance Committee should be directed to the Dean of Student Affairs.
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