State Tech
Knoxville
1987
Catalog
For a Better Life...
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is a state-supported two-year technical college and is a member of the State University and Community College System of Tennessee, under the governance of the State Board of Regents. The purpose of State Tech is to provide a comprehensive two-year technical college program which:

1) recognizes individual worth and provides opportunities to develop full personal potential;
2) offers educational programs and services (a) in career curricula that lead to entry-level employment as technicians or para-professionals, (b) in courses and activities which enable individuals to pursue personal and professional development, and (c) in basic skills required for entry into college-level programs;
3) promotes economic and community development through job-related education and training, in cooperation with business and industry;
4) develops and integrates knowledge, skills, and values so that individuals can engage effectively in inquiry, decision making, and problem solving.

State Tech is accredited by

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COUNCIL FOR PROFESSIONAL DEVELOPMENT IN ACCOUNTANCY
Computer Accounting Technology

TECHNOLOGY ACCREDITATION COMMISSION of the ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY
Chemical Engineering Technology
Civil Engineering Technology
Electrical Engineering Technology
Mechanical Engineering 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
Tennessee Placement Association
Tennessee Association of Collegiate Registrars and Admissions Officers
Tennessee College Association
Tennessee College Personnel Association
Tennessee College Placement Association
Tennessee Valley Personnel Association

State Tech is committed to education of a non-racially identifiable student body, 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 Tech 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 40 CFR, part 86.

State Tech 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 Veteran’s Administration to offer training for veterans and other eligible persons. Also, federal law authorizes State Tech to enroll non-immigrant 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 period during which the degree requirements set forth in this catalog shall remain in effect, subject to changes provided herein, shall not exceed five years from the beginning of the fall 1987 academic term.

NOTICE

The provisions of this catalog constitute a contract between State Tech and a student who commences any program of study insofar 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 Tech 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 Tech 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 determination 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.
SUMMER, 1987
Application Deadline
Early Registration
Last Day for 100% Refund
Orientation, Advisement & Registration
Classes Begin
Last Day to Register
Last Day to Add or Change from Credit to Audit or Audit to Credit
Last Day for 75% Refund
Last Day for 25% Refund
Holiday, Independence Day
Last Day to Drop/Withdraw
Last Day of Classes
Grades Due in the Records Office

FALL 1987
Application Deadline
Early Registration
Last Day for 100% Refund
Orientation, Advisement, & Registration
Classes Begin
Last Day to Register
Last Day to Add or Change from Credit to Audit or Audit to Credit
Last Day for 75% Refund
Last Day for 25% Refund
Last Day to Drop/Withdraw
*High School Tour Day
Holiday, Thanksgiving
Last Day of Classes
Grades Due in Records Office

May 26
May 18-21
June 8
June 9
June 11
June 17
June 17
June 24
June 29
July 3
July 10
August 21
August 25, 12:00 noon
September 7
August 3-6
September 18
September 21-22
September 24
September 30
September 30
October 7
October 12
October 23
To Be Announced
November 26-27
December 4
December 8, 12:00 noon
WINTER 1988
Application Deadline
Early Registration
Last Day for 100% Refund
Orientation, Advisement, & Registration
Classes Begin
Last Day to Register
Last Day to Add or Change from Credit to Audit or Audit to Credit
Holiday, Martin Luther King's Birthday
Last Day for 75% Refund
Last Day for 25% Refund
Last Day to Drop/Withdraw
Last Day of Classes
Grades Due in Records Office

December 11, 1987
November 16-19, 1987
January 4, 1988
January 5
January 7
January 13
January 13
January 18
January 20
January 25
February 5
March 17
March 18, 4:30 p.m.

SPRING 1988
Application Deadline
Early Registration
Last Day for 100% Refund
Orientation, Advisement & Registration
Classes Begin
Last Day to Register
Last Day to Add or Change from Credit to Audit or Audit to Credit
Last Day for 75% Refund
Last Day for 25% Refund
Last Day to Drop/Withdraw
Last Day of Classes
Commencement
Grades Due in Records Office

March 10
February 29-March 3
March 23
March 24
March 28
April 1
April 1
April 8
April 13
April 26
June 3
June 4, Saturday
June 6, 12:00 noon
TENNESSEE HIGHER EDUCATION COMMISSION
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COLLEGE SYSTEM OF TENNESSEE

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State Tech 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 President’s Associates and the administration of State Tech.

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.
ADMISSION AND REGISTRATION INFORMATION

State Tech 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 Tech 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. All official transcripts, test scores, and other required documents must be received in the Admissions Office two weeks prior to official registration. See the academic calendar section for deadline dates.

A. Beginning Freshman

1. A beginning freshman should submit a transcript of all previous high school work or a high school equivalency (G.E.D.) 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 G.E.D. High school transcripts submitted must show a passing score on the required proficiency test battery, high school graduation date, and cumulative grade point average (C.G.P.A.) based on a 4.00 scale.

2. Each incoming freshman is required to take the examination of the American College Testing Program (ACT) or the State Board of Regents assessment test (AAP). The scores are used for placement into the correct level of coursework. 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. Students with less than nine quarter hours in college-level math and nine quarter hours in college-level English should follow beginning freshman procedures as shown above.

C. Permanent Resident of the U.S. and Graduate of U.S. High School for Whom English is a Second Language. A person who is a permanent resident of the United States and/or is a non-native-English speaker who has graduated from a U.S. high school must complete admissions procedures A and B above plus D-1 below.

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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. As a partial requirement for admission to college-level courses, students whose native language is not English must satisfy one of the following prerequisites:
   a. Students can submit minimum scores of 525 on the Test of English as a Foreign Language (TOEFL).
   b. Students can submit minimum scores of 425 on the TOEFL and satisfactorily complete ESL 0803, DSR 0803, and DSR 0804.
   c. Students can submit transcripts showing graduation from American high schools and satisfactorily complete ESL 0803, DSR 0803, and DSR 0804.

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 any interested adult, with or without a high school or G.E.D. diploma, or a high school student who has completed the eleventh grade and meets the requirements for early admission, or an academically talented/gifted student enrolled in grades 9, 10, 11 or 12 who meets the criteria specified in chapter 395 of the Public Acts of 1983.

A high school junior or senior not meeting early admission or academic gifted/talented criteria may take courses, but credits earned will not be released until the student furnishes proof of high school graduation. Written endorsement from the student’s high school counselor and parents must accompany the admissions application.

A maximum of 18 cumulative quarter credit hours earned can be achieved in the non-degree student category with no more than six credit hours taken per quarter. 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 may take certain identified courses without specific qualifications such as transfer credits and/or experiential background. To enroll in courses other than those identified as open to non-degree students, the non-degree student must have permission from the department head or from an advisor within the department who will evaluate
the student's credit and/or experiential background before permitting
the student to enroll.
Non-degree students seeking to take mathematics or English courses
are required to take the ACT and/or SBR assessment test or show comple-
tion of 9 quarter hours or six semester hours in college-level math
and 9 quarter hours or six semester hours in college-level English.
Non-degree students who take the ACT and/or AAPP and have defi-
ciency scores must complete the required developmental coursework
before admission as a Regular Admissions 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 a person with or without a high school
or G.E.D. diploma who does not receive college credit for coursework
at State Tech. 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. Changes to or from audit must be
submitted by the last day to add courses for each quarter.

G. Senior Citizens and Disabled Persons. Tennessee Code Annotated
(T.C.A.) 49-3251, as amended, provides special legislation for disabled
persons and for individuals 60 years of age or older.
Eligibility to audit courses — Disabled persons as defined by the above
referred 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 referred 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.

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 Tech,
the following eligibility criteria must be certified by the high school prin-
cipal 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 (GPA)
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 written recommendation of the number of hours and the types
of courses which are considered reasonable for the student during that
term, and written endorsements from the student's high school counselor
and parents or guardians. 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 $5 application
fee.
I. Student applicants who do not show proficiency in Basic Academic Competencies will, 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.

NOTE: An application for admission to State Tech is not complete until an official transcript from each institution attended has been received by the Admissions and Records Office. If an application 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 is under 21 years of age on the planned first day of class, the applicant must submit ACT assessment scores. All students are required to complete the SBR assessment (AAPP) for placement in appropriate academic courses.

Placement in appropriate academic courses is based on AAPP scores and high school transcripts. If a student’s high school transcript has not been received in the Admissions Office, the student will be advised based on AAPP scores.

B. Student applicants 21 years or older on the first day of class must complete the AAPP 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 Competencies 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 Division 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 development course(s).
SPECIAL ADMISSIONS PROCEDURES

ADMISSION TO BASIC EMT COURSE

Admission to the Basic Emergency Medical Technician course (Basic EMT) includes the following procedures:

A. The student must file in the Admissions Office a completed application for admission to State Tech, to be accompanied by a $5 non-refundable application fee (if applicant has not attended State Tech previously). An application specific to the Basic EMT course which requires information regarding employment must also be completed and returned to the EMT/Paramedic department head.

B. The applications will be reviewed by the EMT/Paramedic department head for approval of enrollment, utilizing the following priority order:
   1. Applicants employed full-time by a primary licensed ambulance service.
   2. Applicants employed full-time or part-time, no less than 12 hours per week, by an emergency agency (e.g., fire department, rescue squad).
   3. Volunteers working with an emergency agency.
   4. Applicants employed in public safety organizations or hospitals (e.g., lay persons).
   5. Applicants not belonging in any of the previous categories.

C. All applicants will be notified in writing of their status.

D. If the number of applicants or qualified student falls below the maximum enrollment, the admission date may be extended for new applicants. Application for admission to the EMT Basic Course is considered for one application period only. Persons who wish to be considered for admission to the next entering class must submit a new application to the program. Except for licensed nurses, applicants who are not employed by an ambulance or rescue squad either full- or part-time must take the 40-hour First Responder course. Current certification in CPR is also mandatory before entering this course.

ADMISSION TO EMT/PARAMEDIC PROGRAM

General Admissions Procedures

The EMT/Paramedic program is specialized, with a limited enrollment and specific admissions requirements. The program is over four continuous quarters with new classes beginning each fall quarter.

Persons interested in entering must apply to State Tech and the EMT/Paramedic program.

Admission to the College

Admission to the college for the first time will include the following procedures:

A. The student must (1) file in the Admissions Office an application for admission accompanied by a $5 non-refundable application fee; (2) provide official academic transcripts and fulfill other requirements as indicated by the Admissions Office.

B. For regular admission, an applicant must meet at least one of the following criteria:
   1. If the student applicant is under 21 years of age on the planned first day of class, the applicant must submit ACT assessment scores. All students are required to complete the AAPP for placement in appropriate academic courses.
Placement in appropriate academic courses is based on AAPP scores and high school transcripts. If a student's high school transcript has not been received in the Admission Office the student will be advised based on AAPP scores.

2. Student applicants 21 years of age or older on the first day of class must complete the SBR placement assessment AAPP and show proficiency in all Basic Academic Competencies. (Contact the Academic Assessment Center.)

3. Student applicants who do not show proficiency in basic academic competencies may, under controlled admissions, 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.

4. Applicants 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 Competencies by test scores according to conditions explained in parts 1, 2 and 3 above.

Admission to EMT-Paramedic Program

A prospective student seeking admission to the EMT-Paramedic Program must follow the procedures listed below and must meet several important educational, personal, and psychological criteria, including:

A. High school diploma or G.E.D.

B. Maturity of judgement; sound moral character, and health status which provides reasonable assurance that the student will meet the physical and mental demands of the occupation.

C. Evidence of successful completion of a course of training for EMT-Ambulance.

D. Evidence of certification in EMT-Ambulance.

E. Successful completion of psychological exams specifically designed for the EMT-Paramedic program and administered by an agency designated by State Tech.

G. A completed program application form submitted directly to the EMT Department. This application form should be received no later than May 1. If the number of applicants or qualified students falls below the maximum enrollment, the admission date may be extended for new applicants. Maximum enrollment is 30 students.

Application for admission to the EMT-Paramedic Program is considered for one application period only. Persons who wish to be considered for admission to the next entering class must submit a new application.

H. Recommendation by the program's selection committee attesting to suitable attitude, professionalism, motivation, dependability, and ability to follow instructions and orders. The student must meet with the committee for a personal interview. The selection committee, by majority vote, makes the final decision whether or not the applicant is admitted to the program.

The prospective student must request that the following items be transmitted to State Tech by May 1:

1. Letter of recommendation from the applicant's employer ensuring support of the applicant during the program.
2. Letter of recommendation from an emergency department registered nurse.
3. Letter of recommendation from an active emergency department physician.

1. Successful completion of the Basic EMT Certification Exam (200 questions) with an overall score of 80% or above. This should also be completed by May 1. For information, contact Larry Hutson, Regional Health Office, 1522 Cherokee Trail, Knoxville, Tennessee 37920, or telephone (615) 546-9221; or contact Larry Connors, Upper East Tennessee Region.

READMISSION TO THE COLLEGE

A student who has previously attended State Tech, 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(s) since leaving State Tech, in addition to the application the student must submit complete transcript(s) from the college(s).

COLLEGE TRANSFER CREDIT

Upon the receipt of all college transcripts, the Admission and Records Office and the respective academic divisions will evaluate the courses taken. No transfer credit will be processed until all official transcripts from each school attended by the student are received by the Admission's Office. Transfer credit is awarded for individual courses which are determined to be comparable to those offered at State Tech, 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 Tech equivalent of the same course. Transferred credit will not be computed in a student's grade point average at State Tech. Transfer credit completed more than six years prior to admission to State Tech must be approved by the dean of the college.

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 three hours credit and a grade of "P" in one of these courses.

NON-CREDIT COURSE ADMISSION (CEU)

For admission only to non-credit courses for continuing education units an applicant must submit a completed non-credit course application to the Office of Admissions and Records or the Office of Business and Industrial Development. No application fee is assessed. A student enrolled only in non-credit classes who seeks to take credit classes must meet the regular admissions requirements shown under the general admissions procedures as applicable.
CREDIT FOR CERTIFIED PROFESSIONAL SECRETARY EXAMINATION

Persons passing the Certified Professional Secretary examination will be granted 29 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 2050</td>
<td>Accounting I</td>
</tr>
<tr>
<td>MGT 1240</td>
<td>Business Law</td>
</tr>
<tr>
<td>MGT 2010</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>ECN 1010</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>ENG 1230</td>
<td>Introduction to Business Writing</td>
</tr>
<tr>
<td>OIT 1111</td>
<td>Information Processing Concepts</td>
</tr>
<tr>
<td>OIT 2700</td>
<td>Administrative Services</td>
</tr>
<tr>
<td>OIT 2800</td>
<td>Practicum</td>
</tr>
<tr>
<td>SSC 1020</td>
<td>Applied Psychology</td>
</tr>
</tbody>
</table>

TOTAL 29

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 Tech 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 certificate to the Admissions and Records Office upon application as sufficient proof of CPS status.

A grade of "P" will be awarded for the completed courses. These grades will not be computed in the student's grade point average, but will contribute to total hours earned toward a degree.

PROFICIENCY CREDIT BY EXAMINATION

A student may apply for credit by examination for any course offered at State Tech on the basis of past experience or training. The student's application for credit by examination must be approved by the appropriate assistant dean and dean of the college.

The examination criteria will be determined by the department head and normally consist of a comprehensive written test and/or an oral test. A laboratory examination 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 by completing a trial schedule and paying fees accordingly.

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 course 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 ADVISEMENT

At the time of initial enrollment, each student will be assigned a faculty advisor. 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 coursework 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 addressed by a 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 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.

PREREGISTRATION

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

To preregister, students should 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 during preregistration, on registration day, or during the late registration period to sign an invoice and obtain a receipt. (Students who preregister and are then suspended after grades for the quarter are submitted will be notified of a change of 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 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 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 owed to the Business Office.
2. Academic suspension from previous attendance.
3. Financial aid program reimbursement due.
4. Failure to submit all required admission documents.
5. Overtake library books or materials.
6. Traffic fines due.
7. Previous disciplinary action taken by the college. The proper action must be taken as indicated, or the dean 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. A student may drop or add within four class days from the official date classes begin by obtaining the approval of the advisor. Students enrolled in remedial or developmental courses must meet with designated advisors for approval to drop remedial/developmental course(s). Students may drop a course or courses without a grade penalty within 40 days of the official registration day. Courses dropped within the add period are not indicated on the student's transcript.

Following the last day to add, and not later than 40 days after classes begin, a student may officially drop a course or courses or withdraw from the college and receive a "W" which counts as no hours attempted. Students who drop a course or courses or withdraw from the college after this date will receive 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 for the form to become valid and ready for processing. Each date listed is in the official college calendar.

When complete withdrawal from all course becomes necessary, appropriate signatures from the academic advisor, office of student affairs, and financial aid/veterans 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. Failing to satisfactorily complete a remedial or developmental course within two successive attempts.
3. Violating responsibility codes as set forth in the Student Handbook.
4. 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.
5. Giving false information on the admissions application form.
6. Possessing, selling, furnishing or using illegal drugs on or off campus.
7. Possessing, selling, furnishing or using alcoholic beverages on campus.
8. 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. Any student who has not paid for a returned check for fees 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 college.

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 Office of Student Affairs before the due date.

QUARTERLY COSTS

STATE RESIDENTS*
Maintenance Fee - Students taking 12 or more hours $227.00
Part-time students - per credit hour 20.00

OUT-OF-STATE RESIDENTS*, **
Maintenance Fee - Students taking 12 or more hours 227.00
Out-of-State Tuition - Students taking 12 or more hours 810.00
Total 1,037.00

Maintenance Fee — Students taking less than 12 hours - per credit hour 20.00
Out-of-State Tuition — per credit hour 71.00
Total per credit hour 91.00

*The above fees are effective fall quarter 1986 and are subject to change without notice. For the 1987-88 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 of this catalog. Please refer to the quarterly class schedule or contact the Office of Admissions and Records for the current fee rates.

**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 residency classification may be obtained from the Office of Admissions. Students have the right to appeal the assignment of residency status to the Office of Student Affairs.

Audit — Same fee as credit course fees.
Non-credit — No application fee is required for 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 year of age or older may be enrolled in courses for credit without
payment of tuition charges. Tennessee residents age 60 or over may audit classes free of maintenance fees provided there are sufficient space and fee enrollment.

**SPECIAL FEES**

- Application Fee (Non-Refundable/One-Time fee) ........................................... $ 5.00
- ACT or SBR Assessment Test (AAPP) ................................................................. $12.00 for the ACT
  (Currently there is no charge for the AAPP)
- Bad Check Handling Charge Fee ................................................................. $10.00
- Campus Access Fee - Student (Per Quarter Charge) ................................ $ 1.00
- Faculty/Staff (Yearly Fee) ............................................................................. $ 5.00
- Change in Course (Drop/Add) — Per Form .................................................. $ 5.00
- Graduation Fee ......................................................................................... $25.00
- Identification Card Replacement ................................................................. $ 1.00
- Late Registration Fee ................................................................................ $10.00
- Student Activities Fee .............................................................................. $ 5.00
- Traffic Fines ................................................................................................. $6.00 - $10.00
  - First Handicapped Violation ................................................................. $25.00
  - Second Handicapped Violation .............................................................. $50.00

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

**DEFINITIONS**

- **Application Fee** — This fee must accompany the initial application form submitted to the college prior to a student’s acceptance. This is a one-time fee and is not refundable even though the student does not enter State Tech.
- **Bad Check Handling Fee** — This fee is the amount assessed students who write checks which are later returned to the college from a financial institution because the payment has been refused.
- **Campus Access Fee** — A non-refundable fee for access to the campus and its facilities is 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 initial registration and fee payment period. No charge is made when circumstances causing the change are created by the college.
- **Graduation Fee** — A non-refundable 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.)
- **Identification Card Replacement** — No charge is made 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 $1.00 each.
- **Maintenance Fee** — This fee is charged to all students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of student credit hours for which the student is enrolled, up to a maximum full-time charge. See current fee amounts listed under quarterly costs.
- **Out-of-State Tuition** — This is an additional fee charged to students classified as non-residents of Tennessee who are enrolled for credit courses or audit courses. This fee is in addition to the maintenance fee. See current fee amounts listed under quarterly costs.
- **Student Activities Fee** — A fee of $1.00 per quarter is charged for each credit student enrolled in classes at either the Pellissippi Campus or the Division Street
Campus of State Tech. The fee was adopted by the Student Government Association to provide funds for a variety of student activities.

Traffic Fines — Students and employees parked illegally, speeding, or not properly displaying a State Tech 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 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.)

Transcript Fee — No charge is made for transcripts provided to students. However, State Tech 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 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 percent 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 percent from the time of enrollment through the 14th calendar day of classes and then reduced to 25 percent for the period of time which extends 25 percent of the length of the term. There is no refund after the 25 percent period ends.
4. For summer sessions and other short terms, the 75 percent refund period and the 25 percent refund period will extend a length of time which is the same proportion of the term as the 75 percent and 25 percent 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 percent period for other than the fall, winter or spring and in calculating the 25 percent 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 percent) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
7. A 100 percent 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 percent level.
8. A 100 percent 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-percent/25-percent 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-percent refund is made for the same period and a 25-percent refund is made for the same period. When 100 percent of maintenance fees are refunded, then 100 percent 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 $30 per quarter. In courses requiring special instruments, a one-time cost factor must be considered.

All books and supplies are available on a cash basis or through charges to approved credit cards. 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 such classes were scheduled to 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, faculty 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 153 - 155 of the catalog section. Brochures with this information are available from the Safety and Security Office. A map of parking areas is on the back cover of this volume.)
FINANCIAL ASSISTANCE

The student financial aid program at State Tech is designed to aid students who would find it difficult or impossible to attend college without financial assistance. State Tech 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. Student may apply for one type or a combination of the types of financial aid available.

The basis for determining the need of a student is 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 Tech. These statements are available in the high schools and in the Financial Aid Office at State Tech.

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 required.
C. Be enrolled for at least half-time study (six 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 Tech 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 the Pell Grant is determined on the basis of a student's and his/her family's financial resources; application is required each year; grants are 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 cost of attending the college. Application is required each year; grants are 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 is required each year; awards are limited to Tennessee residents.

PART-TIME EMPLOYMENT

The federal College Work-Study (CWSP) provides part-time employment opportunities. To be eligible for the CWSP, 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 2.00 GPA (or a transfer student who must have a GPA of 2.9 on the basis of at least 12 credit hours transferred to State Tech), and who maintain a minimum 2.00 GPA; application is required each year; scholarships are 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 are available; application is required each year; repayment begins six months after leaving school or dropping below the half-time level; the program is limited to U.S. citizens and permanent residents. All applicants must also apply for Pell Grants.

**OTHER ASSISTANCE**

Social Security, Vocational Rehabilitation, and Veterans Administration assistance are available to qualified applicants; the State Tech Financial Aid Office can provide application information.

Job Training Partnership Act (JTPA) is a federal financial aid program to assist students to pay for tuition and book/supplies; eligibility is based on student/family need. The State Tech JTPA Office can provide additional information.

**TUITION AND FEE WAIVER**

Tuition and fee waivers are limited to students 60-64 years of age for auditing purposes. To be eligible to take a course for credit the student must be age 65 or older or have a 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 Tech 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 who lost financial aid eligibility must provide for school expenses during the next quarter of attendance at State Tech.

I. SATISFACTORY ACADEMIC PROGRESS

A. **Academic Probation:** Students on academic probation at the college 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 majors.

D. Percentage of Courses Passed: Students must maintain a standard percentage of courses passed (grade of A,B,C,D,P,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 coursework passed. Courses previously passed cannot be repeated to count toward hours enrolled, and the "I" grade is calculated as an "IP" 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 66.7 percent (%) 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 students on financial aid probation. Students who pass 50 percent (%) but less than 66.7 percent (%) of credit hours in one quarter will be placed on financial aid probation whether or not on academic probation, but may continue receiving aid during the probation quarter. Students on financial aid probation must pass at least 66.7 percent of graded hours during the probation quarter in order to receive financial aid for 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; students enrolled for 6-11 quarter hours must not drop below 6 quarter hours.

Students who drop/withdraw more hours than allowed OR WITHDRAW FROM ALL QUARTERS 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 66.7 percent of a minimum of six 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 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. The maximum number of quarters for which a student may receive financial aid at State Tech is 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 the number of quarters transferred to State Tech and are subtracted from the 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 Office 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. Students may receive a maximum of one mitigating circumstance waiver per fiscal year. After a student receives a mitigating circumstances waiver, the student is on financial aid probation for the quarter of attendance following the quarter of unsatisfactory progress.

These policies are effective beginning September 26, 1986 as amended.

Students who withdraw from school attendance or students who drop classes resulting in a reduced financial aid award level may owe a refund and/or a repayment. The refund/repayment policy is outlined in the current Financial Aid Procedures Handbook available for students in the Financial Aid Office.

MISCELLANEOUS
Financial aid recipients who 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 may not be eligible to count as hours carried for financial aid purposes.

FOUNDATION SCHOLARSHIPS
The State Tech Educational Foundation offers a number of scholarships on an annual basis to outstanding individuals who are either currently enrolled at the college or who are graduating high school seniors. Students do not apply for these awards, but are selected on the basis of individual academic merit and promise. These awards are made possible through the generosity of State Tech faculty and staff and friends within the community.

VETERANS EDUCATIONAL ASSISTANCE
State Tech maintains an Office of Veterans Affairs at the Pellissippi 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, and 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/G.E.D. facility which granted a diploma and all accredited colleges and universities attended. These documents must be submitted within the first quarter of attendance, 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 Affairs 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 wives, widowers, or husbands of veterans are available in the Financial Aid/Veterans Affairs Office. Most benefits and regulations also apply to eligible veterans' dependents.

Continuous Enrollment: The Veterans Administration follows a policy which allows 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, aid 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 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 at least one month’s pay at the beginning of that quarter.

Fee Deferment: 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 deferment. State Tech’s Veterans Affairs Office can provide additional information and applications.

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 courses. 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.

Veterans may have dual majors in certain combinations; questions may be directed to 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 only to veterans using benefits from military service begun before 1977 or to Vocational Rehabilitation recipients.
Academic Information
ACADEMIC INFORMATION

State Tech operates on the quarter system, with the standard academic year consisting of three terms of 10 weeks each. 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>Field</th>
<th>Major</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Technology</td>
<td>Finance Technology</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Banking Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Credit Union Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Computer Science Technology</td>
<td>AS</td>
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<tr>
<td></td>
<td>Business Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Scientific Option</td>
<td>AS</td>
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<tr>
<td></td>
<td>Computer Accounting Technology</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Managerial Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Programming Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Marketing Technology</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Management Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Information Management Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Management Technology</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Managerial Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Industrial Option</td>
<td>AS</td>
</tr>
<tr>
<td>Engineering Technologies</td>
<td>Chemical Engineering Technology</td>
<td>AET</td>
</tr>
<tr>
<td></td>
<td>Civil Engineering Technology</td>
<td>AET</td>
</tr>
<tr>
<td></td>
<td>Computer Integrated Drafting and Design</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Electrical Engineering Technology</td>
<td>AET</td>
</tr>
<tr>
<td></td>
<td>Electronic Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Electrical Option</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Mechanical Engineering Technology</td>
<td>AET</td>
</tr>
<tr>
<td></td>
<td>Manufacturing Option</td>
<td>AS</td>
</tr>
</tbody>
</table>

Certificate of Completion Programs

Business and Industrial Development Division
- Emergency Medical Technology
- Paramedic

Business Technology
- Office Information Technology
  

DEGREES AND REQUIREMENTS

State Tech 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.
Other requirements are as follows:

1. **Minimum residence:** The last 30 credit hours preceding graduation must be completed at State Tech.
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 coursework 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 five years from the entrance date. Credits earned earlier than six years prior to graduation are subject to review and evaluation by the dean of the college. 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 expected 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 head during or before the spring quarter.

Any or all students may be required as a condition for graduation to take one or more tests designed to measure general educational achievement and achievement in major areas, 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 Tech 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 Tech 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 Tech 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 a 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. No credit is awarded for a course waiver.

INDEPENDENT STUDY

Students who can prove to the satisfaction of the faculty of the college that they are capable of independently mastering the content of any course may be eligible to register and complete the course for credit on an independent study basis.

Permission to pursue a course on an independent study basis will be given only in instances where the student can demonstrate that 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.

Examinations 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 as the course material is completed within the six-month period.

Full course credit is awarded for successful completion of an independent study course.
GRADING SYSTEM

Letter grades are used at State Tech 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>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</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 course, the “E” becomes an “F” at the end of two quarters upon notification from the director of the Learning Support Division. 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 GPA for the quarter the student receives the "I". Instead, the grade replacing the "I" is computed into the GPA 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" 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) — This grade 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 (Withdraw) — A grade of "W" indicates that a student has officially dropped a course during the official drop/add period as published in the academic calendar. A student may officially withdraw from any course without receiving a failing grade during the thirty calendar days following official registration. Beyond the 30th day of classes, a student may withdraw only if it can be demonstrated that an unusual condition or hardship exists. 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. Withdrawal from any course under any conditions other than those specified shall result in the student’s receiving an “F” in the course. 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 GPA. Each time a student enrolls in a remedial and/or developmental course, it counts as an attempt at the course. Students are permitted only two attempts in any remedial and/or developmental course.

P (Pass) — This grade indicates a student has been awarded co-op credit or credit by examination. This grade is not computed in the grade point average.

NP (No Pass) — This grade indicates a student was not awarded co-op credit or credit by examination. This grade is not computed in the grade point average.

* (Repeat) — Indicates the student is repeating a course for the purpose of increasing mastery necessary for successful performance in a later course or for the purpose of increasing the quality point average. 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 the number of repeats in any single course does not exceed two (three attempts). In the event a student repeats a course more than twice, the grade in the third and later attempts shall be used in determining the quality point average. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the dean of the college. 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 courses.

MAXIMUM LOAD

The normal load for a student per quarter is 15-19 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

1. General Expectations

   A student at State Tech is expected to assume a responsible attitude toward class appointments. Determination of makeup work required is the prerogative of the instructor.

   Students are expected to attend each class each time the class meets. When it becomes necessary for a student to be absent from a class, explanation should be given 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 attend class.

   The minimum quality point average required to achieve the associate degree or certificate is 2.0.
2. Academic Probation and Retention Standards
   A. Academic Probation: A student who fails during any term to attain a cumulative quality point average at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term:

<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>
</tr>
<tr>
<td>25-50.9</td>
<td>1.75</td>
</tr>
<tr>
<td>51-above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

   B. Academic Suspension: 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. For the student who is suspended at the end of the spring term, the following fall term is considered to be the term of suspension. The second occurrence will subject the student to a three quarter suspension.

   C. Appeals: A student who has been suspended may request continuance because of special circumstances through the readmissions committee chaired by the dean of the college or his/her 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.

   D. Remedial/Developmental Standards: Students with two failures in a single remedial and/or developmental course will be suspended for one term. Appeals may be submitted to the program director.

   E. Emergency Medical Technology Standards: Emergency Medical Technology (EMT) students must maintain an 80% or above average per quarter or be suspended from the program until the program commences the following year. Standards are monitored by the EMT program coordinator.

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 GPA, State Tech will recognize outstanding college-level students quarterly by placing their names on the President’s Honor List (3.50-4.00) or the Dean’s Honor List (3.00-3.49). Students are eligible upon completion of 12 college-level credit hours of State Tech 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. Remedial/developmental courses are not considered in determining eligibility for academic awards and honors. Students enrolled in remedial and/or developmental courses are not eligible for academic honors.
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 Tech 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 award 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.

Question 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, obligations to the college must be fulfilled and holds removed before transcripts will be issued.
STUDENT AFFAIRS AND SPECIAL SERVICES

INFORMATION

The Office of the Associate 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 Directions Center, Financial Aid, Student Activities, Counseling, Student Recruitment, and Student Organizations. The Associate 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 Associate 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 College 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.

BOOKSTORE

Located on the first floor of Building A at Pellissippi, 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 DIRECTIONS CENTER

The Career Directions Center serves prospective and enrolled students who need to decide on a major, research a career change, and plan and job-hunt strategy. CAREER DECISION-MAKING WORKSHOPS are scheduled on a regular basis. Aptitude testing, computerized career-planning assistance, and career counseling are available by appointment. World-of-work contacts are a phone call away through the CAREER COACH program. The Career Directions Center maintains an up-to-date reference collection of books and pamphlets on career and educational planning, life coping skills, and job-search strategies. To further support students conducting job research, company literature is on file for local and national organizations that have hired STIK graduates.

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 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 must not access, modify, or copy programs, files, or 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 actions are necessary (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 handbook, 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 not necessarily all, actions that may be taken either singularly or in combination, by the College against violators of this code.

1. Restitution to reimburse the College 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 College.
7. Expulsion of the individual from the College.
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 College 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 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.

**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 co-op 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.

**COOPERATIVE EDUCATION FACTS**

Eligibility

To qualify and apply for the Cooperative 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-op work experience occurs during the second year of study.

Credit and Grading

The student may receive a maximum of 12 college credits from the cooperative 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 cooperative education work experience will be PASS/NO PASS/WITHDRAW. Normal grading 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

<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>COP 1911</td>
<td>Cooperative Education</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>COP 1912</td>
<td>Cooperative Education</td>
<td>60</td>
<td>2</td>
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<td>COP 1913</td>
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<td>90</td>
<td>3</td>
</tr>
<tr>
<td>COP 1914</td>
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### FINANCIAL ASSISTANCE

The student financial aid program at State Technical Institute at Knoxville is under the direction of the Associate 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 the student's or the parent's income is provided by the American College Testing Need Analysis Services of 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 high schools and in the Financial Aid Office at State Technical Institute at Knoxville. (For further information, please see the Financial Assistance Section.)

PLACEMENT AND COOPERATIVE EDUCATION

The Placement and Co-operative Education Department 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 work experience while still in college. The Placement Program provides services to assist students with job placement upon graduation from the College. Services of the 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 Directions Center.
5. Provide quarterly workshops and printed booklets on Job Seeking Strategies, Resume Writing, and Interviewing Techniques.
6. Post notices of part-time jobs available to State Tech students on bulletin boards in both Academic and Administration Buildings.

Student's Responsibilities
1. Complete a placement file within two quarters of graduation containing a personal data record, resume, instructor and employer evaluations, and college transcripts to be used by the Placement Office.
2. Attend quarterly workshops on Job Seeking Strategies, Resume 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.)

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 Offices of Placement and Student Services and Student Activities.

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 College and the student body. The S.G.A. 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 S.G.A. are the President, Vice-President, Secretary, Treasurer, Parliamentarian, and the Assistant Secretary/Treasurer. Officers and S.G.A. Representatives from each curriculum area are elected during the last week of spring quarter and serve for one year. The Student Activities Coordinator is the Student Affairs liaison. The Student Activities Coordinator and an advisor or a designated representative must be present at all official meetings of the S.G.A.

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 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 Black Students Association (A.B.S.A), American Society of Certified Engineering Technicians (A.S.C.E.T.), Data Processing Managers Association (D.P.M.A.), American Institute of Design Drafting (A.I.D.D.), Future Secretaries Association (F.S.A.), the Alpha Theta Xi chapter of Phi Theta Kappa National Honor Fraternity (P.T.K.), All-Sports Club, the Psi Delta Chapter of Tau Alpha Pi National Honor Society (T.A.P.), and the student newspaper. 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 a chapter of the Tau Alpha Pi National Honor Society for outstanding engineering technology students.

Student Lounge

The Student Lounge is located at the Pellissippi Campus in Building A. 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 Pellissippiian, 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 pro-
VETERANS EDUCATIONAL ASSISTANCE

State Technical Institute at Knoxville maintains an Office of Veterans 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/G.E.D. 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 22-1955. 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 daughers, widows, widowers, or husbands of veterans are available in the Financial Aid/Veterans Affairs Office.

For further information, please see the Veterans Educational Assistance Section.
ACADEMIC SUPPORT

EDUCATIONAL RESOURCE CENTER

"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 student 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 two class days; 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 all 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.

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 Regular Admission Students.

Assessment

The testing program for new students includes the ACT and the AAPP tests. Students under 21 years of age are required to provide ACT test scores or take the ACT on campus. Entering students must have either taken the ACT prior to attending State Tech, or be tested here for placement purposes. Students who do not need remedial or developmental courses may be admitted as regular admission students and enroll in college-level courses.
Academic Advisement

Each student is assigned a faculty advisor who assists the student with academic concerns. 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 services, test score interpretation, and student progress information to students and faculty. It also coordinates activities 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 the 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.

Regular class attendance is very important for success in each course. Students enrolled in remedial and/or developmental courses are required to attend classes as scheduled. If a student misses as much as ten percent of a course, a grade of "F" will be recorded for the final grade. Students with extenuating circumstances, such as illness, are encouraged to submit an appeal to the program director.

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.

Post-Test Information

All students completing developmental English, reading, and/or the exit-level math (DSM 0877) course are required to take the AAPP post-test. Post-test scores are evaluated along with course grades to determine student readiness for college-level work and eligibility for Regular Admissions status. AAPP post-testing is coordinated through the Academic Advisement Center.

English as Second Language

Students whose first language is not English enroll, according to assessment results, in the same remedial and developmental reading, math, and study skills courses as native speakers. However, to help them with particular needs in learning how to write English effectively, the division offers special courses in writing at the remedial (ESL 0713) and developmental (ESL 0803) levels. Those enrolling in these courses should submit minimum TOEFL scores of 425. ESL students who test out of or satisfactorily complete ESL 0803, DSR 0903, and DSR 0804 become Regular Admission Students and are qualified to take college-level courses.

REMEDIAL-DEVELOPMENTAL ESL COURSES

ESL 0713 Intermediate Writing
5 Credits
An intensive course at the intermediate level in writing English as a second language plus related instruction in grammar. The course is designed for non-native speakers of English with a TOEFL score of at least 425.
ESL 0803 Advanced Writing
5 Credits
5 Class Hours
ESL 0803 serves to introduce students to the kinds of writing assignments required in college level courses. Students are introduced to multi-paragraph compositions, summary writings, documentation methods, and report formats. The course consists of a composition component and a grammar component. It should be taken by non-native speakers of English with TOEFL scores of at least 475.

REMEDIAL STUDIES - LEVEL I

RSE 0731 Review of English Fundamentals
5 Credits
5 Class Hours
RSE 0731 is an introductory composition course designed for students with little or no experience in writing. It emphasizes writing construction, basic grammatical concepts and spelling.

RSR 0713 Introductory Reading Skills I
3 Credits
3 Class 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
3 Credits
3 Class Hours
RSE 0714 is designed to provide individualized instruction which supports reading skills taught in RSR 0713 Introductory Reading Skills I.

RSS 0736 Introductory Study Skills I
3 Credits
3 Class Hours
The study skills course 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.

RSM 0757 Computation
5 Credits
5 Class Hours
A study of the basic topics of arithmetic including place value, rounding off, addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and working with percents. The student will also work with perimeter, areas, averages, graphs, simple word problems, linear measurement, and temperature measurement.

REMEDIAL STUDIES - LEVEL II

RSE 0741 Fundamentals of Paragraph Writing
5 Credits
5 Class Hours
RSE 0741 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.
RSR 0723 Introductory Reading Skills II
3 Credits 3 Class Hours
RSR 0723 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 1 Credit Hour
RSR 0724 is designed to enhance students' reading comprehension, reading rate, and vocabulary development taught in RSR 0723 - Introductory Reading Skills II. Individualized laboratory programs will be used.

RSS 0746 Introductory Study Skills II
3 Credits 3 Credit Hours
The study skills course 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.

RSM 0757 Computation
5 Credits 5 Credit Hours
A study of the basic topics of arithmetic including place value, rounding off, addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and working with percents. The student will also work with perimeter, area, averages, graphs, simple word problems, linear measurement, and temperature measurement.

DEVELOPMENTAL STUDIES

DSE 0811 Introduction to College Writing
5 Credits 5 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.

DSR 0803 Basic Reading Improvement
3 Credits 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 for 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 1 Class Hour
This course is designed to provide individualized instruction which supports reading skills taught in DSR 0803 Reading Improvement.
DSS 0816 Basic Study Skills
3 Credits
3 Class Hours
The study skills course is designed to support the student's 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 class, and critical thinking skills in content courses. Individual and small group counseling is provided to support the student's academic progress and readiness for freshman level-1 technical courses.

DSM 0857 Algebra I
5 Credits
5 Class Hours
This course includes the introductory algebra topics of positive and negative numbers, simple equations, exponential arithmetic, order of operations, and inequalities.

DSM 0867 Algebra II
5 Credits
5 Class Hours
This course includes the introductory algebra topics of factoring polynomials, working with algebraic fractions, graphing equations and inequalities.

DSM 0877 Algebra III
5 Credits
5 Class Hours
This course includes the introductory-intermediate algebra topics of solving simultaneous systems, radical operations, and quadratic equations. Additional general mathematics topics of geometry, statistics, and probability are covered. The elementary problems-solving skills of estimation, judging the reasonableness of answers, and selecting an appropriate solution method are integrated throughout the course.
ASSOCIATE AND CERTIFICATE PROGRAMS

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

ENGINEERING TECHNOLOGIES
- Chemical Engineering Technology
- Civil Engineering Technology
- Computer Integrated Drafting and Design
- Electrical Engineering Technology
  - Electrical Option
  - Electronic Option
- Mechanical Engineering Technology
  - Manufacturing Option

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

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

(2) **Non-Credit Courses** — These courses are designed to meet specific training needs of personnel employed in business and industry, or 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, students 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 (C.E.U.'s) are awarded for non-credit activities that meet the criteria outlined by the Southern Association of Colleges and Schools. A C.E.U. is defined as ten contact hours of participation in an organized continuing education experience under capable direction and qualified instruction.
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 work and communicate effectively with 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 and other 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 engineering, biotechnology, 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 CHEMICALENGINEERING 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 analysis requiring use of specialized equipment or knowledge.
# CHEMICAL ENGINEERING TECHNOLOGY

(ASSOCIATE OF ENGINEERING TECHNOLOGY)

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<td>TOTAL HOURS FOR MAJOR - 104</td>
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CIVIL ENGINEERING TECHNOLOGY
(ASSOCIATE DEGREE PROGRAM)

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

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

The civil and construction industry has vastly expanded in technical innovations, thereby requiring technical knowledge and skills to manage and solve problems involved with engineering projects. The Civil Engineering Technology program offers an Associate of Engineering Technology degree which provides flexibility in the major emphasis area and allows the students to tailor their programs toward entry into a specific job market, such as construction or civil, through proper selection of technical electives.

The Civil Engineering Technology program delivers course work from construction and civil engineering technologies to prepare technicians to become engineering aides on engineering design projects or mid-management staff in construction administration and management.

TYPICAL POSITIONS 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 review 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.
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.
Bridge inspector and field layout person — assists party chief in inspection of existing bridge work and performs field drafting.
# CIVIL ENGINEERING TECHNOLOGY

## (ASSOCIATE OF ENGINEERING TECHNOLOGY DEGREE)

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TOTAL FOR FIRST YEAR - 51

| CET 2210           | Surveying II                                      | 2 |   |    |
| CET 2211           | Surveying II Lab                                  | 2 |   |    |
| CET 2531           | Blueprint Reading, Quantity Surveys and Estimating| 4 |   |    |
| CET 2530           | Project Control & Construction Management         | 3 |   |    |
| CID 2210           | Construction & Civil Drawing Techniques           | 3 |   |    |
| ENG 1240           | Report Writing                                    | 3 |   |    |
| ENS 2110           | Industrial Safety                                 | 4 |   |    |
| ENS 2210           | Strength of Materials                             | 4 |   |    |
| HUM 2010           | People & Technology                               | 2 |   |    |
| PHY 1020, 1021     | Physics of Electricity and Magnetism & Lab        | 4 |   |    |
| PHY 1030,1031      | Physics of Heat, Light and Sound & Lab            | 4 |   |    |
| TE                 | Technical Elective (Engr. Tech.)                  | 4 |   |    |
| TE                 | Technical Elective (CET)                          | 4 |   |    |

TOTAL FOR SECOND YEAR - 55

TOTAL FOR MAJOR - 106

## APPROVED CIVIL ENGINEERING TECHNOLOGY (CET) ELECTIVES

- CET 2110  Soil Mechanics
- CET 2320  Structural Steel Design
- CET 2330  Reinforced Concrete Design
- CET 2340  Structural Wood Design
- CET 2410  Heating, Ventilation, and Air Conditioning Design
- CET 2420  Building Plumbing Systems Design
- CET 2430  Building Electrical Systems Design
- CET 2510  Construction Documents
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 de-
partment into a viable 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 book-
keepers 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 account-
ing, taxation, finance, business law, and supervisory development.

Special Note: All Business Technology students who do not type 20 words
per minute with five 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 com-
puter.

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 prin-
ciples.
## COMPUTER ACCOUNTING TECHNOLOGY

(ASSOCIATE OF SCIENCE DEGREE)

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TOTAL HOURS FIRST YEAR - 53

### MANAGEMENT OPTION

|      | ACC 2020 | Accounting Systems                        | 3 |   |    |
|      | ACC 2031 | Income Taxation                           | 4 |   |    |
| SOPHOMORE | ACC 2160 | Financial Management                      | 3 |   |    |
|      | ACC 2211,2221 | Intermediate Accounting I,II               | 4 | 4 |    |
|      | ACC 2311,2321 | Cost Accounting I,II                     | 4 | 4 |    |
|      | ACC 2510 | Accounting Applications                   | 4 |   |    |
|      | HUM 2000 | Business Ethics                           | 3 |   |    |
|      | MGT      | Management Elective                       | 4 |   |    |
|      | SSC 1020 | Personal Psychology                       | 3 |   |    |

TOTAL HOURS SECOND YEAR - 43
TOTAL HOURS FOR MAJOR - 96

### PROGRAMMING OPTION

|      | ACC 2020 | Accounting Systems                        | 3 |   |    |
|      | ACC 2031 | Income Taxation                           | 4 |   |    |
| SOPHOMORE | ACC 2160 | Financial Management                      | 3 |   |    |
|      | ACC 2211,2221 | Intermediate Accounting I,II               | 4 | 4 |    |
|      | ACC 2311, 2321 | Cost Accounting I,II                     | 4 | 4 |    |
|      | ACC 2610 | Accounting Applications                   | 4 |   |    |
|      | CST 2100, 2150 | COBOL Programming I,II                    | 5 | 4 |    |
|      | HUM 2000 | Business Ethics                           | 3 |   |    |
|      | SSC 1020 | Personal Psychology                       | 3 |   |    |

TOTAL HOURS SECOND YEAR - 48
TOTAL HOURS FOR MAJOR - 101
COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY

(ASSOCIATE DEGREE PROGRAM)

The Computer Integrated Drafting and Design Technology Department has established one of the most sophisticated and comprehensive CADD and computer graphics training facilities in the country. The student will be taught how to use a number of different computer systems such as AutoCAD, ComputerVision, Cimlinc and Intergraph. In addition, the student will develop skills and knowledge in programming languages and operating systems giving computer integrated design and drafting students working computer competencies as well as an in-depth background in graphics and design.

The graduates of this program are classified as design-drafters, junior designers, or CADD technicians. The technician is able to interpret information to the manufacturer. These drawings, whether generated on the drawing board or the computer, are essential elements in the growth and continuation of industry. Today, more than ever, the technician in the field plays an essential and vital role in industry.

Both manufacturers and builders rely on technical drawings as instructions for the products they produce. The utilization of the computer and the rapid acceptance of this technology is creating an ever-increasing demand for the graduate of Computer Integrated Drafting and Design Technology. The graduate of this program can look forward to job opportunities in technical illustration, design-drafting, architectural drafting and as a CADD technician.

TYPICAL POSITIONS OPEN TO COMPUTER INTEGRATED DRAFTING AND DESIGN 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 and drafting 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, publications, and other presentation forms.
### COMPUTER INTEGRATED DESIGN AND DRAFTING TECHNOLOGY
**ASSOCIATE OF SCIENCE DEGREE**

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TOTAL FOR FIRST YEAR - 53

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TOTAL FOR SECOND YEAR - 57
TOTAL FOR MAJOR - 110
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 Technology students who do not type 20 words per minute with five of 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.
# COMPUTER SCIENCE TECHNOLOGY

## (ASSOCIATE OF SCIENCE 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 is designed to train technicians who can function effectively as technical assistants to the electrical engineer or independently as an electrical/electronics technician. Electrical Engineering Technology students acquire a general background in mathematics and science while studying electricity and electronics and associated technical applications.

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, as well as the instrumentation and control of electrical machinery and automation. In the Electronic Specialization the student is taught many aspects of linear and digital electronics with particular attention to microprocessor theory and application.

The graduate of the Electrical Engineering Technology program will have a sound knowledge of applicable theory and be skilled in the operation of the latest in electronic test equipment such as oscilloscopes and logic analyzers. Graduates will also gain considerable experience with computers as a tool for solving technical problems.

TYPICAL FIELDS OF EMPLOYMENT 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 SECOND YEAR - 50**

**TOTAL FOR MAJOR - 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.

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC
(CERTIFICATE PROGRAM)

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THE FOLLOWING CLASSES MUST BE TAKEN DURING SUMMER QUARTER:

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FINANCE TECHNOLOGY
(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 personnel and for people trained for new jobs in public relations, bank marketing, and branch management has developed. The 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 finance-related technology and regulations are used. One important overall objective is to instill a person-to-person approach to working in the financial 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. Mathematics is 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.

A second option for the finance major is a credit union option. Developed in conjunction with the Credit Union League, this option utilizes the nationally accredited Credit Union National Association curriculum and qualifies the graduate to sit for CCUE examinations.

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 five or fewer errors must enroll in OIT 1000 before enrolling in any CST courses above CST 1100.

TYPICAL POSITIONS OPEN TO FINANCE GRADUATES

Bank Public Relations
Credit Union Management
Marketing
Trust Services
Bank Operations
Correspondent Banking
Personnel Management
## FINANCE TECHNOLOGY

(ASSOCIATE OF SCIENCE DEGREE)

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TOTAL HOURS FIRST YEAR - 50

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TOTAL HOURS SECOND YEAR - 46
TOTAL HOURS FOR MAJOR - 96

*Including COT 1000
BANKING ELECTIVES
BKG 100  Typing for Bankers
BKG 1062 Principles of Banking Operations
BKG 1202  Marketing for Bankers
BKG 1312  Installment Credit
BKG 2012  Analyzing Financial Statements
BKG 2022  Introduction to Commercial Lending
BKG 2032  Money and Banking
BKG 2042  Law and Banking
BKG 2051  Trust Functions and Services
BKG 2132  Bank Management
BKG 2212  Branch Bank Management
BKG 2232  Bank Supervisory Training
BKG 2242  Savings and Time Deposit
BKG 2250  Trust-Will & Estates

CREDIT UNION ELECTIVES
CUE 1100  Credit & Collections
CUE 1130  Credit Union Risk Management & Insurance
CUE 1040  Credit Union Accounting I
CUE 1050  Credit Union Accounting II
CUE 1060  Personnel Administration
CUE 1070  Credit Union Management
CUE 1090  Introduction to Credit Unions
CUE 1140  Credit Union Financial Counseling
CUE 2100  Money & Banking
CUE 1110  Credit Union Law
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 the 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 mid-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 Association of Science degree 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 five or fewer errors must enroll in CIT 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 - 50**

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**TOTAL FOR SECOND YEAR - 52**
**TOTAL FOR MAJOR - 103**
MANAGERIAL SPECIALIZATION

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TOTAL FOR SECOND YEAR - 51
TOTAL FOR MAJOR - 101
MARKETING TECHNOLOGY
(ASSOCIATE DEGREE PROGRAM)

The Marketing Technology curriculum is designed to provide the skills to 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 five 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 FIRST YEAR - 51

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TOTAL FOR SECOND YEAR - 46

TOTAL FOR MAJOR - 97
MECHANICAL ENGINEERING TECHNOLOGY

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

Mechanical Engineering Technology spans a wide spectrum in today's job opportunities. Due to the rapidly expanding field of computer aided manufacturing (CAM), a separate option in manufacturing is provided. The "traditional" mechanical program offers study in the areas of static and dynamic loading, fluids, strength, power, motion, and mechanical elements. Required courses include such courses as Statics, Dynamics, Strength of Materials, Instrumentation, and Machine Elements. The Manufacturing Option concentrates primarily on the conception, planning, maching, and inspection of manufactured products. Required courses would include CADD (Computer Aided Drafting and Design), CNC Machining (milling, EDM, wire, and turning), Material Science, and Computer-Aided Measuring and Analysis.

The Mechanical Engineering Technology graduate is a broadly educated person who can assist engineers in many ways. For example, he or she may produce sketches of planned machining parts, inspect and test machines, help eliminate production problems, do industrial machine programming, quality control, or like other engineering technicians, choose to become technical sales workers. Places of employment for mechanical engineering technicians include engineering firms, construction firms, manufacturing firms, metal industries, government agencies, hospitals, and colleges and universities.

TYPICAL POSITIONS OPEN TO MECHANICAL ENGINEERING TECHNICIANS

Manufacturer's representative — sells, installs, and troubleshoots mechanical equipment; has the expertise to advise customers since he/she understands the equipment and can match it with the customer's specific requirements. Also analyzes the complete system and selects and recommends the proper components to enhance efficiency and to meet the system requirements. Provides this service either for initial installation or to upgrade existing equipment.

Engineering aide — performs tests, collects data, evaluates and makes recommendations for equipment modifications, changes or replacements to eliminate technical problems. Takes basic concepts furnished by the engineer and translates these concepts into workable solutions by providing drawing, selecting components, or actually installing the equipment. Troubleshoots existing systems by applying his/her knowledge of the system components and analyzing the source of the problem.

Manufacturing technician — using knowledge of current computer aided manufacturing processes is able to adapt automated methods to production of new products or modify existing production methods to make use of CAM equipment. Can set-up, program, and operate sophisticated computer controlled equipment to do a specific task. By applying knowledge of computer-assisted measuring and statistical analysis techniques, he can insure control of the process, improve product quality, and increase efficiency in the manufacturing process.

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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OFFICE INFORMATION TECHNOLOGY
(CERTIFICATE PROGRAM)

This one-year certificate program in Office Information Technology is designed to provide skills and technical expertise for students desiring careers in word processing. On completing the certificate program, a student will be equipped to operate personal computers and other automated office equipment utilizing word processing software. Text entry; proper language-arts skills involving grammar, spelling, and punctuation; and text output are emphasized in this program.
OFFICE INFORMATION TECHNOLOGY
(ASSOCIATE DEGREE PROGRAM)

The two-year Associate of Science Degree in Office Information Technology builds on the skills gained in the certificate program. Managerial and supervisory courses are added to the core curriculum in the second year to enhance advancement to administrative management and information specialist positions. The one-year certificate becomes the first year of training in the two-year degree program. On completing the degree, a student is prepared for the technical operational level of information processing as well as the administrative managerial level.

The curriculum is designed to update the skills required in the changing office environment of today and to enhance the training required for the traditional secretarial level. The demand for office information professional trained on automated equipment is predicted to continue to expand in the foreseeable future.

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

- Word/Information Processing Operator
- Word/Information Processing Specialist
- Word/Information Processing Trainer
- Word/Information Processing Supervisor
- Administrative Assistant
- Office Manager

Holders of the Certified Professional Secretary certification receive credit for 29 hours toward a certificate or degree at State Tech by presenting their certificate on application for admission.

**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.
## OFFICE INFORMATION TECHNOLOGY

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TOTAL FOR FIRST YEAR - 48

### (ASSOCIATE OF SCIENCE DEGREE)

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<td>Social Science Elective</td>
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TOTAL HOURS FOR SECOND YEAR - 48

TOTAL HOURS FOR MAJOR - 96
Course Descriptions
COURSE DESCRIPTIONS

ACC 2050  Principles of Accounting I
3 Credits  3 Class Hours
A course which includes basic principles of accounting theory and practice, analysis and recording of business transactions, business documents, books and controlling accounts, and adjusting and closing entries.
Co-requisite: MTH 1310

ACC 2060  Principles of Accounting II
3 Credits  3 Class Hours
A course which includes merchandise inventory, deferrals and accruals, fixed assets, systems and controls, and partnership and corporate accounting.
Prerequisite: ACC 2050

ACC 2070  Principles of Accounting III
3 Credits  3 Class Hours
A course which includes cost accounting systems, budgetary control and standard costing, cost and revenue relationships for management, management reports and special analysis, and financial statement analyses.
Prerequisite: ACC 2060

ACC 2020  Accounting Systems
3 Credits  3 Class Hours
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 2070

ACC 2031  Income Taxation
4 Credits  4 Class Hours
A course which integrates the principles of accounting and law into the understanding of income taxation.
Prerequisite: ACC 2070

ACC 2040  Advanced Taxation
4 Credits  4 Class Hours
Further study of corporate income taxes and partnership taxation, excise taxes, estate taxes.
Prerequisite: ACC 2070

ACC 2110  Payroll Procedures
3 Credits  3 Class Hours
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.
Prerequisite: MTH 1310

ACC 2160  Introduction to Finance
3 Credits  3 Class Hours
The subject matter surveys the whole field of finance, both public and private.
Prerequisite: ACC 2060 and MTH 1310

ACC 2170  Finance II
4 Credits  3 Class Hours
A continuation of AC 2160 to include capital markets, company valuation, merger, reorganization, and liquidation.
Prerequisite: ACC 2160
ACC 2211  Intermediate Accounting I
4 Credits  4 Class Hours
A study of accounting records, end-of-period procedures, net income concepts, corrections of prior periods, and the capital structure of a business.
Prerequisite: ACC 2070

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

ACC 2231  Intermediate Accounting III
4 Credits  4 Class Hours
A study of corporation accounting, time values of money, and analyses of financial statements.

ACC 2311  Cost Accounting I
4 Credits  4 Class Hours
A study of the fundamentals of cost accounting within an industrial organization. The accounting functions relative to materials, labor, and overhead are treated in detail.
Prerequisite: ACC 2070

ACC 2321  Cost Accounting II
4 Credits  4 Class Hours
A continuation of Cost Accounting I (AC 2311) in which process and standard cost systems are developed in detail with emphasis directed toward the budgeting and managerial control functions.
Prerequisite: ACC 2070

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

ACC 2610  Practical Application of Accounting
4 Credits  4 Class Hours
Application of theory to actual practice in simulated work situations. Practice in recording, processing, summarizing financial information.
Prerequisites: ACC 2311, ACC 2321

ACC 2630  Internship
1-4 Credits
Actual work experience in industry or business. One credit for each thirty hours worked with a maximum of 4 credits.
Prerequisites: ACC 2211, ACC 2311 and permission of departmental head

AVP 1110  Still Photography I
3 Credits  3 Class Hours
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.
AVP 1120  Still Photography II
3 Credits  3 Class Hours
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: AVP 1110

AVP 1130  Darkroom Techniques
3 Credits  3 Class Hours
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: AVP 1110

AVP 1140  Creative Darkroom
3 Credits  3 Class Hours
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: AVP 1190

AVP 1150  Advanced Darkroom
3 Credits  3 Class Hours
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.

AVP 1160  Color Reversal Printing
4 Credits  3 Class Hours, 3 Lab Hours
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: AVP 1190

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

AVP 1180  Color Negatives Printing
3 Credits  3 Class Hours
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: AVP 1190

AVP 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: AVP 1130

**AVP 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: AVP 1110

**AVP 2750, 2760, 2770  Special Problems in Photography**

3 Credits  3 Class Hours

Courses provide the opportunity for individual study through the use of customized special problems assigned by the instructor according to interest and ability of each student. Students will be expected to develop photographic projects under the guidance of the instructor. Projects may include selection of subjects, 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 progressively larger course number each quarter.

Prerequisite: Approval of BID Division Chairperson

**AVP 2780  Photographing Scale Models**

3 Credits  3 Class Hours

This course includes techniques involved in 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

**AVP 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

Tackles 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  3 Class Hours

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, including marketing mix, research and target, and methods of market planning.
BKG 1312  Installment Credit
3 Credits
3 Class Hours
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
3 Class Hours
This course is designed to give lending personnel or management trainees 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
3 Class Hours
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
3 Class Hours
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, foreign exchange, to show their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

BKG 2042  Law and Banking
3 Credits
3 Class Hours
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 agencies. 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
3 Class Hours
This course presents a complete picture of the services and duties of institutions engaged in a trust business. This introductory course is intended for any student, and 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
3 Class Hours
New trends which have emerged in the philosophy and practice of management are presented. The study and application of these concepts will provide new bankers 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, to present a comprehensive overview of the branch function
and the manager's role in its operations.

BKG 2232  Bank Supervisory Training
3 Credits
This course is designed for first-level supervisors to teach 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 entered
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 elec-
tromagnetic radiation, periodic relationships, chemical nomenclature, chemical for-
mulas, 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 covers many topics related to physical
chemistry. Specific topics are: reaction rate, order of a chemical reaction, re-
versible reactions, chemical equilibrium, ionic equilibria, ionization of weak elec-
trolytes, hydrogen ion concentration, buffered solutions, solubility product
constant, thermochemistry, enthalpy, entropy, free energy, oxidation-reduction
reactions, and electromotive series. Laboratory experiments illustrate the prin-
ciples involved.
Prerequisite: CHE 1110

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 under-
standing 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
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 solutions, 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 spectrophotometry.

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 specifically covered.

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
An investigation and report development on a chemical engineering technology problem of interest to both the student and the advisor.

**CHE 2960 Research Problem**

2 Credits
An investigation and report development on a chemical engineering technology problem of interest to both the student and the advisor.

**CHE 2970 Research Problem**

3 Credits
An investigation and report development on 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 sup-
ervision.

Prerequisite: CHT 1310

CHT 2010  Industrial Inspection Trips
1 Credit  3 Class Hours, 0 Lab Hours
A study of the technology of local industries. Visits are made to industrial facili-
ties which are representative of major local industries. Written reports of visits are
stressed. Techniques for job interviews and preparation of resumes are pre-
sented.

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

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 param-
eters (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  3 Class Hours
The first in a series of three courses covering fundamentals of chemical engi-
neering 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, NPSH and terminal velocity of falling particles.

Prerequisites: MTH 1130 and CHT 1320

CHT 2420  Chemical Engineering Principles II
3 Credits  3 Class Hours
The second in a series of three courses covering fundamental chemical engi-
neering 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

**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

**CET 1010 Building Methods of Light Construction**
4 Credits
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.

**CET 1020 Building Methods of Heavy Construction**
4 Credits
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.

**CET 1110 Construction Materials Lab**
1 Credit
A study of materials used in heavy construction projects. Emphasis is placed on production, application, and testing to determine the appropriate use of the ma-
terial. 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: CET 1010 or 1020
Co-requisite: MTH 1110

CET 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 in engineering and construction projects such as boundary surveys, traverse computations, profile leveling, and field notes.
Co-requisite: MTH 1110

CET 1211 Surveying I Lab
2 Credits
0 Class Hours, 6 Lab Hours
Lab to accompany CET 1210.
Co-requisite: CET 1210

CET 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: CET 1110, ENS 2210

CET 2210 Surveying II
4 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: CET 1210

CET 2211 Surveying II Lab
2 Credits
0 Class Hours, 6 Lab Hours
Lab to accompany CET 2210.
Co-requisite: CET 2210

CET 2320 Structural Steel Design
4 Credits
3 Class Hours, 3 Lab Hours
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

CET 2330 Reinforced Concrete Design
4 Credits
3 Class Hours, 3 Lab Hours
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
CET 2340  Structural Wood Design
4 Credits  3 Class Hours, 3 Lab Hours
Design of structural wood members and their connections; post-and-beam construction, roof trusses, bridges, arches, formwork for reinforced concrete. Lab involves prototyping for various structural systems, performing calculations, and preparing drawings related to wood design.
Prerequisite: ENS 2210
Co-requisite: CST 1310

CET 2410  Heating, Ventilation and Air Conditioning Design
4 Credits  3 Class Hours, 3 Lab Hours
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

CET 2420  Building Plumbing Systems Design
4 Credits  3 Class Hours, 3 Lab Hours
A study of basic hydraulics, water sources and distribution, plumbing systems, sewage treatment, and storm drainage.
Prerequisite: MTH 1110

CET 2430  Building Electrical Systems Design
4 Credits  3 Class Hours, 3 Lab Hours
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

CET 2510  Construction Documents
3 Credits  3 Class Hours
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.

CET 2521  Blueprint Reading, Quantity Surveys, and Estimating
4 Credits  3 Class Hours, 3 Lab Hours
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.
Prerequisite: CET 1010 or CET 1020
Co-requisite: CST 1310

CET 2530  Project Control and Construction Management
3 Credits  3 Class 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: CET 2510
CET 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.  
Prerequisite: With Approval of Advisor

CID 1000  Professional Seminar  
1 Credit  1 Class Hour  
This course is required for all Computer Integrated Drafting and Design Technology majors. It is an orientation course bringing to the student a familiarization of engineering graphics in the professional world.  

CID 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.  

CID 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: CID 1010

CID 1030  Technical Drawing III  
3 Credits  1.5 Class Hours, 4.5 Lab Hours  
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, isometric 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: CID 1020

CID 1120  Technical Drawing/Freehand  
3 Credits  1.5 Class Hours, 4.5 Lab Hours  
This course covers basic sketching skills and methods essential for communicating concepts or describing physical objects graphically. The use of line drawings, techniques shade and shadow, mixed media, and sample rendering methods are some of the skills employed.  
Prerequisite: CID 1010

CID 1220  Architectural Drawing  
3 Credits  1.5 Class Hours, 4.5 Lab Hours  
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.  

CID 2010  Mechanical Systems Design I  
5 Credits  3 Class Hours, 6 Lab Hours  
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 sizing the type of systems re-
quired.

CID 2020 Mechanical Systems Design II
4 Credits 3 Class Hours, 3 Lab Hours
This course is a sequel to CID 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: CID 1020, CID 2010

CID 2110 Presentation Techniques I
5 Credits 3 Class Hours, 6 Lab Hours
This course is designed to teach the fundamentals of three dimensional repre-
sentation 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.

CID 2120 Presentation Techniques II
5 Credits 3 Class Hours, 6 Lab Hours
This is a continuation of Presentation I. The student will extend skills and tech-
niques 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 are encouraged.
Prerequisite: CID 2110

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

CID 2210 Structural Detailing
5 Credits 3 Class Hours, 6 Lab Hours
The course covers drawing techniques, conventions, dimensions, and tolerating
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, CID 1030

CID 2350 Introduction to CAD
3 Credit Hours 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 intro-
duced and used in class exercises. The student will be acquainted with 8-, 16-
and 32-bit computers and their operating systems.
Prerequisite: CID 1010

CID 2410 Pascal I
4 Credits 3 Class Hours, 3 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: Second Year Standing
CID 2420  Pascal II
4 Credits  2 Class Hours, 6 Lab Hours
A continuation of CID 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: CID 2410

CST 1000  Computer Literacy
3 Credits  3 Class Hours
A course designed to introduce the student to computer uses, applications and general abilities. Emphasis is on systems, software, firmware and hardware terminology. The course is offered to all non-CST majors and as an introduction for those student wishing to better understand concepts prior to entry into the CST or OIT topic areas.

CST 1100  Introduction to Computer Science
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 1140

CST 1120  Introduction to VAX/VMS
1 Credit (5-week class)  1 Class Hour, 3 Lab Hours
A hands-on introduction to the DEC-VAX access system under VMS. Students will learn log-on, access, systems usage and general terminology associated with the clustered Digital Equipment Corporation operating system.
Co-requisite: CST 1140

CST 1140  Introduction to PC-DOS
1 Credit (5-week class)  1 Class Hour, 3 Lab Hours
A hands-on introduction to PC-DOS on the IBM-PC. Students will learn start-up procedures for floppy and hard-disk drive systems. PC architecture and DOS commands will be covered.
Co-requisite: CST 1120

CST 1200  Discrete Structures
4 Credits  4 Class Hours
Introduction to techniques useful in computer programming, including sets, relationships, number systems, functions, logic, flowcharting structures and problem formulation and solution.
Co-requisite: MTH 1310 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 1140, MTH 1310 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
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
Introduction to computer architecture using assembly language and relating it to
 machine language.
Prerequisites: CST 1120, CST 1200

CST 1500  Structured Programming Using PASCAL
4 Credits
Problem solving using PASCAL with emphasis on structured programming
tochniques.
Prerequisites: CST 1140, CST 1200

CST 1550  Structured Programming PASCAL II
4 Credits
Continuation of structured programming using PASCAL, including discussion of
data structures, file management, and good programming practices.
Prerequisites: CST 1500, MTH 1120 or MTH 1320

CST 1600  RPG Programming
4 Credits
The study and development of programming capabilities in the 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, data structures, files management, and good programming
practices.
Prerequisite: CST 1300

CST 2000  Systems Analysis and Design
4 Credits
A study of the analysis and design of computer systems starting with an intro-
duction to problem isolation and definition and continuing into problem analysis,
hardware/software selection, system testing, and project implementation.
Prerequisite: CST 1400
Corequisite: ENG 1240

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

CST 2150  COBOL Programming II
4 Credits
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
3 Class Hours, 3 Lab Hours
Learning the FORTRAN language to solve scientific, mathematical, and statistical problems.
Prerequisites: CST 1120, CST 1200, MTH 1320 or MTH 1120

CST 2250  FORTRAN II and Numerical Analysis
5 Credits
3 Class Hours, 3 Lab Hours
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
3 Class Hours, 3 Lab Hours
A study of the "C" Programming Language.
Prerequisites: CST 1300, CST 1400, MTH 1320, or MTH 1330

CST 2400  ADA Programming Language
4 Credits
3 Class Hours, 3 Lab Hours
An in-depth study of the ADA Programming Language and its contributions to government agencies.
Prerequisite: CST 1300

CST 2500  Applications for Business
3 Credits
3 Class Hours
Course provides knowledge about effective use commercial applications software. Training is provided on a variety of products. Installation, disk storage, file handling, backup procedures, updates, tutorials and general use are covered.
Prerequisites: CST 1120, CST 1140

CST 2510  Applications for Industry and Community
3 Credits
3 Class Hours
Course provides knowledge about effective use of applications software for science, research, industry, math, education, general use and engineering. Installation, disk storage, file handling, backup procedures, updates, tutorials and use are covered.
Prerequisites: CST 1120, CST 1140

CST 2520  Computer Data Base Applications
4 Credits
3 Class Hours, 3 Lab Hours
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 1330, CST 1120 or CIT 1030

CST 2530  Computer Spreadsheet Applications
4 Credits
3 Class Hours, 3 Lab Hours
Course provides training in the use of microcomputer spreadsheet software for business applications. Spreadsheet design, data manipulation and document production will be covered for a variety of numeric applications.
Prerequisites: MTH 1330, ACC 2050, CST 1120 or CIT 1030
CST 25XX  Computer Applications Series  
3 Credits  
This series of courses are being developed to provide a variety of application oriented offerings. Specific course numbers are found in enrollment materials and will be offered throughout the year.

Prerequisites: CST 1120, CST 1140

CST 2600  Introduction to Database Management  
4 Credits  
3 Class Hours, 3 Lab Hours  
A survey of database concepts, including hierarchical and relational models of data. File structures, file handling, data dictionaries and other topics are included. Data base management systems are used to solve programming problems.

Prerequisite: CST 2100 or CST 2200

CST 2700  Operating Systems  
3 Credits  
3 Class Hours  
Discussion of operating systems, 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  
3 Class Hours  
An introduction to the hardware and software systems which support on-line real-time computer operations. Network, 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 provide practicum work experience. The requirements include approval of work situation by Director of the CST Internship Program, satisfactory work 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 and vertical distances, measurement vertical distance, errors, basic surveying computation, cataloging, direction of lines, introduction to transits and theodolites, and introduction to angles and directions. This course may be substituted in the Civil Engineering Technology curriculum for CET 1210 - Surveying I.

Co-requisite: MTH 1110

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, traverse computation, special case com-
putation, horizontal and vertical curves, stadia method, and earth work. This
course may be substituted in the Civil Engineering Technology curriculum for
CET 2210 - Surveying II.

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 rela-
thionships, surveying documents, legal definitions and laws, principles of field
astronomy, solar observations, and OSHA. This course may be substituted in the
Civil Engineering Technology associate degree curriculum as a technical elective.
Prerequisite: CTS 1620

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 Civil Engineering Technology
associate degree curriculum as a technical elective.
Prerequisite: CTS 1630

CUE 1100 Credit and Collections
Extension of credit is the life of credit unions. Everyone engaged in credit union
work undoubtedly has a knowledge of how it works. This course broadens that
knowledge and sheds new light on additional aspects of credit. Topics include:
nature and role of credit, types of consumer credit and their management in
investigation, basis of the credit decision, decision making and salesmanship in
consumer credit, numerical scoring systems; collection policies, practices and
systems, business and government credit functions; and control of credit oper-
ations.

Prerequisite: CTS 1630

CUE 1040 Credit Union Accounting I
3 Credits
3 Class Hours
This course, as a part of the CCUE designation, includes an introduction to
accounting; nature of accounting; the accounting cycle; analysis of transactions;
the accounting equation; books of original entry; subsidiary ledger and controlling
accounts; purchases; sales and uncollectible accounts and loans; credit instru-
ments; voucher system; cash receipts; disbursements; accrual and deferral;
payroll; closing and adjusting entries. A study guide and standard college-level
textbooks will be utilized. Validation of knowledge will be accrued by examination.

CUE 1050 Credit Union Accounting II
3 Credits
3 Class Hours
Course emphasis is on the preparation and use of reports for management de-
cision making. Topical areas include: management accounting, cost, behavior,
cost flows and capital budgeting, financial statement analysis measuring per-
formance, planning and control, budgeting, standard costing, internal control,
audits, and cost allocation. Accounting I is a prerequisite for this course.

CUE 1060 Personnel Administration
The principles of management are exemplified in the various office and personnel
situations encountered in the credit union. Topics include: systems and pro-
dures, office layout, records management, information media, supervisory skills,
developing office employees, salary administration, job evaluation, labor relations,
performance appraisal and training methods, benefit programs, management's
responsibility in dealing with people.
CUE 1070  Credit Union Management
3 Credits  3 Class Hours
The principles of sound management are presented in this course. Topics include:
motivation, organization, human factors in organization, decision making in the
credit union, planning, leadership and directing, controlling management and
development as it relates to credit union operation.

CUE 1090  Introduction to Credit Unions
3 Credits  3 Class Hours
This course is a systematic introduction to the credit union movement. The course
begins with a basic explanation of the nature of credit unions, their history and
the brief explanation of affiliated organizations, including the NCUA. The legal basis
for the operation of credit unions is examined. The powers and characteristics of
credit unions, including share drafts and Visa cards, in addition to the traditional
services offered by most credit unions are also discussed. The roles and functions
of credit union management are discussed in length. The developing credit union
financial system and the basics of credit union insurance and bonding are also
explained.

CUE 1130  Credit Union Risk Management & Insurance
This course is concerned with the concepts and principles needed to produce and
operate a program of risk management and control. It shows how financial ob-
jectives of individuals and businesses can be reached through the proper use
of risk management tools. This course indicates how insurance and some of
the concepts of self insurance and loss prevention can be useful as a definite
part of credit union management.
Topics include: the concept of risk, the risk management function, identification,
measurement and control of risk, important concepts of insurance, property and
liability, risk exposures and insurance, personal risk exposures and insurance,
the institution and selection of insurance organization, risk management in credit
unions, selection and application of non-insurance tools, selection and application
of various types of insurance.

CUE 1140  Credit Union Financial Counseling
Everyday economic activity in the world marketplace affects everyone in a unique
way. Financial planning thus becomes a necessity for everyone. Because most
people know little or nothing about financial planning, financial counseling be-
comes an important function of a credit union.
This course provides instruction and material that enables the counselor to meet
the demands of members. Topics include: family resource management and
consumer decision making, consumer credit, family budget components, social
security, life insurance and annuities, savings and investments, estate planning,
wills and trusts, consumer education, types and techniques of counseling, eval-
uation and ethics.

CUE 2100  Money and Banking
The structure of financial institutions and its role in the financial and economic
fields, as well as open market operations, will be discussed in this course. Other
topics covered include: money and its functions, the federal reserve system;
changing interest rates, money supply and its impact on prices and employment,
money-market operations, the national debt and the economy. The history and
creation of money is also highlighted in this course.

CUE 1110  Credit Union Law
Some aspects of law are present in every credit union transaction. A good working
knowledge of law gives confidence to anyone who makes credit union decisions;
Saturday, however, a substitute for a lawyer’s counsel.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSE 0811</td>
<td>Introduction to College Writing</td>
<td>5</td>
<td>5</td>
<td>This course is designed to enhance basic writing skills. Students are introduced to multi-paragraph compositions, summary writing, documentation methods, and report formats.</td>
</tr>
<tr>
<td>DSM 0867</td>
<td>Algebra I</td>
<td>5</td>
<td>5</td>
<td>This course includes the introductory algebra topics of positive and negative numbers, simple equations, exponential arithmetic, order of operations, and inequalities.</td>
</tr>
<tr>
<td>DSM 0867</td>
<td>Algebra II</td>
<td>5</td>
<td>5</td>
<td>This course includes the introductory Algebra topics of factoring polynomials, working with algebraic fractions, graphing equations and inequalities.</td>
</tr>
<tr>
<td>DSM 0867</td>
<td>Algebra III</td>
<td>5</td>
<td>5</td>
<td>This course includes the introductory-intermediate Algebra topics of solving simultaneous systems, radical operations, and quadratic equations. Additional general mathematics topics of geometry, statistics, and probability are covered. The elementary problems-solving skills of estimation, judging the reasonableness of answers, and selecting an appropriate solution method are integrated throughout the course.</td>
</tr>
<tr>
<td>DSR 0803</td>
<td>Basic Reading Improvement</td>
<td>3</td>
<td>3</td>
<td>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 for 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.</td>
</tr>
<tr>
<td>DSR 0804</td>
<td>Basic Reading Improvement Lab</td>
<td>1</td>
<td>1</td>
<td>This course is designed to provide individualized instruction which support reading skills taught in DSR 0803 Reading Improvement.</td>
</tr>
<tr>
<td>DSS 0816</td>
<td>Basic Study Skills</td>
<td>3</td>
<td>3</td>
<td>The study skills course is designed to support the student’s 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 class, and critical thinking skills in content courses. Individual and small group counseling is provided to support student’s academic progress and readiness for freshman level-1 technical courses.</td>
</tr>
<tr>
<td>ECN 1010</td>
<td>Principles of Economics I</td>
<td>3</td>
<td>3</td>
<td>A course which includes a presentation of basic economic concepts including supply and demand, competition, money and banking, employment, inflation and monopoly.</td>
</tr>
</tbody>
</table>
ECN 1020  Principles of Economics II  
3 Credits  3 Class Hours  
This course is a continuation of basic economic concepts learned in ECN 1010. Specific issues of resource allocation, current economic problems of the U.S., international economics and the world economy are studied.  
Prerequisite: ECN 1010

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, magnetic circuits, inductors, sinusoidal alternating current, phasors, series and parallel AC networks. The various types of electronic measuring instrumentation are introduced throughout the course as required.  
Prerequisite: EET 1010  
Co-requisite: MTH 1120 and EET 1021

EET 1021  Electric Circuits II Lab  
1 Credit  0 Class Hours, 3 Lab Hours  
Lab to accompany EET 1020.  
Co-requisite: EE 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1041</td>
<td>DC &amp; AC Circuits Lab</td>
<td>1</td>
<td>0 Class Hours, 3 Lab Hours</td>
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<tr>
<td></td>
<td>Lab to accompany EET 1040.</td>
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<td>Co-requisite: EET 1040</td>
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<tr>
<td>EET 1050</td>
<td>Seminar</td>
<td>1</td>
<td>1 Class Hour</td>
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<td>This seminar offers the chance for students to hear speakers from industry and learn the role of an engineering technician in local companies.</td>
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<tr>
<td>EET 1210</td>
<td>Active Devices I</td>
<td>3</td>
<td>3 Class Hours</td>
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<tr>
<td></td>
<td>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.</td>
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<td>Co-requisite: EET 1020 &amp; EET 1211</td>
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<tr>
<td>EET 1211</td>
<td>Active Devices I Lab</td>
<td>1</td>
<td>0 Class Hours, 3 Lab Hours</td>
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<tr>
<td></td>
<td>Lab to accompany EET 1210.</td>
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<td></td>
<td>Co-requisite: EET 1210</td>
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<tr>
<td>EET 1220</td>
<td>Active Devices II</td>
<td>3</td>
<td>3 Class Hours</td>
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<tr>
<td></td>
<td>An expanded study of solid state circuits and their design including biasing methods, AC operation, cascading of stages, temperature effects, and frequency response.</td>
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<td>Prerequisite: EET 1210</td>
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<td></td>
<td>Co-requisite: EET 1221</td>
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<tr>
<td>EET 1221</td>
<td>Active Devices II Lab</td>
<td>1</td>
<td>3 Lab Hours</td>
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<tr>
<td></td>
<td>Lab to accompany EET 1120.</td>
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<td></td>
<td>Co-requisite: EET 1220</td>
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<tr>
<td>EET 2230</td>
<td>Active Devices III</td>
<td>3</td>
<td>3 Class Hours</td>
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<tr>
<td></td>
<td>A study of wave generation and shaping circuits and solid state electronic devices. Included are clipping and clamping circuits, bistable, monostable and astable multivibrators, silicon controlled rectifiers, triacs, diacs, unijunction transistors, solid state integrated timers, varistors, thermistors, light emitting diodes, optoelectronic devices and integrated circuits.</td>
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<tr>
<td></td>
<td>Prerequisite: EET 1220</td>
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<td>Co-requisite: EET 2231</td>
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<tr>
<td>EET</td>
<td>Active Devices III Lab</td>
<td>1</td>
<td>3 Lab Hours</td>
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<td></td>
<td>Lab to accompany EET 2230.</td>
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<td></td>
<td>Co-requisite: EET 2230</td>
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<tr>
<td>EET 2250</td>
<td>Industrial Electronics and Logic</td>
<td>3</td>
<td>3 Class Hours</td>
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<tr>
<td></td>
<td>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</td>
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</tr>
</tbody>
</table>
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.

**EET 2251 Industrial Electronics & Logic Lab**
1 Credit
Lab to accompany EET 2250.

**EET 2310 Introduction to Digital Logic**
3 Credits
A study of basic number systems, basic computer codes and Boolean Algebra. The simplification of logic circuits using Boolean Algebra and Karnaugh maps is included. Following combination logic, a brief study of sequential devices is covered. Implementation techniques using NAND and NOR Logic are also included.

**EET 2311 Introduction to Digital Logic**
1 Credit
Lab to accompany EET 2310.

**EET 2340 Microprocessors**
3 Credits
Basic microprocessor architecture is covered with particular emphasis on the Motorola 6800. Different memory types (RAM, ROM, PROM, etc.) are included. The labs will involve considerable machine language programming and the use of logic analyzers.

**EET 2341 Microprocessors Lab**
1 Credit
Lab to accompany EET 2340.

**EET 2350 Microprocessors and Control**
3 Credits
A comprehensive overview of microprocessor systems. This will include computer architecture and programming applications. Emphasis will be on interfacing and using microprocessors for automatic control applications.

**EET 2351 Microprocessors and Control Lab**
1 Credit
Lab to accompany EET 2350.

**EET 2370 Microprocessor Interfacing**
3 Credits
This course covers analog to digital and digital to analog conversions. This course also covers interfacing techniques using many commonly used integrated circuits.
Some of the interface chips covered include the PIA (Parallel Interface Adapter), ACIA (Asynchronous Communication Interface Adapter), programmable timers, modems, and others. The operation and programming of these interface chips as included.

**EET 2371 Microprocessor Interfacing Lab**
1 Credit
Lab to accompany EET 2370.

**EET 2380 16/32 Bit Microprocessors**
3 Credits
A study of modern 16/32 bit microprocessors, based primarily on the Motorola 68000 and 68020. Architecture and operational capabilities including interrupt systems are covered as well as programming the 68000. Assembly language programs will be written on a DEC VAX computer then downloaded to a Motorola 68000 prototype board for analysis with a Logic Analyzer.

**EET 2381 16/32 Bit Microprocessors Lab**
1 Credit
Lab to accompany EET 2380.

**EET 2410 Introduction to Rotating Machines**
3 Credits
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.

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

**EET 2430 Operational Amplifiers**
3 Credits
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.

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

**EET 2440 Energy Systems I**
3 Credits
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 as 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.
Co-requisite: EET 2490

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 re-
ception, 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.
Co-requisite: EET 2510

EET 2520 Communications Systems
3 Credits
A course which involves an 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 micro-
waves.
Prerequisite: EET 2510
Co-requisite: EET 2521

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

EET 2530 Robotics and Automation
3 Credits
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.

EET 2531 Robotics and Automation Lab
1 Credit
Lab to accompany EET 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.

EET 2561 Electronic and Nuclear Instrument Lab
1 Credit
Lab to accompany EET 2560.

EET 2610 Special Project
3 Credits
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 parts, and build and test the completed product.

EET 2800 Industrial and Commercial Power Distribution
3 Credits
This course is designed to familiarize students with basic power distribution for industrial plants and commercial building. Emphasis is placed on voltage selection, one-line diagrams, motor control circuits, power factor improvements, protective devices, systems grounding, systems planning, medium voltage switchgears, cost estimation, and protective relaying.

EET 2801 Industrial and Commercial Power Distribution Lab
1 Credit
Lab to accompany EET 2800.

EMT 1000 First Aid for Industry, Home or Office
1 Credit
This 10-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 1020 First Responder
4 Credits
This is an initial training course in the art of pre-hospital emergency medical care which follows the guidelines set by the Department of Transportation (D.O.T.).
Successful completion of this 40-hour course enables the student to sit for the certification examination given by the Department of Health and Environment, Division of Emergency Medical Services. First Responders are individuals trained to reach patients, find out what is wrong, provide emergency care, and when necessary, move patients without causing further injury.

**EMT 1081**  **Emergency Care Course**  
1.5 Credits  
1.5 Class Hours  

Designed for the individual who may or may not have had any first aid training. Subjects covered are: cardiopulmonary resuscitation (CPR), clearing an 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 (EMT 1080) 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 EMT 1080 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 a 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, all major common dysrhythmias, medications, and other forms of treatment.

**EMT 1113**  **Basic Emergency Medical Technician**  
5 Credits  
5 Class Hours  

A study of applied anatomy, physiology, cardiopulmonary resuscitation, artificial airways, bleeding shock, anaphylaxis, and musculoskeletal trauma with emphasis on fractures of the extremities. Also covered are the functions of the emergency medical services, legal aspects, emergency driving techniques, childbirth and several practical skills as they apply to pre-hospital treatment. Upon successfully completing this course, the student will have satisfied one of the eligibility criteria for taking the Basic EMT certification. The state examination will be given by the Tennessee Department of Health and Environment of Emergency Medical Services.

**EMT 1114**  **Basic Emergency Medical Technician**  
5 Credits  
5 Class Hours  

A study of applied anatomy, physiology, cardiopulmonary resuscitation, artificial airways, bleeding shock, anaphylaxis, and musculoskeletal trauma with emphasis on fractures of the extremities. Also covered are the functions of the emergency medical services, legal aspects, emergency driving techniques, childbirth and several practical skills as they apply to pre-hospital treatment. Upon successfully completing this course, the student will have satisfied one of the eligibility criteria for taking the Basic EMT certification.
The state examination will be given by the Tennessee Department of Health and Environment of Emergency Medical Services.

**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 procedures 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
5 Class Hours, 3 Lab Hours
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
3 Class Hours
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, sel-
zures, 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  3 Class Hours, 3 Lab Hours
This course includes the anatomy and physiology of the musculo-skeletal 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  3 Class Hours, 3 Lab Hours
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

4 Credits  3 Class Hours, 3 Lab Hours
This course prepares the 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  3 Class Hours, 3 Lab Hours
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  3 Class Hours
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 coursework prior to enrollment.

**EMT 2210**  General Pharmacology

4 Credits  3 Class Hours, 3 Lab Hours
This course is designed to introduce the student to the general groups of drugs and the classification of each. The course also discusses the kind of information the student should know about each drug, specifically the therapeutic effect, indications, contraindications, correct dosage, and side effects. In addition, the course deals with the calculation of dosages, the use of the metric system, and the administration of drugs through the various routes.

**EMT 2220**  Obstetric Gynecologic Emergencies

4 Credits  3 Class Hours, 3 Lab Hours
This course includes the anatomy and physiology of the female reproductive system and the technique for assessment of a patient with suspected obstetric and/or gynecologic disorder. The course also includes the management of an expectant mother, normal delivery, and the care and transportation of the mother and newborn. Abnormal deliveries such as multiple births, premature birth, breech birth, and prolapsed umbilical cord are discussed. In addition, complications of
labor and delivery, including postpartum hemorrhage, ruptured uterus, eclampsia, and infant resuscitation are reviewed.

**EMT 2230  Pediatrics and Neonatal Care**  
4 Credits  
3 Class Hours, 3 Lab Hours  
This course deals with the unique aspects of assessing pediatric patients. It also includes the pathophysiology and management of problems that are primarily seen in pediatric patients, including asthma, bronchiolitis, croup, epiglottitis, sudden infant death syndrome, and seizures in the pediatric age group. In addition, the course covers the role of the EMT in a system for a neonatal transport. The specific skills include a review of infant resuscitation, intravenous techniques, and tracheal intubation on the infant.

**EMT 2240  Management of the Emotionally Disturbed Patient**  
4 Credits  
3 Class Hours, 3 Lab Hours  
This course covers the various kinds of psychological problems the EMT might encounter. Specific procedures for handling each are included.

**EMT 2250  Telemetry and Communications**  
4 Credits  
3 Class Hours, 3 Lab Hours  
The use of radio communications equipment, including the transmission of voice communications and EKG transmission, are covered. The course also includes a discussion of the regulations, established by the Federal Communications Commission with respect to the use of radio equipment. In addition, the course deals with the protocols and procedures for the transfer of information to the supervising physician.

**EMT 2060-2061-2062  Clinical Training**  
6 Credits  
0 Class Hours, 18 Lab Hours  
This part of the program consists of time spent in various area hospitals, clinics, field trips, etc. Major emphasis will be placed on coronary care, intensive care, emergency room, labor and delivery, morgue, pediatrics, operating room, recovery room, and psychiatric units.

**EMT 2160-2161-2162  Field Experience**  
6 Credits  
0 Class Hours, 18 Lab Hours  
This part of the program is designed to prepare the student to function in the ambulance. The three quarters are progressive from observation only, early in the program, to eventually performing all paramedic skills and functions.

**ENG 1200  Patterns of Composition**  
3 Credits  
3 Class Hours  
This course introduces students to a variety of rhetorical patterns and their applications. Emphasis is on the process of writing, which includes planning, writing, and revising.

**ENG 1210  Oral Communication**  
3 Credits  
3 Class Hours  
Prepares students to make effective informative and persuasive talks on the job. Support topics include dealing with speech, expert understanding, understanding oral communication, and preparing visual aids. Students will plan and deliver a series of brief technical talks in class.

**ENG 1230  Introduction to Business Writing**  
3 Credits  
3 Class Hours  
This course prepares OIT students to apply the principles and techniques of effective business communication in a variety of business situations. Emphasis is on conciseness, simplicity, tone, correctness, and audience.  
Prerequisite: ENG 1200 or ENG 1260
ENG 1240  Report Writing
3 Credits  3 Class Hours
This is an advanced composition course focusing on report writing. The course
emphasizes skills development in planning, writing and formatting. Students study
and write reports from a variety of fields. Typical assignments include proposals,
feasibility studies, field reports, research projects, and empirical reports.
Prerequisite: ENG 1200, ENG 1230, or ENG 1260

ENG 1260  Introduction to Technical Writing
3 Credits  3 Class Hours
This is a course focusing on the basic patterns of writing that are useful to the
technician. Emphasis is on accuracy, clarity, and conciseness.

ENG 1280  Introduction to Literature
3 Credits  3 Class Hours
This course is an introduction to the study and appreciation of fiction, drama, and
poetry. Emphasis is on reading, analyzing, and writing about literature.
Prerequisite: ENG 1200 or ENG 1260

ENS 1310  Statics
4 Credits  3 Class Hours, 3 Lab Hours
This is 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.
Prerequisite: MTH 1110
Co-requisites: MTH 1120 and PHY 1010

ENS 2020  Engineering Computational Methods
4 Credits  3 Class Hours, 3 Lab Hours
This is a course covering the management, analysis, and manipulation of engi-
neering and scientific data. Topics include records systems, origin and propa-
gation 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 analysis systems including PC's, work-
stations, and mainframes.
Prerequisite: MTH 1130

ENS 2110  Industrial Safety
4 Credits  4 Class 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
This course is a study of the internal reactions to external forces. The course
deals with how various materials behave when loads or forces act upon them.
Principles of stress and strain, and shear and bending are covered such that a
material's strength may be measured or calculated in various load-carrying con-
figurations such as beams, columns, compression, or tension structures.
Prerequisite: MET 1320
Co-requisites: MTH 1150, CST 1320
ENS 2310  Materials Science
4 Credits  3 Class Hours, 3 Lab Hours
This course is an advanced course in engineering materials with emphasis on alloying materials for ferrous metals, non-ferrous metals, and non-metallic (plastics and ceramics) materials. Particular emphasis is placed on corrosion including its causes and non-destructive testing methodology. Recognition of surface finish techniques as they relate to the computer aided machining series of courses is stressed. The ability to analyze and choose the best material to achieve a given result is a goal of this instruction. Understanding of physical, chemical, and mechanical properties of engineering materials is necessary to achieve this goal.

Prerequisites: MET 1320, MTH 1130
Co-requisites: ENS 2010

ESL 0713  Intermediate Writing
5 Credits  5 Credit Hours
This is an intensive course at the intermediate level in writing English as a second language, plus related instruction in grammar. The course is designed for non-native speakers of English with a TOEFL score of at least 425.

ESL 0803  Advanced Writing
5 Credits  5 Class Hours
ESL 0803 serves to introduce students to the kinds of writing assignments required in college-level courses. Students are introduced to multi-paragraph compositions, summary writings, documentation methods, and report formats. The course consists of a composition component and a grammar component. It should be taken by non-native speakers of English with TOEFL scores of at least 475.

HUM 2000  Business Ethics and Professional Responsibility
3 Credits  3 Class Hours
An introduction to ethical theory and its applications in business. Topics covered include corporate social responsibility, employee rights, conflicts of interest, deceptive advertising, environmental concerns, and preferential hiring.

Prerequisites: ENG 1240

HUM 2010  People and Technology
2 Credits  2 Class Hours
HUM 2010 emphasizes past and present relationships between people and technology. It also looks at possible future relationships and the ethical responsibilities of the technician.

INS 1210  General Principles of Insurance
4.5 Credits  3 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  3 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  3 Class Hours, 3 Lab 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
This course is a study of modern materials and their production. This course covers the production and fabrication of 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
Lab to accompany MET 1010.

MET 1120 Shop Practices I
2 Credits
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; and inspection, measurement, and gauging during the forming process.

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

MET 1140 Shop Practices II
2 Credits
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
Lab to accompany MET 1130
Prerequisite: MAT 1121

MET 1260 Electronic Shop Practices (For EET Majors Only)
2 Credits
This course is a study of the various methods and processes used in 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
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

MST 2110 Machine Elements I
4 Credits
This course is 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  3 Class Hours, 3 Lab Hours
This is a study of more advanced machine elements including camshafts, gears, clutches, flywheels and their applications, analysis, and design.
Prerequisite: MET 2110

MET 2210  Fluid Mechanics  3 Class Hours, 3 Lab Hours
This is 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.
Prerequisite: MET 1320 and MTH 1030

MET 2220  Hydraulics & Pneumatics  3 Class Hours, 3 Lab Hours
This is 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.
Prerequisite: MET 1320, MET 2210

MET 2300  Computer Aided Machining I  2 Class Hours, 6 Lab Hours
Computer Aided Machining is an introductory course which covers the terminology, fundamental rules, and general principles of CNC milling. Part programming will include both manual and computer-assisted (remote) methods. Topics covered include tool offsets, cutter compensation, canned cycles, post processing, program loading, and program editing. All equipment in this course is of industrial grade and is state-of-the-art.
Prerequisites: MET 1130, MET 1131, CST 1310, or CID 2410

MET 2310  Thermodynamics and Heat Transfer  3 Class Hours, 3 Lab Hours
This is an introductory course in the fundamentals of applied thermodynamics and heat transfer. Conservation of energy (first 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 2320  Computer Aided Measuring and Analysis  2 Class Hours, 6 Lab Hours
Computer Aided Measuring and Analysis is a study of the theory and methods to collect and analyze variable and attribute data. The course covers the basic principles of SPC (statistical process control), computer assisted data collection, automated coordinate measuring, and basic analysis of collected data. Equipment operated in this course will include electronic measuring instruments, hardware data collectors, the computer with data collection and analysis software, and a fully automated coordinate measuring machine.
Prerequisites: MET 1120, MET 1121, CID 1010 or Equivalent machining and technical drawing experience.
MET 2330  Heating, Ventilation and Air Conditioning
4 Credits
3 Class Hours, 3 Lab Hours
This is 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 2400  Computer Aided Machining II
4 Credits
2 Class Hours, 6 Lab Hours
Computer Aided Machining II is an introductory course which covers the
terminology, fundamental rules, and general principles of CNC wire EDM Machining.
Part programming will include both manual and computer-assisted (remote) methods.
Topics covered include tool offsets, cutter compensation, canned cycles, post
processing, program loading, and program editing. All equipment in this
course is of industrial grade and state-of-the-art status.
Prerequisite: MET 1130, MET 1131, CST 1310 or
CID 2410

MET 2410  Instrumentation
4 Credits
3 Class Hours, 3 Lab Hours
This is 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 2500  Computer Aided Machining III
4 Credits
2 Class Hours, 6 Lab Hours
Computer Aided Machining III is an introductory course which covers the
terminology, fundamental rules, and general principles of CNC turning. Part pro-
gramming will include both manual and computer-assisted (remote) methods.
Topics covered include tool offsets, cutter compensation, canned cycles, post
processing, program loading, and program editing. All equipment in this
course is of industrial grade and state-of-the-art status.
Prerequisite: MET 1130, MET 1131, CST 1310 or
CID 2410

MET 2510  Metallurgy
4 Credits
3 Class Hours, 3 Lab Hours
This is a course covering the properties of metals. Crystal structure, phase dia-
grams, and heat treatment are a few of the topics studied in relation to the me-
chanical properties of metals.
Prerequisite: MET 1010, MET 1011, and MET 1320

MET 2610  Special Projects
3 Credits
1 Class Hour, 6 Lab Hours
This is a projects course in which the student and instructor identify a research
design problem to be pursued by the student.
Prerequisite: MET 2010, MET 2210, Departmental Approval
Co-requisite: 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 con-
cepts. Consideration of design, application, and equipment will be given in ad-
dition to economic feasibility.
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
This is 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.
Prerequisite: MGT 2010

MGT 1240  Business Law
4 Credits 4 Class Hours
This course will cover principles of law as applied to business transactions, including contracts, employment, negotiable instruments, and personal property.
Co-requisite: ENG 1240

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 personnel management—recruitment, selection, development and maintenance of human resources.
Prerequisite: MGT 2010

MGT 2010  Principles of Management
4 Credits 4 Class Hours
This course undertakes the study of management by analyzing the basic managerial functions of planning, organizing, leading, and controlling.

MGT 2110  Motion and Time Study
4 Credits 4 Class Hours
This course deals with the application of time study, work sampling, and standard data principles to job measurement.
Prerequisite: MGT 1310

MGT 2120  Wage and Salary Administration
4 Credits 4 Class Hours
This course introduces job analysis and reviews techniques for job evaluation. The establishment of appropriate compensation plans through the use of pay and benefit surveys, job pricing, and performance evaluation is developed along with the consideration of incentive pay plans, employee benefit plans and executive compensation packages.
Prerequisite: MGT 2010
MGT 2210  Plant Layout and Materials Handling
4 Credits
This course covers the application of space utilization and materials handling concepts in a business or industrial situation.
Prerequisite: MGT 1000

MGT 2220  Quality Control
4 Credits
This course serves as an introduction to quality management as a system through the practical application of statistical process control and Deming's management philosophy.
Prerequisite: MTH 1330 or SPC 1200

MGT 2230  Engineering Cost Analysis
3 Credits
This course involves a study of decision making using cost analysis techniques such as compound interest, annuity, depreciation, and rate of return.
Prerequisite: MTH 1310

MGT 2240  Methods-Time Measurement
4 Credits
This course involves a study of the detailed application of work measurement by the MTM technique.
Prerequisite: MGT 1310

MGT 2250  Introduction to Labor Relations
4 Credits
This course gives an overview of all aspects of labor. It covers the dimensions of the labor force, the laws and regulations governing its employment, programs for its improvement and protection, and labor-management relations.
Prerequisite: MGT 1310

MGT 2310  Supervisory Development
3 Credits
This course covers the 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
This course is a study of forecasting, capacity requirements planning, scheduling, routing, and other production control techniques.
Prerequisite: MGT 2010 and MTH 1310

MGT 2350  Supervisory Development II
3 Credits
This is a second-quarter course covering the fundamental techniques that supervisors or first-line managers need to know for supervision and management successes.
Prerequisite: MGT 2010

MGT 2360  Information Systems for Management
4 Credits
This course is an introduction to the practical world of management information systems. It takes the user perspective in the analysis of organizational information needs, systems design, and systems impact.
MGT 2380  Labor Relations  
4 Credits  
This course is 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 communication between labor and management. 
Co-requisite: ENG 1240

MKT 1000  Principles of Marketing  
4 Credits  
This course covers how marketing systems function in our economy. It reviews the effect of society, legal, technological, economical and political environments on marketing strategies and analyzes the development of marketing mixes within the firm.

MKT 1010  Salesmanship  
4 Credits  
This is 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  Industrial Sales Techniques  
4 Credits  
This is a course designed to extend and enhance the skills learned in MKT 1010 and MKT 1020. It utilizes video taping sessions and role playing to familiarize the student with sales technologies. 
Prerequisite: MKT 1010

MKT 2110  Advanced Marketing  
3 Credits  
This is 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 2150  Advertising Theory I  
3 Credits  
This is a study of the role of advertising in a firm's marketing strategy. Strengths and weaknesses of basic media, mechanics of procuring space/time, and development of an advertising platform are emphasized. 
Prerequisite: MKT 1000

MKT 2160  Applied Advertising II  
3 Credits  
This course covers the technical aspects of developing advertising campaigns for business, media surveying, and graphic applications of layout and copywriting. 
Prerequisite: MKT 2150

MKT 2220  Buyer Behavior  
3 Credits  
This is 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. 
Prerequisite: MKT 1000
MKT 2240  Public Relations
3 Credits  3 Class Hours
This is an examination of the communications process in terms of its theory and
the relationship to the marketing areas of advertising, public relations, and per-
sonal selling.
Prerequisites: MKT 1000
MKT 2150

MKT 2310  Retail Merchandising
3 Credits  3 Class Hours
This is an examination of the successful techniques of retail establishment mar-
keting operations, including both small and large establishments. It provides an
overview of retail marketing, including location considerations, promotion, ad-
vertising, and training personnel.
Prerequisite: MKT 1000

MKT 2320  Retail Buying
3 Credits  3 Class Hours
This is 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 are covered.
Prerequisite: MKT 2310
MTH 1320

MKT 2330  Small Business Management I
3 Credits  3 Class Hours
This course provides training in the operation of a small business concern, in-
cluding principles of accepted accounting procedures, order billing, credits and
collections, costs, payroll procedures, taxes, ratio analysis and franchising versus
independent ownership.
Prerequisites: ACC 2050, MKT 1000

MKT 2340  Sales Management
4 Credits  4 Class Hours
This course is 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 manage-
ment.
Prerequisite: MGT 2010

MKT 2350  Small Business Management II
3 Credits  3 Class Hours
This course is a study of small business strategy planning, decision-making pro-
cesses, organization factors, staff training, and development. Financial and ad-
ministrative control systems and legal and governmental regulations and tax
structure are also covered.
Prerequisite: MKT 2330
ACC 2060

MTH 1110  Introductory Mathematical Analysis I
4 Credits  4 Class Hours
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: Developmental mathematics competency
MTH 1120  Introductory Mathematical Analysis II
4 Credits
MTH 1120 includes trigonometric functions, graphs, equations and identities, exponential and logarithmic functions, and complex numbers.
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 1130

MTH 1140  Calculus II
4 Credits
Topics include probability theory, differentiations and integration of logarithmic and trigonometric functions and their applications.
Prerequisite: MTH 1120

MTH 1310  Mathematical Functions
3 Credits
This course includes a review of linear functions and models, polynomial and rational models, exponential and logarithmic models, and mathematics of finance.
Prerequisite: Developmental mathematics competency

MTH 1320  Finite Mathematics
3 Credits
MTH 1320 includes matrix theory, linear systems, linear programming, elementary probability theory, and Bayes’ Formula.
Prerequisite: MTH 1310

MTH 1330  Elementary Statistics
4 Credits
MTH 1330 includes introductory statistical concepts, a review of probability, discrete and continuous distributions, and testing hypotheses.
Prerequisite: MTH 1320 or MTH 1140

OIT 1000  Keyboarding Laboratory
3 Credits
2 Class Hours, 3 Lab Hours
This course is for persons needing to gain keyboarding skills for use on workstations, computers, or typewriters. Students should develop a touch mastery on the alpha-numeric keyboard, will produce basic business documents, and will learn the basics of centering and tabulation. This course (or equivalent) is required of all Business Technology majors. This is not a course in programming; no previous keyboarding or computer operating experience is required.

OIT 1010  WordPerfect I—Word Processing I
3 Credit Hours
This course provides basic introduction to microcomputers and word processing software. It introduces components of word/information processing systems and develops skill in equipment operation. No previous computer or keyboarding experience is required.

OIT 1025  WordPerfect Advanced—Word Processing II
5 Credits
This course is designed to develop industry proficiency in the production of business documents using the word processor. Advanced text-editing functions such as mail merge and macros are introduced. Document formatting and proofreading are stressed.
Prerequisite: OIT 1010 or equivalent experience
OIT 1035  Word Processing III  
5 Credits  5 Class Hours
Advanced word processing applications with an overview of some of the integrated functions such as information management, spreadsheets, database handling, and graphics are covered.
Prerequisite: OIT 1025 or equivalent experience

OIT 1111  Information Processing Concepts  
3 Credits  3 Class Hours
This course 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.

OIT 1210  Office Transcription Skills  
3 Credits  3 Class Hours
Vocabulary and terminology of the automated office are introduced; document formatting, proofreading, and editing skills are reinforced; use of a standard office handbook is taught.
Prerequisite: OIT 1000 or equivalent

OIT 1219  Keyboarding I—Speed/Accuracy  
3 Credits  3 Class Hours
Course emphasizes increasing keyboarding speed and accuracy on timed writings and production work to strengthen competencies required for employment tests.
Prerequisite: OIT 1000 or equivalent experience

OIT 1220  Keyboarding II  
3 Credits  2 Class Hours, 3 Lab Hours
Continued work on keyboarding speed and accuracy through intensified alphanumeric drills and timed writings are covered. Production of various forms of business correspondence and tabulations are emphasized. Advanced features of electronic typewriters are introduced.
Prerequisite: OIT 1219 or equivalent experience.

OIT 1230  Keyboarding III  
3 Credits  2 Class Hours, 3 Lab Hours
This course emphasizes speed and accuracy development through intensified drills and timed writing. Production of business correspondence, business forms, financial reports, manuscripts, and tables, along with use of advanced features of electronic typewriters will be taught.
Prerequisite: OIT 1220 or equivalent experience

OIT 1310-1360  Professional OIT Seminar I-IV  
1 Credit  1 Class Hour
Seminar to orient OIT students to the profession in terms of employment standards, human relations skills, and general office practices. Orientation to State Tech and its services will also be addressed. Guest speakers, site visits, projects, and textbook format will comprise the methods of delivery.

OIT 1500  Records Management  
3 Credits  3 Class Hours
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.
Prerequisites: OIT 1010 or equivalent experience
OIT 2000-2400  Special Topics—Office Information Technology
1-5 Credits
The Special Topics course is a grouping of seminars designed to provide students with the current 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 2050  WordStar—Special Topic
3 Credits  3 Class Hours
The basics of word processing using the WordStar word processing program are studied; beginning-level microcomputer operations are covered.

OIT 2051  Beginning Lotus 1-2-3—Special Topic
3 Credits  3 Class Hours
The basics of spreadsheet applications using Lotus 1-2-3 are studied; beginning-level microcomputer operations are covered.

OIT 2052  Beginning Database and Spreadsheet Applications—Special Topic
3 Credits  3 Class Hours
Basic elements of spreadsheet and database applications are covered using PCCALC and FILE EXPRESS software; beginning-level microcomputer operations are covered.

OIT 2053  Computer Literacy Using BASIC—Special Topic
3 Credits  3 Class Hours
This is a non-technical study of microcomputers and BASIC programming language for teachers and general students. Simple exercises using BASIC to create, edit, and save programs relating to classroom and home applications are covered.

OIT 2054  Shorthand Review and Skill Building—Special Topic
3 Credits  3 Class Hours
This course reviews shorthand theory and emphasizes improving shorthand reading and writing skills. Speed on new material will range from 50 to 100 wpm depending on individual abilities.
Prerequisites: Minimum dictation speed on new matter of 50 wpm

OIT 2055  Shorthand I—Special Topic
5 Credits  5 Class Hours
This course covers instruction in fundamentals of Gregg Shorthand. Students will learn to read shorthand rapidly and to take dictation at 40-60 wpm.

OIT 2056  Shorthand II—Special Topic
5 Credits  5 Class Hours
This is a continuation of study of Gregg shorthand theory. Training is in the fundamentals of transcription and coordinating skills in shorthand, keyboarding, and proofreading. Development of writing skills at 50-80 wpm will be covered.
Prerequisites: OIT 2055, OIT 1000

OIT 2057  Shorthand III—Special Topic
5 Credits  5 Class Hours
This course provides intensive practice in shorthand speed and skill development to speeds of 70-100 wpm. Training in transcription is also covered.
Prerequisites: OIT 2056, OIT 1000

OIT 2058  Shorthand Transcription I—Special Topic
3 Credits  3 Class Hours
Transcription speed and mailable work are developed through improved techniques in keyboarding, shorthand, vocabulary, grammar, and punctuation.
Prerequisites: OIT 2057, OIT 1000
OIT 2059  Microcomputer Applications
3 Credits  3 Class Hours
This is a computer literacy course acquainting the user with fundamentals of
microcomputers. The course begins at an elementary level and moves toward
using the personal computer as a productive tool.

OIT 2060  Shorthand Transcription II—Special Topic
3 Credits  3 Class Hours
This is a continuation of skill building in transcription speed and mailable work.
Prerequisite: OIT 2058 or equivalent experience

OIT 2090  Specialized Procedures—Special Topic
3 Credits  3 Class Hours
This course has been designed to prepare students for highly specialized work
in law offices, 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 1010

OIT 2700  Administrative Services
3 Credits  3 Class Hours
This is a study of information communication media, reprographic techniques,
and micrographic services. An overview of methods of setting up an information
processing center with emphasis on office space planning and layout will be
covered along with physical comfort considerations within ergonomic standards.

OIT 2800  Practicum
3 Credits  1 Class Hours, 6 Lab Hours
Actual work will be performed in the Center for Advanced Office Systems at State
Tech for faculty, staff, and administration, and students and for area businesses.
Prerequisites: OIT 1025, OIT 1220 or consent of the instructor

PHY 1010  Physics of Mechanics
3 Credits  3 Class Hours
This course provides an introduction to the basic concepts and principles of
physics of mechanics. Newton’s Laws are used to solve problems in statics and
dynamics. Suspended bodies, boom cranes, loaded beams, inclined plane prob-
lems, and equations of motion are examples of problems studied.
Prerequisite: MTH 1110

PHY 1011  Physics of Mechanics Laboratory
1 Credit  3 Lab Hours
The laboratory parallels class work in PHY 1010 and will be used to illustrate
lecture principles.
Co-requisite: PHY 1010

PHY 1020  Physics of Electricity and Magnetism
3 Credits  3 Class Hours
Basic laws and theories of electricity and magnetism will be covered. Electric
and magnetic fields, electrical potential, DC circuits, electromagnetic induction,
and an introduction to AC circuits are topics covered.
Prerequisite: PHY 1010 and MTH 1110

PHY 1021  Physics of Electricity and Magnetism Laboratory
1 Credit  3 Lab Hours
Laboratory work closely parallels class work in PHY 1020.
Co-requisite: PHY 1020
PHY 1030  Physics of Heat, Light and Sound
3 Credits  3 Class Hours
This is an introduction to wave motion, sound, heat transfer, light, and optics.
Prerequisite: PHY 1010 and MTH 1110

PHY 1031  Physics of Heat, Light and Sound
1 Credit  3 Lab Hours
This is a laboratory to accompany PHY 1030.
Co-requisite: PHY 1030

REE 1020  Principles of Real Estate
3 Credits  3 Class Hours
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. The law and the Code of Ethics are stressed 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 recordkeeping 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  3 Class Hours
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  3 Class Hours
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  3 Class Hours
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  1.5 Class Hours
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/her 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  
3 Class Hours  
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 purpose 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  
3 Class Hours  
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  
3 Class Hours  
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 is used to highlight the concepts.

**REE 2350 Real Estate Investments**  
3 Credits  
3 Class Hours  
The fundamental principles underlying successful real estate investments are examined. Finding opportunities, types of ownerships, income taxation, and financial 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  
3 Class Hours  
This course covers the planning, development, marketing, and land use strategies necessary to insure success in residential land development pertaining to clusters, planned unit developments, and regional development; land layout and lot sizing; and 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 2460 Real Estate Office Management**  
3 Credits  
3 Class Hours  
This course deals with the many new challenges confronting the real estate business today. As sales become 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.
RSE 0731  Review of English Fundamentals
5 Credits  5 Class Hours
RSE 0731 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 0741  Fundamentals of Paragraph Writing
5 Credits  5 Class Hours
RSE 0741 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.

RSM 0757  Computation
5 Credits  5 Class Hours
This is a study of the basic topics of arithmetic including place value, rounding off, addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and working with percents. The student will also work with perimeter, area, averages, graphs, simple word problems, linear measurement, and temperature measurement.

RSR 0713  Introductory Reading Skills I
3 Credits  3 Class 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
3 Credits  3 Class Hours
RSR 0714 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 Credits  3 Class Hours
RSR 0723 is designed to improve the student's reading comprehension techniques. Analyzing information according to common organizational patterns and developing appropriate reading rate skills for short selections are covered. 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  1 Credit Hour
RSR 0724 is designed to enhance students' reading comprehension, reading rates, and vocabulary development taught in RSR 0723 - Introductory Reading Skills II. Individualized laboratory programs will be used.

RSS 0736  Introductory Study Skills
3 Credits  3 Class Hours
The study skills course is designed to provide instruction which support 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
3 Credits 3 Credit Hours
The study skills course 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.

SSC 1010 Human Relations
3 Credits 3 Class Hours
This is 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 to increase productivity.

SSC 1020 Personal Psychology
3 Credits 3 Class Hours
This is an introduction to those general principles of psychology which are most applicable to the everyday lives of students, emphasizing self-management techniques, personal growth and adjustment.

SSC 1030 Psychology for the Technician
2 Credits 2 Class Hours
This is a practical introduction to psychological principles and findings relevant to the technicians's on-the-job interpersonal relations.
Faculty, Administration and Professional Staff

Executive Council
J.L. GOINS President
J. LEON JONES Dean of the College
RONALD L. KESTERSON Business Manager
CHRISTINE M. LEE Executive Assistant to the President

Administration
LONNIE R. BUTLER Director of Institutional Research
JAN D. BUXTON-WADE Director of Development
PERRY CUTTINO Director of Auxiliary Enterprises
A. HARRIS MOELLER Assistant Dean, Admissions & Records
EMILY S. FULLER Assistant Dean, Student Services
LUTHER B. FURROW, JR. Financial Analyst
BUD GRIMES Director of Community Relations
GLASTON POOL Director of Physical Plant
RENEE R. PROFFITT Comptroller
JOSEPH D. WILSON Director of Computer Services

Academic Administration
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LISA B. BOGATY Assistant Dean, Business Technologies
NINA W. HAYDEN Assistant Dean, Educational Resources
JANICE P. KENNEDY Assistant Dean, Learning Support Services
DAVID G. SWEET Assistant Dean, Engineering Technologies
PEGGY M. WILSON Assistant Dean, Business & Community Services

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Design Engineer.

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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 Tech. The advisor works closely with the student in planning his/her program and course sequence. Every new student receives an "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 Tech 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. Alumni programs are offered throughout the academic year, with each student being invited to learn more about the value of maintaining a link with the college after graduation—for professional development, for career redirection, and for other college-related services.

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 purchase the wrong book, return it immediately with the sales receipt. New books without marks carry a full refund.

Refunds on textbooks are allowed for two weeks after purchase if purchased before the last day to drop/add. After the last day to drop/add, no refunds will be allowed after one week from purchase. A 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 DIRECTIONS CENTER
The purpose of the Career Directions 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 Directions 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 Tech 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 case 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 Tech is designed to aid students who would find it difficult or impossible to attend college without financial assistance. State Tech 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 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 Tech 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 fee 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 a $1 charge. Payment should be made through the Business Office and the receipt presented to library staff to obtain the replacement card.

INCLEMENT WEATHER

State Tech 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 local and TV 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 Tech.

How and where 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-code 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 accidental 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.

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 Tech. 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 Tech.
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. A 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. The 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, cross walks, etc.)
3. Parked in zone other than ones designated for your classification.
4. Parking on or over lines.
5. No or non-current State Tech 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 (8 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 State Tech 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.

5. For exceeding posted speed limit, for driving on State Tech 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 revoked. Persons who continue to park on State Tech property after their privileges have been revoked 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 day 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, computation, 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 Directions Center, testing and counseling are offered to assess career choice, interest, 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 CDC 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 CDC 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 CDC 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 CDC 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 college 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 (ERC) 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 FAAVA Office for veterans with excessive class absences, which is defined as the number of class hours times two.

For more information refer to the State Tech Catalog and to the Veterans Handbook, which is available in the FAAVA 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:

Career Decision-Making  Interviewing Skills
Job Seeking Skills  Resume Writing

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.
14. Need other academic advising.

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
7. Business Office
8. Student Affairs Office staff
9. Business Office
10. Student Affairs Office staff
11. Faculty Advisor or Department Head
12. Student Affairs Office staff
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PART II
STUDENT ORGANIZATIONS AND
RECREATIONAL EVENTS

The supervision of student organizations shall rest with the associate dean of
student affairs and his designate.

The State Board of Regents' policy pertaining to student organizations is avail-
able in the office of student affairs and should be reviewed by each organization.

Students interested in obtaining information relative to the organization of stu-
dent groups should request a copy of the policy manual for student organizations.
A copy of the manual may be obtained from the associate 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 rec-
ognition 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 fa-
cilities 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' reg-
ulations.

ELECTIONS OF STUDENT ORGANIZATIONS

Student Government Association election of officers and representatives is held
annually during spring quarter. Positions available include president, vice-pres-
ident, 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 cur-
rently 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 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), and 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. The 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 (CIDD)
- American Society for Certified Engineering Technicians (ASCET)
  - advisor, Charlie Bryant (MET)
- Data Processing Management Association (DPMA)
  - advisor, Getti Negahban
- Institute of Electrical and Electronics Engineers (IEEE)

RECREATIONAL EVENTS

Various recreational events are sponsored throughout the year by the SGA 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

The Active Black Students Association was chartered as a student organization open to all students enrolled at State Tech, 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 college 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: Resolution
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

College Policy Statement

1. College students are citizens of the state, local and 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 a college 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 college and the academic community which 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 college and its educational environment.

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 college’s pursuit of its educational objectives, the college 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 college whether or not such conduct is simultaneously violative of state, local, or national laws.

Disciplinary Offenses

1. Generally, through appropriate due process procedures, college disciplinary measures shall be imposed for conduct which adversely affects the college’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 college or college-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 haz ing of any variety of 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 college activities or facilities. Any intentional interference with a college activity, program, event, or facili ties, including the following:
      1. Any unauthorized occupancy of college or college-controlled facilities or blockage of access to or from such facilities.
      2. Interference with the right of any college member or other authorized person to gain access to any college or college-controlled activity, program, event or facilities.
      3. Any obstruction or delay of a campus security officer, fireman, or any college 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 college including, but not limited to, fire alarms, fire equipment, elevators, telephones, college keys,
library materials and/or safety devices; and any such act against a member of the college community or a guest of the college;

(f) Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession or sale of college community or a guest of the college;

(g) Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of college 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 college;

(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 college promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the college or to a member of the college community acting in an official capacity;

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

(o) Failure to cooperate with college officials. Failure to comply with directions or college 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 college as published in an official college 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 of 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 college-owned, -leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any college activity or the missions, processes and functions of the college. In addition, disciplinary action may be taken on the basis of any conduct, or off-campus which poses a substantial threat to persons or property within the college 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 college.

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 college. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the college.

(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 college 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 college 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 college officials.

(2) Definition of Sanctions

(a) Restitution. A student who has committed an offense against property may be required to reimburse the college or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

(b) Warning. The appropriate college 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 not have important consequences. It signifies to the student that he or she is, in effect, of being given another chance to conduct himself/herself as a proper member of the college 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 college 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 in 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 college for a stated period of time with conditions or readmissions stated in the notice of suspension.

(g) **Expulsion.** Expulsion entails a permanent separation from the college. The imposition of this sanction is a permanent bar to the student’s readmission to the college.

(h) **Interim or summary suspension.** Though 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/her; summary suspension may be imposed upon finding by the appropriate college 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 college 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 these 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 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 college may be disrupted;

(4) when college property is in jeopardy.

(2) State Tech 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 associate
deal of student affairs may impose temporary sanctions, including suspen-
sion, pending a hearing, when a student or group of students engage in
count which presents a clear and present danger to the freedom and
ights 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 college, 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 Admin-
istration 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 associate dean of student affairs. Each complaint
shall contain a statement of facts outlining each alleged act of miscon-
duct and shall state the regulation which the student is alleged to have
violated.
(b) The student shall be notified in writing by the associate 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 official 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 associate 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 and 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 disci-
plinary committee may, for good cause, designate three (3) observers
from the faculty and/or student body. The disciplinary committee, how-
ever, 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 outcome of the appeal. A copy of the final decision shall be mailed to the student.

STANDARDS OF CONDUCT GOVERNING USE OF COMPUTER RESOURCES

Computer resources at State Tech 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 function of the college.

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 collegial 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 users’ 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 Tech Computer Services, without 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 State Tech 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 any 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 Tech 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 college against violators of this code.

1. Restitution to reimburse the college for damage to or misuse of computer facilities.
2. Warning to notify the individual that continuation or repetition of a specified conduct may 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 college.
7. Expulsion of the individual from the college.
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 college regulations are violated, additional penalties may be imposed. Unauthorized use of computing resources may be judged 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 college 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 associate dean of student affairs.
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