Celebrating Success

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Pellissippi State Technical Community College is committed to equal employment and educational opportunities. No person on the basis of race, religion, sex, national origin, age, or disability unrelated to program performance requirements will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in the administration of any educational program or activity, including admission thereto, by the Pellissippi State Technical Community College. PSTCC does not discriminate in employment on the basis of race, sex, religion, national origin, or disability unrelated to job performance, and it complies with the Age Discrimination in Employment Act of 1967, as amended, and with the Vietnam Era Veterans’ Readjustment Act of 1984. The college will not tolerate any conduct by an administrator, supervisor, student, faculty, or staff member which constitutes sexual harassment.

Pellissippi State is non-discriminatory on the basis of sex in its educational programs and activities including the employment and admission of students to the college as required by Title IX of the Educational Amendments of 1972 and by rules and regulations thereon and published as 4C FR, part 86. The commitment to equal opportunity applies to all aspects of recruitment, employment, and education of individuals at all levels throughout the college.

Any Pellissippi State student or employee who has reason to feel he or she has been affected by discrimination should contact:

Peggy M. Wilson, Director of Human Resources
Affirmative Action Officer, ADA, 504, and Title IX Coordinator
Pellissippi State Technical Community College
Building A, Room 204
P.O. Box 22990
Hardin Valley Road
Knoxville, TN 37933-0990
(615)694-6525

Questions about services and facilities for persons with disabilities should be directed to:

Judy Mathis, Disabled Student Specialist
Academic Assessment and Disabled Student Services
Pellissippi State Technical Community College
Building A, Rooms 230 and 226
P.O. Box 22990
Hardin Valley Road
Knoxville, TN 37933-0990
(615)694-6453 or 694-6751 (Voice/TTY)

Please contact the Disabled Student Specialist for help obtaining information from this catalog.

NOTICE

The course offerings and requirements of the institution are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The institution reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Current information may be obtained from the following sources:

Admission Requirements - Admissions Office
Course Offerings - Department or Division Offering Course
Degree Requirements - Dean of the College
Fees and Tuition - Business Office

Pellissippi State Technical Community College provides the opportunity for students to increase their knowledge by offering programs of instruction in the various disciplines and programs through faculty who, in the opinion of Pellissippi State, are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student’s desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, the college does not represent that any student who completes a course or program of study will be able to successfully complete any specific examination for any course, degree, or license.
A Message from the Pellissippi State Alumni Association

You’ve made the right choice by including Pellissippi State in your plans for a successful future. As a 1989 graduate of the career program in marketing, I can confidently proclaim the benefits of a Pellissippi State education.

As you take a closer look at the college, you’ll find that Pellissippi State is a dynamic institution, committed to student and community success. Small classes encourage one-to-one interaction with dedicated and experienced faculty, and the personal attention you’ll receive will ensure that you get a quality education.

Whether you’re seeking a career/technical or college transfer associate degree, professional certification, business/industrial training, or personal development, Pellissippi State is truly your success connection.

We’re excited that you’re thinking of joining us in our 20th anniversary year. Good luck in your endeavors, and best wishes for the future!

Sincerely,

Patty Underwood
President, Pellissippi State Alumni Association

Pellissippi State
Celebrating Success
In 1974 State Technical Institute at Knoxville, under the governance of the State Board of Education, opened its doors with 45 students, 15 faculty and staff members, and three associate degree programs, all in engineering technology. The school occupied the facilities—now the Division Street campus of Pellissippi State—adjacent to the State Area Vocational-Technical School. The size of the school encouraged open, friendly interaction. A number of current Pellissippi State staff have been with the school since its beginnings—and one current faculty member was in State Tech's first graduating class.
A success from the start, State Tech experienced steady growth through the 70's as it continued to offer engineering technology programs and added business technology programs. Growth, however, meant that the Division Street facilities were no longer large enough. During this period, courses were offered wherever space could be found. In 1980 the business technology programs and, ultimately, the administrative offices moved to Lonas Hall, an abandoned dormitory on the grounds of Lakeshore Mental Health Institute.

The stay at Lonas Hall, which lasted six years, began with faculty and staff coming to work with brooms, mops, and disinfectant in an attempt to rid the building of years of dirt and smells. Surprisingly, in this less than desirable environment, the college continued to grow. Overcoming the problems associated with the facilities, with inadequate parking and with the operation of two campuses, promoted a "can do" spirit among those employed by the college—a spirit which continues today. Midway during this period, in 1983, governance was transferred from the Board of Education to the Tennessee Board of Regents (TBR).
With the 1986 move to the new campus on the Pellissippi Parkway, the excitement was just beginning. The new campus was designated by the TBR as the primary campus for State Tech and was also a branch campus for Roane State Community College, which occupied the “C” building. After two years of this arrangement, the TBR changed the name of State Tech to Pellissippi State and approved its expanded mission from a technical institute to a technical community college offering transfer programs.
Roane State's branch operations moved to Oak Ridge; a number of Roane State faculty and staff accepted employment with Pellissippi State. Because the mission change was simultaneous with the college's conversion from the quarter to the semester system, 1988 was an exciting year for everyone at the college. Around this time, Pellissippi State also began offering courses in Blount County where enrollment has grown tremendously during the last several years.

The year 1993 finds the college in another period of change and growth. New faculty and staff, new programs, and an increasingly larger and more diverse student body have all been constants in the two decades of Pellissippi State.
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Values

The faculty and staff of Pellissippi State Technical Community college affirm the following values:

COMMITMENT TO STUDENTS – Recognition that the students are the college’s first priority and reason for existence.

PURSUIT OF EXCELLENCE – Achievement of excellence in educational programs, in student support services, in human and physical resources management, and in financial and information management.

ACCESS TO LIFELONG LEARNING – Provisions of flexible programs meeting the continuing educational needs of students of diverse abilities, interests, and ages.

INVOLVEMENT IN THE COMMUNITY – Participation in the community’s civic and cultural life, partnerships with business and industry, support for economic development, and promotion of programs to facilitate community involvement in higher education.

QUALITY OF ENVIRONMENT – Emphasis on professional competence of faculty and staff, accompanied by appropriate recognition and rewards; respect for diversity among all employees and constituencies; use of participative decision making; and provision of appropriate physical facilities.

Mission

Pellissippi State provides associate degrees, certificate programs, and services for the people of the greater Knoxville area. The college pursues a tradition of “Excellence in Education, Technology, and Service” as it:

• provides (1) programs that lead to employment in engineering technology and business, (2) college and university transfer programs, (3) continuing education, (4) college-preparatory/refresher courses and (5) comprehensive student support services;

• supports economic growth and community development through flexible and innovative programs and services in cooperation with area business and industry, local governments, and other educational institutions;

• provides knowledge and skills fostering the development of values that facilitate decision-making and problem-solving in the community, the workplace, and home;

• encourages involvement in civic and cultural activities to assist each student in realizing his or her full potential for a responsible role in society.

Established as a technical institute in 1974, the college became a technical community college in 1988. Pellissippi State provides services to all students regardless of age, sex, veteran status, religion, race, national origin, or disability unrelated to program performance.

The college is distinctive in the teaching of technology, the use of technology in teaching, and the transfer of technology to business and industry in support of economic development. Pellissippi State is a dynamic institution that initiates change to meet the evolving needs of its students and of the Greater Knoxville community.

Pellissippi State is accredited to award associate degrees by

THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS - COMMISSION ON COLLEGES
Campuses and Teaching Sites

Pellissippi State offers programs, courses, and services at three primary locations. Maps are provided below and on the following pages to the Main Campus, the Division Street Campus, and the teaching site in Blount County. In addition, the college offers courses at Halls High School and at other locations in Knox and Blount Counties to meet the educational needs of its service area.
# Telephone and Room Numbers

Pellissippi Main Campus  
(For Information Dial 694-6400)

<table>
<thead>
<tr>
<th>Administrative/Student Services</th>
<th>PHONE</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>694-6570</td>
<td>102</td>
</tr>
<tr>
<td>Affirmative Action Office</td>
<td>694-6524</td>
<td>230</td>
</tr>
<tr>
<td>Bookstore</td>
<td>694-6422</td>
<td>148</td>
</tr>
<tr>
<td>Business Office</td>
<td>694-6608</td>
<td>221</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>694-6615</td>
<td>151</td>
</tr>
<tr>
<td>Cashier</td>
<td>694-6605</td>
<td>214</td>
</tr>
<tr>
<td>Community Relations</td>
<td>694-6530</td>
<td>201</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>694-6612</td>
<td>135</td>
</tr>
<tr>
<td>Dean of the College</td>
<td>694-6523</td>
<td>212</td>
</tr>
<tr>
<td>Dean of Student Affairs</td>
<td>694-6552</td>
<td>130</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>694-6571</td>
<td>230</td>
</tr>
<tr>
<td>Educational Resources Center (Library)</td>
<td>694-6516</td>
<td>101</td>
</tr>
<tr>
<td>Financial Aid/Veterans Affairs</td>
<td>694-6565</td>
<td>114</td>
</tr>
<tr>
<td>Foundation/Alumni Affairs</td>
<td>694-6528</td>
<td>210</td>
</tr>
<tr>
<td>JTPA (Job Training Partnership Act Office)</td>
<td>694-6411</td>
<td>131</td>
</tr>
<tr>
<td>Learning Center</td>
<td>694-6654</td>
<td>225</td>
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<tr>
<td>Library (Educational Resources Center)</td>
<td>694-6516</td>
<td>101</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>694-6646</td>
<td>141</td>
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<tr>
<td>Placement</td>
<td>694-6559</td>
<td>131</td>
</tr>
<tr>
<td>President’s Office</td>
<td>694-6616</td>
<td>211</td>
</tr>
<tr>
<td>Public Safety/Parking</td>
<td>694-6646</td>
<td>141</td>
</tr>
</tbody>
</table>
Records.........................................................694-6561 120
Student Activities/Health Services..................694-6555 140
Student Development Center ..........................694-6560 123
Student Government Association
located in Student Recreation Area...............694-6408
Testing (GED, Makeup, Exit, Placement)...........694-6752 227
The Pellissippian .............................................694-6721 146b
VISION Volunteer Network ...............................694-6769 140

Ned R. McWherter
(B) Technology Building...............................PHONE ROOM
Applied Sciences and Technology Division.........694-6656 252
Academic Development Division .....................694-6450 240
CAOS (Center for Advanced Office Systems)......694-6597 262

A. Lamar Alexander
Arts and Sciences (C) Building........................PHONE ROOM
Arts and Sciences Division .............................694-6707 217
Continuing Education and Technology
Transfer Division ...........................................694-6665 108

Student Recreation Center (the Bubble)...........PHONE ROOM
Lobby .............................................................694-6576 102

Division Street Campus
(For Information Dial 971-5200

Blount County Center
(For Information Dial 681-1064)
FALL SEMESTER 1993

Early Registration (All Campuses) .................. April 12-30 & July 12-16
New Faculty Report ........................................ August 5
All Faculty Report ........................................ August 12
Last Day to Pay for Early Registration
(Registration that occurred on or before August 13) ........ August 13, 4 p.m.
Advisement & Registration - Blount County ....... August 16
Advisement & Registration - Division Street ........ August 17
Last Day for 100% Refund ...................... August 17
Advisement & Official Registration - Pellissippi ............. August 18 & 19
Classes Begin ........................................ August 23
Last Day to Register ................................... August 27
Last Day to Add a Class or Change from Audit to Credit .... August 27
Last Day for 75% Refund ................................ September 3
Holiday, Labor Day ................................... September 6
Last Day for 25% Refund .......................... September 17
Fall Break ........................................ October 18-20
Midterm: Spring & Summer
“I” Grades (Incompletes) Change to F’s .................. October 22
Last Day to Drop/Withdraw or Change from Credit to Audit ...... November 5
Early Registration for Spring ........................... November 8-24
Holiday, Thanksgiving ................................ November 25-28
Last Day of Classes ..................................... December 13
Exam Period ........................................ December 14-16
Spring ‘94 Graduates’ Intent to Graduate Forms
Due in the Records Office ......................... December 16
Grades Due in the Records Office .................. December 17, 4:30 p.m.

SPRING SEMESTER 1994

Early Registration (All Campuses) .................. November 8-24
Last Day to Pay for Early Registration
(Registration that occurred on or before January 7) ........ January 7, 4 p.m.
Faculty Report ........................................ January 10
Advisement & Registration - Blount County ........ January 10
Advisement & Registration - Division Street .......... January 11
Academic Calendar

Last Day for 100% Refund .............................................................. January 11
Advisement & Registration - Pellissippi ........................................... January 12-13
Holiday, Martin Luther King, Jr.'s Birthday .................................... January 17
Classes Begin .................................................................................. January 18
Last Day to Register ........................................................................ January 24
Last Day to Add a Class or Change from Audit to Credit .................. January 24
Last Day for 75% Refund ................................................................. January 28
Last Day for 25% Refund ................................................................. February 14
Midterm: Fall “I” Grades (Incompletes) Change to F’s ..................... March 14
Holiday, Spring Break ..................................................................... March 28 - April 3
Last Day to Drop/Withdraw or Change from Credit to Audit ............. April 1
Early Registration for Summer Sessions and Fall Term ..................... April 11-29
Foundation Scholarship Application Deadline ................................... May 2
Last Day of Classes .......................................................................... May 9
Exam Period ..................................................................................... May 10-12
Summer & Fall ‘94 Graduates’ Intent to Graduate Forms
  Due in the Records Office ............................................................... May 12
Grades Due in Record Office ............................................................ May 13, 4:30 p.m.
Commencement ............................................................................... May 13

SUMMER SESSION 1994
FULL TERM EIGHT WEEKS

Early Registration (All Campuses) ..................................................... April 11-29
Last Day to Pay for Early Registration
  (Registration that occurred on or before May 27) ............................. May 27
Orientation, Advisement, & Registration - Blount County ............. May 30
Orientation, Advisement, & Registration - Division Street ............. May 31
Last Day for 100% Refund for Full Term Courses ............................. June 1
Orientation, Advisement, & Registration - Pellissippi ..................... June 2
Classes Begin ................................................................................... June 6
Last Day to Register for Full Term Courses .................................... June 7
Last Day to Add or Change from Audit to Credit for Full Term Courses June 7
Last Day for 75% Refund for Full Term Courses ............................... June 17
Holiday, Independence Day ............................................................. July 4
Last Day to Drop/Withdraw or Change from Credit to Audit for Full Term Courses July 15
Grades Due in the Records Office ..................................................... August 3, 4:30 p.m
SUMMER SESSION 1994
FIRST SESSION FOUR WEEKS

Early Registration (All Campuses) ............................................ April 11-29
Last Day to Pay for Early Registration
   (Registration that occurred on or before May 27) ..................... May 27
Orientation, Advisement, & Registration - Blount County ........ May 30
Orientation, Advisement, & Registration - Division Street ....... May 31
Last Day for 100% Refund for First Session ............................ June 1
Orientation, Advisement, & Registration - Pellissippi ............... June 2
Classes Begin ............................................................................ June 6
Last Day to Register for First Session Courses .......................... June 6
Last Day to Add or Change from Audit to Credit for First Session Courses ......................................................... June 6
Last Day for 75% Refund for First Session Courses ....................... June 10
Last Day to Drop/Withdraw or Change from Credit to Audit for First Session Courses .............................. June 22
Last Day of Classes for First Session Courses ............................. July 1
Grades Due in the Records Office ............................................. July 6, 4:30 p.m.

SUMMER SESSION 1994
SECOND SESSION FOUR WEEKS

Early Registration (All Campuses) ............................................ April 11-29
Last Day to Pay for Early Registration
   (Registration that occurred on or before May 27) ..................... May 27
Orientation, Advisement, & Registration - Blount County ........ May 30
Orientation, Advisement, & Registration - Division Street ....... May 31
Orientation, Advisement, & Registration - Pellissippi ............... June 2
Last Day for 100% Refund for Second Session ............................ July 1
Holiday, Independence Day ...................................................... July 4
Second Session Classes Begin .................................................. July 5
Last Day to Register for Second Session Courses ...................... July 5
Last Day to Add or Change from Audit to Credit for Second Session Courses .................................................... July 5
Last Day for 75% Refund for Second Session Courses .................. July 11
Last Day to Drop/Withdraw or Change from Credit to Audit for Second Session Courses .............................. July 22
Last Day of Classes for Second Session Courses ....................... August 1
Grades Due in the Records Office ............................................. August 3, 4:30 p.m.
Pellissippi State subscribes to an open door admissions policy. This policy is consistent with the provisions of section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Prospective students should write, phone, or visit the Office of Admissions to obtain an application for admission. Admission to Pellissippi State does not guarantee admission to all programs.

Pellissippi State may make inquiries as to medical or health conditions of applicants for the purpose of providing them, once admitted, any reasonable assistance to meet conditions that may limit their participation in college programs. Response to such inquiries shall be voluntary as shall participation in any recommended programs or services.

**Degree Admission**

Students seeking admission to Pellissippi State to enroll in regular credit courses for a degree or academic certificate must comply with the following procedures:

- Complete an application for admission; this includes paying a non-refundable application fee.
- Provide official academic transcripts and test results as applicable. All required documents should be received in the Admissions Office two weeks prior to official registration.

**Admission of First-time Freshmen**

**Graduation from an Accredited or Approved High School.** Except as provided for below in the section on GED, applicants for degree admission as first-time freshmen must provide an official transcript of high school credits showing graduation from a regionally accredited or a state approved high school. The transcript of graduates of Tennessee public high schools must include a notation that the student passed the required Proficiency Examination. Applicants who graduated from non-accredited or non-approved high schools may be admitted on the basis of satisfactory GED scores as set forth below or ACT scores and the high school transcript.

**General Educational Development GED Diploma.** Applicants for degree admission as first-time freshmen may present a General Educational Development, GED Diploma in lieu of a high school diploma provided that their composite GED score is at least 45 with no individual score below 35.

**Standardized Examination Scores.** Applicants for admission as first-time freshmen who are under 21 years of age must present Enhanced ACT or SAT scores. PSTCC will not use the scores for admission purposes but shall use them for advisement purposes as well as a component in the placement decision.

**High School Course Requirements (University Parallel Program).** Candidates for the Associate of Arts (A.A.) degree or Associate of Science (A.S.) degree who were admitted for the first time for the 1989 fall semester and thereafter, must have completed in high school the required course units (commonly referred to as the “1989 Admission Requirements” for programs leading to a baccalaureate degree) or must have completed appropriate courses at Pellissippi State, for elective credit only, to remove any deficiency.
Admissions & Registration

Minimum High School Unit Requirements (University Parallel Program)

- English ......................................................... Four (4) units required
- Algebra I and II ................................................. Two (2) units required
- Geometry or other Advanced Math Course with Geometry component ........................................ One (1) unit required
- Natural Sciences
  One (1) must be a laboratory course in biology, chemistry, or physics ....................................... Two (2) units required
- United States History ....................................... One (1) unit required
- Social Studies ................................................ One (1) unit required
- Foreign Language ............................................. Two (2) units in same language required
- Visual/Performing Arts ..................................... One (1) unit required

Limitations of Applicability (University Parallel Program)

The minimum high school unit requirements listed above are required of all persons admitted to the university parallel program as first-time freshmen except as provided for below:

- Applicants who graduated from an accredited or approved high school or who received a General Educational Development, GED Diploma prior to 1989 are admissible without regard to the high school unit requirement.
- Applicants with an Honors Diploma in General Education from a Tennessee public high school (Rules, Regulations, and Minimum Standards for the Governance of Public Schools in the State of Tennessee, Book One, Chapter 0520-1-3-.064154e5) are considered to have met all high school unit requirements.
- Applicants who graduated from an accredited or approved high school and have an Enhanced ACT composite score of 26 or higher are considered to have met all high school unit requirements except those in foreign language and visual/performing arts. Deficiencies in those units must, however, be removed within the first 64 semester hours after initial enrollment.
- Applicants who received a General Educational Development, GED Diploma in 1989 and thereafter are considered to have met all high school unit requirements except those in foreign language and visual/performing arts. Deficiencies in those units must, however, be removed within the first 64 semester hours after initial enrollment.
- The qualifications and needs of disabled applicants will be assessed on an individual basis. Assessment includes evaluation of the applicant’s potential for success in college and of any exceptions which may be warranted.
- Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.

Early Admission of First-time Freshmen

The following procedures apply for the admission of applicants who have completed their junior year in high school. The minimum requirements for admission of
this category of applicants shall be the following:

- Completion of 9th, 10th, and 11th grades with a grade point minimum average of 3.2 based on a 4.0 scale or the equivalent.
- An Enhanced ACT composite score of at least 22.
- Written endorsement from the applicant’s high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.
- Written endorsements from the applicant’s high school counselor and from the applicant’s parents or guardians.

**Admission of Transfer Students**

Any applicant who has attended another regionally accredited college or university shall be considered a transfer student. Admission of transfer students shall be consistent with the following criteria:

- Upon the receipt of all college transcripts, the Admissions and Records Office and the respective academic divisions will evaluate courses taken. No transfer credit will be processed until all official transcripts from each school attended by the student are received by the Admissions Office. Transfer credit is awarded for individual courses which are determined to be comparable to those offered at Pellissippi State provided a grade of “C” or better was made in each course. Transferred credit will not be computed in a student’s grade point average at Pellissippi State. Transfer credit completed more than six years prior to admission to Pellissippi State must be approved by the Dean of the College.
- The applicant’s grade point average on transferable courses must be at least equal to that which PSTCC requires for the readmission of its own students. Applicants who do not meet the institution’s standards may be admitted on scholastic probation.
- Applicants with college credit earned prior to Fall 1989 are admitted without regard to the minimum high school unit requirements.
- Applicants with 60 or more transferable semester hours are eligible for degree admission without regard to the minimum high school unit requirements.
- Applicants with an associate degree (A.A., A.S.) designed for transfer to baccalaureate institutions are eligible for degree admission without regard to the minimum high school unit requirements.
- Applicants who enrolled in college for the first time in Fall 1989 or thereafter and have 59 or fewer semester hours of transferable credit are eligible for degree admission provided that any high school unit deficiencies be removed within the first 30 semester hours after initial enrollment.
- Applicant must submit an application with a non-refundable application fee and official transcripts from all colleges previously attended.

**Readmission to Pellissippi State**

A student who has previously attended Pellissippi State, but not during three consecutive terms prior to readmission, must complete a new admissions
application with no application fee. If the student has attended any other college(s) since leaving Pellissippi State, in addition to the application the student must submit complete transcript(s) from the college(s).

**Academic Fresh Start: Criteria**

“Academic Fresh Start” is a plan of academic forgiveness provided for students who have demonstrated academic responsibility following their return. The Academic Fresh Start allows the calculation of the quality point average (QPA) and credit hours toward graduation to be based only on work done after returning to college.

Readmitted students who were formally enrolled at PSTCC, as well as transfer students who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four (4) years, are eligible for the Fresh Start. The “transfer applicant’s grade point average on transferable courses must be at least equal to that which PSTCC requires for the readmission of its own students. Applicants who do not meet the PSTCC standards may be admitted on scholastic probation or other appropriate condition (2:03:00:00, page 11 of 16).”

**Student Requirements**

1. Separation from all collegiate institutions for at least four (4) years.
2. At the time of readmission or admission as a degree student, formal application to the Admissions Office requesting the Academic Fresh Start and describing an academic plan.
3. After applying for the Fresh Start at the time of readmission or admission in degree status, completion of at least fifteen (15) semester hours of earned degree coursework with a minimum QPA of 2.0 for all work attempted.

**Terms of the Academic Fresh Start**

1. Once the student has satisfied the above requirements, PSTCC may grant the Academic Fresh Start. The student may be granted a Fresh Start only once.
2. The student’s permanent record will remain a record of all work; however, the student will forfeit the use for degree or certification purposes all college or university degree credit earned prior to the four-year separation upon the granting of the Fresh Start. Previously satisfied Academic Assessment and Placement Program (AAPP) requirements will not be forfeited.
3. Upon degree admission, Fresh Start applicants who did not satisfy AAPP requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current Academic Assessment and Placement Program (AAPP) requirements regarding enrollment in college English and mathematics courses.
4. The student’s transcript will note that the Fresh Start was made and the date of the Fresh Start. The record will also carry the notation, “QPA and credit totals are based only on the work beginning with the date of the Fresh Start.”
5. The student will apply for the Fresh Start with the understanding that all TBR institutions will honor a Fresh Start provision granted at another TBR institution.
The student should also signify understanding that non-TBR institutions may not accept the QPA as it is calculated with the Fresh Start.

**Mandatory Placement of Degree Admission Students**

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

- If the applicant is under 21 years of age on the planned first day of class, the applicant must submit ACT scores. Students may be required to complete the AAPP for placement in appropriate academic courses if qualifying ACT scores are not obtained. 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.
- Student applicants who have never attended college and who are 21 years of age or older on the first day of class must complete the AAPP and show proficiency in all basic academic competencies as described below.
- Student applicants who do not show proficiency in basic academic competencies in mathematics, English, and/or reading are required under controlled admission to take appropriate remedial/developmental course work. Applicants who have been determined through the assessment process to be deficient in a basic academic competency at the level of remedial or developmental studies shall be enrolled on a "controlled-admission" basis. Such students may not be enrolled in a regular college-level course which requires that competency as a prerequisite until they have satisfactorily met the exit criteria of the appropriate developmental studies course(s).
- Transfer students whose previous academic records from a regionally accredited college or university indicate appropriate English and/or mathematics proficiency will be considered for regular admission. Students whose academic records do not include such transfer credit in English and mathematics must establish proficiency in the basic academic proficiencies by test scores according to conditions explained above.

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

**Non-Degree Admission**

**Special Admission**

For persons who have not previously enrolled in a college

An undergraduate special student is one who is not working toward a degree. To be admitted as an undergraduate special student, a person must be 21 years of age or older if he or she does not hold a regular high school diploma or GED.
There is no maximum number of hours per term and no maximum number of cumulative hours that apply to an undergraduate special student. However, if a student wishes to change to degree-seeking status, the following limitation applies: credit hours accumulated as an undergraduate special student are not applicable to the final thirty-six (36) semester hours required for an associate degree or to the final nine (9) semester hours required for a certificate. Undergraduate special students are not permitted to enroll in a regular college-level English or mathematics course until they have (1) satisfied all requirements of the AAPP or (2) provided evidence that they have successfully completed all prerequisite college-level English or mathematics courses.

High school students who meet the following criteria as specified in Chapter 395 of the Public Acts of 1983 are eligible for special admission:

• Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high schools in Tennessee may with the recommendation and approval of the high school principal and the Dean of Student Affairs enroll in and receive regular college degree credit from Pellissippi State if the student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student’s planned Individual Education Program (IEP) as established by the multi-disciplinary team process.

• High school students who have completed their sophomore year of high school.

For persons who have attended other colleges but have not earned a degree

Persons who earned credits but not a degree at another college and are eligible for readmission to the last institution attended are eligible for admission to Pellissippi State. Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation.

For persons with a college degree or certificate

For persons who have a degree or certificate equivalent to the associate degree in a particular field who wish to take additional courses are eligible for admission.

For 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 and 65 years of age or older.

Eligibility to audit courses. Disabled persons as defined by the above referenced legislation and persons 60 years of age or older who are residents of Tennessee are eligible to enroll in credit courses for audit without payment of maintenance, campus access, student activity, student recreation center, and late registration fees. All applicable special course fees shall be charged.

Eligibility to take courses for credit. Disabled persons as defined by the above referenced legislation and persons 65 years of age or older who are residents of Tennessee are eligible to enroll in courses for credit on a space-available-basis without payment of maintenance, campus access, student activity, student recreation center, and late registration fees, subject to payment of a service fee equal to one-
Headquarter the semester hour rate, not to exceed $30.00 per semester. All applicable special course fees shall be charged.

For Audit

An audit student attends classes, is not required to take examinations, receives no grades for audited courses, and does not receive college credit for course work. Audits do not replace grades previously issued. Changes to or from audit must be made as indicated in the academic calendar.

General Provisions

Residency Classification

Upon admission to the college, the Admissions Office classifies each student as resident or non-resident.

Any person who has established a permanent dwelling place in Tennessee and shows evidence of continuing intent to remain within the state is generally classified as a resident. Ordinarily it is presumed that a person entering Tennessee from another state or country to attend college does so intending to remain only for the period of attaining his/her educational goals.

The Admissions Office may require proof of relevant facts regarding residency. Students who differ with the initial decision may appeal to the Admissions Office for reclassification. Students who still disagree may appeal in writing to the Dean of Student Affairs.

Admission of International Applicants

A person who is a citizen or a permanent resident of a country other than the United States is classified for educational purposes as an international applicant. In addition to the admissions procedures for beginning freshmen or transfer students, international applicants must comply with the following:

1. As a partial requirement for admission to college-level courses, persons whose native language is not English must satisfy one of the following prerequisites:
   - Submit minimum scores of 525 on the Test of English as a Foreign Language (TOEFL); or
   - Submit minimum scores of 450 on the TOEFL and satisfactorily complete ESL 0850, ESL 0815, and ESL 0816; or
   - Submit transcripts showing graduation from an American high school. Student may participate in the appropriate English placement tests.

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. International applicants must:
   - Provide evidence of sufficient resources to pay fees in current U.S. dollars. Verification must be current and must be made by a financial institution.
   - Provide documentation substantiating official status with the United States Immigration Service.
   - Provide a copy of their Form I-94.
• Submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student’s compliance with any prescribed medical treatment program.

• Meet with the international student advisor in the Admissions Office upon arrival in the United States.

**Advanced Placement**

Students admitted to Pellissippi State may obtain advanced placement by the following:

**College-Level Examination Program.** Pellissippi State recognizes and accepts credit derived from subject area examinations of the College Entrance Examination Board (CEEB). The Office of Academic Assessment and Disabled Student Services administers the CLEP exams on an individual basis. The CLEP subject examinations are listed below with required scores:

<table>
<thead>
<tr>
<th>CLEP Subject Exam</th>
<th>Minimum Acceptable Score</th>
<th>Credit Hours Awarded</th>
<th>Semester Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HUMANITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>46</td>
<td>6</td>
<td>ENG 2310, 2320</td>
</tr>
<tr>
<td>Analysis and Interpretation of Literature</td>
<td>49</td>
<td>3</td>
<td>ENG 1020</td>
</tr>
<tr>
<td>College Composition</td>
<td>47</td>
<td>3</td>
<td>ENG 1010</td>
</tr>
<tr>
<td>(with essay)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College French</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levels I and II</td>
<td>41</td>
<td>6</td>
<td>FRE 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>53</td>
<td>12</td>
<td>FRE 1010, 1020, 2010, 2020</td>
</tr>
<tr>
<td>College German</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levels I and II</td>
<td>40</td>
<td>6</td>
<td>GER 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>48</td>
<td>12</td>
<td>GER 1010, 1020, 2010, 2020</td>
</tr>
<tr>
<td>College Spanish</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Levels I and II</td>
<td>41</td>
<td>6</td>
<td>SPA 1010, 1020</td>
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<tr>
<td></td>
<td>50</td>
<td>12</td>
<td>SPA 1010, 1020, 2010, 2020</td>
</tr>
<tr>
<td><strong>MATH</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus with</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Functions</td>
<td>47</td>
<td>4</td>
<td>MTH 1410</td>
</tr>
<tr>
<td>College Algebra</td>
<td>45</td>
<td>3</td>
<td>MTH 1010</td>
</tr>
<tr>
<td>College Algebra/Trigonometry</td>
<td>45</td>
<td>5</td>
<td>MTH 1020</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>3</td>
<td>MTH 0950</td>
</tr>
</tbody>
</table>
### Admissions & Registration

#### BUSINESS
- **Accounting,** Introductory..................47..................6...............ACC 2110, 2120
- **Introduction to Business Law**..................51..................3...............MGT 2060
- **Principles of Management**..................47..................3...............MGT 2000
- **Introduction to Marketing** ..................48..................3...............MKT 2200

#### SOCIAL SCIENCE
- **American Government**..................47..................3...............POL 1010
- **American History I**..................45..................3...............HIS 1110
- **American History II**..................45..................3...............HIS 1120
- **Introductory Psychology**..................47..................3...............PSY 1010
- **Human Growth and Development**..................45..................3...............PSY 2100
- **Introductory Sociology**..................47..................3...............SOC 1010
- **Western Civilization I**..................46..................3...............HIS 1010
- **Western Civilization II**..................47..................3...............HIS 1020

#### NATURAL SCIENCE
- **General Biology**......46..................8...............BIO 1010, 1020
- **General Chemistry**..................47..................8...............CHM 1010, 1020

#### CLEP GENERAL EXAMINATIONS
- **English Composition** (with essay)..................421..................3...............ENG 1010
- **Humanities**..................500..................3...............Elective
- **Social Sciences and History**..................500..................3...............Elective

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**Advanced Placement Test.** Pellissippi State offers course credit and advanced placement for successful completion of Advanced Placement examinations administered by the College Entrance Examination Board to high school students. Credit and placement are granted for satisfactory scores in several subject areas including art, history, biology, chemistry, English, foreign languages, history, mathematics, political science and physics. Each participating department at Pellissippi State establishes the acceptable score for credit. Specific information can be obtained from the Admissions Office, the Office of Academic Assessment and Disabled Student Services, or the individual academic department.

**Military Service Credit.** Pellissippi State may grant credit for appropriate educational experiences in the armed services in accordance with evaluation in the American Council on Education Guide to the Evaluation of Education Experience in the Armed Services. Veterans should apply to the Admissions and Records Office with supporting documents of previous training.
Credit for Extra-Institutional Learning. Pellissippi State may award credit for extra-institutional learning according to the American Council on Education Guide to Educational Credit for Training Programs.

Credit for Certified Professional Secretary Examination. Persons passing the Certified Professional Secretary examination will be granted 18 semester hours of credit at Pellissippi State for the following courses which will apply to a certificate or degree:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC2110</td>
<td>Accounting I</td>
</tr>
<tr>
<td>CST1010</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>OST2350</td>
<td>Business Communications</td>
</tr>
<tr>
<td>MGT2000</td>
<td>Introduction to Management</td>
</tr>
<tr>
<td>MGT2060</td>
<td>Business Law</td>
</tr>
<tr>
<td>OST1050</td>
<td>Office Administration</td>
</tr>
</tbody>
</table>

Total 18 Credits

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 Pellissippi State are revised substantially.

To receive credit for these courses, the person passing the exam should apply to the Admissions and Records Office and pay the required application fee. Proof should be presented at this time that all parts of the examination have been passed.

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 or certificate.

Proficiency Credit by Examination. A student with a minimum GPA of 2.5 may apply for credit by examination for any college-level course at Pellissippi State on the basis of past experience or training. The student’s application for credit by examination must be approved by the department head, academic dean, and Dean of the College.

The examination criteria shall be determined by the department head and may consist of a comprehensive written test and/or an oral test which is administered in the Office of Academic Assessment and Disabled Student Services. A laboratory examination may be given when necessary.

Credit by examination shall 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 the required form and paying fees accordingly.

A student may apply for credit by examination for no more than two courses per semester 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.
Credit for Life Experience. Where other means of awarding credit are not feasible, students may petition for credit for life experience. An interested student should obtain the necessary form from the appropriate division office and schedule an appointment with the department head responsible for related courses. If the department head grants approval for the petitioner to proceed, a faculty committee may be appointed to meet with the student and discuss the development of a portfolio that demonstrates the comparability of the competencies gained through the student's life experience with faculty expectations of student performance. The award of such credit must be approved by the Dean of the College, the academic dean, and the designated faculty committee or by verification of college credit recommendation in the Directory of the National Program on Noncollegiate Sponsored Instruction.

Credit for life experience may be granted for up to 25 percent of the total credit hours required for the degree. In exceptional individual cases, up to 30 credit hours may be awarded if justified by the special nature and content of the learning experience. Credit may not be transferable to other colleges and universities.

Typing Proficiency

Students in Business Technology Programs must demonstrate typing proficiency through high school or college course completion or proficiency testing; otherwise, completion of OST 1100 is required.

Non-Credit Course Admission (CEU)

For admission only to non-credit courses for continuing education units (CEU's) an applicant must submit a completed non-credit course registration form to the Office of Continuing Education. 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.

Academic Advisement

Academic advisement is the process students follow to obtain accurate information about college programs, requirements, and resources. Through this process, faculty and counseling staff help students achieve personal goals through academic training and career development assistance. The Student Development Center serves as the advisement center for new students.

During the first semester of enrollment, each student is assigned a permanent faculty advisor. The faculty advisor works closely with the student in planning his/her program and course sequence.

All full-time faculty members are available to students for consultation and maintain regular office hours for this purpose. Students needing academic assistance are encouraged to seek help before their problems become critical. Advisors are committed to making quality advisement available to students on a regularly scheduled basis.
Academic advisors:
• provide assistance with identifying program(s) in which the student will probably succeed on the basis of aptitude and experience,
• help determine the number of semester hours of course work which the student should carry,
• identify the proper sequence of courses in a student’s total academic program,
• assist students in registering for classes each semester,
• post office hours when they will be available for advising,
• consult with students on academic problems,
• meet with each student at least once during each semester to insure continued academic success,
• establish and maintain a file on each student containing the following information:
  1. Basic information regarding the student, including prior education
  2. Entrance test scores
  3. Transcripts or copies of grade reports
  4. An updated curriculum guide indicating courses taken and required.

Registration Procedures

Fall, Spring, and Summer Terms
A student may register for both day and evening classes simultaneously at the beginning of the term with the understanding the Pellissippi State policy regarding refunds and registration fees will apply. A student will not be officially enrolled until all fees have been paid and a receipt has been issued by the Cashier’s Office.

Preregistration
Preregistration occurs each term. To preregister, the student should obtain the next semester’s registration form, tabloid, and instruction sheets from the Admissions and Records Office or other designated areas and consult with an assigned advisor to plan the following term’s schedule.

All registration requirements may be completed during preregistration. Students who preregister must pay fees prior to the official registration period each term or their schedule will be deleted. Refer to the Academic Calendar for the last day to pay for early registration each semester. If fees are paid by an outside source, a student must go to the Cashier’s Office to process a receipt before payment is considered completed. Students who preregister and are then suspended after grades for the semester are processed will be notified of a change of status as soon as possible, in most cases before the next term’s official registration period.
Official Registration

Official registration will be held at the beginning of each term (see Academic Calendar). 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 dismissed. Former students who have not attended for three or more terms must apply for re-admission prior to official registration. New freshmen and transfer students will be scheduled for orientation, assigned an advisor, and counseled on their expected courses 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 officially registered for a class 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:

- Fees or other charges are owed to the Business Office.
- Academic suspension from previous attendance.
- Financial Aid Program reimbursement due.
- Failure to submit all required admission documents.
- Library books or materials overdue.
- Traffic fines due.
- Previous disciplinary action taken by Pellissippi State. The proper action must be taken as indicated, or the Dean of the College 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 Pellissippi State. 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 courses for spring and fall semesters during five class meeting days beginning with the first day of classes by obtaining approval of the advisor. For summer term drop/add dates, refer to the Academic Calendar. Students enrolled in remedial or developmental courses must meet with designated advisors for approval to drop remedial/developmental courses. Courses dropped within the add period are not recorded on the student’s transcript.

Following the last day to add and not later than two-thirds of the term beginning with the first day of classes of the spring and fall semester, a student may officially
drop a course or courses or withdraw from Pellissippi State and receive a "W," which counts as no hours attempted. Students who drop a course or courses or withdraw from Pellissippi State after this date will receive a failing grade(s) in the course(s) unless it can be demonstrated that unusual conditions exist, in which case, a "W" will be recorded for the course(s). The Dean of the College or his designee must approve late drop/withdrawals before a "W" grade will be issued.

All appropriate signatures must be affixed on the “Drop/Add or Withdrawal” form in order for it to be valid and processed. The last day to drop or withdraw is listed in the official Pellissippi State academic calendar. When complete withdrawal from all courses becomes necessary, appropriate signatures from a Student Development Center counselor and financial aid/veterans counselor, if applicable, are required on the withdrawal form.

**Dismissals**

A student may be dismissed from Pellissippi State for adequate cause, including:

- Failing to meet minimum academic standards.
- Failing to satisfactorily complete a remedial or developmental course within two successive attempts.
- Violating codes as set forth in the Student Information & Services section of this catalog.
- 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.
- Giving false information on the admissions application form.
- Possessing, selling, furnishing or using illegal drugs on or off campus.
- Possessing, selling, furnishing or using alcoholic beverages on campus.
- Failing to meet financial obligations to Pellissippi State.
All fees are payable at the time of registration each semester. Students who preregister must pay fees prior to the official registration period each term or their schedules will be deleted. Payment is required upon registration during official and late registration time periods for each term. (Refer to the Academic Calendar.) Registration is incomplete until all fees are paid and no student may be admitted to classes without having met all financial obligations. Registration ends at close of business on the last day to add classes each semester.

There is a $15 charge for any check returned to Pellissippi State. A student who has not redeemed a returned check for fees within ten days after being notified by the Business Office will be administratively dismissed from school for failure to pay fees. No student may re-enroll, graduate, or receive a transcript or grades until all accounts are settled. The term “account” includes any indebtedness to Pellissippi State. All charges are subject to subsequent audit. Errors will be corrected by refund or additional charge.

The Cashier’s Office is located on the second floor of the Administrative/Student Services (A) building and in the main office at the Division Street and Blount County locations. Office hours are:

- Monday ....................... 8:00 a.m. to 6:00 p.m.
- Tuesday – Thursday .......... 8:00 a.m. to 5:00 p.m.
- Friday ....................... 8:00 a.m. to 4:30 p.m.

Please refer to the fee section of the current semester class schedule for dates and times of extended cashier hours during the registration period. Cash, checks, money orders, MasterCard, Visa, and Discover are accepted. Please call (615) 694-6543 to charge with a credit card. Please call the Cashier at (615) 694-6605 with any questions concerning payment of fees.

**SEMESTER COSTS**

**Credit and Audit Course Costs**

Each student pays maintenance fees, a non-refundable campus access fee, a student activity fee, and a student recreation center fee each semester. In addition, if the student is not a resident of Tennessee, the student pays out-of-state tuition. Fees will be charged as follows:

**TENNESSEE RESIDENTS**

Part-time (fewer than 12 credit hours)

- Maintenance Fees ......................... $40 per credit hour
- Campus Access Fee ...................... $4 per semester
- Student Activity Fee .................... $3 per semester
- Student Recreation Center Fee .......$8 with 5 or less hours
  $15 with 6 or more hours
Costs & Financial Information

Full-time (12 or more credit hours)
- Maintenance Fees .................................. $450 per semester
- Campus Access Fee ............................ $4 per semester
- Student Activity Fee ........................ $3 per semester
- Student Recreation Center Fee .......... $15 per semester

NON-STATE RESIDENTS*

Part-time (fewer than 12 credit hours)
- Maintenance Fees ............................... $40 per credit hour
- Out-of-State Tuition ............................. $114 per credit hour
- Campus Access Fee ................................ $4 per semester
- Student Activity Fee .......................... $3 per semester
- Student Recreation Center Fee .......... $8 with 5 or less hours
  $15 with 6 or more hours

Full-time (12 or more credit hours)
- Maintenance Fees ............................... $450 per semester
- Out-of-State Tuition ............................. $1,300 per semester
- Campus Access Fee ................................ $4 per semester
- Student Activity Fee .......................... $3 per semester
- Student Recreation Center Fee .......... $15 per semester

A $10 non-refundable late fee will be added to fees beginning at 8:00 a.m. on the
day after the last day of official registration each semester.

*The above fees are effective summer semester 1993 and are subject to change by
the Tennessee Legislature.

*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 deter­
dined by the Tennessee 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 documentation required by Pellissippi State. 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 semester will be refunded only if the student submits the
required documentation within six 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 Dean of
Student Affairs.

Books and Supplies

The cost of books and supplies varies from semester to semester and from one
program of study to another. The average cost of books and supplies is approximate­
ly $180 per semester. In courses requiring special instruments, a one-time cost fac­
tor must be considered.

The College’s Bookstore makes available all books and supplies on a cash basis or
through charges to approved credit cards. Any check written to the Bookstore may not exceed $5 over the amount of books and/or supplies at the time the purchase is made. (Two forms of identification are required for acceptance of checks.) There will be a $25 service charge for any check returned unpaid.

**Normal bookstore operating hours are as follows:**

**Pellissippi campus:** (615) 694-6642  
Monday – Thursday 8:00 am - 6:00 pm  
Friday 8:00 am - 4:30 pm

**Division Street (KAVTS):** (615) 637-7073  
Monday, Wednesday 9:00 am - 6:00 pm  
Tuesday, Thursday 8:00 am - 4:30 pm  
Friday 8:00 am - 4:00 pm

**Blount County:** (615) 981-5311  
Monday, Wednesday, Friday 9:00 am - 1:00 pm  
Tuesday, Thursday 2:00 pm - 6:00 pm

Extended hours are available during peak registration periods.

**Bookstore Refund Policy.**

**New Textbooks**  
1. May be returned for a full refund within 10 calendar days of the start of classes each semester provided:
   a. Books are unused with no markings or defacings of any kind.  
   b. Customer presents corresponding dated cash register receipt.

2. May be returned for a full refund within 30 calendar days of the start of classes each semester provided:
   a. Books are unused with no markings or defacings of any kind.  
   b. Customer presents corresponding dated cash register receipt.  
   c. Customer has valid drop slip for the corresponding course.

3. May be exchanged for a new book provided:
   a. Books are unused with no markings or defacings of any kind.  
   b. Exchange is made within 30 calendar days of the start of classes each term.  
   c. Exchange is approved by Manager or Assistant Manager assuring book is in current use.

**Used Textbooks**  
May be returned for a refund within 10 calendar days of the start of classes each term provided customer has corresponding dated cash register receipt.

**Trade Books**  
Magazines, newspapers, calendars, and trade books may not be refunded or exchanged unless defective at the time of purchase and the customer has corresponding dated cash register receipt.

**Special Orders**  
May not be returned for refund or exchange.
The Bookstore will buy current edition textbooks daily at guidebook prices which students determine they no longer need or want. During the last week of each semester, the Bookstore will pay up to 50% of the selling price to buy back books that will be required for the next semester, unless the Bookstore already has enough of that particular title. If this latter situation arises, the student will be informed at the time he or she attempts to sell the book. The bookstore does not repurchase textbooks, workbooks, or study guides which have fill-in or tear-out pages that cannot be reused or textbooks with excessive cribbing or highlighting which would make the textbook useless to the next potential purchaser.

### Additional Special Fees

- **Application Fee**: $5
- **Late Registration Fee**: $10
- **Course Fees**
  - **Private Music Fee**: $45 per credit hour
  - **Bowling Fee**: $30
  - **Golf Fee**: $20
  - **Swimming Fee**: $43
  - **Racquetball Fee**: $25
- **ACT Test Fee**: $15
- **Returned Check Fee**: $15
- **Change in Course Fee (Drop/Add)**: $5 per form
- **Graduation Fee**: $25
- **Identification Card Replacement**: $1
- **Traffic Fines**
  - **Parking (restricted)**: $10
  - **Moving Violation**: $15
  - **First Disabled Parking Violation**: $50
  - **Second Disabled Parking Violation**: $100
  - **Late Fee (after 7 days)**: $5
  - **Failure to Register Vehicle**: $10
- **Library Fines**
  - **Replacement Fines**: $15 or $5 + replacement cost
  - **Repair Fines**: $5 + repair cost
- **GED Test Fee**: $25
- **GED Retest Fee**: $5 per section
- **OPAC Test Fee**: $25

### Fee Definitions

**Application Fee** — This fee must accompany the initial application form submitted to Pellissippi State prior to a student's acceptance. This is a one-time fee and is not refundable even though the student does not enter Pellissippi State.

**Maintenance Fee** — This fee is charged to all students enrolled in credit or audit courses. It is calculated based on the number of hours for which the student is enrolled, up to a maximum of 12 hours. See current fee amounts listed under semester costs.
Out-of-State Tuition — This is an additional fee charged to students classified as non-residents of Tennessee who are enrolled in courses for credit or audit. This fee is in addition to the maintenance fee. See current fee amounts listed under semester costs.

Campus Access Fee — This is a non-refundable fee for access to the campus and its facilities. This fee is charged to all students enrolled in courses for credit or audit. This fee is also charged to all faculty and staff.

Student Activity Fee — This fee is charged to all students enrolled in courses for credit or audit. This fee was adopted by the Student Government Association to provide funds for a variety of student activities.

Student Recreation Center Fee — This fee is charged to all students enrolled in courses for credit or audit. The charge will be $8 per semester for fewer than 6 hours or $15 per semester for 6 or more hours.

Late Fee — This non-refundable fee is charged to all students enrolled in courses for credit or audit who pay registration fees after official registration. All students who pay registration fees during the late registration time period must pay this fee.

Course Fees

Music Fee — This fee is charged to all students who receive individual instruction. The charge is $45 per credit hour.

Bowling Fee — This fee, charged to all students enrolled in a bowling course, covers the charge to Pellissippi State from the bowling facility.

Golf Fee — This fee, charged to all students enrolled in a golf course, covers the charge to Pellissippi State from the golf facility.

Swimming Fee — This fee, charged to all students enrolled in a swimming course, covers the charge to Pellissippi State from the swimming facility.

Racquetball Fee — This fee, charged to all students enrolled in a racquetball course, covers the charge to Pellissippi State from the racquetball facility.

ACT Test Fee — This fee is charged to all students who take the ACT test. The fee must be paid at the time the ACT packet is received by the student.

Returned Check Fee — This fee is charged to all students who write checks which are later returned to Pellissippi State from a financial institution because payment has been refused.

Change of Course/Section (Drop/Add) Fee — This fee is charged for adding or dropping courses or changing sections after classes begin. The fee is required for each drop/add form submitted on or after the first day of classes. There is no fee charged when circumstances causing the change are created by Pellissippi State.

Graduation Fee — This non-refundable fee covers the cost of the diploma, cap, and gown and other graduation expenses. The one-time fee must be paid within the first two weeks of the semester in which a student intends to graduate. An Intent to Graduate Form must be submitted to the Records Office one semester before the student plans to graduate. The fee remains valid for four semesters.
Identification Card Replacement — No charge is made for the initial student identification card required of all students. Replacement cards are made by the Library at a cost of $1 each.

Traffic Fines — Students and employees parked illegally, speeding, or not properly displaying a Pellissippi State parking permit will receive a parking violation ticket. All fines must be paid within seven calendar days from date of ticket. A late penalty of $5 is added to the cost of the ticket after the seven calendar days have passed. For specific information concerning parking regulations, brochures are available from the Public Safety Office.

Library Replacement Fines — This fine is the replacement cost of lost books, materials, and periodicals. An additional charge of $15 for books and $5 for periodicals and other materials will be charged to offset overhead costs to replace the lost items. If lost items are subsequently returned, only the replacement cost is refunded.

Repair Fines — This non-refundable fine is the actual cost of repair (re-binding) of books and materials. An additional charge of $5 will be charged to offset overhead costs to repair the items.

GED Test Fee — This fee is charged to all students who take the GED test. The fee covers all five parts of the exam and must be paid in full before sitting for the exam. Please call the Testing Center at 694-6752 for testing dates or additional information.

GED Retest Fee — This fee is charged to students who wish to retake sections of the exam due to low scores. The fee is $5 per section.

OPAC Test Fee — This $25 fee is charged to all non-Pellissippi State students who take the Office Proficiency Assessment and Certification Test. The fee must be paid before taking the exam.

Non-credit Course Costs

The cost of each non-credit course varies. Please refer to current semester class listing for individual class cost. Students taking only non-credit courses are charged only the cost of the course plus any required book or supply costs. The application fee, maintenance fee, campus access fee, student activity fee, student recreation center fee, late fee, and drop/add fee are not applicable to non-credit courses.

Disabled Persons and Senior Citizens

On a space-available basis, disabled persons and Tennessee residents 60 or older are eligible to enroll in courses for audit without payment of maintenance, campus access, student activity, student recreation center, and late fees. All applicable special course fees will be charged.

On a space-available basis, disabled persons and Tennessee residents 65 years of age or older are eligible to enroll in courses for credit without payment of maintenance, campus access, student activity, student recreation center, and late fees. A service fee equal to one-half (50%) of the maintenance fee amount, not to exceed $30 per semester, will be charged. All applicable special course fees will also be charged.
Discounts

Fee discounts are available for full-time state employees and dependents of state employees and certified public school teachers. Please contact the Cashier’s Office for further information.

State employee, senior citizen, and disabled fee waiver policies do not apply to non-credit programs.

Refunds

Pellissippi State will refund a portion of the maintenance, out-of-state, student activity, and student recreation fees to any student who officially drops, withdraws, or is dismissed from course(s) within the drop/withdrawal deadline. Refunds are disbursed at the end of the refund period. Refund checks of more than $5 will be mailed approximately the fourth or fifth week in each semester. Refunds of $5 or less must be claimed at the Cashier’s Office at any campus. Refunds totaling $5 or less will not be mailed. All fees except maintenance, out-of-state, student activity, and student recreation center fees are non-refundable. Please refer to the class schedule published each semester for specific refund periods.

Per Federal laws, Pellissippi State will apply a pro rata refund policy to student accounts that have received Title IV financial aid (i.e. Pell, Loans, SEOG, TSAC). Refunds will be credited to the Title IV accounts and will not be disbursed to the student. In addition, Pellissippi State will distribute refunds to sources of Other Aids (i.e. JTPA, Voc Rehab, VA, PIC, waivers, scholarships) to the extent fees were paid by Other Aids prior to any disbursement to the student.

Refund amounts will be calculated per the following provisions:

Maintenance Fee Refunds.

1. Full refunds (100%) are given for courses canceled by Pellissippi State.

2. Dropping and adding an equal number of credit hours for the same term at the same time requires no refund or payment of additional maintenance fees. The drop/add fee is applicable.

3. The basic refund for withdrawals or drops during regular terms (fall and spring) is 75 percent from the time of enrollment through the 14th calendar day of classes. From the 14th day up to 25 percent of the length of the term, the refund will be 25 percent of tuition. 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 of the end of the refund period will be included in publications. In calculating the 75 percent period for other than the fall 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.
6. A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness will be offset against the refund.

7. A 100 percent refund will be provided for students who enroll during early registration but who drop or withdraw before 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 Pellissippi State to withdraw when it is determined that through Pellissippi State error they were academically ineligible for enrollment or were not properly admitted to enroll in the course(s) being dropped. In each case, an appropriate official must certify in writing that the provision is applicable.

9. When a course is 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 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.

Non-resident/Out-of-state Tuition Refunds. The refund provision for non-resident/out-of-state tuition is the same as that described above 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 is refunded, 100 percent of non-resident/out-of-state tuition also is refunded. Calculation procedures are the same as those specified for maintenance fees.

Student Activity Fee Refunds. This fee is refundable only when the student completely withdraws from school. A 75 percent refund or 25 percent refund is made for the same period as maintenance fee refunds. When 100 percent of maintenance fees is refunded, 100 percent of the student activity fee is also refunded.

Student Recreation Center Fee Refunds. This fee is refundable when a student drops from 6 or more hours to 6 or fewer hours or when the student completely withdraws from school. The fee will be refundable under the same provisions as the maintenance fee.

Non-credit Program Refunds. Refunds are given ONLY if the class is canceled by Pellissippi State or if notification of desire to withdraw is received two days before the starting date of the class. NO REFUNDS can be made after the class starting date because the classes are started on the basis of enrollment and accompanying fees.
FINANCIAL AID

The student financial aid program at Pellissippi State is designed to assist students who find it difficult to attend college without financial assistance. Pellissippi State offers a comprehensive program of financial aid through scholarships, part-time employment, grants, and loans. Major emphasis is placed on financial need, academic achievement, character, and promise of future success. Students may apply for either one or a combination of types of financial aid.

The basis for determining financial need is the result of an analysis of the parents’ and/or student’s resources as provided by the Free Application for Federal Student Aid. These applications are available in high schools and the Financial Aid Office at Pellissippi State.

Eligibility for financial aid is based on financial need and ability to maintain satisfactory progress. To qualify a student must:

1. Submit appropriate application(s) to determine financial need and eligibility.
2. Submit verifying documents as requested.
3. Be enrolled in an approved curriculum program.
4. Submit financial aid transcripts from all previously attended post-secondary schools.
5. Meet financial aid satisfactory progress standards.

Sources of financial aid available through Pellissippi State and other agencies for qualified students include:

**Federal Pell Grant**

The Federal 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 full costs of education. The amount is determined on the basis of student and family financial resources. Application is required each year. Grants are limited to U.S. citizens, permanent residents, and certain other non-citizens.

**Federal Supplemental Educational Opportunity Grant**

The Federal 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 received depends upon need—taking into account financial resources of the student and parents and costs of attending Pellissippi State. Application is required each year and is limited to U.S. citizens, permanent residents, and certain other non-citizens.

**Tennessee Student Assistance Award**

The Tennessee Student Assistance Award (TSAA) is a state grant based on financial need determined by the Pell Grant award index. Awards range from $54 to $450 per year depending on need and available funding. Application is required
each year and is limited to Tennessee residents. To apply, students must complete a Tennessee State application in addition to the Free Federal form.

**Federal Work-Study Program**

The federally-funded Federal Work-Study Program provides part-time employment opportunities. To be eligible, a student must be accepted to the College or be currently enrolled. If currently enrolled, the student must be in good standing academically. Student eligibility further depends upon need for employment to defray college expenses with preference given to applicants from low-income families. Federal work study is available on campus in such areas as the library, laboratories, maintenance department, and faculty and administration offices. A separate application must be submitted early each year, as awards are considered on a first-come basis.

**Academic Work Scholarships**

The Academic Work Scholarships are tuition-fees-only-work scholarships based on scholastic achievement and fulfillment of a 75-hour work obligation. They are available as funded for tuition fees only to full-time students who graduated in the upper one-fourth of their high school class, who have at least a 2.5 GPA. Transfer students must have a GPA of 2.5 on the basis of at least 12 credit hours transferred to Pellissippi State and must maintain a minimum 2.5 GPA. Application is required each year. Scholarships are limited to Tennessee residents.

**Federal Family Education Loan Program**

The Federal Family Education Loan Program includes the Federal Stafford Loan, the Federal Supplemental Loan for Students (SLS), and the Federal Parent Loan for Undergraduate Students (PLUS). All are low-interest loans initiated by the student through a bank or lending agency. Application is required each year. All recipients must be enrolled at least half-time (six semester hours) and must also apply for a Federal Pell Grant.

The loans vary in terms of the rate of interest charges; eligibility requirements in terms of who can borrow and the extent of financial need of the borrower; the amount which can be borrowed; and the repayment schedules. Specific information to assist in understanding the differences and the suitability of each loan and the application form may be obtained from the Financial Aid Office.

**Pellissippi State Foundation Scholarships**

The Pellissippi State Foundation provides numerous scholarships on an annual basis to students currently enrolled or preparing to enroll at Pellissippi State. These awards are made possible through donations from the community, faculty, and staff.

For applications and information on specific scholarships, see the Financial Aid Office. Application deadline for all Foundation scholarships is tentatively May 1.

**Scholars Today and Tomorrow Scholarships.** These awards are $350 for the school year. The following minimum criteria apply to most, but not all, STT scholarships.
1. Student must demonstrate financial need.

2. Student must demonstrate a potential for academic success.

3. Student must be enrolled full time.

4. Student must have maintained a minimum 2.5 grade-point average in the high school or college last attended.

5. Student must receive a written recommendation for the scholarship from a high school guidance counselor, faculty advisor, teacher, or recognized professional person such as an employer.

(Criteria 3-5 are subject to exception.)

The following scholarships will be tentatively available for distribution for 1993-94:

- Norbert J. and Cathy G. Ackermann
- African American
- Akima Club
- Albers Inc.
- Allied Signal/Bendix Safety Restraint
- Anderson Lumber Company
- S. Walfer and Laura Anderson
- Jean C. Auxier
- Barber & McMurry, Incorporated
- Bechtel National
- Boeing Tennessee
- Tutt and Elizabeth Bradford
- Burlington Masonic Temple — M. E. Shelby
- CTI, Incorporated
- Cherokee Distributing Company
- Community Tectonics, Inc.
- Computational Systems, Inc.
- Computer Science Technology
- Coopers & Lybrand
- Mike and Jackie Crabtree
- John W. T. Dabbs
- Days Inns of America, Inc.
- Bobby Denton
- Flossie Bowers Donahue
- BC Corporation
- EG&G Instruments
- East Tennessee Users Group
- First American National Bank
- First Tennessee Bank
- Fort Sanders Parkwest Medical Center
- Fort Sanders Regional Medical Center
- James and Corinne B. Fuller
- J. L. and Martha Goins
- Grady’s Good Times Restaurant
- L. V. Hammond
- Home Federal Bank
- Insurers of Knoxville, Inc.
- Interstate Mechanical Contractors
- George and Gloria Jasny
- Joseph Construction Company
- Vivian Joyce
- Ron Kesterson and Christine Lee
- Knoxville News Sentinel Company
- Levi Strauss Foundation - Maryville C.I.T.
- William D. and Jane W. Manly
- Maryville-Alcoa Newspapers, Inc.
- Warner W. Massey
- Matsushita Electronic Components
- McCarty Holzaple McCarty, Inc.
- William M. Miller
- Claude Moon
- Stephanie and David Morris
- NationsBank
- Hugh G. and Sara Jo Neil
- Nippondenso Tennessee, Inc.
- PAI Corporation/VSF
- Marilyn D. Palatinus
- Perceptrics/Westinghouse
- Pilot Corporation
- Plasti-Line, Inc.
- Process Food Corporation
- ProTemp
- Roddy Coca-Cola Bottling Company, Inc
- Rohm and Haas Tennessee, Inc.
- Ted Russell Ford
- St. Mary’s Medical Center
- Smokey Mountain National Park Service
- South Central Bell
- Southeast Service Corporation
- Ward K. Stallings
- Nancy B. Stanley
- Sun Coal Company
Support Staff
Tennessee Associates International, Inc.
Donald R. Thomas and Victor L. Blocher
Tice Engineering and Sales, Inc.
Vinylex Corporation
WIVK Radio-Dick Broadcasting Co.
Fern Webb
West Chevrolet, Inc.

David V. White
James C. White
Mary F. White
Bill Wyatt
World Computer Systems
Lindsay Young
Zellweger Uster

Valedictorian/Salutatorian Scholarships. These awards are available to valedictorians and salutatorians from Greater Knoxville area high schools. To be eligible for the $1,000 annual scholarship, the recipient must be graduated from a recognized high school, be a first-time college student, and be enrolled full time at Pellissippi State.

Other Foundation Scholarships. These scholarships will be tentatively available for distribution for the school year 1993-94. Criteria and award amounts vary. Specific scholarships are listed below:

- American Society of Certified Engineering Technicians
- American Production and Inventory Control Society
- American Society for Quality Control
- American Society of Professional Estimators
- Jane Ellen Chance
- Faculty Council
- Instrument Society of America
- Insurance Women of Knoxville
- Society for the Advancement of Management
- Society of Manufacturing Engineers
- Tennessee Valley Personnel Association
- James Umbarger
- WATTeC
- Art
- Music

The Student Emergency Loan Program was established to make privately donated funds available as loans to students whose financial needs are such that they will be forced to drop out of school without this assistance. These loans are to be paid back as soon as the recipients are financially able.

Students must file a written application with the Director of Financial Aid. Priority is given to students showing academic promise. The amount varies with the individual's need. A student is eligible to receive this assistance only once. The loans are awarded only as long as funds are available and on a first come, first served basis.

Veterans Educational Assistance

Pellissippi State 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, to assist in recruitment of prospective veterans as students, to provide information to organizations concerned about veterans benefits, and for 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 high school/GED transcripts and transcripts from accredited colleges attended. These documents must be submitted within the first semester of attendance, or further registration for courses will not be permitted.

The VA Form 22-1990 and 22-1999, “Veterans Application for Program of Education or Training” and “Enrollment Certification,” must be completed. The veteran must submit the original Form DD-214 along with these forms. Reserve and Guard benefit recipients must submit DD Form 2384 instead of a DD-214 form. If benefits have previously been used for educational assistance, veterans must complete VA Form 22-1995 and VA Form 22-1999. 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 semester 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 and spring; summer semester requires special certification) to obtain their monthly checks with no interruptions or reduction in benefits due to school classes ending between semesters. However, aid paid to veterans between semesters 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 a quality letter grade. Veterans may repeat courses with pay only if the previous grade is an “F.” Veterans receiving an “E” grade may not continue that course for benefits payment. Veterans should consult with the Veterans Affairs Office staff prior to changing course load or majors and then verify the actual change. Veterans should renew the benefits certification during July of each year and during April if enrolling for the summer session.

Advance Payment. Veterans who make application for admission and veterans benefits at least 30 days before the starting date of the semester of attendance will receive at least one month’s pay at the beginning of that semester.
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. Pellissippi State's Veterans Affairs Office can provide additional information and applications.

Advisors. Veterans should work closely with advisors in selecting and scheduling courses since courses not listed under a major are generally not payable by VA.

Miscellaneous. Veterans can be paid for remedial/developmental courses if testing determines a need for the courses. Selected independent study courses approved by the department head are payable. Credit by examination will not be counted as a course eligible for benefits pay. Co-op courses and internship programs are not payable for VA benefits.

Veterans may have dual majors in certain combinations; questions may be directed to the Veterans Affairs Office for the specific majors.

VA tutorial benefits and veteran's work study are available to certain veterans and dependents of veterans. See the Financial Aid Office/Veteran's Affairs Office for more information.

Regular attendance is required to receive veteran’s benefit pay. Instructors are required to report non-attendance of veterans to the Veterans Affairs Office which reports non-attendance to the Veterans Administration Regional Office. Payments are adjusted or canceled if attendance is not regular.

Veterans should also apply for other financial aid. The Veterans Administration Regional Office may be contacted toll free by calling 1-800-827-1000.

Other Assistance

Social Security and Vocational Rehabilitation assistance is available to qualified applicants. The Pellissippi State Financial Aid Office can provide application information.

Job Training Partnership Act (JTPA) is a federal financial aid program to assist students with tuition and books/supplies. Eligibility is based on student/family need. The Pellissippi State JTPA counselor can provide additional information.

Satisfactory Standards for Financial Aid Eligibility

Students who receive Title IV Financial Aid Funds at Pellissippi State must meet and maintain Satisfactory Progress requirements. Students who do not meet the requirements at the end of the spring semester will be placed on Financial Aid Probation or Financial Aid Suspension.

Financial Aid Probation. Student is eligible to continue receiving financial aid for the next semester of attendance.

Financial Aid Suspension. Student is ineligible to receive financial aid.

Satisfactory Academic Progress

Acceptable Courses. Title IV aid may be paid only for:
- Courses accepted for graduation credit.
• Supplemental and substitute courses offered by the department head for their selected major(s) (requires written statement by the department head).
• Remedial/developmental classes recommended by testing. (Limit: 30 semester hours attempted)

**Grades.**
• Only grades of A, B, C, D, or P are considered satisfactory.
• Grades of F, E, AU, or W are considered unsatisfactory.
• “I” is considered as unsatisfactory until changed to a passing grade.
• Classes taken for audit (AU) do not count for financial aid purposes.

**Satisfactory Semester Hours Progress**

**Number of Hours.** To maintain financial aid eligibility, a student enrolled and receiving Title IV aid for:

- 12 or more hours attempted must complete 9 hours for each term of enrollment
- 9-11 hours attempted must complete 6 hours for each term of enrollment
- 6-8 hours attempted must complete 4 hours for each term of enrollment

Students who initially complete fewer than the required number of hours will be placed on Financial Aid Probation. Individuals on Financial Aid Probation will be monitored at the end of each term of such probation. Failure to achieve satisfactory progress during this term would result in Financial Aid Suspension.

In addition to the above standards, the student must achieve the following cumulative GPA based on all course work attempted.

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<tr>
<th>HOURS ATTEMPTED</th>
<th>MINIMUM CUMULATIVE GPA</th>
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<tbody>
<tr>
<td>14 or less</td>
<td>NO MINIMUM</td>
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<tr>
<td>15-26</td>
<td>1.0</td>
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<tr>
<td>27-40</td>
<td>1.4</td>
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<tr>
<td>41-48</td>
<td>1.7</td>
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<tr>
<td>49-56</td>
<td>1.9</td>
</tr>
<tr>
<td>57 and over</td>
<td>2.0</td>
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</table>

The above standards are the college academic standards. Failure to meet the Minimum GPA will result in the student being placed on academic probation. Students placed on academic probation are also placed on financial aid probation. Students who fail to meet these standards will be placed on academic suspension at the end of the academic term of probation and will be ineligible to receive financial aid. Students readmitted after academic suspension will remain ineligible for financial aid unless an appeal is granted.

**For financial aid purposes**

- 12 + hours is considered full-time,
- 9-10-11 hours is three-fourths time,
- 6-7-8 hours is half-time.

These credit hour loads are also applicable to summer sessions.
Appeals

Students who do not meet Satisfactory Progress Standards and lose financial aid eligibility due to unforeseeable circumstances beyond the control of the student may appeal to the financial aid director (which may be reviewed by the Student Support Committee). To be considered, appeal forms obtained at the Financial Aid Office must be accompanied by written verification of circumstances with appropriate documentation. Examples of circumstances of this nature are student illness or debilitating injury, sickness or death in the immediate family, or other circumstances beyond the student’s control. Students may make a maximum of one (1) appeal per fiscal year (July 1-June 30). If the appeal is granted, the student is placed on one semester of Financial Aid Probation. Failure to achieve satisfactory progress for that term will result in financial aid suspension.

Students who withdraw from school attendance or students who drop classes or change to Audit (AU) 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 semester class schedule and this catalog.
Students are the college’s first priority and reason for existence. Student development and student activities programs complement the learning environment with opportunities for self-evaluation, personal development, and success. College programs and services are designed to respond to the student’s individuality and to reflect the diversity of the student body.

**Counseling Services**

**Personal and Academic Counseling.** Counselors in the Student Development Center provide students the opportunity to discuss and explore concerns and feelings which may impact their academic progress. Counselors also assist students in making intelligent decisions regarding their vocational, educational, and social plans. Conferences between students and counselors are always confidential. The staff is professionally trained and experienced in working with students through individual and group counseling, testing, workshops, and referral to additional service centers both on and off campus. Counselors are available to discuss the many career programs offered at Pellissippi State and to help students explore these possibilities as they relate to their personal and educational goals. As a part of this assistance, appropriate tests, inventories, occupational and educational information, and information regarding financial assistance or employment are available.

**Career Counseling.** The Student Development Center assists prospective and enrolled students in deciding on a major, researching a career change, transferring to a four-year college or university, and planning a job-hunt strategy. The Center provides both workshops and individual counseling. Workshops on career decision-making, resume writing, interviewing, and job seeking are scheduled on a regular basis. Aptitude testing, computerized career-planning assistance, and career counseling are available by appointment. The Center maintains an up-to-date reference collection of books and pamphlets on career and educational planning, life coping skills, and job-search strategies. Students planning to transfer to a four-year college or university can obtain catalogs and information in the Center. To further support students conducting job research, company literature is on file for local and national organizations that have hired Pellissippi State graduates. In addition, the Student Development Center assists alumni in planning a job-hunt strategy, learning interviewing techniques, writing an effective resume, and reassessing career goals.

Students and prospective students may schedule appointments for career assessment and career counseling through the Student Development Center in A-123 on the Pellissippi Campus (telephone 694-6556). Tests available include the following:

- The Career Ability Placement Survey (CAPS) is a series of tests which measure abilities and assist students in understanding career-related potentials, strengths, and weaknesses. A timed test, the CAPS takes 50 minutes to complete.
- The COPS Interest Inventory (COPS) consists of occupation-related activities to which students respond by indicating their degree of liking or disliking. A counselor uses the results of the COPS to provide the student with related curriculum and job information.
- DISCOVER is a computerized career assessment program that assists adult
learners in assessing interests, abilities, experiences, and values in relation to career direction. Responses are stored on the computer allowing the student flexibility in scheduling computer time. Through DISCOVER, students may obtain printouts of occupational information, educational/career plans, and a summary of self-assessment results.

**Disabled Student Services**

Pellissippi State attempts to provide for the special needs of disabled students and to provide a barrier-free campus. The Office of Academic Assessment and Disabled Student Services coordinates special services for disabled students which may include, but are not limited to, early registration, academic/personal counseling, career advisement, alternate testing, note taking, tutoring, special equipment, and job placement. A disabled student is one who has a physical or mental impairment that substantially limits one or more of the major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. A qualified disabled person is one who meets the academic and technical standards requisite to admission and participation in an educational program or activity. Academic standards are not diminished nor are program goals altered.

The Office of Academic Assessment and Disabled Student Services functions as a liaison for the disabled student and the various departments and offices of the college regarding the student's needs. An Educational Support Plan is developed to facilitate the needed support. In addition, the office works with the Department of Vocational Rehabilitation and other agencies which impact the disabled student's ability to succeed.

Disabled students are responsible for voluntarily identifying or disclosing their disabilities to the Office of Academic Assessment and Disabled Student Services and for providing recent documentation as to the extent and nature of the disability. Students who need assistance or information on services available to disabled students should contact the office in A-230/A-226 or call (615) 694-6454. Ramps, elevators, limited reserved parking facilities, tutors, notetakers, extended time on testing, and other support services are available to accommodate the needs of disabled students.

**Tutoring**

Free academic tutoring is available in math, writing, and personal computer use as well as other academic subjects through the Learning Center at all campus sites. In addition, both the Learning Center and the Office of Academic Assessment and Disabled Student Services provide referrals to paid tutors upon request by students. Disabled students who need academic tutoring should make their requests to the Office of Academic Assessment and Disabled Student Services.

**Testing**

The Office of Academic Assessment and Disabled Student Services (A-230) operates an Assessment Center which provides a multipurpose testing program, including placement testing, career testing, GED tests, and make-up exams.
**Student Information & Services**

**Required Placement Tests.** Pellissippi State serves as an area test center for the American College Testing Program (ACT). Tests are administered on national and residual test dates. The Academic Assessment and Placement Program (AAPP), which is required by the Tennessee Board of Regents, is administered to incoming freshmen seeking regular admission to a degree program.

**Tests for College Credit.** Under certain conditions advanced placement may be granted for selected courses. Pellissippi State has chosen to grant advanced placement and credit for courses in which the student has demonstrated satisfactory achievement on the College Level Examination Program (CLEP). For a list of General and Subject Exams, see section on Advanced Placement.

**Credit by Examination.** A student who demonstrates satisfactory knowledge of course requirements may receive credit for the course. Applicants desiring to obtain credit by successfully completing department examinations must apply to the appropriate department and provide certification of eligibility.

**Make-Up Testing.** Students who miss an exam in class or who are working under an independent study program have the opportunity to take exams in the Make-Up Testing Center (Room A-227), Main Campus or (Room 103), Blount County. Permission by the instructor must be given before the exam may be administered.

**Other Exams.** The Certified Professional Secretary (CPS) exam is administered twice a year. Persons passing may be granted 18 hours credit at Pellissippi State.

Adults who have not received a high school diploma can apply for the General Educational Development, GED test at Pellissippi State, which has been established as an official test center. GED Readiness exams are available for free GED classes.

The College BASE exam is administered to all graduates in associate degree programs. The purpose of the exam is to help Pellissippi State evaluate its academic programs. The exam is required as a condition of graduation; however, no minimum score is required for graduation.

High school students who have an interest in engineering as a profession are given the opportunity to participate in the National Engineering Aptitude Search (NEAS), specifically designed to help students learn more about themselves and their abilities in order to plan their future studies.

The Pre-Professional Skills Test (PPST) is a standardized exam that provides objective measures of academic achievement for college students entering or completing their training program in teaching.

**Student Organizations and Activities**

Pellissippi State encourages participation in extracurricular activities which develop individual and group skills. Student activities programs and student organizations are coordinated by the Director of Student Activities/Health Services. Student representatives are appointed to Pellissippi State advisory boards and standing committees to include the student’s perspective in college decision making.

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

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

**Student Government Association.** The purpose of the Student Government Association (SGA) is to promote and expand interest in student activities and to serve as an advisory group both to the administration and the student body. The SGA is delegated responsibility for certain matters affecting student affairs and represents student opinions in working with the administration toward the good of Pellissippi State. The executive officers of the SGA are the president, executive vice-president, vice-president for Blount County, vice-president for Division Street, activities coordinator, secretary, treasurer, assistant secretary/treasurer, and the parliamentarian. One senator-at-large is elected for every 500 students enrolled. Elections are held each spring semester. The SGA meets as an entire body once each month. Offices are located on all three campuses.

Within the SGA, the Student Activity Fee Board monitors the use of the Student Activity Fees collected from Pellissippi State students. In addition, there are two other committees within the SGA that any enrolled student may choose to join: the Activities Committee and the Issues and Concerns Committee.

**The Presidential Cabinet.** The Presidential Cabinet is composed of the SGA president and all of the presidents of registered student organizations and clubs. The cabinet meets monthly with student affairs administrators to discuss student concerns regarding organizations, services, and special needs of students not addressed elsewhere in the institution. The cabinet also serves as a Student Activities Advisory Board for a student leadership development program.

**Alumni Association.** Pellissippi State views its graduates as “continuing students” whose advice and support from the world of work are valuable in guiding Pellissippi State’s continuous search for excellence. In addition, alumni are encouraged to maintain a link with Pellissippi State after graduation—for professional development, for career redirection, and for other college-related services.

**Student Organizations and Clubs.** Honor, professional, and special interest organizations are organized through the Office of Student Activities/Health Services. In order to be recognized and chartered by the college, each organization must have a constitution, a faculty advisor, and a list of charter members and officers. Organizations must have the following officers: president, vice-president, secretary, treasurer.

Organizations currently registered through the Student Activities Office include:

- **Honor Societies:** Alpha Beta Gamma, Phi Theta Kappa, and Tau Alpha Pi
• Special Interest Organizations: Active Black Students Association, Baptist Student Union, Drama Club, International Students Club, Outdoors Club, Progressive Student Alliance, and Student Organization for Deaf Awareness.

Application for Starting a New Organization. Any student or group of students interested in starting a new student organization should contact the Student Activities Office to obtain a copy of the student organization packet from the Director of Student Activities. This manual serves as a guide for organizing and operating a club.

Application for a Special Event. Special events or fund-raising activities planned by student organizations require approval through the Student Activities Office at least two weeks prior to the event.

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

Recreational Events. Various recreational events are sponsored throughout the year by the Student Government Association and other student organizations. Information on scheduled events is available on the calendar and is posted in bulletin board areas.

Recreation and Intramurals. A variety of recreational and intramural activities for Pellissippi State students is available throughout the year. The Student Recreation Center on the Pellissippi campus has three tennis courts and a basketball, volleyball, and badminton court. Also included in the center is a fitness room containing a variety of weight training equipment. The Student Recreation Center is open to all Pellissippi State students who must present validated ID cards for the current semester.

VISION Volunteer Network. Through the VISION Volunteer Network, Pellissippi State encourages students to get involved not only with campus groups and projects but with the larger community as well. Volunteerism gives students the opportunity to develop a sense of community responsibility and to serve the local community while learning about work places, policies, and practices. Volunteering also allows students to nurture their social awareness and provides a link between the worlds of school and work. Many social science courses have incorporated VISION into their course options, allowing students to receive academic credit for their volunteer work. VISION is an acronym for Volunteering Is Sharing In Others’ Needs. The network has two main objectives: to match students’ interests and skills with needs of organizations in the community and to create a network of student volunteers; and to gather information on agency needs to create a clearinghouse of information for student reference. VISION operates under the direction of an advisory board, the Director of Student Activities, and the VISION Volunteer Network Project Director.

Ambassador Program. Each spring semester, eight Pellissippi State students are selected to become ambassadors for the next academic year. These students serve
as public relations officials for the college. They may be used for radio, newspaper, and television advertisements for the college. Other duties include acting as tour guides for prospective students and local businesses interested in Pellissippi State and assisting with special college functions. The Ambassador program is coordinated through the Student Activities Office.

**Student Publications.** The Pellissippian, the official student newspaper of Pellissippi State, is produced entirely by students. Students can gain practical experience in writing, editing, layout and design, printshop composition, photography, and other facets of newspaper production. The newspaper is published for the purpose of providing a free marketplace of ideas for the student body. The newspaper office is A-146.

Footnotes is a collection of creative writings by students, illustrated with student drawings and photographs, which is published each spring.

**Bulletin Boards.** Bulletin boards for student use are located throughout the campus. Posted materials should be of general interest to students, faculty, and staff and must be approved and dated by the Director of Student Activities on the main campus or in the main offices at the Blount County and Division Street sites. Items must be no larger than 11" x 17" and can be posted for a maximum of 10 school days. Attractive, color-coded cards for posting notices are available in the Student Activities Office.

### Graduate Placement Services

Placement Office personnel assist students and alumni in selecting and obtaining career positions. While services of the Placement Office are available to all Pellissippi State students and alumni, the first priority is assisting recent graduates in the job search. Alumni files will be sent for positions requiring experienced personnel.

The Placement Office provides the following services:

- maintains contact with representatives of business and industry,
- counsels and advises students,
- provides copies of student placement files to companies,
- conducts an annual Career Exploration Day which provides career-related workshops and attracts companies to the campus to provide information on careers and the job search,
- provides information on potential employers through the Student Development Center, and
- posts notices of part-time jobs available to Pellissippi State students.

Students should complete a placement file within one semester of graduation containing a personal data record, resume, instructor and employer evaluations, and college transcripts. Students are encouraged to attend workshops in the Student Development Center on Career Decision Making, Job Seeking Strategies, Resume Writing, and Interview Techniques. When a student accepts employment, whether secured through the Placement Office or through other means, he or she should
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submit to the Placement Office the name, address, and telephone number of the company, job title, reporting date, supervisor, and salary. State and federal education regulations require these statistics on graduates. In addition, this information is used by Pellissippi State to aid in curriculum development and placement of graduates.

Students are also expected to attend all scheduled interviews. Students who are over 15 minutes late or who miss a scheduled interview appointment will be sent a letter stating that their placement credentials will not be submitted to additional employers until they meet with the Director of Placement. A copy of the letter will also be sent to appropriate faculty. Employers will not receive placement credential information from the Placement Office on students who arrive over 15 minutes late to two interviews or who miss two scheduled interview appointments.

Regulations for Student Conduct

Admission to an institution of higher education carries with it special privileges and imposes special responsibilities. In recognition of the relationship that exists between Pellissippi State and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of Pellissippi State to take such action as may be necessary to maintain campus conditions and preserve the integrity of the college and its educational environment.

Pellissippi State 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 Pellissippi State’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 Pellissippi State whether or not such conduct is simultaneously in violation of state, local, or national laws.

Disciplinary Offenses. Generally, through appropriate due process procedures, disciplinary measures shall be imposed for conduct which adversely affects Pellissippi State’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 Pellissippi State or Pellissippi State-controlled property.

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

- **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.

- **Hazing**: any act of hazing of any variety by an individual or group.

- **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.
• Obstruction of or interference with Pellissippi State activities or facilities: any intentional interference with or obstruction of any college activity, program, event, or facilities, including the following:

any unauthorized occupancy of Pellissippi State or Pellissippi State-controlled facilities or blockage of access to or from such facilities.

interference with the right of any Pellissippi State staff member or other authorized person to gain access to any Pellissippi State or Pellissippi State-controlled activity, program, event, or facilities.

any obstruction or delay of a campus security officer, firefighter, or any Pellissippi State official in the performance of duty.

• 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 Pellissippi State including, but not limited to, fire alarms, fire equipment, elevators, telephones, Pellissippi State keys, library materials, and/or safety devices; any such act against a member of the Pellissippi State community or a guest of Pellissippi State.

• Theft, misappropriation, or unauthorized sale of property: any act of theft, misappropriation, or unauthorized possession or sale of Pellissippi State property.

• Misuse of documents or identification cards: any forgery, alteration of, or unauthorized use of Pellissippi State 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 at Pellissippi State.

• Use or possession of firearms and other dangerous weapons: any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind.

• Use or possession of 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.

• Use or possession of alcoholic beverages: the use and/or possession of alcoholic beverages on Pellissippi State-owned or controlled property.

• Use or possession of 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.

• Gambling: gambling in any form.

• Financial irresponsibility: failure to promptly meet financial responsibilities to Pellissippi State including, but not limited to, 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.

• Unacceptable conduct in hearings: any conduct at a Pellissippi State hearing
involving contemptuous, disrespectful, or disorderly behavior, or the giving of (false testimony or other false evidence at any hearing.)

- **Failure to cooperate with Pellissippi State officials:** failure to comply with directions of Pellissippi State officials acting in the performance of their duties

- **Attempts and aiding and abetting the commission of offenses:** any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission).

- **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.

- **Violation of general rules and regulations:** any violation of the general rules and regulations of Pellissippi State as published in an official Pellissippi State publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

**Academic and Classroom Misconduct.** 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 in violation of the general rules and regulations of Pellissippi State. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of Pellissippi State.

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 Pellissippi State 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.

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 Pellissippi State procedures.

**Disciplinary Actions.** Pellissippi State’s Regulations for Student Conduct are intended to work to the benefit of the academic community by encouraging responsible conduct and use of college resources. Disciplinary action may be taken against a student for violations of the above regulations which occur on Pellissippi State-owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any Pellissippi State activity or the missions, processes, and functions of the college. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the Pellissippi State community.
For the purposes of these regulations, a "student" shall mean any person who is registered for study at Pellissippi State for any academic period, including the time 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 Pellissippi State.

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 Pellissippi State officials.

- **Restitution:** A student who has committed an offense against property may be required to reimburse Pellissippi State 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.

- **Warning:** The appropriate Pellissippi State official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

- **Reprimand:** A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he or she is being given another chance to conduct himself or herself as a proper member of the College community, but that any further violation will result in more serious penalties. In addition, a reprimand remains on file in a student's personnel record for a period of one year.

- **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 Pellissippi State in any way, denial of use of facilities, parking privileges, participation in extracurricular activities, or restrictions of organizational privileges.

- **Probation:** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

- **Suspension:** If a student is suspended, he or she is separated from Pellissippi State for a stated period of time with conditions for readmission stated in the notice of suspension.

- **Expulsion:** Expulsion entails a permanent separation from Pellissippi State. The imposition of this sanction is a permanent bar to the student's readmission to Pellissippi State.

- **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: summary suspension may be imposed upon a finding by the appropriate Pellissippi State 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 Pellissippi State community or its guests; destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

The President of Pellissippi State is authorized, at his or her discretion, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

**Disciplinary Procedures.** The student defendant shall be afforded all rights required by due process including:

1. Written notice of the alleged violation(s) and the time and place of the hearing in the matter.
2. The right to an advisor of his or her choice.
   - The right to question the complainant.
   - The right to present evidence in his or her behalf.
   - The right to call witnesses in his or her behalf.
   - The right to remain silent and have no inference of guilt drawn from such silence.
   - The right to cross examination.
   - The right to appeal.
3. A tape recording or summary transcript 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 or her own expense. Pellissippi State shall have this option at its expense.
4. The student must be advised of his or her right to appeal the decision of the Pellissippi State official or the designated Disciplinary Committee to the Pellissippi State President through the Student Support Committee.
5. The student has the right to attend classes and required Pellissippi State functions until a hearing is held and a decision is rendered except when a student’s physical or emotional safety and well-being are endangered; when the general safety and well-being of the faculty, staff, or other Pellissippi State personnel are endangered; when the orderly progression of the educational objectives of Pellissippi State may be disrupted; or when Pellissippi State property is in jeopardy.

All cases which may result in suspension or expulsion of a student from Pellissippi State, a program, or a course for disciplinary reasons, or in revocation of
registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administration Procedures Act (TUAPA) and shall be processed in accordance with the uniform contested case procedures adopted by the Tennessee Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with Pellissippi State procedures established by these rules.

In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be afforded the student according to the procedures outlined below:

1. All complaints of alleged misconduct of a student shall be made in writing to the Dean of Student Affairs. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation which the student is alleged to have violated.

2. The Dean of Student Affairs shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined below.

3. The student shall be notified in writing by the Dean of Student Affairs that he or she is accused of a violation and will be asked to come in for conference to discuss the complaint. At the conference, the student shall be advised of the following:
   • He or she may admit the alleged violation, waive a hearing in writing, and request that Pellissippi State officials take appropriate action.
   • He or she may admit the alleged violation in writing and request an adjudication before the Disciplinary Committee.
   • He or she may deny the alleged violation in writing and request an adjudication before the Disciplinary Committee.
   • If appropriate, the student shall be advised of the option to utilize the TUAPA. If the student elects to proceed under the institutional process, a waiver of TUAPA hearing shall be assigned.

In cases referred to the Discipline Committee, the Dean of Student Affairs shall, at least 10 days in advance of the hearing, notify the student in writing concerning the following:
   • The date, time, and place of hearing.
   • A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken.
   • The names of witnesses scheduled to appear.

The student defendant may designate three persons from the faculty and/or student body to observe the hearing; the Chair of the Disciplinary Committee, a faculty or staff member of the Student Support Committee may, for good cause, designate three observers from the faculty and/or student body. The Disciplinary Committee, however, may exclude any person who may be reasonably expected to interfere
materially with the hearing. Otherwise, the hearing and other deliberations of the Disciplinary Committee shall be closed except for appropriate observers from Pellissippi State administration.

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.

The student shall be notified in writing of his or her right to appeal the decision of the Disciplinary Committee to the President of Pellissippi State through the Student Support Committee within five days of receipt of the decision. 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.

**Regulations for Computer Use**

Computing resources at Pellissippi State 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 adversely affect the work of others. The following constitutes a code of ethics to be adhered to by all computer users.

**Code of Ethics for Computing Resources.** Users must obtain official authorization to gain new access to computer resources, as well as to reactivate discontinued computer access. Administrative access to the VAX systems and microcomputer resources is granted through Computer Services. Access to academic lab computer resources is granted through the appropriate academic department head or systems manager. Approval will not be granted for computer use that does not conform to the missions, processes, and functions of Pellissippi State.

Users must utilize only those computing facilities and accounts which have been authorized for their use and for the purposes for which the authorization was granted. The fact that an account may be unprotected does not imply permission for an unauthorized person to access or use the account. All files and data are presumed to be confidential unless access is authorized by the owner of the data. Educational records are required by federal law to be kept confidential (Refer to Family Rights and Privacy Act 20 U.S.C. 1232g.)

Users are responsible for the use and safeguarding of their computer accounts. This includes taking advantage of available security features and changing passwords frequently.

Users must not access, modify, or copy programs, files, or data of any sort belonging to other users or to Pellissippi State without express authorization and a clear understanding of responsibilities associated with such action. Users may not use programs, data, equipment, and other computer-related resources obtained from other sites without appropriate prior approval.

Users are to respect the rights of others in using computing resources. Attempts should not be made to encroach on others’ use of facilities or to deprive them of
resources. Deliberate wasteful use of resources, such as printing or storage of large amounts of unnecessary data or use for purely recreational purposes, is prohibited.

Users are expected to conduct themselves in a manner that does not offend or harass others and that does not interfere with individual and campus activities. Resources are not to be used to store or transmit obscenities or other potentially offensive material.

Users must not misuse, damage, or misappropriate in any manner computer equipment, property, or other facilities and resources. Use of computer resources for personal, business, or financial gain without express authorization is strictly prohibited.

Users are prohibited from encouraging, participating in, or tolerating violations of this code of ethics by others. It is the duty of each user to report any known or suspected violations or unethical behavior. Failure to do so will subject the user to disciplinary action for aiding and abetting such violation.

Computer Software Use. Pellissippi State licenses the use of its computer software from a variety of outside companies. Pellissippi State does not own this software or its related documentation and, unless authorized by the software developer, does not have duplication rights.

Users are bound by TBR policy and guidelines to abide by all copyright, patent, and other legal restrictions at all times. Users are responsible for familiarizing themselves with all such restrictions. The following activities may violate copyright law and are prohibited without express prior authorization:

- Use of licensed single use software on local area networks or on multiple machines by multiple users.
- Copying of software: non-classroom use of software which is restricted to classroom use.
- Any other use of software which is known to exceed the use permitted under the particular license or purchase agreement.

Students, faculty, or staff learning of any misuse of software or related documentation within Pellissippi State should notify either the Director of Computer Services or appropriate department head or systems manager. Anyone caught making or using unauthorized copies of software or data will be subject to disciplinary action.

According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of $50,000 or more and criminal penalties including fines and imprisonment.

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

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, Pellissippi State provides eligible students or
their parents the opportunity to review the student's education records and to seek correction of information contained in those records. Copies of the college policy relating to information practices are available in the Admissions Office or the Records Office at no charge for a single copy.

Admissions Records. Admission file folders are maintained in the Admissions Office until all requirements for admission to Pellissippi State have been satisfied. Each folder contains the application for admission and, for a degree seeking student, ACT scores if required, high school transcripts, official G.E.D. score reports if required, transcripts from all regionally accredited colleges and universities which the student previously attended, and miscellaneous working papers and letters as required. When the folder is complete and the student has registered, the folder is transferred to the Records Office. Folders of students who do not register for courses or who have not completed all admissions requirements are retained in the Admissions Office in a "no show/hold" status. The Dean of Student Affairs is responsible for the maintenance and security of file folders in the Admissions Office.

Academic Records. Student file folders transferred from the Admissions Office and permanent record cards prior to fall 1985 are maintained in the Records Office. The student permanent record card lists academic credit transferred from regionally accredited colleges and universities and credit earned at Pellissippi State. Beginning fall 1985 and thereafter, transfer credit and credit earned at Pellissippi State are maintained in the computerized student information system. The Registrar is responsible for the maintenance and security of these documents.

Financial Aid Records. Financial aid file folders and veterans' file folders are maintained in the Financial Aid Office. A financial aid folder may contain a Pell Grant Student Application Report (SAR), award letters, conditions pertaining to awards, financial aid transcript, ACT or CSS need analysis, documents to verify information on the SAR, contract for work study, Voc-Rehab award data, and miscellaneous working papers and letters. A veterans' file folder may contain a Certification of Attendance Form 1999, Change of Status Form 1999B, Form DD214, and any correspondence from the Veterans Administration which pertains to the student. The Director of Financial Aid is responsible for the maintenance and security of these records.

Placement and Cooperative Education/Tech Prep Records. Placement files and cooperative education files are maintained by the Placement Office and the Cooperative Education/Tech Prep Office. Placement file folders contain a resume data sheet, resume, confidential recommendations, and a Pellissippi State transcript. Cooperative education (co-op) file folders contain work agreements, co-op application, letter of recommendation, co-op evaluations, co-op reports, and a Pellissippi State transcript. The Directors of Placement and Cooperative Education/Tech Prep are responsible for the maintenance and security of these records.

Academic Assessment and Disabled Student Services Records. Student AAPP/ACT test score folders are maintained in The Office of Academic
Assessment and Disabled Student Services. These folders contain the test answer sheets and test results. The Director is responsible for the maintenance and security of these documents.

Other Records. Virtually all information concerning a student may be found in the offices listed above. In addition, some of the information is also on file in various forms through the computerized Student Information System, in the Business Office, and in the advisement files of individual instructors.

Confidentiality of Student Records. Confidential records include, but are not limited to, grades, class enrollment and attendance, disciplinary records, admission records, student grievances, complaints or appeals. Disclosure of such records is permitted only under one of the exceptions described below. Questions regarding release of student information should be directed to the Records Office.

Disclosure of Directory Information. Pellissippi State may disclose the following directory information to any person requesting such information without the consent of the student:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended

A student who does not wish directory information released without consent should provide written notification to the Admissions Office or Records Office prior to the first day of classes each semester.

Disclosure in Bona Fide Emergency. Disclosure of student records is permitted to protect the student or another person against a threat to the safety or health of either. Disclosure may be made only in the case of an immediate bona fide emergency when consent cannot be obtained. Disclosure shall be limited to necessary information only and shall be given only to persons providing emergency assistance.

Disclosure Within the Institution. Only Pellissippi State administrators, faculty, and staff with a genuine need to know based on a legitimate educational interest may have access to a student’s records. A legitimate educational interest is one which arises from the faculty or staff member’s fulfillment of assigned responsibilities, and disclosure shall be limited to information necessary to fulfill those responsibilities.

Disclosure With Consent. Pellissippi State may disclose confidential information with the signed written consent of the student. The consent must be dated and
must identify the particular records to be disclosed, the purpose of the disclosure, and the persons to whom such disclosure is to be made. A copy of the consent must be maintained with the student’s record. Unless the consent form specifies that the information may be disclosed further, an attached statement shall also include a warning against further disclosure by the recipient.

When the F.B.I. or civil service investigators come to Pellissippi State to investigate the backgrounds of students, these persons report to the Records Office to check such details as terms attended, courses taken, degree, grade point average, date of birth, place of birth, and home address. Personnel in the Records Office may identify the name and location of faculty members who taught the student in question.

Before any information is released from the Records Office, the investigator must produce a signed release form from the student, a copy of which is filed in the student’s record. Under the Family Educational Rights and Privacy Act, a Pellissippi State employee must view the release form before releasing any information on a student.

**Disclosure Pursuant to Subpoena.** Pellissippi State must disclose confidential student records pursuant to a lawfully issued subpoena or judicial order. Upon receipt of a subpoena or judicial order, the appropriate custodian of records shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official. (The Office of General Counsel of the Tennessee Board of Regents may be contacted for assistance in verification.) Prior to disclosure, Pellissippi State must use responsible efforts to notify the student of the receipt of the subpoena or order and of the institution’s intent to comply. If the college is unable to contact the student prior to the disclosure, it must do so as soon thereafter as is feasible. Oral notification should be followed by a written confirmation, a copy of which shall be maintained along with a copy of the subpoena and record of the disclosure with the student’s record.

**Disclosure to Parents of Dependent Students.** Pellissippi State may disclose personally identifiable student records to parents of a student only if the student is a dependent of the parent as defined in Section 152 of the Internal Revenue Code.

**Disclosure to Officials of Other Schools and School Systems.** Pellissippi State may disclose confidential student records to officials of other schools or school systems in which the student is currently enrolled or seeks or intends to enroll, provided the following conditions are met:

- Pellissippi State makes a reasonable attempt to notify the student of the disclosure at the student’s last known address,
- Pellissippi State provides the student a copy of the records, and
- Pellissippi State provides the student an opportunity for a hearing upon request.

The College does not have to attempt notice to students if the disclosure is initiated by the student and if Pellissippi State includes a notice in its policies and procedures that it forwards education records on request to a school in which a student seeks or intends to enroll.
Disclosure By Federal Regulations. Federal regulations (See 34 C.F.R., Sections 99.1-99.67) provide for disclosure upon certain other limited circumstances. These exceptions are narrow in scope and are strictly construed. Disclosure pursuant to these exceptions should not be made unless specifically approved by an appropriate Pellissippi State official. The Office of General Counsel of the Tennessee Board of Regents is available for assistance in ascertaining the applicability of the exceptions.

Record of Requests and Disclosures. Copies of requests for disclosures and a record of the information disclosed must be kept in the student records for all disclosures except those for directory information and those to Pellissippi State administrators, faculty, and staff. The record of disclosures may be inspected by the student, the officials responsible for the records, and by persons responsible for auditing the records.

Student Access to Records and Right to Amend. Except in the exceptions described below, a student has the right to inspect, review, and obtain a copy of his or her educational records. To obtain a transcript of courses completed at Pellissippi State, a student must submit a signed request to the Records Office. Any obligations to Pellissippi State must be satisfied before a transcript is issued.

To inspect, review, or request copies of other educational records, the appropriate official, identified above, must be contacted. The student’s request must be honored within 45 days. Pellissippi State may charge the student the normal copy fee. Upon a student’s request Pellissippi State shall provide an explanation or interpretation of his or her record.

Exceptions to Student Access. For records pertaining to more than one student, a student may only view the portion of the record pertaining to himself or herself and may not view the portions pertaining to other students. In addition, a student may not have access to financial records and statements of his or her parents or any information in those records.

Students may not have access to confidential letters and confidential statements of recommendation which were placed in the student’s records prior to January 1, 1975, if:

- the letters and statements were solicited with a written assurance of confidentiality or were sent and retained with a documented understanding of confidentiality; and
- the letters and statements are used only for the purposes for which they were specifically intended.

Students may not have access to confidential letters of recommendation and confidential statements of recommendation which were placed in the education records of the student after January 1, 1975, which are either about admission to an educational institution, about an application for employment, or about the receipt of an honor or honorary recognition.

If the student waives his or her right to inspect and review the letters or statements, a separate waiver must be provided for each category of documents. The
waiver, which may be revoked at any time, will not affect the student’s rights to inspect documents previously covered by the waiver. Pellissippi State may not require a waiver as a condition or prerequisite to eligibility for a program or service. The documents covered by the waiver may be used only for the purpose designated on the waiver, and the student must be notified of the receipt by Pellissippi State of all documents covered by the waiver.

**Student’s Right to Request Amendment.** A student may request to amend his or her record if he or she feels it is inaccurate, misleading, or in violation of his or her rights. The initial request must be submitted to the appropriate official responsible for the record. (As indicated above.) This official must consider the request and convey the decision to comply or deny within 20 calendar days. If the request is denied, the official must inform the student of his or her right to a hearing. The request for a hearing, which must be submitted to the Dean of the College, must identify the record involved and why the student feels it is inaccurate, misleading, or in violation of his or her rights. Procedures for a hearing are as follows:

- The hearing must be held within a reasonable time of the request.
- The notice of the hearing must include the date, place, and time of the hearing and shall be sent to the student reasonably in advance of the hearing date.
- The hearing must be conducted by a Pellissippi State official not having a direct interest in the outcome.
- The student may present evidence.
- The student may have the assistance or representation of individuals of his or her choice, including an attorney.

Pellissippi State must make its decision within a reasonable time. The decision must be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. Pellissippi State shall inform the student of its decision and, if the request is denied, the college shall inform the student of his or her right to place a statement in the file commenting on the information in the file and setting forth any reasons for disagreeing with the decision. The statement must be maintained with the record and a copy provided to anyone to whom the record is provided.

The above procedures shall not be used by the student to contest the underlying action taken by Pellissippi State which has been recorded in the student’s record but shall be limited to the issues of whether the record is inaccurate or misleading in recording the underlying action or whether Pellissippi State’s placement of the information in the student’s record is in violation of the student’s rights.

**Right to File a Complaint.** A student who feels that his or her rights under the Buckley Amendment have been violated may file a complaint with the Dean of the College. In addition, complaints of violations by Pellissippi State may be filed with the Office of the Secretary, United States Department of Education.
Traffic and Parking Regulations

Traffic and parking regulations are established and enforced to assure the rights and privileges of students, faculty, staff, visitors, and others who operate motor vehicles at Pellissippi State. Pellissippi State believes that operating and parking a vehicle on campus are privileges. Vehicles operated on all property owned or controlled by Pellissippi State will comply with all traffic and parking signs and with the laws of the State of Tennessee, in accordance with Tennessee Code Annotated Title 55 Motor and Other Vehicles. Citations will be issued by the Public Safety Office beginning the first day of classes each semester. Brochures on parking regulations are available from the Public Safety Office.

Registration of Vehicles. All vehicles operated at Pellissippi State 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. The person to whom the vehicle is registered is responsible for the vehicle and all violations and citations involving the vehicle. If the person operating the vehicle is not the registrant, and a violation is committed, both the operator and the registrant may be fined. Department of Motor Vehicle license tags may be used to identify parking violators.

Student vehicle registration will be held at the beginning of each semester and the registration site will be announced in the registration procedure. Decals are also available from the Public Safety Office and receptionist during the entire semester. No student will be permitted to register another student's vehicle.

The parking decal must be affixed to the left rear bumper or the inside lower corner of the rear window of the vehicle. Bumper or window decal must be specified when obtaining decal. Decals must be affixed to the left fork of motorcycles, motorbikes, etc. Rear window hang tags are available at the Pellissippi State Bookstore.

Registrants who are unable to drive their own vehicles on a particular day should leave explanatory notes displayed on the dashboards (along with their decal number) to alert the public safety officer.

A disabled student will be given special parking consideration upon recommendation of the student's physician.

Visitors are defined as persons not connected with the college but who occasion­ally have business or other reasons to be on the campus. Designated visitor space will be provided in parking areas.

Division Street Parking. At present, the upper tier parking areas surrounding the Division Street Campus buildings are designated as faculty, staff, and disabled parking only. Student parking is located in the remaining parking lots located on Pellissippi State property. However, Pellissippi State students may also use the dirt parking lot located across Liberty Street from the State Area Vocational-Technical School. Students should not park on the semi-trailer driver's training course.

Blount County Parking. Students may park in all spaces except those designated as disabled.
Carpooling. Individuals whose application for a carpooling permit is approved will be assigned a designated parking space. The carpool parking space is only to be used when a driver has at least three passengers. The individual issued the permit is responsible for reporting changes in the carpool. The carpool permit must be displayed in the vehicle’s rear window at all times. It is the responsibility of the permit holder to insure that the permit is displayed and that the correct number of persons ride in the vehicle. The carpool permit is valid for only one semester at a time. A new application must be submitted to the Public Safety Office, A-141, at the beginning of each semester. The violation of any traffic rules or regulations may result in revocation of the carpool permit and possibly of driving privileges on Pellissippi State-controlled properties.

General Traffic and Parking Regulations.
- Speed limit for all vehicles will not exceed 20 mph.
- Pedestrians have the right of way over vehicle traffic at all times.
- Parking is permitted only in those areas designated for parking.
- Parking is permitted only in those areas designated for a classification.

Parking Violations.
- Parking in an unmarked area (grass, sidewalks, road, etc.)
- Parking in a restricted area (handicapped, fire zone, loading zone, cross walks, etc.)
- Parking in a zone other than one designated by sticker classification
- Parking on or over lines
- No or non-current Pellissippi State parking decal
- Parking on the wrong side of the street
- Obstructing the driveway
- Littering
- Blocking the path of another vehicle

Moving Violations.
- Speeding (20 m.p.h. limit)
- Excessive noise
- Reckless driving
- Failure to yield to pedestrians
- Failure to come to a complete stop at stop signs
- Failure to obey public safety personnel
- Driving under the influence of alcohol or narcotics
- Operating a vehicle causing loud or unnecessary noise, such as loud mufflers, horns, p.a. systems, radios, etc.

Penalties for Violations of Regulations.
- For illegal parking in loading zones, parking out of classification: $10 all violations.
- For improper parking in loading zones, parking out of classification: $10 all violations.
- For illegal parking in fire zone: $10 all violations.
- For illegal parking in the disabled zone: $50 first violation; any subsequent violations: $100. Motor vehicles illegally parked in these areas will be towed away. 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 Pellissippi State.
- For exceeding posted speed limit, for driving on Pellissippi State property in a
careless or reckless manner, or for any other moving violation such as those listed in T.C.A. Title 55 - $15 all violations.

- For failure to display decal or failure to remove a decal when required: $10 all offenses.

All citations must be paid within seven calendar 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. A person receiving a citation must present his or her copy along with payment to the Business Office’s cashier window located on the second floor of the Administrative/Student Services (A) Building on the main campus.

**Appeals of Citations.** An Appeals Committee, which hears cases when the person receiving a citation feels that he or she has justification which may affect the citation, will consist of one student, one faculty member, and one staff member.

- The person receiving a citation may obtain an appeal form from the Public Safety Office. The person will present the completed appeal form to the Public Safety Office.
- The appeal request must be presented within seven days of the date on the citation.
- The person will present his or her case to the committee.
- The committee will make a determination of the case by secret ballot.
- The committee will hear cases at 10:00 a.m. each Tuesday or 2:00 p.m. each Wednesday.
- Failure to appear before the committee at the appropriate time shall be considered a waiver of the right to a hearing.

All who habitually or flagrantly disregard these regulations may be subject to disciplinary action and/or revoked parking privileges. Persons who continue to park on Pellissippi State property after their privileges have been revoked will have their vehicles towed away.

**Emergencies**

Emergency phone calls will be taken only when the emergency is of a health- or accident-related nature. Emergency calls are referred in order to:

1. Office of the Dean of the College – 694-6523
2. Office of Student Affairs– 694-6655
3. Student Development Center – 694-6556
4. After 8:00 p.m – Security Office – 694-6646

**Emergency Health Procedures.** In case of an illness or accident requiring a student to be taken to a hospital emergency room, the following procedures will be followed:

1. Faculty or staff in the immediate area call 694-6646 (Public Safety Department) to request that an officer be dispatched to the specific location of the patient. Public Safety then calls the Director of the Physical Plant.
2. The Public Safety Officer takes charge of the emergency situation while an ambulance is on the way. If the situation requires, the Public Safety Department personnel will notify Student Affairs personnel. (In the absence of Public Safety personnel at Division Street and Blount County, the Assistant Dean or Evening Coordinator will take charge.)

3. A Student Affairs staff member gathers information on the injured student, communicates applicable information to the Public Safety Officer, and alerts a parent, relative, or spouse.

4. Public Safety follows through to verify the student’s arrival at the emergency room. Students are responsible for payments for ambulance and emergency room services.

If an accident or illness is not of an emergency nature, the student should go to the Public Safety Office, A-141, where first aid is available.

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

Disabled students should check with the Office of Academic Assessment and Disabled Student Services concerning specific accommodations for disabled students in during an evacuation.

**Other Information and Services**

**Evening Student Services.** Evening students who need counseling, assistance, or information on services available to them should contact or come by the Student Development Center, Pellissippi Campus, 123A, 694-6556. The center is open Monday through Thursday until 8:00 p.m.

**Food Service.** The Pellissippi Campus cafeteria is located on the first floor of the Administrative/Student Services (A) Building. The cafeteria provides a hot line and grill services to students, faculty, staff, and visitors. Vending services are also available at each campus.

**Housing.** Pellissippi State is primarily concerned with serving area students who live at home and commute. However, because many students from more distant areas do attend Pellissippi State, assistance in locating housing is available through the Admissions Office. Financial arrangements for rooms and apartments are 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. The student’s name and social security number appear on the card. The I.D. card enables a student to vote in student elections, participate in student activities, and use library facilities.

Replacements for lost or misplaced student identification cards are made in the Library. A $1 fee must be paid at the Cashier’s Office (second floor,
Administrative/Student Services (A) Building. The Cashier will issue a pink receipt which must be presented at the Library Circulation desk to obtain a replacement card.

Inclement Weather. Classes at Pellissippi State Technical Community College may be canceled due to excessive snow or ice. The Dean of the College will notify local radio and television stations by 6:30 a.m. if classes will not meet that day or if they will meet later than scheduled that day. Students should tune in radio and/or television for the announcement.

Weather conditions vary throughout the region. When classes are not canceled but the student decides that conditions in his or her area are too hazardous for the student to attend classes, the student should contact faculty members at the first opportunity to explain the conditions regarding the absence. Opportunity to make up missed work shall be provided.

Insurance. Since medical care is occasionally needed on an emergency basis and on short notice, students are encouraged to obtain student health and accidental insurance. Brochures on student accident and health insurance, approved for Pellissippi State by the State University and Community College System of Tennessee, are available from the Admissions Office.

Lost and Found. Lost and found articles should be turned in to the Public Safety Office, A-141, or to the main offices at Blount County and Division Street. If identification is possible, owners will be notified. Articles not claimed after two months will be donated to the Student Government Association for appropriate disposition.

Lounge and Snack Areas. Student lounges are provided for between-class relaxation and recreation. Students who wish to study may use the tables provided but may prefer the quieter study areas in the Library.

Telephones. Pay telephones and "house" telephones are located in the lobby areas for student use. Students are not authorized to use faculty and staff telephones. Those using the student telephones should limit calls to three minutes in consideration of the needs of others.

Whom to Contact if You:

1. Are in academic need ......................Counselor or Faculty Advisor
2. Need other academic advising.............Academic Assessment and Disabled Student Services
3. Need assistance in obtaining a job ......Placement Office
   Student Development Center
4. Want to drop or add a course............Records Office
5. Withdraw from Pellissippi State..........Student Development Center
6. Want special permission for
   a special event or activity ..................Student Activities Office
7. Have financial obligations
   to Pellissippi State ........................Business Office

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8. Want to put a notice on the bulletin board ................ Student Activities Office
9. Have trouble with vending machines ................ Business Office
10. Need to notify someone in case of emergency .......... Office of the Dean of the College
11. Want to participate in student activities ............... Student Activities Office
12. Want to change majors .................................. Student Activities Office or Academic Assessment and Disabled Student Services
13. Want assistance in selecting a career field ............. Student Activities Office
14. Are in financial trouble needing a loan or scholarship ........................................ Financial Aid Office
15. Need counseling services ................................ Student Development Center
16. Want to schedule a make-up test ...................... Instructor
17. Need to type a letter or report ....................... Library; Center for Advanced Office Systems
18. Need a tutor ................................................ Learning Center or Office of Academic Assessment and Disabled Student Services
19. Need accommodations for a disability ................. Office of Academic Assessment and Disabled Student Services
20. Feel you have been discriminated against ............... Affirmative Action Officer
The mission of Academic and Student Affairs is to enable students to identify, commit to, and attain personal and career goals in an increasingly complex, pluralistic and changing world. Student success will be achieved through programs and services that:

- meet needs of students whose academic skills, values, economic circumstances, or cultural backgrounds may present obstacles to degree achievement and/or career preparation;

- develop self-directed, lifelong learners who possess communication and analytical skills, an understanding of themselves and others, an appreciation of cultural diversity, and the ability to grasp interdisciplinary relationships;—lead to entry-level employment of graduates in a career field and/or transfer to a four-year college, enable advancement in a career, and facilitate adaptation to changing technology;

- provide continuing education to augment knowledge and skills needed for continued employment in business/industry.

Academic Information

Pellissippi State operates on the semester system, with the standard academic year consisting of two terms of 15 weeks each. The standard credit is the semester hour.

Degrees.

Associate of Arts (A.A.). Refer to University Parallel Programs.

Associate of Science (A.S.) Refer to University Parallel Programs.

Associate of Applied Science (A.A.S.) Refer to Career Programs.

Degrees and Requirements. In order to obtain a degree or certificate, students must complete the general requirements as prescribed by Pellissippi State and specific requirements set forth for the program.

Other requirements are as follows:

1. Minimum residence for associate degree programs: The last 20 credit hours preceding graduation with an associate degree must be completed at Pellissippi State.

Minimum residence for certificate programs: Thirty percent or more of the total credit hours required for certificate completion must be completed at Pellissippi State.

For an active-duty servicemember, 25% of the required credit hours for an associate degree or a certificate must be completed at Pellissippi State.

2. Minimum credit hours: Each candidate must complete at least 64 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 Pellissippi State 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 semester preceding the semester in which he/she expects to graduate and pay a $25 graduation fee during the first two weeks of the semester in which the student intends to graduate. Forms may be obtained in the 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 Pellissippi State. 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.

An annual commencement exercise is scheduled at the end of each spring semester for those certified as completing all requirements by their respective department head during or before the spring semester.

A student may, as a prerequisite for graduation, be required to take one or more tests designed to measure achievement in general education and in the major for the purpose of evaluating the effectiveness of the institution or the program as required by public policy. Participation in testing may be required of all students, of students in selected programs, and of students selected on a sample basis. In order to comply fully with this provision, the student must authorize the release of his or her scores to the institution. (Unless otherwise provided for in an individual major, however, no minimum score or level of achievement is required for graduation and individual student scores will be treated as confidential.) Failure to participate in testing shall result in the transcript and diploma being placed on hold.

**Planning Programs of Study.** The responsibility for selecting a program of study rests upon the individual student. Pellissippi State does, however, furnish its students with guidance and assistance in outlining and pursuing programs of study leading to the objectives envisioned by the students. (Refer to Career Counseling and Academic Advisement.)

A student who is planning to transfer from Pellissippi State to another institution of higher learning should secure a copy of the catalog of the other institution and plan with officials at that institution the Pellissippi State 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 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 program, it must be completed
or substituted (as below) before the associate degree is awarded. No fee is required for a waiver of a prerequisite.

Course Waiver and Substitution. Under special circumstances a course may be waived by the department head (except remedial/developmental courses). The waiver is granted where a course deletion or curriculum change necessitates it. A course of equal or greater credit must be taken in lieu of any course waived. This stipulation in no way reduces the minimum semester hours required for the associate degree. Primary consideration must be given to courses from the same department as the course waived. No fee is required for a course waiver and substitution. No credit is awarded for a course waiver.

Independent Study. Students who can prove to the satisfaction of faculty they are capable of independently mastering content of a course may be eligible to complete a course on an independent study basis.

Permission to pursue independent study will be given only when the student can demonstrate reasonable expectation of successful course completion. Permission to register for the course must be granted by the advisor and department head. The current maintenance fee per credit hour (non-refundable) shall be paid to the Business Office. Out-of-state and international 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 semester. Students are given one semester to complete a course taken as independent study.

Examinations will be given by the faculty member as the student progresses through the assigned material. It is the student's responsibility to meet with the faculty member to arrange examinations so the course material is completed.

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

Grading System. Letter grades are used to indicate quality of work achieved by a student, knowledge of the subject, ability to apply this knowledge, and work habits and practices.

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<thead>
<tr>
<th>Grade</th>
<th>Quality Points Awarded Per Semester Hour</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>B+</td>
<td>3.5</td>
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<tr>
<td>B</td>
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<tr>
<td>C+</td>
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<td>C</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<tr>
<td>F</td>
<td>0.0</td>
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Other grades which may appear on grade reports and transcripts are:

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 for the semester in which the grade is issued. The extension allows the student to re-enroll in the course in the subsequent semester. The student has two semesters to complete the courses. If the student does not re-enroll in the course, the
“E” becomes an “F” at the end of two semesters upon notification from the Dean of the Academic Development Division. When the student re-enrolls in the course, the final grade is issued for that semester, 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 semester the student receives the “I.” Instead, the grade replacing the “I” is computed into the GPA by midterm of the next semester or it becomes an “F.” Exception: Students with spring semester incompletes have until fall midterm to remove the “I” grade; otherwise, the “I” becomes an “F.” The instructor, however, has the prerogative to limit the time allowed for completion. If a student receives a grade of “I” for a course and re-enrolls for the same course in the semester 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 until midterm of the semester to remove the “I” unless the instructor has set a date by which the course must be completed. Warning to financial aid recipients: The “I” grade is considered an “F” in determining financial aid eligibility. See Satisfactory Progress Standards in the Financial Aid section of this catalog.

AU (Audit)— This grade indicates the student elected to enroll in the course for no grade or credit. Audits do not replace grades previously issued. Remedial/Developmental courses cannot be audited. A student can change from audit to credit or credit to audit through the last day to add a course. A change from credit to audit can be made through the last day to drop/withdraw. (See the Academic Calendar in the front of this catalog.) To audit a course, the student must so indicate on the registration or drop/add form as appropriate.

W (Withdraw)— A grade of “W” indicates 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 two-thirds of the term following the first day of classes. For the last day to drop/withdraw, refer to the Academic Calendar in this catalog. Beyond the last day to drop/withdraw, 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 of the College or designee. 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 Records Office 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 credit by examination or cooperative education credit. The “P” grade may also be used for professional seminars. This grade is not computed in the grade point average.
NP (No Pass)— This grade indicates a student was not awarded credit by examination or cooperative education credit. The “NP” grade may also be used for professional seminars. 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, Pellissippi State 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 grade point average (GPA). The GPA is determined by dividing the total number of quality points by the total number of quality hours attempted. However, credit hours in courses from which the student withdraws (“W”) or receives a pass (“P”), no pass (“NP”), extension (“E”), or incomplete (“I”) are not used in determining the GPA. See the grading system table above for information on how quality points are determined. For the first semester of attendance the semester GPA and cumulative GPA are identical. However, after the first semester, the cumulative GPA is determined by dividing the total quality points earned by the total hours attempted for all semesters with exceptions as noted above.

Maximum Load. The normal load for a student per semester is 15-20 credit hours, with 20 credit hours being the maximum. Any student requesting course load above 20 hours must have the department head approval. The normal load for summer term is 10 credit hours for the 8-week term and 5 credit hours for the 4-week term.

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 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>14 and under</td>
<td>No minimum</td>
</tr>
<tr>
<td>Over 14 to 26</td>
<td>1.0</td>
</tr>
<tr>
<td>Over 26 to 40</td>
<td>1.4</td>
</tr>
<tr>
<td>Over 40 to 48</td>
<td>1.7</td>
</tr>
<tr>
<td>Over 48 to 56</td>
<td>1.9</td>
</tr>
<tr>
<td>Over 56 to 56</td>
<td>2.0</td>
</tr>
</tbody>
</table>

(E, I, P, NP and W grades are not used in calculating GPA)
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-term suspension.

C. **Appeals:** A student who has been suspended may request continuance because of special circumstances through the Student Development Center. Decisions of the Student Development Center staff may be appealed to the Dean of the College. 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 unsuccessful attempts in a single remedial and/or developmental course will be suspended for one term. Appeals may be submitted to the Student Development Center. Decisions of the Student Development Center staff may be appealed to the Dean of the College. An R/D course with an E, F, I or W grade counts as one unsuccessful attempt. Refer to B above for the term or terms of suspension.

**Awards and Honors.** Students graduating with the following grade-point averages in college-level courses will receive an honors designation on their diplomas:

- 3.90 - 4.00 .................. Summa Cum Laude
- 3.50 - 3.89 .................. Magna Cum Laude
- 3.00 - 3.49 .................. Cum Laude

In addition to graduation honors, Pellissippi State recognizes outstanding college-level students through the Dean’s Honor List (3.50-4.00 GPA). Students are eligible upon completion of 12 college-level hours per term of Pellissippi State coursework.

Other significant recognition is presented to an outstanding graduate in each program as selected by faculty. Remedial/developmental courses are not considered in determining eligibility for academic awards, honors, or Dean’s Honor List.

**Attendance Policy.** Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the Dean of the College, may have requirements that are more stringent.

**Concerns or Complaints Regarding Instructors.** A student who has a concern or complaint regarding a Pellissippi State instructor (or club sponsor, counselor) should adhere to consecutive steps in addressing the problem:

1. Discuss the concern with the instructor.

2. If the problem is not solved by a conversation with the instructor, the student or the instructor may then contact the appropriate department head.
3. If the student remains dissatisfied, the student should ask the department head to contact the appropriate academic dean. The department head may ask the student to contact the academic dean and make an appointment.

4. The academic dean will gather pertinent information from the instructor and the department head and may then seek a private discussion with the student or a group discussion with the student, instructor, department head, and academic dean.

5. If the student continues to be dissatisfied, he or she should ask the academic dean to contact the Dean of the College (or the academic dean may ask the student to do so). The Dean of the College will determine any additional steps to be taken.

Complaints regarding discrimination or harassment should be directed to the Director of Human Resources, the College’s Affirmative Action Officer.

**Academic Services**

Teaching and learning are enhanced through the college’s Educational Resources Center (ERC). The mission of the ERC is to provide academic support of programs of study offered by the college. The ERC provides library, media services, and tutorial services. The ERC also provides open computer labs in the Library and the Learning Centers.

**Library**

The Pellissippi Campus Library provides access to resources for research, study, and general reading and includes approximately 30,000 books, over 400 current periodicals, a thorough and current reference collection, and automated indexes and abstracts in specific and general subject areas. Current semester textbooks are available for use in the library. An open computer with word processing, spreadsheet, and academic software is available. Typewriters and copy machines for paper and microform copying are also available.

**Borrowing Privileges.** A student identification card with current validation is required to borrow books and periodicals. Books may be checked out for two weeks; periodicals, except the most current issue, may be checked out for 2 class days. Items on reserve are for in-library use only. There is no limit on the number of books and periodicals that can be checked out. Materials can be renewed for an additional loan period provided no one else has requested a loaned item. Books and periodicals may be requested from Division Street and Blount County campuses.

**Overdue Material.** Overdue items must be returned before additional materials may be checked out. Lost or damaged items result in a bill for replacement and a $15 processing fee for fully cataloged books or $5 for non-cataloged books and periodicals. Processing fees are not refundable.

**Division Street Library Services.** Students attending classes on the Division Street campus have access to a small library that includes books, periodicals, reference
materials and paper and automated indexes. Current semester textbooks are on reserve for in-library use. A document and book delivery service provides access to the collection on the Pellissippi campus.

**Blount County Library Services.** Students attending classes at the Blount County Center can use the Blount County Public Library’s resources. A document delivery service provides the public library 24-hour turnaround on periodical articles requested from the Pellissippi campus library. The Learning Center at the Blount County Center maintains subscriptions to popular periodicals and local newspapers. The Learning Center also maintains current semester textbooks on reserve for student use. Books and periodical articles may also be requested from the Pellissippi campus library.

**Borrowing Agreement - University of Tennessee Libraries.** Pellissippi State students and staff are able to borrow books from the University of Tennessee at Knoxville (UTK) Libraries with a UTK Library Courtesy Card. A “Responsibility Form” (available at the Pellissippi campus library, Division Street Library/Learning Center, and the Blount County Learning Center) and a current Pellissippi State ID card must be presented to the UTK Library circulation desk. Pellissippi State students and staff must comply with UTK Library loan policies and are responsible for overdue, lost, or damaged materials fees.

**Instructional Technology Center**

Audiovisual software and equipment are available in the Instructional Technology Center (ITC). Experienced personnel are available to explain the operation of the various types of equipment. Audiovisual equipment and software are available for use on campus only.

**Academic Computing Support Center**

The Academic Computing Support Center (ACSC) manages several open computer labs. Students must follow computer lab guidelines to maintain authorized use of the labs; misuse can lead to suspension of privileges. Students must provide their own disk to use the computers. Students must have been assigned passwords to use VAX terminals in the labs. Laser printers are available in the labs.

**The Learning Center**

The Learning Center offers students opportunities for supplemental instruction in math, writing, chemistry, and other requested academic subjects. Full-time and adjunct faculty members of the college and trained peer tutors are available to assist students. The services are available on a first come, first served basis. Students may also use the Learning Center as an open-access area for personal computing. Staff members are available to help students use word processing and laser printers and to access various instructional programs loaded on the personal computers. Special programs, such as scientific calculator workshops and VAX sessions, are offered at times throughout the semester. Students seeking extra tutoring in various courses may examine the list of personal tutors the Learning Center compiles. The Learning Center operates on all three campuses.
ACADEMIC PROGRAMS
Pellissippi State offers a wide variety of educational opportunities to meet the needs of students with diverse backgrounds and interests.

**Remedial/Developmental Studies**

In order to be successful in college-level courses, students must have adequate knowledge and skills. The Academic Development Division provides refresher courses designed to help students succeed in their studies. Courses are offered in reading, English, math, and college and lifetime learning. Students are advised into these courses based on the results of the Academic Assessment and Placement program (AAPP) test.

First semester freshman courses in college-level curricula are designed for students who have basic academic knowledge and skills. However, students experiencing difficulty in college-level courses may request a test appointment for an analysis of academic skills. Once tested, some students must enroll in recommended remedial or developmental courses.

Remedial/developmental programs are individualized as much as possible, and students are encouraged to take responsibility for their own learning. All courses in the program are designed as one-semester courses. However, in certain instances, if a student does not complete the work in one semester but has demonstrated satisfactory progress during the semester, a grade of "E" will make it possible for that student to continue the sequence of courses. Students may withdraw from a remedial or developmental course only for extraordinary reasons.

**Two-Attempt Policy.** Students have only two attempts to complete a remedial or developmental course satisfactorily, i.e. by earning a grade of A, B, or C. Other grades—W (withdrawal), E, or F—are considered unsatisfactory. Therefore, students who do not complete a course with an A, B, or C grade after enrolling in it for the second time will be denied admission to the College for one semester. After this period, they may re-enroll in the course. Students who fail to complete a remedial/developmental course successfully after three attempts will be denied admission to the College for one year. After this period, they may re-enroll in the required course.

**Post-Test Information.** All students completing developmental English, reading, and/or the exit-level math (DSM 0840) 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.

**English as Second Language.** If their assessment results indicate the need, students whose first language is not English enroll in the same remedial and developmental math courses as do native speakers. However, to help those students with particular skills in learning to write English effectively, the division offers special courses in reading and writing at the remedial and developmental levels. Those enrolling in these courses should submit minimum TOEFL scores of 450. English as Second Language (ESL) students who test out of or satisfactorily complete ESL 0850 and ESL 0815 become regular-admission students and are qualified to take college-level courses.
University Parallel Programs

Students planning to earn a baccalaureate degree at a four-year college may complete the first two years at Pellissippi State by earning either the Associate of Arts or the Associate of Science degree, each requiring a minimum of 65 semester hours.

A broad selection of courses is offered that will transfer to most four-year colleges. Pellissippi State has program-specific articulation agreements with The University of Tennessee at Knoxville, Maryville College, and Tennessee Technological University, which students can follow to earn the associate degree at Pellissippi and the baccalaureate degree at the four-year college. However, students must successfully complete all courses outlined in a particular program and must satisfy all other academic regulations of the receiving institution.

Students not following an articulation agreement should secure a copy of the receiving institution’s catalog and select courses at Pellissippi State which meet that institution’s four-year degree requirements and which meet Pellissippi State’s core curriculum requirements for the general associate degree as outlined below.

Transfer information is provided by university-parallel faculty advisors.

University Parallel Guarantee

Pellissippi State will refund the tuition of any Pellissippi State graduate for any course passed with at least a “C” grade if that earned course credit does not transfer to a college or university within two years of graduation from Pellissippi State. Such courses must be listed as transferable on the transfer equivalency table provided by the receiving institution. Transfer equivalency tables are maintained in the Student Development Center. The transfer guarantee program is limited to those institutions maintaining an articulation agreement with Pellissippi State and to the courses identified in the transfer equivalency document.

University Parallel Core Curriculum

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Sequence</td>
<td>8</td>
</tr>
<tr>
<td>Physical Education (two courses)</td>
<td>2</td>
</tr>
<tr>
<td>Computer Course</td>
<td>3</td>
</tr>
<tr>
<td>Professional Seminar</td>
<td>1</td>
</tr>
<tr>
<td>History Sequence</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Core: 44 hours

Area of Concentration: 21 hours

Total: 65 hours
A student earning an Associate of Arts degree must demonstrate proficiency in a foreign language equivalent to two semesters of college-level work.

College courses taken to remove deficiencies in high school preparation and to meet minimum admission requirements effective fall 1990, may not be used to meet the associate degree requirements specified above.

ASSOCIATE OF ARTS DEGREE

Because baccalaureate degree program requirements vary at four-year institutions, the general Associate of Arts degree does not list specific majors. However, students may choose from the list below an area of concentration that most closely corresponds to their intended major at the transfer institution.

- Accounting
- Advertising
- African Studies
- American Studies
- Ancient Med. Civilizations
- Anthropology
- Art History
- Audiology
- Biochemistry
- Biology
- Botany
- Broadcasting
- Business (General)
- Chemical Engineering
- Chemistry
- Computer Science
- Economics
- Elementary Education
- English
- Finance
- Foreign Language
- Geography
- Geology
- History
- Journalism
- Latin American Studies
- Linguistics
- Logistics and Transportation
- Management
- Marketing
- Mass Communications
- Mathematics
- Medical Technology
- Microbiology
- Music (applied)
- Music Education
- Philosophy
- Physics
- Political Science
- Psychology
- Public Administration
- Religious Studies
- Secondary Education
- Speech Pathology
- Social Work
- Sociology
- Statistics
- Theatre
- Urban Studies
- Women’s Studies
- Zoology

Suggested Sequence of Required Courses (A.A. Degree)

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td>English Composition I, II</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Sequence</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Professional Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Approved Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>
### Sophomore Year Credit Hours

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature I, II (or one literature and one humanities elective)</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Activities</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Course</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Approved Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

1. Chosen from any transfer course (marked with an asterisk) in the college catalog. At least three courses must be 2000 level. Courses selected as electives may not be used to meet core curriculum requirements.

2. Chosen from ART 1710, 1720, 1730; ENG 2630; HUM 1020, 2010; MUS 1010, 2000; PHL 1010, 1030, 2010, 2400; THE 1000, 2100, 2110.

3. Chosen from ANT 1300; ECN 2010; GGY 1010; HIS (any course not used to fulfill core requirements); PED 2910; POL 1010, 1020; PSY 1010, 2010, 2100; SOC 1010, 1020; WMN 2200.

### ASSOCIATE OF SCIENCE DEGREE

Because baccalaureate degree program requirements vary at four-year institutions, the general Associate of Science degree does not list specific majors. However, students may choose from the list below an area of concentration that most closely corresponds to their intended major at the transfer institution.

- Aerospace Engineering
- Civil Engineering
- Nuclear Engineering
- Art (studio)
- Electrical Engineering
- Nursing
- Art Education
- Engineering Science
- Pre-professional (Medicine, Dentistry, Pharmacy)
- Asian Studies
- Industrial Engineering
- Secondary Education
- Child and Family Studies
- Materials Science
- Mechanical Engineering

### Suggested Sequence of Required Courses (A.S. Degree)

<table>
<thead>
<tr>
<th>Freshman Year Credit Hours</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I,II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Sequence</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>History Sequence</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
Academic Programs

Computer Course ...........................................3
Humanities Elective 1 ....................................1 3
Professional Seminar .....................................1
Approved Electives 2 ....................................2 3

Total  17  16

Sophomore Year

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature I, II (or one literature and one humanities elective)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Activities</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective 3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Approved Electives</td>
<td>6</td>
<td>9</td>
</tr>
</tbody>
</table>

Total  16  16

1 Chosen from ART 1710, 1720, 1730; ENG 2630; HUM 1020, 2010; MUS 1010, 2000; PHL 1010, 1030, 2010, 2400; THE 1000, 2100, 2110.

2 May be chosen from any transfer course (marked with an asterisk) in the college catalog. At least three courses must be the 2000 level. Courses selected as electives may not be used to meet core curriculum requirements.

3 Chosen from ANT 1300; ECN 2010; GGY 2020; HIS (any course not used to fulfill core requirements); PED 2910; POL 1010, 1020; PSY 1010, 2010, 2100; SOC 1010, 1020; WMN 2200.

Career Programs

Pellissippi State offers 16 programs preparing students for technical careers. These programs are designed for the student who does not intend to transfer to a baccalaureate program. The degree earned is the Associate of Applied Science. All Associate of Applied Science degree programs offered at Pellissippi State require a minimum of 64 semester hours.

The Career Technical Guarantee

The Job Competency Guarantee Program

The faculty of Pellissippi State guarantees that any graduate of a career-technical associate degree program in Business, Computer, Engineering, or Scientific Technology judged by his/her employer as lacking in technical job skills expected of an entry-level employee will be provided additional educational courses (up to 15 semester hours) by Pellissippi State AT NO CHARGE.
Academic Programs

The Degree

The graduate must have earned a career technical associate degree in June 1988 or thereafter in Business, Computer, Engineering, or Scientific Technology as evidenced by the area of concentration designated on the student transcript. The student must have earned at least a “C” in all major courses of study.

The Employment

The employment must be full-time, and the job must be certified by the Placement Office as directly related to the graduate’s program of study. Initial date of employment of the graduate must be within one year of completion of program requirements.

The employer must provide Pellissippi State written notification that the employee is lacking the job entry-level knowledge and skills identified at the time of initial employment and must specify the area(s) of deficiency within 90 days of the graduate’s initial employment.

Affective behaviors, such as attitude, judgment and interpersonal relations, will be considered job competencies for purposes of the guarantee, provided that formal instruction in appropriate affective behaviors is included within the specialty area.

The Retraining Guarantee

Skill retraining will be limited to 15 semester credit hours and to enrollment in credit courses regularly offered by Pellissippi State.

The skill retraining must be completed in one academic year.

The employer, the graduate, and a college counselor, with the advice of appropriate teaching faculty, will develop an educational plan which specifies the course(s) constituting the 15 credit hours of retraining.

The graduates must meet all prerequisites, corequisites, and other admission requirements for retraining courses.

Failure, withdrawal, or audit of a retraining course(s) is creditable to the 15 credit hour limit.

Pellissippi State will waive tuition and fees. The graduate or the employer will bear the costs of books, supplies, and other related costs.

### Career/Technical Core Curriculum

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>1-3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Science</td>
<td>6-7</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
<td>2-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>2-4</td>
</tr>
<tr>
<td>Computer Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Core</strong></td>
<td>20-26</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>42-44</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>64-70+</td>
</tr>
</tbody>
</table>
1 **General Elective** - Any college-level credit course not required as part of the student’s program of study selected from a discipline outside the student’s major.

2 **Humanities Elective** - Depending on the major, any course with the following prefixes: ART, MUS, PHL, ENG (except 1020), THE, HIS, FRE, GER, and SPA.

3 **Mathematics/Sciences** - Depending on the major, either two mathematics courses or one mathematics course and one science course. Where Mathematics/Natural Science electives are required in addition to specific core requirements students may select science electives with BIO, CHM, PHY, and GEO prefixes. Math electives may be selected from courses with MTH prefixes given that appropriate prerequisites are met. Students should consult with a program advisor to determine specific requirements.

4 **Social Science Electives** - Depending on the major, any course with a ANT, ECN, POL, PSY, SOC, GEO, and WMN prefix.

5 **Speech** - Depending on the major, either SPH 2100 or SPH 2400.

### Career Program Options

Curriculum information is provided for each of the following career technical programs in the Career Program Guide section of this catalog.

- Automotive Technology
- Chemical and Environmental Engineering Technology
- Civil Engineering Technology
- Computer Accounting
- Computer Integrated Drafting and Design Technology
- Computer Science Technology - Business Option
- Computer Science Technology - Mathematical/Scientific Option
- Communications Graphics Technology
- Electrical Engineering Technology
- Finance
- General Technology
- Legal Assistant Technology
- Management
- Marketing
- Mechanical Engineering Technology - Manufacturing Option
- Mechanical Engineering Technology - Mechanical Option
- Mechanical Engineering Technology - Quality Assurance Option
- Office Systems Technology
- Video Production Technology

### Cooperative Education

The Cooperative Education Program (Co-op) broadens the career programs by offering students the opportunity to integrate classroom theory with practical work experience. Paid work experiences are arranged in related career areas to benefit both the student and the employer. This hands-on work experience enables the student to attain increased self-confidence, increased marketability upon graduation, academic credit, and income while in school.

For the employer, the Co-op program provides highly motivated students for entry level positions and a source for potential employees.

**Co-op Plans.** The work periods are either parallel or alternating.

**Parallel** – The student works in the co-op position 10-20 hours weekly and attends college simultaneously.
Alternating – The student alternates on a semester-by-semester basis between working full-time and attending classes full-time.

Eligibility. To qualify for the Cooperative Education Program, the student must be enrolled at Pellissippi State and must have completed at least 15 credit hours in the major (excluding any Remedial/Developmental course credit) with a minimum 2.50 GPA.

Credit. A student may receive a maximum of 12 college credits for the cooperative work experience. To earn one academic credit, the student must work 45 hours on the job. Tuition will be calculated according to the projected credit hours to be earned in co-op work experience during the semester. Variable credits will be considered according to the work experience. Co-op courses will be add-on credit. For cooperative work experience to serve as a course substitution, approval must be granted by the department head. The grading for the cooperative education work experience will be PASS/NOPASS/WITHDRAW. A grade designation is given where cooperative work experience is used for course substitution.

### Cooperative Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Hours of Work</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1911</td>
<td>Cooperative Education</td>
<td>45</td>
<td>1</td>
</tr>
<tr>
<td>COP 1912</td>
<td>Cooperative Education</td>
<td>90</td>
<td>2</td>
</tr>
<tr>
<td>COP 1913</td>
<td>Cooperative Education</td>
<td>135</td>
<td>3</td>
</tr>
<tr>
<td>COP 1914</td>
<td>Cooperative Education</td>
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AUTOMOTIVE TECHNOLOGY

Program Description: The Automotive Technology program is designed to prepare students to work as part of the customer service team in automobile dealerships, garages and service centers. The program alternates classroom/lab instruction with co-op job training at area automotive firms, providing both state-of-the-art training on diagnostics and repair of today’s highly sophisticated automobiles and hands-on application of the principles learned in an actual job setting. Principles of electronics and computer technology, combined with a thorough grounding in automotive systems, provide the sophisticated skills needed by today’s automotive technician to successfully work with customer service representatives and automotive mechanics. The Automotive Technology program is a joint venture of the Knoxville State Area Vocational-Technical School (KSAVTS) and Pellissippi State Technical Community College (PSTCC).

Degree: Associate of Applied Science (A.A.S.)

Typical Job Opportunities: The Automotive Technology program provides a broad background qualifying the individual for employment in numerous fields allied to the automotive industry. Graduates of the Automotive Technology program typically will work as technicians in service centers of dealerships, service centers, and garages. A number of typical position titles are given below and typical duties of two of them are given as examples.

Service Manager - manages the service department in a dealership or garage; includes budgeting, scheduling and evaluating employees, optimizing space utilization, etc. This position typically requires several years of experience as well as the skills acquired in the Automotive Technology program.

Service Technician - diagnoses automobile problems; serves as liaison between the service manager and the automotive mechanic; interacts with the customer to help solve problems with the customer’s automobile.

Emission Test Technician
Product Test Technician
Dynamometer Technician
Parts Manager
Customer Service Representative

After successfully completing the Automotive Technology program, the graduate will demonstrate the following competencies:
- Practice shop safety.
- Select and use the proper tools and equipment to perform automotive repairs according to industry procedures.
- Diagnose and repair automotive engine malfunctions.
- Evaluate automotive engine performance and make necessary adjustments for optimum performance.
• Demonstrate proficiency in evaluating the status of automotive transmissions and transaxles.
• Evaluate the status of automotive suspensions and steering.
• Diagnose problems associated with automotive braking systems.
• Diagnose problems associated with automotive electrical systems.
• Perform checks on automotive climate control systems and recommend courses of action for repair of malfunctions.

Contact: KSAVTS, Phil Johnston, Director, 546-5567
       PSTCC, Ray McKnight, Department Head, Electrical Engineering Technology, 694-6496

Automotive Technology Courses and Course Sequence

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student's responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AMT 1000 Basic Mechanics and Lab</td>
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<tr>
<td>EET 1015 Automotive Electricity and Lab</td>
<td>4</td>
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<tr>
<td>COP 1000 Cooperative Education</td>
<td>+</td>
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<tr>
<td>ENG 1010 English Composition I</td>
<td>3</td>
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<tr>
<td>MTH 1020 Precalculus I</td>
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<table>
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<tr>
<th>Semester II (Spring)</th>
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<tr>
<td>AMT 1100 Automotive Brakes and Lab</td>
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</tr>
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<td>AMT 1110 Suspension/Steering and Lab</td>
<td>3</td>
</tr>
<tr>
<td>CST 1010 Intro to Computers and Operating Systems</td>
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</tr>
<tr>
<td>COP 1100 Cooperative Education</td>
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<td>HUM** Humanities Elective</td>
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<tr>
<td>MTH 1050 Elementary Probability and Statistics</td>
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<table>
<thead>
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<th>Semester III (Summer)</th>
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<td>AMT 1200 Drive Lines and Differentials</td>
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<tr>
<td>AMT 1210 Air Conditioning/Heating Systems and Lab</td>
<td>4</td>
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<td>SSC **** Social Science Elective</td>
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<table>
<thead>
<tr>
<th>Semester IV (Fall)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AMT 2010 Automotive Transmissions I and Lab</td>
<td>4</td>
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<tr>
<td>EET 2005 Automotive Electronics and Lab</td>
<td>4</td>
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<td>PHY 1010 Applied Physics and Lab</td>
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<td>COP 2000 Cooperative Education</td>
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<td>SPH 2400 Business and Professional Speaking</td>
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### Semester V (Spring) Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>AMT 2110</td>
<td>Automotive Transmissions II and Lab</td>
<td>2</td>
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<tr>
<td>AMT 2120</td>
<td>Automotive Engines and Lab</td>
<td>5</td>
</tr>
<tr>
<td>AMT 2130</td>
<td>Fuel and Air Management</td>
<td>3</td>
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<tr>
<td>COP 2100</td>
<td>Cooperative Education</td>
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<tr>
<td>CST 2005</td>
<td>Automotive Computer Systems and Lab</td>
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<tr>
<td>EET 2105</td>
<td>Automotive Electronic Troubleshooting</td>
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### Semester VI (Summer) Credit Hours

<table>
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<th>Course Code</th>
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<tr>
<td>GEN *</td>
<td>General Elective</td>
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</tr>
</tbody>
</table>

**Total Credit Hours Needed for Graduation: 71**

**Note:** The entire Automotive Technology program will be taught at KSA VTS. +Credits required for KSA VTS program - do not transfer as part of the articulation agreement. Will be certified as clock hours.

*See page 94 for General Electives.
**See page 94 for Humanities Electives.
****See page 94 for Social Science Electives.

#### Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td><strong>AUTOMOTIVE TECHNOLOGY</strong></td>
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<tr>
<td>AMT 1000</td>
<td>Basic Mechanics and Lab</td>
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<tr>
<td>AMT 1100</td>
<td>Automotive Brakes and Lab</td>
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<tr>
<td>AMT 1110</td>
<td>Suspension/Steering and Lab</td>
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<tr>
<td>AMT 1200</td>
<td>Drive Lines and Differentials</td>
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<tr>
<td>AMT 1210</td>
<td>Air Conditioning/Heating Systems and Lab</td>
</tr>
<tr>
<td>AMT 2010</td>
<td>Automotive Transmissions I and Lab</td>
</tr>
<tr>
<td>AMT 2110</td>
<td>Automotive Transmissions II and Lab</td>
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<td>AMT 2120</td>
<td>Automotive Engines and Lab</td>
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<td>AMT 2130</td>
<td>Fuel and Air Management</td>
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<td>AMT 2211</td>
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<tr>
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<td>EET 2005  Automotive Electronics and Lab</td>
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<td>PHY 1010  Applied Physics and Lab</td>
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<tr>
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<tr>
<td><strong>SPEECH</strong></td>
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<td>SPH 2400  Business and Professional Speaking</td>
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</table>

*Total Credit Hours Needed for Graduation: 71*

**CHEMICAL AND ENVIRONMENTAL ENGINEERING TECHNOLOGY**

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

**Program Description:** Chemical and Environmental Engineering Technicians are employed in industries that produce a wide variety of products, ranging from food and beverages to plastics and synthetics, and in firms and agencies involved in monitoring and correcting environmental problems. Hazardous waste evaluation and alleviation has become an important career area offering skilled Chemical and Environmental Engineering Technicians opportunities to advance rapidly.

Working as part of the waste management or process control team, Chemical and Environmental Engineering Technicians use state-of-the-art equipment and techniques to solve environmental and process problems. Demand for their services is expected to grow more rapidly than demand for other occupations throughout the 1990’s, at salaries well above average.

**Degree:** Associate of Applied Science (A.A.S.)
Typical Job Opportunities:

**Environmental Technician** - works in environmental monitoring of commercial facilities.

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

**Pilot Plant Operator** - operates equipment in research and development of new processes and products.

**Chemical Production Technician** - works in commercial plants with engineers and plant supervisors to help solve problems or improve operations.

**Chemical Salesperson** - sells chemicals and assists customers in development of uses for chemicals.

**Process Instrumentation Technician** - works with the chemical or environmental engineer to assist in the design, testing, and installation of process control instrumentation.

**Analytical Technician** - performs laboratory analysis requiring use of specialized equipment or knowledge.

**Chemical or Environmental Operator** - operates process equipment or environmental equipment.

After successfully completing the Chemical and Environmental Engineering Technology program, the graduate will demonstrate the following competencies:

- Setting up and operating pilot or larger scale equipment.
- Setting up and operating laboratory equipment.
- Assisting in technical calculations.
- Setting up analytical equipment.
- Operating analytical equipment.
- Making statistical calculations in evaluating data.
- Writing a laboratory notebook or an operating log.
- Making literature searches.
- Effectively following written or oral procedures.
- Assisting in research and development.
- Reporting on technical work.
- Taking physical samples.

**Contact:** Bob Scott, Program Head, Chemical and Environmental Engineering Technology, 694-6505

*Chemical and Environmental Engineering Technology Courses and Course Sequence*

This program can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s
responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

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<tr>
<th>Semester I (Fall)</th>
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<tr>
<td>CHM1110 Applied Chemistry I w/Lab</td>
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<td>CHT 1030 Industrial Seminar</td>
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<td>CST 1330 Computer Programming for Engineers</td>
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<td>PSE 1000 Professional Seminar-Engineering</td>
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<td>ENG 1010 English Composition I</td>
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<td>MTH 1210 Applied Calculus I</td>
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<td>PHY 1010 Applied Physics I w/Lab</td>
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<td>CHM2210 Applied Organic Chemistry w/Lab</td>
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<td>CHT 2220 Chemical Engineering Materials w/Lab</td>
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<td>CHT 2450 Unit Operations I w/Lab</td>
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<td>EET 1040 Basic Electronics w/Lab</td>
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<td>CHM2110 Analytical Chemistry w/Lab</td>
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<tr>
<td>CHT 2200 Instrumentation and Process Control w/Lab</td>
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Total Credit Hours Needed for Graduation: 75-79

*See page 94 for General Electives.

**See page 94 for Humanities Electives.

****See page 94 for Social Science Electives.

Courses by Subject Area

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<td>Hazardous Waste Safety</td>
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**COMPUTER SCIENCE TECHNOLOGY**

| CST 1330               | 4            |
| Computer Programming for Engineers                          |

**ELECTRICAL ENGINEERING TECHNOLOGY**

| EET 1040               | 4            |
| Basic Electronics w/Lab                                       |

**ENGLISH**

| ENG 1010               | 3            |
| English Composition I                                         |

**GENERAL**

| GEN                   | 1-3          |
| General Elective                                               |

**HUMANITIES**

| HUM**                 | 2-3          |
| Humanities Elective                                           |

**MATHEMATICS**

| MTH 1020               | 5            |
| Precalculus I                                                  |
| MTH 1210               | 3            |
| Applied Calculus I                                             |

**PHYSICS**

| PHY 1010               | 4            |
| Applied Physics I w/Lab                                         |

**PROFESSIONAL SEMINAR**

| PSE 1000               | 1            |
| Professional Seminar-Engineering                                |

**SOCIAL/BEHAVIORAL SCIENCES**

| SSC ****               | 2-3          |
| Social Science Elective                                        |

**SPEECH**

| SPH 2400               | 3            |
| Business and Professional Speaking                             |

Total Credit Hours Needed for Graduation: 75-79

**CIVIL ENGINEERING TECHNOLOGY**

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

**Program Description:** The Civil Engineering Technology program offers a core curriculum that provides an academic/technical foundation to train technicians to function effectively as assistants to civil engineers, architects, developers, or construction managers.

**Degree:** Associate of Applied Science (A.A.S.)
Typical Job Opportunities: Civil Engineering Technicians translate the engineer's designs into plans, specifications, bids, or site layouts depending on the area of specialization. Civil Engineering Technicians work as part of project teams composed of engineers, geologists and crafts specialists involved in the collection of test samples and testing of soil, concrete or other construction materials and the preparation of reports. They may also be involved in code enforcement or construction site inspections.

**Plan Reviewer or Building Inspector** - reviews compliance with prevailing construction codes and guidelines.

**Junior Estimator** - assists estimator in preparing quantity and pricing surveys.

**Materials Lab Technician** - 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.

**Junior Bridge Inspector and Field Layout Person** - assists party chief in inspection of existing bridge work and performs field drafting.

**Survey Party Member** - assists the party chief in the collection of survey data.

After successfully completing the Civil Engineering Technology program, the graduate will demonstrate the following competencies:

- **Identify and reference building components using proper terminology.**
- **Specify and recognize proper construction methods.**
- **Perform ASTM standardized tests on construction materials and soils.**
- **Collect and transport material samples to be tested in accordance with ASTM standards.**
- **Prepare/interpret reports of the results of materials/soils tests.**
- **Identify/interpret soil characteristics and limitations.**
- **Complete an accurate quantity takeoff on any phase of construction.**
- **Read/interpret plans and specifications.**
- **Set-up and use with reasonable precision all common surveying equipment such as levels, transits, theodolites, total stations and data collectors.**
- **Perform common surveying tasks such as: building layout, slope staking, profiles, topographical mapping, and layout of horizontal curves.**
- **Perform surveying office calculations and drawings on CAD.**
- **Prepare/review plans for compliance with codes, zoning ordinances and plat design criteria.**
- **Determine storm surface runoff, storm drain size requirements and detention basin sizes.**

**Contact:** George Cox, Program Head, Civil Engineering Technology, 694-6504
Civil Engineering Technology
Courses and Course Sequence

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult program advisor prior to registering each semester.

Semester I (Fall)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CET 1010</td>
<td>Construction Methods</td>
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<tr>
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<td>Fundamentals of Technical Drawing w/Lab</td>
<td>3</td>
</tr>
<tr>
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<td>Pre-Calculus</td>
<td>5</td>
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<td>Consumer Economics</td>
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<td>CET 1210</td>
<td>Surveying Principles w/lab</td>
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<td>CID 1210</td>
<td>Architectural Drafting</td>
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<td>CET 2110</td>
<td>Soils w/lab</td>
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<td>CET 2210</td>
<td>Advanced Surveying w/lab</td>
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<td>CST 1330</td>
<td>Computer Programming for Engineers</td>
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<tr>
<td>MET 1000</td>
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Semester IV (Spring)  

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<td>CET 2220</td>
<td>Site Planning and Development</td>
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</tr>
<tr>
<td>CHM 1110</td>
<td>Applied Chemistry w/lab</td>
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<td>HUM **</td>
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<td>SPH 2400</td>
<td>Business and Professional Speaking</td>
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<tr>
<td>PHY 1010</td>
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Total Credit Hours Needed for Graduation: 72

* Civil Engineering Technology elective to be chosen from CET 2020, 2240, 2310, 2320, 2410, 2420

*See page 94 for General Electives.
**See page 94 for Humanities Electives.
# Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td><strong>CIVIL ENGINEERING TECHNOLOGY</strong></td>
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<tr>
<td>CET 1010 Construction Methods</td>
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<td>CET 2210 Advanced Surveying w/lab</td>
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<td>CID 1210 Architectural Drafting</td>
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<tr>
<td>CST 1330 Computer Programming for Engineers</td>
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<td><strong>ECONOMICS</strong></td>
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<td>ENG 1010 English Composition</td>
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<td>HUM 2 Humanities</td>
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<tr>
<td>MET 1000 Statics and Strength of Materials w/lab</td>
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<td>MTH 1210 Applied Calculus I</td>
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<tr>
<td>PHY 1010 Applied Physics</td>
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<tr>
<td>PSE 1000 Professional Seminar - Engineering</td>
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<td><strong>SPEECH</strong></td>
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<tr>
<td>SPH 2400 Business and Professional Speaking</td>
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</tbody>
</table>

Total Credit Hours Needed for Graduation 72
COMMUNICATIONS GRAPHICS TECHNOLOGY

Program Description: The Communications Graphics Technology program prepares students for positions in firms that produce in-house graphics or desktop publishing projects. Students learn how to conceptualize design problems; how to convert ideas into tangible graphics products; how to produce composite layouts, illustrations, and still photography; and how to manage the graphic production process.

Working closely with copywriters, marketers, and business managers, communications graphics technicians use problem solving and creative skills to develop effective, efficient print graphics projects.

Degree: Associate of Applied Science (A.A.S.)

Typical Job Opportunities:

Paste-up/Layout Technician - takes concepts developed by artists and designers and uses them to produce mechanical artwork used by printers to produce graphics and copy. Works in printing companies, including newspaper, television and magazine firms, and as part of in-house graphics departments of major industrial firms.

Commercial Arts Technician - works with copywriters and designers in advertising agencies to produce roughs and comps for use by marketing staff in client presentations. May also produce mechanicals for finished works.

Graphic Arts Technician - works with production personnel to specify papers, inks, and other production needs for producing finished graphics projects.

After successfully completing the Communications Graphics Technology program, the graduate will demonstrate the following competencies:

- Prepare camera-ready mechanical art using both traditional methods and the Macintosh computer.
- Make formal presentations, both oral and written, of graphic design projects.
- Use a 35mm camera, develop black and white film, contact and enlarge paper prints, make title slides and produce a sound-synchronized color slide presentation.
- Use a production camera to produce photostats.
- Use color proofing equipment and xerography to produce comprehensive art.
- Use Macintosh computer and graphic design software, including Quark Xpress, Photoshop, and Aldus Freehand to produce desktop design.

Contact: David Gilbert or Bill Ransom, 971-5240, Co-program Heads, Communications Graphics Technology

Communications Graphics Technology Courses and Course Sequence

Special Note: All Business Technology students who do not type 23 words per minute with five or fewer errors must enroll in OST 1000 or OST 1100 before enrolling in any CST or OST course.
This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CGT 1000</td>
<td>Graphic Design Fundamentals</td>
<td>5</td>
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<tr>
<td>CGT 1010</td>
<td>Photographic Process</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1120</td>
<td>Professional Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>GEN *</td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1010</td>
<td>Precalculus A</td>
<td>5</td>
</tr>
<tr>
<td>PSB 1000</td>
<td>Professional Seminar - Business</td>
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</table>

### Semester II (Spring)

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CGT 1100</td>
<td>Advanced Graphic Design</td>
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<tr>
<td>CGT 1110</td>
<td>Typography</td>
<td>3</td>
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<tr>
<td>CGT 1130</td>
<td>Professional Seminar II</td>
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</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
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<td>MTH/SCI ***</td>
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### Semester III (Fall)

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<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I</td>
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<tr>
<td>CGT 2000</td>
<td>Presentation Fundamentals</td>
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<tr>
<td>CGT 2030</td>
<td>Technical Illustration</td>
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<tr>
<td>CGT 2120</td>
<td>Professional Seminar</td>
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<tr>
<td>CGT 2998</td>
<td>Internship</td>
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<td>PSY 1010</td>
<td>General Psychology</td>
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### Semester IV (Spring)

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<tr>
<td>CST 2100</td>
<td>Advanced Presentation</td>
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<td>CGT 2130</td>
<td>Professional Seminar</td>
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<tr>
<td>CGT 2140</td>
<td>Desktop Publishing or 3-D Modeling</td>
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<tr>
<td>HUM**</td>
<td>Humanities Elective</td>
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<tr>
<td>SPH 2400</td>
<td>Business and Professional Speaking</td>
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<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
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**Total Credit Hours Needed for Graduation:** 73-75

*See page 94 for General Electives.

**See page 94 for Humanities Electives.

***See page 94 for Mathematics/Sciences Elective.

### Courses by Subject Area

<table>
<thead>
<tr>
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**SUBJECTS**

**COMMUNICATIONS GRAPHICS TECHNOLOGY**

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**ENGLISH**

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**MATHEMATICS/SCIENCES**

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**MANAGEMENT**

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**MARKETING**

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**MATHEMATICS**

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<td>SPH 2400</td>
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</table>

Total Credit Hours Needed for Graduation: 73-75

**COMPUTER ACCOUNTING**

**Program Description:** The Computer Accounting program offers a core curriculum that provides the academic and technical background for individuals who wish to prepare for entry level accounting positions in business and industry using both accounting and personal computer skills.
The curriculum is designed to enable the graduate both to apply principles of accounting to business situations and to understand other functions of business: marketing, management, finance, and information processing.

**Degree:** Associate of Applied Science (A.A.S.)

**Typical Job Opportunities:**

**Accounts Payable Technician** - reviews invoices and schedules payments according to the terms of invoices, reconciles subsidiary accounts to Accounts Payable and prepares information for financial statements.

**Accounts Receivable Technician** - records payments received on account from customers and reconciles subsidiary accounts to Accounts Receivable, prepares information for financial statements.

**Payroll Technician** - calculates and records employees' gross earnings, deductions, and net earnings; calculates related business payroll taxes and fringe benefits; prepares information for reports required by law.

**Financial Institution Technician** - computes and records accounting and financial data for banks, credit unions, and other financial institutions, provides operational support needed for financial services to customers.

After successfully completing the Computer Accounting program, the graduate will demonstrate the following competencies:

- Apply accounting principles appropriately to a wide variety of business situations.
- Maintain accounting records for a business.
- Use appropriate special journals to record repetitive transactions.
- Apply tax laws as appropriate to accounting situations.
- Use spreadsheet software and accounting software on a microcomputer.
- Work as a member of a team.
- Adjust performance based on feedback from supervisor.
- Make job-related decisions and develop solutions to problems.

**Contact:** Cynthia Dempster, Department Head, Business Administration, 694-6483

**Computer Accounting Courses and Course Sequence**

**Special Note:** All Business Technology students who do not type 23 words per minute with five or fewer errors must enroll in OST 1000 or OST 1100 before enrolling in OST 1215.

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student's responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.
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<td>MTH 1010</td>
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<td>3</td>
</tr>
<tr>
<td>OST 1215</td>
<td>Business Computer Applications</td>
<td>3</td>
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<tr>
<td>PSB 1000</td>
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### Semester II (Spring)

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>ACC 2120</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MTH 1050</td>
<td>Elementary Probability and Statistics</td>
<td>3</td>
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<td>SPH 2400</td>
<td>Business and Professional Speaking</td>
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### Semester III (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 2215</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2350</td>
<td>Cost Accounting I</td>
<td>4</td>
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<tr>
<td>ACC 2410</td>
<td>Taxation</td>
<td>3</td>
</tr>
<tr>
<td>HUM**</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>OST 2620</td>
<td>Lotus 1-2-3</td>
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### Semester IV (Spring)

<table>
<thead>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 2220</td>
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<tr>
<td>ACC 2530</td>
<td>Accounting Systems</td>
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<tr>
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<tr>
<td>FIN 2000</td>
<td>Financial Management</td>
<td>3</td>
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<tr>
<td>GEN *</td>
<td>General Elective</td>
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<tr>
<td>PSY 1010</td>
<td>General Psychology</td>
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</table>

Total Credit Hours Needed for Graduation: 66

1 Business Technology Elective to be chosen from any non-required course in CST, FIN, MGT, MKT, or OST.

*See page 94 for General Electives.

**See page 94 for Humanities Electives.

### Courses by Subject Area

#### ACCOUNTING

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<td>ACC 2120</td>
<td>Principles of Accounting II</td>
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<td>ACC 2215</td>
<td>Intermediate Accounting I</td>
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<tr>
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<td>ACC 2350</td>
<td>Cost Accounting I</td>
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<tr>
<td>ACC 2410</td>
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<td>ACC 2530</td>
<td>Accounting Systems</td>
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#### BUSINESS TECHNOLOGY

<table>
<thead>
<tr>
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<tr>
<td>BT</td>
<td>Business Technology Elective</td>
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</table>

*See page 94 for General Electives.

**See page 94 for Humanities Electives.
## SUBJECTS

<table>
<thead>
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<tbody>
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<td><strong>ECONOMICS</strong></td>
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<td>ENG 1010 English Composition I</td>
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<tr>
<td><strong>HUMANITIES</strong></td>
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<td><strong>MARKETING</strong></td>
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<td>MTH1010 Precalculus A</td>
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<td>MTH1050 Elementary Probability and Statistics</td>
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<td><strong>OFFICE SYSTEMS TECHNOLOGY</strong></td>
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</table>

**Total Credit Hours Needed for Graduation:** 66

## COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY

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

**Program Description:** The Computer Integrated Drafting and Design program provides an academic/technical foundation for individuals who wish to prepare for positions in business and industry using computer modeling/drafting applications. The curriculum is designed to provide basic and advanced instruction in computer...
aided drafting and design applications. Student will be instructed on software programs used by professionals and industry. Courses are designed to promote specialized training on CAD software for building industry and mechanical applications.

The program maintains up-to-date hardware and current versions of software.

**Degree:** Associate of Applied Science (A.A.S.)

**Typical Job Opportunities:**

**Computer Drafting Technician** - operates computer with CAD software applications to produce drawings required to construct buildings and/or manufacture parts.

After successfully completing the Computer Integrated Drafting and Design program, the graduate will demonstrate the following competencies:

- Be able to produce drawing of a mechanical part.
- Understand traditional 3-view drawings.
- Be able to communicate with freehand sketches.
- Be able to produce a mechanical drawing using a computer.
- Understand basic computer information concepts.
- Use good verbal, written and graphic communication skills
- Have knowledge of assembly or manufacturing processes for particular disciplines.
- Use good professional habits and inter-personal skills

**Contact:** Bill Davis, Department Head, Computer Integrated Drafting and Design, 694-6501

**Computer Integrated Drafting and Design Technology**

**Courses and Course Sequence**

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
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<tbody>
<tr>
<td>CID 1100 Fundamentals of Technical Drawing</td>
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<tr>
<td>CID 1110 Technical Illustration</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1010 English Composition I</td>
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<tr>
<td>MTH 1020 Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>PSE 1000 Professional Seminar - Engineering</td>
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</table>

<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CID 1 CID Elective</td>
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<tr>
<td>CID 1 CID Elective</td>
<td>4</td>
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<tr>
<td>PHY 1010 Applied Physics I w/Lab</td>
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112
MTH 1210  Applied Calculus I ............................................. 3
CST 1330  Computer Programming ....................................... 4

for Engineers

Semester III (Fall)  

<table>
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<td>CID ²</td>
<td>CID Elective ............................................. 4</td>
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<td>Social Science Elective ................................ 2-3</td>
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<tr>
<td>MET 1000</td>
<td>Statics and Strength of Materials .................... 5</td>
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Semester IV (Spring)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CID 2300</td>
<td>CIDD Project/Internship ................................ 4</td>
</tr>
<tr>
<td>GEN *</td>
<td>General Elective ........................................... 1-4</td>
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<tr>
<td>HUM**</td>
<td>Humanities Elective ....................................... 2-3</td>
</tr>
<tr>
<td>CHM 1110</td>
<td>Applied Chemistry I w/Lab ................................ 4</td>
</tr>
<tr>
<td>SPH 2400</td>
<td>Business and Professional Speaking ................... 3</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 69

Note: All students must take CID 1100, CID 1110, and CID 2300. In addition all students must take either CID 1210 or CID 1220. CID 2170 and CID 2190 electives may be taken in any sequence.

CID ¹ Second Semester Electives  

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>CID 1200</td>
<td>CID 1100 and DSM 0840</td>
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<tr>
<td>CID 1210</td>
<td>CID 1100 and DSM 0840</td>
</tr>
<tr>
<td>CID 1220</td>
<td>CID 1100 and DSM 0840</td>
</tr>
<tr>
<td>CID 2150</td>
<td>CID 1100 and DSM 0840</td>
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</table>

CID ² Second Year Electives  

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>CID 2160</td>
<td>CID 1220 and MTH 1020</td>
</tr>
<tr>
<td>CID 2170</td>
<td>CID 1210 and MTH 1020</td>
</tr>
<tr>
<td>CID 2190</td>
<td>CID 1210 and MTH 1020</td>
</tr>
</tbody>
</table>

*See page 94 for General Electives.
**See page 94 for Humanities Electives.
****See page 94 for Social Science Electives.

Courses by Subject Area

SUBJECTS  

CHEMISTRY  

CHM 1110  Applied Chemistry I w/Lab ............................ 4

COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY  

CID 1100  Fundamentals of Technical Drawing ................... 3
CID 1110  Technical Illustration .................................. 4
CID 2300  CIDD Project/Internship ................................ 4
CID ¹  CID Elective .................................................. 4
CID ²  CID Elective .................................................. 4
# Career Program Guide

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<td>CID 2</td>
<td>CID Elective</td>
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</tr>
<tr>
<td>CST 1330</td>
<td>Computer Programming for Engineers</td>
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<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GEN *</td>
<td>General Elective</td>
<td>1-4</td>
</tr>
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<td>HUM **</td>
<td>Humanities Elective</td>
<td>2-3</td>
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<td>MTH 1020</td>
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<td>MTH 1210</td>
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<tr>
<td>PHY 1010</td>
<td>Applied Physics I w/Lab</td>
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<td>PSE 1000</td>
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<td>2-3</td>
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<td>SPH 2400</td>
<td>Business and Professional Speaking</td>
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</table>

**Total Credit Hours Needed for Graduation:** 69

## COMPUTER SCIENCE TECHNOLOGY

**Program Description:** The Computer Science Technology program offers students the opportunity to develop skills useful to business, engineering, science, technologies, and industries. The technician who completes this program studies and gains experience with a variety of systems, applications, languages, and products. In addition, all Computer Science Technology students complement their studies with a 150 hour internship at a selected site, which allows students to gain on-the-job experience prior to graduation. Students completing the Computer Science Technology program can expect to find careers in diverse areas. The curriculum provides an academic and technical foundation for either business or mathematical/scientific related computer careers.

**Business Option** - Provides a course of study for individuals who wish to work as programmers, systems technicians, database specialists, systems analysts, software
developers, or computer specialists in the business sector. Because businesses rely on computer systems for inventory, payroll, employee recordkeeping, accounting, and production, this option provides graduates a wide variety of career opportunities. The main emphasis of the curriculum is hands-on training in various computer skills, but students also study business fundamentals, math, and communications in order to be effective members of the business environment.

Mathematical/Scientific Option - Provides a course of study for individuals who wish to work as technicians assisting in research and development. Through hands-on training and study of a variety of concepts in mathematics, science, communications, technology, and engineering, students develop the skills necessary to help solve programming problems using computer systems in scientific or research settings. A series of options enables students to tailor their areas of concentration and/or broaden their knowledge of scientific related languages, systems, and products.

Degree: Associate of Applied Science (A.A.S.)

Typical Job Opportunities:

Applications Programmer - develops, refines, and manages applications software.

Systems Representative - provides customer support for computer systems.

Product Representative - provides sales and customer support for computer products.

Maintenance Programmer - updates existing commercial or in-house written programs.

Programmer Specialist - develops or modifies tutorials, documentation, or on-line reference material and products.

Database Programmer - develops data, programs, and user access to on-line data sources.

Programmer/Analyst - develops system plans and implements user requested products/software.

Research Assistant - develops programs, tests processes, and produces data results in a lab.

Software Developer - develops products and documentation to support computer use.

Applications Specialist - installs client requested software and/or provides product output.

After successfully completing the Computer Science Technology program, the graduate will demonstrate the following competencies:

- Express ideas and facts using logical syntax in written and verbal communications; work independently and as a group member.
- Effectively operate and use computers, peripherals, and related equipment.
- Understand terminology, numeric concepts, social and ethical implications, and/or system concepts associated with the computer and data processing fields.
- Analyze problems and develop algorithms to find solutions.
- Effectively use computer languages, compilers, interpreters, and assembler products to produce code and output which completes specified tasks.
- Use equipment and resources which are up-to-date and which represent current trends in the employment field.
- Develop a positive attitude toward standards, rules, expectations, work, and learning.
- Develop specific skills, understanding, and knowledge which can be used at articulated institutions and which can be applied to higher levels of learning.

Contact: Greg Walters, Department Head, Computer Science Technology, 694-6468

**Computer Science Technology**
**Business Concentration**
**Courses and Course Sequence**

Special Note: All Business Technology students who do not type 23 words per minute with five or fewer errors must enroll in OST 1000 or OST 1100 before enrolling in any CST course.

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student's responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I</td>
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<tr>
<td>CST 1110</td>
<td>Introduction to Computer Science</td>
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</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>MTH 1010</td>
<td>Precalculus A</td>
<td>3</td>
</tr>
<tr>
<td>PHL 2400</td>
<td>Introduction to Ethics</td>
<td>3</td>
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<tr>
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**Semester II (Spring)**

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<td>CST 153</td>
<td>Introductory Programming Elective</td>
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<tr>
<td>CST 1410</td>
<td>Machine Assembly Language and Concepts</td>
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<td>CST 174</td>
<td>CST Applications Elective</td>
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**Semester III (Fall)**

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<td>CST 2510</td>
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Semester IV (Spring)  

<table>
<thead>
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<td>Systems Analysis and Design</td>
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<td>CST 2911</td>
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**Total Credit Hours Needed for Graduation:** 71-74

**SUBJECTS**

**ACCOUNTING**

<table>
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<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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**BUSINESS TECHNOLOGY**

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**COMPUTER SCIENCE TECHNOLOGY**

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<td>CST 1410</td>
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**ENGLISH**

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<tbody>
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**GENERAL**

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**MATHEMATICS**

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<tbody>
<tr>
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*See page 94 for General Electives.

Courses by Subject Area

**CREDIT HOURS**

ACCOUNTING

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<td>Principles of Accounting II</td>
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BUSINESS TECHNOLOGY

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COMPUTER SCIENCE TECHNOLOGY

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<td>CST 1410</td>
<td>Machine Assembly Language and Concepts</td>
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<td>CST Applications Electives</td>
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<td>CST 25</td>
<td>CST Programming Electives</td>
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<td>Database Concepts</td>
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<td>CST 2710</td>
<td>Systems Programming Concepts</td>
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ENGLISH

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GENERAL

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MATHEMATICS

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## Career Program Guide

### SUBJECTS

<table>
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<tr>
<td>MTH 1050</td>
<td>Elementary Probability and Statistics</td>
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<tr>
<td>PHL 2400</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>PSB 1000</td>
<td>Professional Seminar - Business</td>
</tr>
<tr>
<td>SSC 1</td>
<td>Social Science Elective</td>
</tr>
<tr>
<td>SPH 2400</td>
<td>Business and Professional Speaking</td>
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</tbody>
</table>

**Total Credit Hours Needed for Graduation:** 71-74

### Computer Science Technology

**Mathematical/Scientific Concentration Courses and Course Sequence**

**Special Note:** All Business Technology Students who do not type 23 words per minute with five or fewer errors must enroll in OST 1000 or OST 1100 before enrolling in any CST course.

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

#### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>General Elective</td>
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<td>English Composition I</td>
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<td>Precalculus I</td>
</tr>
<tr>
<td>PHL 2400</td>
<td>Introduction to Ethics</td>
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#### Semester II (Spring)

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<tr>
<td>CST 1510</td>
<td>Programming in Pascal</td>
</tr>
<tr>
<td>ET 1</td>
<td>Engineering Technology Elective</td>
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<tr>
<td>MTH 1210</td>
<td>Applied Calculus I</td>
</tr>
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<td>SPH 2400</td>
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#### Semester III (Fall)

<table>
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<tr>
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<tr>
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<td>C Programming</td>
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<tr>
<td>CST 2510</td>
<td>Database Concepts</td>
</tr>
<tr>
<td>MTH 1050</td>
<td>Elementary Probability and Statistics</td>
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<tr>
<td>PHY 1010</td>
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### Semester IV (Spring) Credit Hours

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<tr>
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<td>CST 2810 Systems Analysis and Design</td>
<td>4</td>
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<tr>
<td>CST 2911 Computer Science Internship</td>
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<tr>
<td>SSC 2 Social Science Elective</td>
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</table>

**Total Credit Hours Needed for Graduation:** 71-75

- **ET 1** Engineering Technology Elective to be chosen from CID 1100 and EET 1310.
- **SSC 2** Social Science Elective to be chosen from PSY 1010 and ECN 2000.
- **CST 174** CST Applications Electives to be chosen from CST 1705, 1710, 1715, 1720, 1725, 1730, 1735, 1740, 1745, 1750, 1755, 1760, 1765, 1770, 1775, 1780, 1785, 1790, 1795.

*See page 94 for General Electives.*

### Courses by Subject Area

#### COMPUTER SCIENCE TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<tr>
<td>CST 1510 Programming in Pascal</td>
<td>4</td>
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<tr>
<td>CST 174 CST Applications Elective</td>
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<tr>
<td>CST 2310 C Programming</td>
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<td>CST 2510 Database Concepts</td>
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#### ENGLISH

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#### ENGINEERING TECHNOLOGY

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#### MATHEMATICS

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<td>MTH 1050 Elementary Probability and Statistics</td>
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#### PHILOSOPHY

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<td>PHL 2400 Introduction to Ethics</td>
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#### PHYSICS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PHY 1010 Applied Physics</td>
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### SUBJECTS

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<tr>
<td>PROFESSIONAL SEMINAR</td>
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<tr>
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<tr>
<td><strong>Total Credit Hours Needed for Graduation:</strong></td>
<td><strong>71-75</strong></td>
</tr>
</tbody>
</table>

### CRIMINAL JUSTICE

**Program Description:** Through a cooperative arrangement between Pellissippi State Technical Community College and Walters State College in support of the criminal justice and fire protection students of Knox and Blount counties, students in these programs may complete their Associate of Applied Science degree in Criminal Justice by taking courses in their major at Walters State teaching sites and their general education courses at any Pellissippi State teaching sites. The general education coursework can be transferred to Walters State to complete requirements for the Associate of Applied Science degree.

### ELECTRICAL ENGINEERING TECHNOLOGY

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

**Program Description:** The Electrical Engineering Technology program is designed to train individuals to function effectively as assistants to electrical engineers or independently as an electrical/electronics technician. The program prepares electrical engineering technicians to translate the engineer's designs into systems and projects, collect and analyze data, develop design layouts, inspect work, check and repair equipment, and prepare reports for the engineering team. Electrical engineering technicians acquire a general education background including mathematics and science while studying electricity and electronics and associated technical applications. This program is designed for the student who does not intend to transfer to a baccalaureate degree program and plans on a career as an engineering technician. However, if a baccalaureate degree in Engineering Technology is desired, an appropriate advisor can advise a student of colleges and universities that offer further education in this area. Also, it is possible for a student to pursue a three-year program which will result in an A.A.S. degree in electrical engineering technology and will qualify the student to enter a baccalaureate engineering program as a junior.

**Degree:** Associate of Applied Science (A.A.S.)

**Typical Job Opportunities:**

Associate Engineering Technician
Communications Technician

Computer Technician

Electronics Technician - constructs (including printed-circuit board layout and fabrication) and tests electronic equipment and special instruments from blueprints, schematics and diagrams; machines and fabricates parts and assembly products; performs complex diagnoses using electronic test instruments; maintains, calibrates, and repairs electronic instruments; makes work assignments; reviews work of others; prepares engineering reports.

Industrial Electronics Technician

Instrument Technician - installs, maintains, calibrates, repairs indicating/recording, telemetering, and controlling instruments used to measure and control variables such as pressure, flow, temperature, motion, force, and chemical composition.

Manufacturing Technician

Plant Technician

Service Technician

Systems Application Technician

After successfully completing the Electrical Engineering Technology program, the graduate will demonstrate the following competencies:

- Understand moderately complex electronic systems.
- Acquire test data with numerous electronic instruments and diagnose system performance.
- Suggest modifications to electronic systems under test to improve performance.
- Maintain and troubleshoot electronic equipment.
- Breadboard (using wirewrap, soldering, etc.) and test electronic circuits.
- Develop printed-circuit board layouts, fabricate boards, and package the overall electronic circuit.
- Program microprocessors, EPROMS, generic logic arrays, and programmable logic controllers.
- Simulate electronic circuits with PSPICE software package on a personal computer.
- Use of hardware/software by studying manuals or following computer instructions.
- Generate engineering reports.

Contact: Ray McKnight, Department Head, Electrical Engineering Technology Department, 694-6496

Electrical Engineering Technology
Courses and Course Sequence

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s
TheCareer Program Guide

responsibility to determine if prerequisites have been met. Students must consult
with a program advisor prior to registering each semester.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
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<tbody>
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<td>EET 1001</td>
<td>Introduction to EET ........................................ 1</td>
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<td>Circuits I w/Lab ............................................. 4</td>
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<tr>
<td>EET 1310</td>
<td>Digital Fundamentals w/Lab .................................. 4</td>
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<td>MTH 1020</td>
<td>Precalculus I .................................................. 5</td>
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<tr>
<td>PSE 1000</td>
<td>Professional Seminar - Engineering .......................... 1</td>
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<tr>
<td>CST 1330</td>
<td>Computer Programming for Engineers .......................... 4</td>
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<tr>
<td>EET 1020</td>
<td>Circuits II w/Lab ............................................. 4</td>
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<tr>
<td>EET 1210</td>
<td>Active Devices I w/Lab ....................................... 4</td>
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<tr>
<td>EET 2310</td>
<td>Microprocessors I w/Lab ...................................... 4</td>
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<thead>
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<td>Electrical Engineering Elective ............................. 4</td>
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<td>EET 2601</td>
<td>Major Projects .................................................. 2</td>
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<td>SSC ****</td>
<td>Social Science Elective ....................................... 2-3</td>
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</table>

Total Credit Hours Needed for Graduation: 70-72

EET 1 Electrical Engineering Technology Elective to be chosen from EET 2320, EET 2510, EET 2710, EET 2720, and EET 2850

*See page 94 for General Electives.
**See page 94 for Humanities Electives.
****See page 94 for Social Science Electives.

Courses by Subject Area

<table>
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in Engineering
### SUBJECTS

#### ELECTRICAL ENGINEERING TECHNOLOGY

<table>
<thead>
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<th>Course Title</th>
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</tr>
<tr>
<td>EET 1010</td>
<td>EET 1010</td>
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<td>4</td>
</tr>
<tr>
<td>EET 1310</td>
<td>EET 1310</td>
<td>Digital Fundamentals w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 1210</td>
<td>EET 1210</td>
<td>Active Devices I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 2310</td>
<td>EET 2310</td>
<td>Microprocessors I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 2220</td>
<td>EET 2220</td>
<td>Active Devices II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 1020</td>
<td>EET 1020</td>
<td>Circuits II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 2320</td>
<td>EET 2320</td>
<td>Microprocessors II w/Lab</td>
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<tr>
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<td>EET 1</td>
<td>Electrical Engineering Elective</td>
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#### ENGLISH

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#### GENERAL

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#### HUMANITIES

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#### MATHEMATICS

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<tr>
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#### PHYSICS

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<tr>
<td>PHY 1010</td>
<td>PHY 1010</td>
<td>Applied Physics I w/Lab</td>
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</table>

#### PROFESSIONAL SEMINAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSE 1000</td>
<td>PSE 1000</td>
<td>Professional Seminar - Engineering</td>
<td>1</td>
</tr>
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</table>

#### SOCIAL/BEHAVIORAL SCIENCES

<table>
<thead>
<tr>
<th>Subject</th>
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<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>SSC ****</td>
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#### SPEECH

<table>
<thead>
<tr>
<th>Subject</th>
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<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 2400</td>
<td>SPH 2400</td>
<td>Business and Professional Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Needed for Graduation:** 70-72

---

### FINANCE

**Program Description:** Finance graduates provide financial services to companies and individuals. Finance course work provides a well-rounded foundation in the major finance fields of insurance, real estate, banking, investments, and financial management. Nationally, employment in this field is expected to increase faster than the average for all occupations through the mid-1990s.

**Degree:** Associate of Applied Science (A.A.S.)

**Typical Job Opportunities:**

Customer Service Representative - assists customers in selecting financial...
services that best meet their needs, opens and closes accounts, and assists customers with problems.

**Corporate Finance Technician** - records, compiles, and analyzes financial data.

**Account Officer** - develops on-going relationships with clients and designs loan packages and other services to meet the unique needs of customers.

**Insurance Representative** - assists clients in assessing their risk exposures and in choosing the best method to handle different risk exposures.

After successfully completing the Finance program, the graduate will demonstrate the following competencies:

- Use present value techniques to perform project selection analysis.
- Use computer skills to analyze information through spreadsheets.
- Demonstrate the ability to manage loans and other liabilities.
- Use analysis techniques to aid in decision making.
- Identify and describe money management techniques.
- Describe the techniques used to manage assets in order to maximize profits and minimize risks.
- Work as a member of a team.
- Make job-related decisions and develop solutions to problems.
- Adjust performance based on supervisor feedback.

**Contact:** Cindy Alexander, Assistant Professor, Business Administration Department, 694-6483

### Finance Courses and Course Sequence

**Special Note:** All Business Technology students who do not type 23 words per minute with five or fewer errors must enroll in OST 1000 or OST 1100 before enrolling in OST 1215.

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1010</td>
<td>Precalculus A</td>
<td>3</td>
</tr>
<tr>
<td>OST 1215</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>PSB 1000</td>
<td>Professional Seminar - Business</td>
<td>1</td>
</tr>
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</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2120</td>
<td>Principles of Accounting II</td>
<td>3</td>
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</table>
ECN 2010  Principles of Economics .................................................. 4
MGT 2060  Business Law ................................................................. 3
MTH 1050  Elementary Probability and Statistics ............................ 3
SPH 2400  Business and Professional Speaking ............................... 3

Semester III (Fall)  Credit Hours
FIN 2050  Risk Management and Insurance .................................... 3
FIN 2200  Financial Institutions ..................................................... 3
FIN 2250  Money and Banking ....................................................... 3
MKT 2200  Principles of Marketing ................................................. 3
OST 2620  LOTUS 1-2-3 ................................................................. 3
PSY 1010  Psychology ................................................................. 3

Semester IV (Spring)  Credit Hours
FIN 1  Real Estate Elective ............................................................. 4
FIN 2000  Financial Management .................................................... 3
FIN 2100  Estate and Financial Planning .......................................... 3
FIN 2300  Analyzing Financial Statements ...................................... 3
GEN *  General Elective ........................................................... 3
HUM**  Humanities Elective ....................................................... 3

Total Credit Hours Needed for Graduation: 69

1 Real Estate Elective to be chosen from FIN 2150, FIN 2350, or FIN 2450.

*See page 94 for General Electives.

**See page 94 for Humanities Electives.

Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
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</tr>
<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I .......................... 3</td>
</tr>
<tr>
<td>ACC 2120</td>
<td>Principles of Accounting II .......................... 3</td>
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<tr>
<td>ECONOMICS</td>
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</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics ............................. 4</td>
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<tr>
<td>ENGLISH</td>
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<tr>
<td>ENG 1010</td>
<td>English Composition I .................................. 3</td>
</tr>
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<td>FINANCE</td>
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<tr>
<td>FIN 1</td>
<td>Real Estate Elective .................................. 4</td>
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<td>Financial Management .................................... 3</td>
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<td>FIN 2050</td>
<td>Risk Management and Insurance ........................ 3</td>
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<td>FIN 2100</td>
<td>Estate and Financial Planning ........................ 3</td>
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<td>FIN 2200</td>
<td>Financial Institutions .................................. 3</td>
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<td>FIN 2250</td>
<td>Money and Banking ....................................... 3</td>
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<td>GEN *</td>
<td>General Elective ........................................ 3</td>
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### SUBJECTS

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td><strong>HUMANITIES</strong></td>
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<tr>
<td>HUM** Humanities Elective</td>
<td>............... 3</td>
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<tr>
<td><strong>MANAGEMENT</strong></td>
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</tr>
<tr>
<td>MGT 2000 Principles of Management</td>
<td>............... 3</td>
</tr>
<tr>
<td>MGT 2060 Business Law</td>
<td>............... 3</td>
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<tr>
<td><strong>MARKETING</strong></td>
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<tr>
<td>MKT 2200 Principles of Marketing</td>
<td>............... 3</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td></td>
</tr>
<tr>
<td>MTH 1010 Precalculus A</td>
<td>............... 3</td>
</tr>
<tr>
<td>MTH 1050 Elementary Probability and Statistics</td>
<td>............... 3</td>
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<tr>
<td><strong>OFFICE SYSTEMS TECHNOLOGY</strong></td>
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<tr>
<td>OST 1215 Business Computer Applications</td>
<td>............... 3</td>
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<tr>
<td>OST 2620 LOTUS 1-2-3</td>
<td>............... 3</td>
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<td><strong>PROFESSIONAL SEMINAR</strong></td>
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<tr>
<td>PSB 1000 Professional Seminar - Business</td>
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<td><strong>PSYCHOLOGY</strong></td>
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<tr>
<td>PSY 1010 Psychology</td>
<td>............... 3</td>
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<tr>
<td><strong>SPEECH</strong></td>
<td></td>
</tr>
<tr>
<td>SPH 2400 Business and Professional Speaking</td>
<td>............... 3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Needed for Graduation:** 69

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### GENERAL TECHNOLOGY

**Program Description:** The General Technology degree program is designed to allow the student maximum flexibility in designing an educational program that meets specific career-related objectives. Goals of the program are to provide a strong foundation in general education, in problem-solving skills, computer utilization and in functioning as a productive member of society while giving the student the opportunity to select those courses most closely aligned to his/her personal career goals.

Designed as a cross-disciplinary program, the General Technology degree allows the student to combine engineering technology, business technology, or liberal arts programs to meet individualized career goals.

**Certificate of Credit Articulation:** Successful completers of technical or in-house certificates of credit from Pellissippi State may apply for credit toward a general technology degree. Programs which articulate include supervision, customer service, office systems technology, land surveying, photography, insurance, real estate, banking and credit union certificates.
**KSA VTS Articulation:** Students with diplomas from the Knoxville State Area Vocational-Technical Schools (KAVTS) may apply for articulation into the general technology program, and, upon successful completion of all required placement tests (SOCAT and AAPP), will receive 25 semester hours of credit toward their general technology degree. Areas included in this articulation program are business and office; heat, air conditioning and refrigeration; automotive mechanics; electrician; industrial electronics; drafting; machine tool/machine shop; and diesel engine mechanics.

**Martin Marietta Energy Systems Articulation:** Students who complete the ALL of the MMES Fabrication Division training programs in Basic CNC Programming will receive 25 semester hours credit toward the general technology degree. Courses that must be completed are: GE 2000 Introduction level programming, Advanced level programming and Supervisors training; maintenance procedures for the GE 2000 CNC, turret and shifter assembly; geometric alignment and repair; bearings (installation and maintenance); basic electronics (NC and CNC); fundamentals of scraping; laser measurement; and a minimum of two safety courses.

**Degree:** Associate of Applied Science (A.A.S.)

**Typical Job Opportunities:**

**Position Titles:** Varies with program.

After successfully completing the General Technology program, the graduate will demonstrate the following competencies:

**Varies with program.**

**Contact:** Certificate of Credit Articulation, Mike Hudson, PSTCC, 694-6416
KSA VTS Articulation, Eunice Reynolds, 694-6612
MMES Articulation, Terry Sisk, PSTCC, 694-6513
General Information, Lisa Bogaty, PSTCC, 694-6656

### General Technology
#### Courses and Course Sequence

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 1010</td>
<td>Introduction to Computers w/Lab .................. 3</td>
</tr>
<tr>
<td>MTH ***</td>
<td>Mathematics Elective .................................. 3-5</td>
</tr>
<tr>
<td>MINOR</td>
<td>Minor Technology Elective .................................. 3</td>
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<tr>
<td>MAJOR</td>
<td>Major Technology Elective .................................. 3</td>
</tr>
<tr>
<td>SPH 2400</td>
<td>Business and Professional Speaking .................. 3</td>
</tr>
<tr>
<td>PSB or PSE 1000</td>
<td>Professional Seminar, Business or Engineering ........ 1</td>
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</table>
Career Program Guide

Semester II (Spring)  

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>English Composition I .......................... 3</td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics .......................... 4</td>
</tr>
<tr>
<td>HUM**</td>
<td>Humanities Elective .................................. 2-3</td>
</tr>
<tr>
<td>MTH/</td>
<td>Math/Natural Science Elective ...................... 3-4</td>
</tr>
<tr>
<td>NSE ***</td>
<td>Major Technology Elective .......................... 3</td>
</tr>
<tr>
<td>GEN *</td>
<td>General Elective .................................... 1-3</td>
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</table>

Semester III (Fall)  

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Semester IV (Fall)  

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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<td>Minor Technology Electives ........................ 6</td>
</tr>
</tbody>
</table>

Total Credit Hours for Graduation: 68-72

*See page 94 for General Electives.
**See page 94 for Humanities Electives.
***See page 94 for Math/Natural Science Electives.

Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTER SCIENCE TECHNOLOGY</td>
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</tr>
<tr>
<td>CST 1010  Introduction to Computers w/Lab .......................... 3</td>
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</tr>
<tr>
<td>ECONOMICS</td>
<td></td>
</tr>
<tr>
<td>ECN 2010  Principles of Economics .................................. 4</td>
<td></td>
</tr>
<tr>
<td>GENERAL</td>
<td></td>
</tr>
<tr>
<td>GEN * General Elective ............. 1-3</td>
<td></td>
</tr>
<tr>
<td>ENGLISH</td>
<td></td>
</tr>
<tr>
<td>ENG 1010  English Composition I .................................. 3</td>
<td></td>
</tr>
<tr>
<td>HUMANITIES</td>
<td></td>
</tr>
<tr>
<td>HUM** Humanities Elective .......... 2-3</td>
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<td>MATHEMATICS</td>
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<td>MTH*** Mathematics Elective ......... 3-5</td>
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<td>MTH/ NSE ** Math/Natural Science Elective ...................... 3-4</td>
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<td>MINOR TECHNOLOGY</td>
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</tr>
<tr>
<td>MINOR Minor Technology Courses ... 15</td>
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</tr>
</tbody>
</table>
### Legal Assistant Technology

#### Accreditation:
The Legal Assistant Technology Program is approved by the American Bar Association.

**Program Description:** The Legal Assistant program offers a core of general education courses and a core of legal specialty courses designed for legal assistants. Although legal assistants are not permitted to practice law, they can, while working under the supervision of an attorney, perform many law office tasks once done solely by an attorney.

**Degree:** Associate of Applied Science (A.A.S.)

**Typical Job Opportunities:** Legal assistants are employed primarily by law firms. Other employment placements are legal aid services, corporate law departments, insurance and accounting firms, real estate and title companies, and various government legal departments.

- **Legal Assistant (also called a paralegal)** - works in a law office under the direct supervision of an attorney doing legal work such as drafting legal documents, file organization, legal research, investigations, and office management.

After successfully completing the Legal Assistant Technology program, the graduate will demonstrate the following competencies:

- Understand and apply principles of law and legal ethics.
- Demonstrate entry-level employment skills acquired through the legal specialty courses.
- Demonstrate analytical and problem-solving skills in law-related fact situations.
- Communicate effectively both verbally and in writing.
- Use law-related computer software applications in the workplace.

**Contact:** Alan Ballew, Program Head, Legal Assistant Technology, Division Street Campus, 971-5200

---

### Legal Assistant Technology Courses and Course Sequence

**Special Note:** Only students with college-level English skills (i.e., those eligible to enroll in ENG 1010) may enroll in law courses.
Career Program Guide

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 1000</td>
<td>Professional Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>LAW 1040</td>
<td>Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>OST 1210</td>
<td>Introduction to Computers/WordPerfect</td>
<td>3</td>
</tr>
<tr>
<td>PSB 1000</td>
<td>Professional Seminar - Business</td>
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<tr>
<td>POL 1010</td>
<td>United States Government and Politics</td>
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### Semester II (Spring)

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 1020</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>LAW 1010</td>
<td>Paralegal Practice Skills</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2100</td>
<td>Injuries and Damages</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2300</td>
<td>Commercial Law and Practice I...</td>
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</tr>
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<td>MTH 1010</td>
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<td>OST 1</td>
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</table>

### Semester III (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
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</tr>
<tr>
<td>LAW 2400</td>
<td>Civil Procedure</td>
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<tr>
<td>LAW 2500</td>
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<td>LAW 2</td>
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<tr>
<td>SPH 2400</td>
<td>Business and Professional Speaking</td>
<td>3</td>
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### Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>GEN *</td>
<td>General Elective</td>
<td>1-3</td>
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<tr>
<td>LAW 2020</td>
<td>Advanced Legal Writing</td>
<td>3</td>
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<tr>
<td>LAW 2131</td>
<td>Legal Internship</td>
<td>2</td>
</tr>
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<td>LAW 2</td>
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<tr>
<td>MTH/SCI***</td>
<td>Mathematics/Sciences Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 68-70

1 OST Elective to be chosen from OST 1220, 2340, 2620, and 2630.

2 LAW Electives to be chosen from LAW 1020, 2030, 2040, 2110, 2120, 2600, and ENV 2000.

*See page 94 for General Electives.

**See page 94 for Humanities Electives.

***See page 94 for Mathematics/Sciences Electives.
## Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td><strong>ACCOUNTING</strong></td>
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<tr>
<td>ACC 2110 Principles of Accounting I</td>
<td>3</td>
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<tr>
<td><strong>ECONOMICS</strong></td>
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<tr>
<td>ECN 2010 Principles of Economics</td>
<td>4</td>
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<tr>
<td><strong>ENGLISH</strong></td>
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</tr>
<tr>
<td>ENG 1010 English Composition I</td>
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<tr>
<td>ENG 1020 English Composition II</td>
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<td><strong>GENERAL</strong></td>
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<tr>
<td>GEN * General Elective</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>HUMANITIES</strong></td>
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</tr>
<tr>
<td>HUM** Humanities Elective</td>
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<tr>
<td><strong>LEGAL ASSISTANT TECHNOLOGY</strong></td>
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<tr>
<td>LAW 1000 Professional Responsibility</td>
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<td>LAW 1040 Legal Research and Writing</td>
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<tr>
<td>LAW 1010 Paralegal Practice Skills</td>
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<tr>
<td>LAW 2100 Injuries and Damages</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2300 Commercial Law and Practice I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2400 Civil Procedure</td>
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<td>LAW 2500 Commercial Law and Practice II</td>
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<td>LAW 2020 Advanced Legal Writing</td>
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<tr>
<td>LAW * LAW Electives</td>
<td>6</td>
</tr>
<tr>
<td>LAW * LAW Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>MATHEMATICS/SCIENCES</strong></td>
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<td>POL 1010 United States Government and Politics</td>
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<tr>
<td>SPH 2400 Business and Professional Speaking</td>
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</table>

Total Credit Hours Needed for Graduation: 68-70
MANAGEMENT

Program Description: The mission of the Management program is to produce graduates with the skills necessary to effectively manage and provide leadership of any organization's most important resource: its people.

The Management program is directed toward three groups of students. The first group is those mature students who are working in organizations and need to update skills in order to move along the career track. The second group is those students who are just starting their careers and are seeking entry-level skills. The third group is those students in other associate degree programs who wish to double major to provide themselves with the necessary people skills to successfully manage in their career field.

Typical Job Opportunities: In management, almost all organizations promote team leaders and supervisors from within the firm. Because of this fact, Management majors are very strongly encouraged to accept entry-level jobs with potential career track employers while they are pursuing a degree. This allows the student to build relevant experience and to apply management concepts and techniques taught in the classroom while proving themselves as candidates for full-time employment after graduation.

Position Titles at the First Level of Management:
- **Team Leader** - provides leadership for a work team in modern, team-based organization.
- **Supervisor** - leads and manages a group of workers in a classical-type organization.
- **Personnel Assistant** - assists Personnel Managers with tasks such as benefit administration, EEOC compliance, and hiring.
- **Small Business Manager/Owner** - manages and/or owns a small business.
- **Management Trainee** - completing a management training program in a larger organization.
- **Branch Manager** - manages a branch location of a larger organization.

After successfully completing the Management program, the graduate will demonstrate the following competencies:
- Understand the basic principles of Management, both qualitative and quantitative, and be able to apply them to the management field.
- Integrate Management with other areas in the business environment.
- Identify problems and use appropriate techniques to find solutions.
- Work independently with a network of individuals and function within a work group.
- Continue to develop knowledge skills as needed in the management field.
- Have the human relations skills necessary to manage successfully.
**Contact:** Cynthia Dempster, Department Head, Business Administration Department, 694-6483

### Management Courses and Course Sequence

**Special Note:** All Business Technology students who do not type 23 words per minute with five or fewer errors must enroll in OST 1000 or OST 1100 before enrolling in OST 1215.

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
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<tr>
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<td>MGT 2160 Quality Management</td>
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<td>MGT 2180 Management Issues</td>
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**Total Credit Hours Needed for Graduation:** 69

*See page 94 for General Electives.

**See page 94 for Humanities Electives.
### Courses by Subject Area

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</tr>
<tr>
<td>SPH 2400</td>
<td>Business and Professional Speaking .......... 3</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 69
Program Description: The Marketing curriculum is designed to provide the skills graduates need to enter careers in retailing, wholesaling, sales, and small business management. Course work focuses on basic marketing principles including intense work in promotion, professional sales and service, retailing, and buyer behavior. Basic understanding of theory and principle is essential, but the program's emphasis is on practical applications. Courses include relevant experience to give students the feel of real-life situations.

Degree: Associate of Applied Science (A.A.S.)

Typical Job Opportunities:

Advertising Media Sales Representative - sells space for newspapers, magazines, radio and television stations to local retailers and industries.

Customer Service Representative - handles numerous customer complaints and problems.

Industrial Sales Representative - calls on businesses such as retailers, wholesalers, and government agencies that are qualified prospects for manufactured goods.

Retail Management - opportunities include department managers and store managers who handle the merchandising, sales, personnel training, and inventory functions within their domain.

Sales Manager - recruits, trains, and motivates a sales force to do well in the market place.

Small Business Owner/Manager - manages all phases of the operation including: buying, inventory management, merchandising, personnel, and security.

After successfully completing the Marketing program, the graduate will demonstrate the following competencies:

• Work as a member of a team.
• Make job-related decisions and develop solutions to problems.
• Adjust performance based on supervisor feedback.
• Create attractive retail window displays.
• Deliver an effective sales presentation.
• Perform valid market research.
• Exhibit basic computer skills using spreadsheets and database software.
• Demonstrate effective project management skills.

Contact: Cynthia Dempster, Department Head, Business Administration Department, 694-6483

Marketing Courses and Course Sequence

Special Note: All Business Technology students who do not type 23 words per
minute with five or fewer errors must enroll in OST 1000 or OST 1100 before enrolling in any OST course.

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ECN 2010</td>
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<tr>
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<td>English Composition I</td>
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<td>MKT 2220</td>
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<td>Precalculus A</td>
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### Semester II (Spring)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACC 2110</td>
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<td>MKT 2260</td>
<td>Decision Making for Marketers</td>
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<td>MKT 2280</td>
<td>Promotion</td>
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<td>Retailing</td>
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<td>MKT 2420</td>
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### Semester IV (Spring)

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<tr>
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<tr>
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Total Credit Hours Needed for Graduation: 68

*See page 94 for General Electives.

**See page 94 for Humanities Electives.

### Courses by Subject Area

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<tr>
<td>SPH 2400</td>
<td>Business and Professional Speaking ............................. 3</td>
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</table>

**Total Credit Hours Needed for Graduation:** 68

**MECHANICAL ENGINEERING TECHNOLOGY**

**Accreditation:** Mechanical and Manufacturing concentrations are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

**Program Description:** The two-year Associate of Applied Science Degree in Mechanical Engineering Technology offers a core curriculum in engineering technology with multiple concentrations: mechanical, manufacturing, and quality assurance.
Mechanical Concentration - The "traditional" mechanical option is designed for students who are interested in technical assistance design and maintenance technology. Areas of emphasis include materials, fluid mechanics, hydraulics, and machine elements.

Manufacturing Concentration - The manufacturing option is designed for students who are interested in computer-assisted methods of manufacturing. Areas of emphasis include CNC machining (mill, wire EDM, and turning), GD&T (geometric dimensioning and tolerancing), and computer-assisted measuring.

Quality Assurance Concentration - The quality assurance option is designed for students who are interested in the process control, testing, and analysis of product quality. Areas of emphasis include testing fundamentals, destructive testing, non-destructive testing, computer-assisted measuring, and SPC (statistical process control).

Degree: Associate of Applied Science (A.A.S.)

Typical Job Opportunities:
- Engineering Assistant - assists in the design and production of engineering projects
- Maintenance Technician - installs, maintains, and repairs mechanical systems and equipment.
- CNC Operator/Programmer - creates programs and machines parts by computer-assisted methods.
- Manufacturing Technician - assists in the development, implementation, and modification of the production process.
- CMM Programmer - creates programs and measures parts by computer-assisted methods.
- Quality Technician - assists in the control, testing, and analysis of product quality.
- Application Technician - provides customer support for a manufacturer.

After successfully completing the Mechanical Engineering Technology program, the graduate will demonstrate the following competencies:
- Understand and apply the basic theory and concepts of Mechanical Engineering technology.
- Identify and solve problems with a minimum of assistance and supervision.
- Operate option related equipment with a high degree of manipulative skills.
- Communicate effectively, which includes reading, oral, and written skills.
- Apply on the job the principles of good work habits and ethical conduct.

Contact: Terry Sisk, Department Head, Mechanical Engineering Technology, 694-6513

Mechanical Engineering Technology
Mechanical Concentration
Courses and Course Sequence

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student's
responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

### Semester I (Fall)

<table>
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### Semester IV (Spring)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Subject</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
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<td>CHM</td>
<td>1110</td>
<td>Applied Chemistry I w/Lab</td>
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<tr>
<td>3</td>
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<td>2</td>
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<tr>
<td>3</td>
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</tr>
<tr>
<td>3</td>
<td>HUM</td>
<td>**</td>
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<tr>
<td>3</td>
<td>SPH</td>
<td>2400</td>
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Total Credit Hours Needed for Graduation: 70-72

**See page 94 for Humanities Electives.

***See page 94 for Social Science Electives.

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### Courses by Subject Area

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| 3            | COMPUTER INTEGRATED DRAFTING AND DESIGN |
| CID 1100     | Fundamentals of Technical Drawing w/Lab |

| 4            | COMPUTER SCIENCE TECHNOLOGY |
| CST 1330     | Computer Programming for Engineers |
# Mechanical Engineering Technology

## Manufacturing Concentration

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<tr>
<td>MET 1000</td>
<td>Statics and Strength of Materials</td>
<td>5</td>
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<tr>
<td>MET 1010</td>
<td>Materials and Manufacturing Processes</td>
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<td>Shop Practices</td>
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<tr>
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<td>Dynamics</td>
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<td>MET 2020</td>
<td>Fluid Mechanics and Hydraulics</td>
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<td>MET 2030</td>
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<tr>
<td>MTH 1210</td>
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<td>Applied Physics</td>
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<tr>
<td>SPH 2400</td>
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</table>

Total Credit Hours Needed for Graduation: 70-72

---

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.
### Career Program Guide

#### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CID 1100</td>
<td>Fundamentals of Technical Drawing w/Lab</td>
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<td>ENG 1010</td>
<td>English Composition I</td>
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<tr>
<td>MTH 1020</td>
<td>Precalculus I</td>
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<tr>
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<td>Shop Practices</td>
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#### Semester II (Spring)

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<th>Course Title</th>
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<td>MET 1010</td>
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<td>MET 2310</td>
<td>Computer-Aided Measurement and Analysis</td>
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<td>MET 2700</td>
<td>Computer-Aided Machining I</td>
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#### Semester III (Fall)

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<tr>
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<td>Applied Calculus I</td>
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#### Semester IV (Spring)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>CHM 1110</td>
<td>Applied Chemistry I w/Lab</td>
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<tr>
<td>CST 1330</td>
<td>Computer Programming for Engineers</td>
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<td>MET 2720</td>
<td>Computer-Aided Machining III</td>
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</table>

**Total Credit Hours Needed for Graduation:** 70-72

**GEN** General Elective can be taken during any semester and must be chosen from discipline outside the student’s area of specialization. See page 94 for General Electives.

**See page 94 for Humanities Electives.**

**See page 94 for Social Science Electives.**

### Courses by Subject Area

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<thead>
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### Career Program Guide

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<tr>
<td><strong>HUMANITIES</strong></td>
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<tr>
<td><strong>MECHANICAL ENGINEERING TECHNOLOGY</strong></td>
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<td>MET 1010 Materials and Manufacturing Processes</td>
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<td>MET 1020 Shop Practices</td>
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<tr>
<td>MET 2310 Computer-Aided Measurement and Analysis</td>
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<td>MET 2700 Computer-Aided Machining I</td>
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<td>SPH 2400 Business and Professional Speaking</td>
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</table>

Total Credit Hours Needed for Graduation: **70-72**

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**Mechanical Engineering Technology**

**Quality Assurance Concentration**

**Courses and Course Sequence**

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student's responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CID 1100</td>
<td>Fundamentals of Technical Drawing w/Lab</td>
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<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
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MET 1020 Shop Practices .................................................. 4
PSE 1000 Professional Seminar - Engineering ....................... 1
GEN 1 General Elective .................................................... 1-3

Semester II (Spring) 

<table>
<thead>
<tr>
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<td>MET</td>
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<td>Materials and Manufacturing Processes</td>
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<td>1010</td>
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<td>SPH</td>
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Semester III (Fall) 

<table>
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<tr>
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Semester IV (Spring) 

<table>
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<th>Subject</th>
<th>Course Code</th>
<th>Course Title</th>
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**Total Credit hours Needed for Graduation: 68-70**

**GEN 1** General Elective can be taken during any semester and must be chosen from discipline outside the student’s area of specialization. See page 94 for General Electives.

**See page 94 for Humanities Electives.**

****See page 94 for Social Science Elective.

Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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<tbody>
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<tr>
<td><strong>Total Credit hours Needed for Graduation:</strong></td>
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**OFFICE SYSTEMS TECHNOLOGY**

Program Description: The two-year Associate of Applied Science Degree in Office Systems Technology offers a core curriculum that provides an academic/technical foundation for individuals who wish to prepare for positions in business and industry using personal computer applications and office skills.

The curriculum is designed to update the skills required in the changing office environment and to enhance the training required for traditional office careers. Courses allow for specialized, tailored training for work environments using the newest hardware and software for business information work centers, as well as professional word processing and desktop publishing applications. During the last semester of the two-year curriculum, office skills will be assessed using an exam nationally-named by Professional Secretaries International, the Office Proficiency and Certification Assessment. Students may choose to certify based on the results of the exam.

Holders of the Certified Professional Secretary certification may receive credit for
18 semester hours at Pellissippi State by presenting proof that they have passed all parts of the exam. Part or all of these credits count toward a degree at Pellissippi State (depending on the program chosen). See Admissions and Registration Information section for additional information on CPS credits.

**Degree:** Associate of Applied Science (A.A.S.)

**Typical Job Opportunities:**

**Administrative Assistant** - directs the work in an office with some level of decision-making authority, composes and produces routine correspondence, uses computer applications for office tasks, manages records, answers the phone, handles visitors.

**Clerk/Receptionist** - operates computer in performance of routine clerical duties to maintain business records; combines this skill with records management, sorting mail, answering the phone, and greeting visitors.

**Computer Applications Specialist** - operates computers and peripheral equipment; uses software to record, edit, sort, and revise business correspondence, reports, tables, forms, and other data.

**Desktop Publishing Specialist** - makes use of basic skills of layout and design as applied to business documents using computers with software to produce professional, well-designed documents using graphics and scanners.

**Office Manager** - supervises and coordinates activities of clerical staff, assigns duties, directs workers.

**Word/Information Processing Specialist** - uses computers and software to compile, type, revise, combine, edit, print, and sort business documents.

**Word/Information Processing Supervisor** - supervises and coordinates activities of workers who operate computers and software to prepare correspondence, records, and reports.

After successfully completing the Office Systems Technology program, the graduate will demonstrate the following competencies:

- Using computer application programs (word processing, spreadsheet, database, graphics, etc.)
- Keyboarding accurately (for example, 45 words per minute with one error per minute).
- Using computer peripherals such as laser printers, scanners, FAX devices.
- Manifesting human relations skills.
- Using appropriate telephone techniques.
- Showing a positive attitude and work ethic.
- Transcribing from machine dictation.
- Performing desktop publishing functions.
- Composing correspondence.
- Proofreading skills involving grammar, punctuation, and language arts.
Career Program Guide

- Organizing work and following time and records management techniques.
- Adapting to change and new concepts; developing problem-solving skills.

Contact: Gay D. Bryant, Department Head, Office Systems Technology Department, 694-6483

Office Systems Technology
Courses and Course Sequence

Special Note: All Business Technology students who do not type 23 words per minute with five or fewer errors must enroll in OST 1100 before enrolling in any CST course. All OST students are required to take the Office Proficiency Assessment and Certification (OPAC) exam before graduating.

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Credit Hours</th>
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<td>SPH 2100</td>
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<td>OST Elective or Office Administration................3</td>
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<td>OST 1100</td>
<td>Keyboarding I on Computer................3</td>
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<td>OST 1050</td>
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<tr>
<th>Semester II (Spring)</th>
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<tr>
<td>ECN 2010</td>
<td>Principles of Economics..........................4</td>
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<tr>
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<td>English Composition I............................3</td>
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<tr>
<td>OST 1220</td>
<td>WordPerfect II......................................3</td>
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<td>OST 2120</td>
<td>Typing III...........................................3</td>
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<tr>
<td>MGT 2000</td>
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<tr>
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<td>WordPerfect III.....................................3</td>
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<td>OST 2340</td>
<td>Records Management..............................3</td>
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<tr>
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<td>Lotus 1-2-3..........................................3</td>
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<td>OST 1</td>
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<td>MGT 2100</td>
<td>Management Information Systems..................3</td>
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<th>Semester IV (Spring)</th>
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<tr>
<td>OST 2010</td>
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<td>OST 2300/2301</td>
<td>OST Practicum w/Lab................................3</td>
</tr>
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<td>OST 2350</td>
<td>Business Communications........................3</td>
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<td>OST Elective.........................................3</td>
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</table>
OST 1 Elective ................................................................. 3
MTH 1050 Elementary Probability and Statistics or
NSE *** Natural Science Elective ........................................ 3-4
HUM** Humanities Elective .................................................. 3

Total Credit Hours Needed for Graduation: 73

OST 1 Students planning careers in Administrative Assistant, Desktop Publishing, General Office, or Word Processing must take three of their OST electives from one of the following groups:

**Administrative Assistant**
OST 2360..........................Transcription-WP
OST 2660..........................Speedwriting I/Shorthand I
OST 2600..........................Database I
or
OST 2800..........................Electronic Publishing
or
OST 2000..........................WordPerfect for Windows
or
OST 2625..........................Advanced Spreadsheets

**Desktop Publishing**
OST 2260..........................Transcription-WP
OST 2800..........................Electronic Publishing
OST 2000..........................WordPerfect for Windows

**General Office**
OST 2360..........................Transcription-WP
OST 2600..........................Database I
OST 2000..........................WordPerfect for Windows
or
OST 2625..........................Advanced Spreadsheets
or
OST 2800..........................Electronic Publishing

**Word Processing**
OST 2800..........................Electronic Publishing
OST 2600..........................Database I
OST 2360..........................Transcription-WP

*See page 94 for General Electives.
**See page 94 for Humanities Electives.
***See page 94 for Natural Science Electives.

**Courses by Subject Area**

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td></td>
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<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I ................................ 3</td>
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## SUBJECTS

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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<tr>
<td>ENGLISH</td>
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<td>English Composition I .......................................... 3</td>
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<td>MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management ......................................... 3</td>
</tr>
<tr>
<td>MGT 2100</td>
<td>Management Information Systems .................................. 3</td>
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<td>MATHEMATICS</td>
<td></td>
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<tr>
<td>MTH 1010</td>
<td>Precalculus A ..................................................... 3</td>
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<tr>
<td>MTH 1050</td>
<td>Elementary Probability and Statistics or ...................... 3</td>
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<td>Keyboarding I on Computer or OST Elective ....................... 3</td>
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<td>OST 1210</td>
<td>Introduction to Computer / WordPerfect I ........................ 3</td>
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<td>OST 1220</td>
<td>WordPerfect II .................................................... 3</td>
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<td>OST 2010</td>
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<tr>
<td>OST 2120</td>
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<tr>
<td>OST 2230</td>
<td>WordPerfect III .................................................... 3</td>
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<tr>
<td>OST 2300/2301</td>
<td>OST Practicum w / Lab ............................................ 3</td>
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<td>OST 2340</td>
<td>Records Management ................................................ 3</td>
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<td>OST 2620</td>
<td>Lotus 1-2-3 .......................................................... 3</td>
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<td>OST 1</td>
<td>OST Elective ........................................................ 3</td>
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<td>OST Elective ........................................................ 3</td>
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<tr>
<td>PROFESSIONAL SEMINAR</td>
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<tr>
<td>PSB 1000</td>
<td>Professional Seminar - Business ................................ 1</td>
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<tr>
<td>SPEECH</td>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking or .................................................. 3</td>
</tr>
<tr>
<td>SPH 2400</td>
<td>Business and Professional Speaking ................................ 3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Needed for Graduation:** 73

### VIDEO PRODUCTION TECHNOLOGY

**Program Description:** The Video Production Technology program is designed to instruct students in various aspects of the video media. A few of the areas that are covered in the program are basic functions of video production as
utilized in commercial, educational, and industrial applications; basic functions of audio production as related to uses in video production; setting up and operating studio and remote location production equipment including lighting instruments and audio support equipment; principles of complex videotape editing as used in fully-scripted instances and more loosely structured applications; communications, both oral and written; and handling group interaction in order to solve problems and give creative criticism.

The students who graduate from this program will be prepared to take positions in non-broadcast and broadcast video production.

**Degree:** Associate of Applied Science (A.A.S.)

**Typical Job Opportunities:**

**Videographer** - Employs techniques basic to the motion image process, image composition, lighting, shooting for editing. Includes film style and studio approaches.

**Editor** - Edits and electronically manipulates recorded images for video productions for commercial, broadcast, corporate, and institutional media operations.

**Video Illustrator** - Develops graphic depictions of process operations with cameras, recorders, and/or computer generated art and creates video sequences to demonstrate those processes.

**Production Assistant** - Assists producer and/or director in varied assignments, including managing continuity, organizing catering services, notation of script revisions, teleprompter operation, set decoration and make-up.

After successfully completing the Video Production Technology program, the graduate will demonstrate the following competencies:

- Understand and apply technology and processes unique to the video production business.
- Apply skills appropriate for employment at an entry level in commercial production firms, broadcasting, corporate production facilities, etc.
- Complete all phases of a scripted video production, including subject matter research, script writing, shooting, editing, directing and producing.
- Operate a variety of industry specific equipment, including computers and software.
- Apply good resource management techniques.

**Contact:** Ronald Bellamy, Program Head, Video Production Technology, 694-6444

**Video Production Technology Courses and Course Sequence**

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s
responsibility to determine if prerequisites have been met. Students must consult with a program advisor prior to registering each semester.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGT 1030  Introduction to Macintosh Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010  English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1010  Precalculus A</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1000  Still Photography I</td>
<td>3</td>
</tr>
<tr>
<td>PSB 1000  Professional Seminar-Business</td>
<td>1</td>
</tr>
<tr>
<td>VPT 1100  Video Production I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH/NSE ***  Math/Natural Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1200  Visual Arts or Still Photography II</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1300  Video Production II</td>
<td>4</td>
</tr>
<tr>
<td>VPT 1400  Writing for Television</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2100  Post Production Techniques</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN *  General Elective</td>
<td>1-3</td>
</tr>
<tr>
<td>HUM**  Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100  Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1500  Campus Broadcast</td>
<td>2</td>
</tr>
<tr>
<td>VPT 2200  Specialized Production Techniques</td>
<td>4</td>
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<tr>
<td>VPT 2300  Special Project</td>
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</table>

<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ECN 2010  Principles of Economics</td>
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<td>MGT 2000  Principles of Management</td>
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<tr>
<td>VPT 2500  Campus Broadcast II</td>
<td>2</td>
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<tr>
<td>VPT 2600  Specialized Production</td>
<td>4</td>
</tr>
<tr>
<td>VPT 2700  Directed Project</td>
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</tr>
<tr>
<td>VPT 2998  Internship</td>
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</tbody>
</table>

Total Credit Hours Needed for Graduation: 69-71

*See page 94 for General Electives.

**See page 94 for Humanities Electives.

***See page 94 for Math/Natural Science Electives.

Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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<tr>
<td>COMMUNICATIONS GRAPHICS TECHNOLOGY</td>
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<td>CGT 1030  Introduction to Macintosh Graphics</td>
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<td>ECONOMICS</td>
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<tr>
<td>ECN 2010  Principles of Economics</td>
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<td>SUBJECTS</td>
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<td>MTH 1010 Precalculus A</td>
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<tr>
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<td><strong>VIDEO PRODUCTION TECHNOLOGY</strong></td>
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<tr>
<td>VPT 1200 Visual Arts or</td>
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<td>PHO 1010 Still Photography II</td>
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<td>4</td>
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<tr>
<td>VPT 1400 Writing for Television</td>
<td>3</td>
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<tr>
<td>VPT 1500 Campus Broadcast</td>
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<tr>
<td>VPT 2100 Post Production Techniques</td>
<td>4</td>
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<td>VPT 2200 Specialized Production Techniques</td>
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<td>VPT 2300 Special Project</td>
<td>4</td>
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<td>VPT 2500 Campus Broadcast II</td>
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<tr>
<td>VPT 2998 Internship</td>
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Total Credit Hours Needed for Graduation: 69-71
<table>
<thead>
<tr>
<th>Certificate Programs</th>
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<tr>
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</tbody>
</table>
Pellissippi State offers high-quality, short-term training in the form of technical certificate programs. Individual programs are designed for working students who wish to upgrade their skills or gain additional certification in a particular area. Anyone desiring to enroll in a technical certificate program should apply for admission as a special student and indicate on the application the certificate program in which they wish to enroll. The AAPP test and/or academic development courses are not required of students in technical certificate programs. Students enrolled in a certificate program in conjunction with a degree program must meet admission requirements for the degree program.

Programs are offered in Banking, Credit Union Management, Customer Service Management, Environmental Technology and Safety, Photography, Professional Sales, Real Estate, Supervision, and Surveying.

**Banking (Technical Certificate Program)**

The curriculum provides a sound background for persons seeking to further careers in the banking industry. The American Institute of Banking (AIB) has assisted in developing the curriculum which covers every facet of bank operations. Students must be employed by the banking industry.

<table>
<thead>
<tr>
<th>Course Number</th>
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<tr>
<td>BKG 1900</td>
<td>Supervisory Training for Bankers</td>
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<tr>
<td>BKG 2020</td>
<td>Principles of Banking</td>
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</tr>
<tr>
<td>BKG 2050</td>
<td>Marketing for Bankers</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2012</td>
<td>Analyzing Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2150</td>
<td>Introduction to Commercial Lending</td>
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</tr>
<tr>
<td>BKG 2200</td>
<td>Consumer Lending</td>
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</tr>
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<td>BKG 2250</td>
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<td>Trust Management</td>
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<td>Commercial Bank Management</td>
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<td>Supervision</td>
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<td>BKG 2600</td>
<td>Bank Investments and Funds Management</td>
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<td>Financial Planning</td>
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<tr>
<td>BKG 2740</td>
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</table>

**TOTAL HOURS FOR CERTIFICATE**  15

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**Credit Union Management (Technical Certificate Program)**

This certificate program is designed for professionals employed in the credit union industry. Course work follows the nationally recognized Certified Credit Union Executive Program. Persons who successfully complete the program and pass the National CCUE exams will also receive the CCUE designation. Course work is American Council on Education (ACE) accredited.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>CUE 2000</td>
<td>Introduction to Credit Union</td>
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Certificate Programs

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<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
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<td>CUE 2050</td>
<td>Credit and Collections</td>
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</tr>
<tr>
<td>CUE 2100</td>
<td>Credit Union Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CUE 2150</td>
<td>Personnel Administration</td>
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</tr>
<tr>
<td>CUE 2200</td>
<td>Credit Union Management</td>
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<td>CUE 2250</td>
<td>Risk Management and Insurance</td>
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<td>CUE 2300</td>
<td>Financial Counseling</td>
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<td>CUE 2310</td>
<td>Credit Union Economics</td>
<td>3</td>
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<tr>
<td>CUE 2350</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>CUE 2400</td>
<td>Business Law</td>
<td>3</td>
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</tbody>
</table>

TOTAL HOURS FOR CERTIFICATE 15

Customer Service Management (Technical Certificate Program)

Business analysts agree that the future belongs to companies which provide consistently high-quality customer service. The Customer Service Management Technical Certificate focuses on customer service as a profit center. Customer service systems, processes, and techniques are presented to prepare employees to deliver and manage profitable customer service programs.

Upon completion of this certificate, students will be able to:
* Develop a professional image.
* Build rapport with customers.
* Improve customer relations skills.
* Understand the importance of serving internal customers as well as external customers.
* Determine what customers want.
* Handle difficult customers.
* Deliver quality and consistency in working with customers.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 2420</td>
<td>Customer Service</td>
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</tr>
<tr>
<td>MGT 2220</td>
<td>Service Management</td>
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</tbody>
</table>

TOTAL HOURS FOR CERTIFICATE 6

Environmental Technology and Safety (Technical Certificate Program)

The Environmental Technology and Safety certificate provides the basic skills and knowledge individuals need for a career in the growing field of environmental technology and safety.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENV 2010</td>
<td>Hazardous Waste Safety</td>
<td>3</td>
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<tr>
<td>ENV 1500</td>
<td>Hazardous Waste Disposal</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Programs

Environmental Legislation ........................................... 3
Industrial Hygiene ....................................................... 3
Industrial Safety Management ...................................... 3

TOTAL HOURS FOR CERTIFICATE 15

Photography (Technical Certificate Program)

Pellissippi State presents a series of photographic courses designed to meet the needs of businesses and industries which require qualified personnel to handle necessary photographic assignments. This program provides practical skills in lighting, camera handling, and black and white and color darkroom techniques. Two curriculum tracks are provided to provide for the diverse needs of the community and interests of the students.

Core Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1000</td>
<td>Still Photography I</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1010</td>
<td>Still Photography II</td>
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</tr>
<tr>
<td>PHO 2020</td>
<td>Photographic Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2030</td>
<td>Photography Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2040</td>
<td>Black and White Darkroom</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2000</td>
<td>Color Printing Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

Photography Technician

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 2760</td>
<td>Advanced Black and White</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2780</td>
<td>Color Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2800</td>
<td>Process Control</td>
<td>3</td>
</tr>
</tbody>
</table>

Photography Practices

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 2500</td>
<td>Sports Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2550</td>
<td>Photo Journalism</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2560</td>
<td>Documentary Photo Journalism</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2600</td>
<td>Publication Design</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2610</td>
<td>Portrait Studio</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1030</td>
<td>Studio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2680</td>
<td>Commercial Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2660</td>
<td>Architectural/Industrial</td>
<td>3</td>
</tr>
</tbody>
</table>
# Certificate Programs

<table>
<thead>
<tr>
<th>General Electives</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1040</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2990</td>
<td>Photo Retouching</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL HOURS FOR CERTIFICATE</strong></td>
<td><strong>21</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Professional Sales (Technical Certificate Program)

Pellissippi State offers a certificate program in Professional Sales and Sales Management as part of its continuing effort to provide high quality technical training for residents of Knoxville and surrounding counties. The program is designed to enable a newcomer in sales to acquire the necessary skills for success in the competitive marketplace. In addition, the program improves the skills of current salespeople who wish to enter the field of sales management. Improvements in assertiveness, self confidence, and time management enable students to realize their full potential in a sales career.

Courses are part of the regular curriculum in the Marketing Program and would apply toward the Associate degree should the student so desire.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2220</td>
<td>Principles of Selling</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL HOURS FOR CERTIFICATE</strong></td>
<td><strong>7</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Real Estate (Technical Certificate Program)

The real estate industry places great emphasis on education and professionalism. The Tennessee Real Estate Commission, through legislation, requires a prelicensing course and continuing education for practitioners. Effective January 1, 1988, individuals must have SIXTY (60) HOURS of real estate education prior to applying to the TRC to take the Affiliate Broker Licensing Exam. Thirty hours must include the Principles of Real Estate course. ONE HUNDRED TWENTY HOURS (120) are required prior to taking the Broker’s exam. Thirty hours must include Real Estate Office and Broker management.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REA 1100</td>
<td>Principles of Real Estate</td>
<td>2</td>
</tr>
<tr>
<td>REA 1200</td>
<td>Real Estate Law</td>
<td>2</td>
</tr>
<tr>
<td>REA 1300</td>
<td>Real Estate Finance</td>
<td>2</td>
</tr>
<tr>
<td>REA 1400</td>
<td>Real Estate Salesmanship</td>
<td>2</td>
</tr>
<tr>
<td>REA 1500</td>
<td>Real Estate Office Management</td>
<td>2</td>
</tr>
<tr>
<td>REA 1600</td>
<td>Real Estate Appraising</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL HOURS FOR CERTIFICATE</strong></td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Supervision (Technical Certificate Program)**

Supervisors with solid, up-to-date management skills are critical for a business to be successful. This certificate program is designed to enable new or potential supervisors to acquire these necessary skills. In addition, the program helps current supervisors update their skills. Improvement of managerial skills enables supervisors to realize their full potential as managers. All courses are regular curriculum courses in the Management Program and would apply toward the Associate degree should the student so desire.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2030</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2040</td>
<td>Personnel Management</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS FOR CERTIFICATE** 10

*May be waived for students with an adequate background in algebra and trigonometry.*

**Surveying (Technical Certificate Program)**

The surveying certificate curriculum allows individuals to learn the basic skills for a career in surveying. The courses will also upgrade the skills of those already employed in surveying. Courses are offered at night and normally meet one or two nights each week during the semester.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 0100*</td>
<td>Introduction to Surveying</td>
<td>3</td>
</tr>
<tr>
<td>CET 1210/11</td>
<td>Surveying Principles and Lab</td>
<td>5</td>
</tr>
<tr>
<td>CET 2210/11</td>
<td>Advanced Surveying and Lab</td>
<td>3</td>
</tr>
<tr>
<td>CET 2220</td>
<td>Site Planning and Development</td>
<td>3</td>
</tr>
<tr>
<td>CET 2240</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS FOR CERTIFICATE** 17
Continuing Education & Technology Transfer
The Division of Continuing Education and Technology Transfer (CETT) serves to extend the resources of the college to the business, industrial, and general communities. The programs, services, and centers supported by the CETT Division are characterized by accessibility, flexibility, and diversity.

Programs are offered both on and off campus, during the day and evening, and in a variety of delivery modes. They are structured to serve the various needs of a diverse clientele group. The off-campus programs may be conducted at a variety of sites including public schools, community centers, business and industrial sites, technical training centers, and other convenient locations. The Division provides a broad range of programs and services including advanced technology and industry-specific training, personal and professional development, business support, specialized technology centers, workforce development, services for special community groups, cultural enrichment, and industrial and economic development. Conferences and institutes and special services provide the means for technology transfer and integration.

Most of the continuing education programs offered by the division are eligible for continuing education units (CEU’s). CEU’s are awarded for all non-credit activities that meet the criteria outlined by the Southern Association of Colleges and Schools. A CEU is defined as “ten contact hours of participation in an organized continuing education experience under capable direction and qualified instruction.” Eighty (80) percent attendance is the minimum requirement for awarding CEU’s. Permanent individual records are maintained indicating the number of C.E.U’s awarded to each participant. CEU transcripts may be obtained through the Records Office. Certificates of completion are also awarded in certain areas.

Charges for public non-credit courses are established on an individual course basis, depending on such elements as length of the course, type, amount of materials furnished, and instructional costs. Costs for other programs and services are also determined on an individual basis.

Programs and Services

**Personal and Professional Development Programs.** A wide variety of non-credit courses, seminars, and workshops are offered to the public through Continuing Education for professional development and personal growth and enrichment. The major program areas include general interest/self-improvement courses and business and management courses, such as management and supervision, business development, finances, CPA review, customer service, and other professional examination review courses.

**Advanced Technology Programs.** Highly specialized, advanced technology programs are available which allow persons working in today’s rapidly changing technical fields to maintain up-to-date knowledge and skills. These courses may be offered on-site for a company in customized formats. A wide array of CADD (computer-aided design and drafting) courses are offered under authority of the Authorized AutoCAD Training Center and the Intergraph Education Center. Pellissippi State is also a Bridgeport Training Center and offers a number of courses.
Continuing Education/Technology Transfer

in the area of Computer-Aided Machining and Manufacturing. Additional advanced technology programs include Programmable Logic Controllers, Automated Manufacturing, SOPC, Microelectronics, and others. Some courses are offered in partnership with local organizations such as the Laser Technology Center and the Oak Ridge National Laboratory.

Institute for Computer Training and Development. The Institute for Computer Training and Development serves the computer training needs of the community by providing a variety of regularly scheduled courses for employees who need to upgrade their skills in computer operations or who need to develop new skills. Courses available range from introductory-level courses for the novice user to advanced courses for the experienced user. The short, intensive courses focus on computer applications and programming and are offered for a variety of computer system types such as PC/DOS, UNIX, VAX/VMS, and Apple/Macintosh. Hands-on training is emphasized with each student having access to a computer system. Classes are available during both the day and evening, and are offered on a selected basis at all three primary college sites. Courses may be customized to focus on specific company needs and offered in special formats under contract. Classes may also be offered on-site using company facilities.

Industrial Training. In response to the specific training needs of area business and industry, Pellissippi State is able to develop and deliver customized industrial training programs. These training and human resource development needs are the result of plant start-up, expansion/renovation, workforce upgrade, and ongoing employee training and development. The specialized, contract training programs provide effective means for skills upgrading, retraining, and cross-training. Subject matter ranges from basic skills and workplace literacy to advanced technical skills. With industrial training instructors, instructional designers, and program coordinators on staff, needs assessment, program design and development, training, facility development, and project coordination can be provided in addition to the technical instruction. The industrial training programs are generally offered on-site, at an off-site training center, or at another convenient community location.

Technology Centers. The centers extend the programming capabilities of Pellissippi State to business and industry by serving as a demonstration site for state-of-the-art technology and equipment and by providing opportunities for updating personnel in various technology areas. Individual organizations also make arrangements with the college for use of laboratories and equipment.

Center for Advanced Workstation Computing. Approved by the Tennessee Board of Regents in 1986, the center’s mission focuses primarily on the coordination of academic workstation activities at the college and the development of practices related to workstation technology and educational computing.

The Center for Advanced Workstation Computing also administers the Demonstration and Development Lab. The lab houses computer equipment representative of the latest in workstation technology and serves as an instructional resource for educators involved in educational software development and as a technical resource for area business and industry through demonstrations, research, and training.
Center for Design and Production Automation. The mission of the Center for Design and Production Automation is to accelerate the transfer of advanced manufacturing technology to industry in the region and to assist firms, especially small to medium-sized companies, in improving their productivity and competitiveness. The CDPA accomplishes this by (1) providing expanded educational opportunities for students enrolled in the academic programs at Pellissippi State so that they may enter the job market with advanced technical skills, (2) providing workforce training and upgrading opportunities for area workers, (3) informing and educating the industrial firms of the region in the area of automated technology, (4) demonstrating the applicability of the manufacturing technology to the production processes of these firms, (5) assisting companies in the evaluation of manufacturing requirements and implementation of new processes, (6) providing the resources and services for the production of prototype and test parts, and (7) providing services which increase manufacturing productivity in the region and promote industrial development.

Center for Quality and Productivity. The Center for Quality and Productivity provides resources through which area business and industry, of various sizes and types of operation, can receive education, training, and leadership in quality and productivity. Specific program offerings are targeted at a range of management levels from plant manager to first-line supervisor as well as non-supervisory personnel at the production level. Quality development resources include on-site, customized training programs, public seminars and short courses, teleconferences, and business forums.

Community Services. Community Services provides a variety of programs and services to special community groups and target populations such as the disabled youth groups, displaced homemakers, and displaced workers. Some programs are provided at no cost to the participants.

Small Business Development Center. Funded through the U.S. Small Business Administration and operating as part of the Tennessee Small Business Development Network, the Small Business Development Center (SBDC) at Pellissippi State provides counseling and other services to small business in order to promote growth, expansion, innovation, increased productivity, and management improvement.

Teleconferences. Through the resources of the college’s satellite teleconference/video center, live, interactive teleconferences are offered on a regular basis which provide management and technical training to the business community, government, and schools. Teleconference topics cover a broad range of pertinent subject areas such as management strategies; technical training in engineering quality, waste management, health, and law; and other community and workplace issues of current interest.

Non-credit Information and Policies
Four Ways to Register.
1. Phone 694-6663 and talk with one of the continuing education registrars. Make payment with Visa, MasterCard, or Discover.
2. Visit the office during office hours: 8:00 a.m. to 5:00 p.m., Monday through
Friday, Pellissippi Campus, A. Lamar Alexander Arts and Sciences (C) Building, Room 108.

3. Mail a completed registration form with check or money order to Pellissippi State, P.O. Box 22990, Knoxville, TN 37933-0990, Attention: Continuing Education Registration.

4. With credit card payment, the completed registration form may be FAXed to the Continuing Education main office at FAX # 694-6583.

Fees. All enrollment fees must be paid before the beginning of class. The fee amount for each class or course is stated with the information regarding each of the offerings. Fees vary in accordance with the costs incurred in the delivery of the course, such as instructor, materials, and facilities costs. Unlike credit courses, no tax dollars are used to support non-credit programs. Non-credit courses are sustained by participant or contract revenues only; therefore, class enrollment must meet the minimum number of participants required to cover expenses. State employee, senior citizen, and disabled fee waiver policies do not apply to non-credit programs. Payment can be made by cash, check, money order, Mastercard, Visa, or Discover.

Cancellations/Postponements. Classes may be cancelled for lack of minimum enrollment. In the event a class is cancelled by the college for any reason, an effort will be made to notify each student registered for the class, provided work and home telephone numbers are given on the registration form.

If for any reason the instructor must postpone or reschedule a class session, she/he will notify the continuing education office and the students. In all instances of postponement, the instructor is responsible for arranging make-up classes.

In the event of snow or ice, please listen to the local radio stations for possible cancellation announcements. If Pellissippi State is closed, non-credit classes will adhere to the same schedule as regular classes.

Holidays. Non-credit programs adhere to the college holiday schedule.

Refunds. Money will be refunded ONLY if the class is cancelled by the college or upon notification of the student’s to withdraw two working days prior to the starting date of each class term. NO REFUNDS can be made after these dates because classes are started on the basis of full enrollment and payment of accompanying fees.

Closing Dates. The closing date for registration is two working days before the start of the class. Registration after this date cannot be guaranteed. Class space is limited and many classes fill before the closing date. Early registration with payment will ensure enrollment.

Parking. Non-credit students who park on campus must obtain parking permits. There is no charge for these.
Course Descriptions

*ACC 2110  
**Principles of Accounting I**  
3 Credits

A study of financial accounting theory and practice. Includes analyzing and preparing financial statements for sole proprietorships, corporations, and merchandising firms. Also includes accounting for cash, receivables, inventories, plant and equipment, and current liabilities and payroll. Emphasis is placed on analyzing, preparing, and reporting financial information.

Prerequisite: None
Corequisites: MTH 1010, or MTH 1020, or MTH 1210

*ACC 2120  
**Principles of Accounting II**  
3 Credits

A study of managerial accounting: job order costing, process costing, budgeting and standard costing, cost-volume-profit analysis, departmental and management reports, and special analysis. Also includes the statement of cash flows and analysis of financial statement. Emphasis is placed on using accounting information for management decision making.

Prerequisites: ACC 2110, OST 1215 (for career business majors) or CST 1030 (for transfer business majors)
Corequisite: None

ACC 2215  
**Intermediate Accounting I**  
3 Credits

A study of financial accounting theory and practice including financial statement presentation and the accounting cycle, current asset measurement and valuation, and fixed asset acquisition, depreciation, depletion, and disposition.

Prerequisite: ACC 2120
Corequisite: None

ACC 2220  
**Intermediate Accounting II**  
3 Credits

A continuation of the study of financial accounting theory and practice including liabilities and stockholders' equity, cash flow measurement and reporting, issues related to income measurement, and the preparation and analysis of financial statements.

Prerequisite: ACC 2215
Corequisite: None

ACC 2350  
**Cost Accounting**  
4 Credits

A study of cost accounting terminology and concepts. Includes job order costing, process costing, budgeting and standard costing, and accounting for overhead, payroll, and inventory.

Prerequisite: ACC 2120
Corequisite: None

ACC 2410  
**Income Taxation**  
3 Credits

A study of federal income taxation as applied to personal income, sole proprietorships, and partnerships. Topics include inclusions and exclusions, adjustments, deductions, taxes, and credits.

Prerequisite: ACC 2120
Corequisite: OST 2620

ACC 2530  
**Accounting Systems**  
3 Credits

A study of the flow of documents and information from initial transaction to financial statement preparation. Emphasis is on computer software applications. Topics include internal control, general ledger, accounts receivable, accounts payable, inventory, payroll, and job order costing.

Prerequisites: OST 1215, ACC 2215, ACC 2350
Corequisite: None
ACC 2571  Internship I  3 Credits
Actual work experience in business or industry is provided. One credit hour is awarded for each 45 hours worked. Periodic written reports are required.

Prerequisites: ACC 2215, ACC 2350, Department Head Approval
Corequisite: None

AMT 1000  Basic Mechanics & Lab  3 Credits
The course includes an introduction to the identification of tools, their use and care; identification of automotive parts and components, using shop manuals; use of measuring instruments; fasteners; shop safety standards; and the proper methods of light duty service of automobiles, including minor repairs, tire and wheel service, lubrication of the automobile and cooling system service.

Prerequisite: None
Corequisite: None

AMT 1100  Automotive Brakes & Lab  3 Credits
A detailed study of types of braking systems and their service requirements: machine turning of brake drums and rotors is included. Emphasis will be on system operation, diagnosis, adjustment, testing, replacement and repair procedures.

Prerequisite: AMT 1000
Corequisite: None

AMT 1110  Suspension and Steering & Lab  3 Credits
This course involves the study of suspension systems with emphasis on wheel alignment and suspension rebuilding.

Prerequisite: AMT 1000
Corequisite: None

AMT 1200  Drive Lines and Differentials  1 Credit
A study of automotive drive shafts, universal joints, axles, differentials, bearings and seals.

Prerequisite: AMT 1000
Corequisite: None

AMT 1210  Air Conditioning and Heating Systems  4 Credits
A study of fundamentals, performance testing and diagnosis, servicing, evacuation and charging automotive air conditioning systems. Also covers diagnosing and servicing the heating system of automobiles.

Prerequisite: AMT 1000
Corequisite: None

AMT 2010  Automotive Transmissions I w/Lab  4 Credits
A study of construction, fundamentals, servicing, adjustments and diagnosis of transmissions, both standard front and rear wheel drive and automatic front and rear wheel drive. Also includes an in-depth study of valves, clutches, bands, servos, proper disassembly and reassembly procedures, and updates.

Prerequisite: AMT 1000
Corequisite: None
**Course Descriptions**

**AMT 2110**  
Automotive Transmission II w/Lab  
2 Credits  
A continuation of AMT 2100.  

*Prerequisite:* AMT 2100  
*Corequisite:* None

**AMT 2120**  
Automotive Engines w/Lab  
5 Credits  
A study of engine construction, operation and diagnosis, which includes types, cylinder arrangements, valve arrangements, cooling systems, and lubrication systems. It also covers measurements, pistons, rings, connecting rods, valves including the proper methods of grinding valves and seats, and performance.  

*Prerequisites:* AMT 1000, EET 1015, EET 2005  
*Corequisite:* AMT 2130, EET 2105

**AMT 2130**  
Fuel and Air Management w/Lab  
3 Credits  
A study of construction, fundamentals, servicing, adjustments and diagnosis of computer controlled carburetors, fuel injection systems and exhaust systems, including fuel lines, fuel pumps, exhaust and intake manifolds, exhaust pipes, mufflers, resonators, and tail pipes.  

*Prerequisite:* AMT 1000  
*Corequisite:* None

**ANT 1300**  
Cultural Anthropology  
3 Credits  
An introduction to the field of Cultural Anthropology focusing on the description and analysis of geographically diverse social groups and their learned traditions. Culture consists of the abstract values, beliefs, and impressions of the world which lie behind behavior...and upon which, the attitudes and ideals of a society reflect.  

*Prerequisite:* None  
*Corequisite:* None

**ART 1010**  
Beginning Drawing  
2 Credits  
Development of observational skills and perception of reality. Fundamental aspects of drawing—line, tone, space, form, and composition.  

*Prerequisite:* None  
*Corequisite:* None

**ART 1030**  
Three Dimensional Design  
2 Credits  
Projects dealing with real space and three dimensional materials.  

*Prerequisite:* None  
*Corequisite:* None

**ART 1610**  
Basic Printmaking  
3 Credits  
An introductory survey of print-making.  

*Prerequisite:* ART 1010 for art majors—no prerequisite for non-art majors.  
*Corequisite:* None

**ART 1710**  
Survey of Contemporary Art  
3 Credits  
History of development of modern art from Impressionism through present day movements.  

*Prerequisite:* None  
*Corequisite:* None

*University parallel course intended for transfer*
**ART 1720**  
*Western Art I*  
3 Credits  
Major movements in Western Art with emphasis on Europe from prehistory through the Middle Ages.

Prerequisite: None  
Corequisite: None

**ART 1730**  
*Western Art II*  
3 Credits  
Major movements in Western Art with emphasis on Europe and America from 1400 through the 20th century.

Prerequisite: None  
Corequisite: None

**ART 2110**  
*Intermediate Drawing*  
3 Credits  
A continuation of the fundamental concepts of drawing with emphasis on composition, techniques, and content.

Prerequisite: ART 1010  
Corequisite: None

**ART 2130**  
*Painting*  
3 Credits  
Capacities of oil and acrylic painting on canvas.

Prerequisites: ART 1010, 2950 for art majors—No prerequisite for non-art majors.  
Corequisite: None

**ART 2140**  
*Painting II*  
3 Credits  
Continued exploration of the capacities of oil and acrylic painting on canvas. May be repeated; maximum of 6 hours.

Prerequisite: ART 2130  
Corequisite: None

**ART 2210**  
*Ceramics I*  
3 Credits  
Handbuilding techniques including forming methods, glazing, clay preparation, firing small and large scale pieces.

Prerequisite: None  
Corequisite: None

**ART 2220**  
*Ceramics II*  
3 Credits  
Thrown ceramic forms including functional utilitarian pottery techniques, glazing and firing methods.

Prerequisite: ART 2210  
Corequisite: None

**ART 2310**  
*Photography*  
3 Credits  
Art of black and white photography, field and studio shooting, history of photography, basic developing, and enlarging techniques.

Prerequisite: None  
Corequisite: None
**Course Descriptions**

*ART 2410  
**Sculpture**  
3 Credits  
Problems which explore basic materials and techniques including clay modeling, plaster construction, moldmaking.

**Prerequisite:** ART 1030 for art majors—no prerequisite for non-art majors.  
**Corequisite:** None

*ART 2420  
**Life Sculpture**  
3 Credits  
Modeling techniques in clay and wax working from the figure. Possibilities of expression with the human figure as subject. Modeling process encompasses both observational and material handling techniques.

**Prerequisite:** ART 1030 for art majors—no prerequisite for non-art majors.  
**Corequisite:** None

*ART 2950  
**Intermediate Design and Color**  
3 Credits  
Further exploration of basic techniques of two-dimensional design with emphasis on color theory and technique.

**Prerequisite:** ART 1010  
**Corequisite:** None

*ASL 1010  
**Beginning American Sign Language I**  
3 Credits  
An introductory study of the language which deaf adults in America use among themselves. This course includes an introduction to the deaf culture and to the basic structure of its language, as well as the mastery of fingerspelling and 400 signs.

**Prerequisite:** None  
**Corequisite:** None

*ASL 1020  
**Beginning American Sign Language II**  
3 Credits  
A continuation of the study of the language of the American deaf. This course includes further study of the structure of the language and the mastery of an additional 400 signs.

**Prerequisite:** ASL 1010  
**Corequisite:** None

ASL 1030  
**The Culture of the Deaf**  
3 Credits  
An introductory study of the culture of the deaf in America, including the deaf community and the home, religious, educational, and work lives of the deaf.

**Prerequisite:** None  
**Corequisite:** None

ASL 1040  
**The Psychology of Deafness**  
3 Credits  
A study of the psychology of deafness with an emphasis on the psychological and developmental impacts which hearing deprivation has on an individual.

**Prerequisite:** None  
**Corequisite:** None

*ASL 2010  
**Intermediate American Sign Language I**  
3 Credits  
A course which provides in-depth experience in conversing in American sign language, as well as the mastery of 100 widely-used American sign language idioms.

**Prerequisite:** ASL 1020  
**Corequisite:** None
Course Descriptions

*ASL 2020 Intermediate American Sign Language II 3 Credits
A course which involves conversational practice, experience in signing music, and the mastery of 100 additional American sign language idioms.
Prerequisite: ASL 2010
Corequisite: None

*AST 1510 Elements of Astronomy I 4 Credits
An introductory course surveying the universe on an Earth-outward basis. Eclipses, our solar system, plant gravitation and motion, and interplanetary vagabonds are examined.
Prerequisite: None
Corequisite: None

*AST 1520 Elements of Astronomy II 4 Credits
In the context of astrophysics and scientific explanation, light, matter, star birth and death, neutron stars, black holes, galaxies, and quasars are examined.
Prerequisite: None
Corequisite: None

BKG 1900 Supervisory Training for Bankers 2 Credits
Provide first line supervisors with the skills necessary to perform their job by integrating sound managerial concepts with practical experience.
Prerequisite: None
Corequisite: None

BKG 2020 Principles of Banking 2 Credits
A study of the language and documents of banking, check processing, teller functions, deposit functions, trust services, bank loans, and investments.
Prerequisite: None
Corequisite: None

BKG 2050 Marketing for Bankers 3 Credits
A study of marketing principles and their practical application in the banking industry.
Prerequisite: None
Corequisite: None

BKG 2060 Marketing for Banking 2 Credits
A study of marketing principles and their practical application in the banking industry.
Prerequisite: None
Corequisite: None

BKG 2012 Analyzing Financial Statements - AIB 3 Credits
A study of financial statement analysis. Topics include generation of statement data and limitations of the accounting information provided, business funds flow, and analysis tools and techniques.
Prerequisite: Second semester status
Corequisite: None

BKG 2100 Analyzing Finance Statements 2 Credits
A study of financial Statement analysis. Topics include generation of statement data and limitations of the accounting information provided, business funds flow, and analysis tools and techniques.
Prerequisite: None
Corequisite: None
Course Descriptions

**BKG 2160  Introduction to Commercial Lending  3 Credits**
An overview of the commercial lending function. Topics include the commercial loan customer, types of commercial loans, the loan decision process, cost analysis, control and profitability, and the regulatory and legal environments.

Prerequisite: Second semester status
Corequisite: None

**BKG 2200  Consumer Lending  2 Credits**
An overview of the role of consumer credit in overall bank operations. Topics include credit risk evaluation, policy, loan processing, servicing and collecting loans, compliance, and portfolio management.

Prerequisite: Second semester status
Corequisite: None

**BKG 2240  Deposit Operation  2 Credits**
Focuses on how banks operate in the context of the U.S. payments mechanism. The deposit-taking activities of banks, their management of deposited funds and the competitive and regulatory environments in which banks operate are the central subjects of the text.

Prerequisite: None
Corequisite: None

**BKG 2250  Money and Banking  3 Credits**
A study of money and the world of banking that it creates and through which it flows. Topics include the tools of monetary and fiscal policy, the impact of monetary policy on the banking system, monetary theory, and international banking.

Prerequisite: None
Corequisite: None

**BKG 2300  Law and Banking  2 Credits**
A study of law and legal issues with special emphasis on the Uniform Commercial Code. Topics include contracts, real estate, and bankruptcy.

Prerequisite: None
Corequisite: None

**BKG 2310  Law Banking Applications  2 Credits**
Introduction to laws pertaining to secured transactions, letters of credit, and the bank collection process. Laws covering collateral, perfection and default will also be covered.

Prerequisite: None
Corequisite: None

**BKG 2350  Trust Management  3 Credits**
A study of trust management. Topics include the trust department, trust investments, tax administration, and real estate administration.

Prerequisite: None
Corequisite: None

**BKG 2400  Commercial Bank Management  3 Credits**
An introduction to daily bank activities including formulation of objectives and policies, management of assets and liabilities, sources and uses of funds, and the administration of deposits, loans, and other investments.

Prerequisite: None
Corequisite: None
**BKG 2450**  
**Supervision**  
A study of principles of management including planning, organizing, staffing, directing, and controlling.  
*Prerequisite:* None  
*Corequisite:* None

**BKG 2600**  
**Bank Investments and Funds Management**  
A study of banking investment and funds management strategies that earn an acceptable return without undue risk.  
*Prerequisite:* None  
*Corequisite:* None

**BKG 2670**  
**Communication Skills for Bankers**  
Course emphasizes writing for a specific audience. Practical techniques for producing memos, letter, and reports specific to financial institutions are covered.  
*Prerequisite:* None  
*Corequisite:* None

**BKG 2700**  
**Financial Planning**  
An overview of the financial planning process and its application.  
*Prerequisite:* None  
*Corequisite:* None

**BKG 2740**  
**Product Knowledge**  
A study of the range of financial products a bank can offer—consumer, corporate and trust products' features and benefits.  
*Prerequisite:* None  
*Corequisite:* None

**BKG 2770**  
**Consumer Bankruptcy**  
A study of the provisions and procedures as redefined by the 1978 Bankruptcy Reform Act and New Bankruptcy Code. Examines the steps bankers can take within the context of the revised law to minimize bankruptcy losses.  
*Prerequisite:* None  
*Corequisite:* None

**BKG 2850**  
**Economics for Bankers**  
An introduction to the fundamental principles of economics. Special emphasis is placed on importance to bankers. Course provides basics of economic theory and examples.  
*Prerequisite:* None  
*Corequisite:* None

**BIO 1010**  
**General Biology I**  
Chemical basis of life; cell structure and function including energy metabolism; cell division; Mendelian and molecular genetics; kingdoms of monera, protista, and fungi.  
*Prerequisite:* None  
*Corequisite:* None

**BIO 1020**  
**General Biology II**  
Plant and animal anatomy (tissues, organs, and organ systems); physiology; reproduction and growth; evolution and population genetics; ecology and behavior.  
*Prerequisite:* None  
*Corequisite:* None
**BIO 2000  Independent Scientific Investigation  2 Credits**

Independent laboratory, library or field research in biology under the supervision of a consenting faculty member; designed to develop an interest in biology and the application of techniques of scientific research. Students may accumulate up to 6 credit hours. Intended as elective credit and may not be applied toward general education requirements.

**Prerequisite:** Consent of instructor  
**Corequisite:** None

**BIO 2010  Cell Biology  4 Credits**

Organization and function of the cell. Four hours of lecture with announced discussion sessions.  
**Prerequisites:** BIO 1020, or CHM 1020, or two years of high school biology and an ACT natural science score of 26 or higher, or permission of instructor.  
**Corequisite:** None

**BIO 2020  General Genetics  4 Credits**

Classical and modern theories of heredity. Four hours of lecture with announced discussion sessions.  
**Prerequisite:** BIO 1010, or CHM 1020, or two years of high school biology and an ACT natural science score of 26 or higher, or permission of instructor.  
**Corequisite:** None

**BIO 2030  General Ecology  4 Credits**

Relations between organisms and their environment, including human environmental problems. Four hours of lecture with announced field trips.  
**Prerequisite:** None  
**Corequisite:** None

**BIO 2210  Pathophysiology  2 Credits**

An introduction to the disease processes and mechanisms of the human body and to the dysfunction of the body’s systems.  
**Prerequisite:** None  
**Corequisite:** None

**BIO 2220  Microbiology  3 Credits**

An introductory course in microbiology dealing with bacteria, fungi, yeast, and virus to include discussions of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease, and immunity.  
**Prerequisite:** None  
**Corequisite:** None

**BIO 2310  Human Anatomy and Physiology I  4 Credits**

A study of basic biological chemistry, cellular structure and function (including cellular respiration, protein synthesis, and cell division), histology, and integumentary, skeletal and nervous systems.  
**Prerequisite:** None  
**Corequisite:** None

**BIO 2320  Human Anatomy and Physiology II  4 Credits**

A study of the anatomy and physiology of blood, the circulatory, immune, respiratory, digestive, excretory, endocrine, and reproductive systems.  
**Prerequisite:** BIO 2310  
**Corequisite:** None
*BIO 2400  
**Principles of Nutrition**  
3 Credits  
Human nutrition for the life span, including biochemistry of body nutrients, health and disease, government and scientific guidelines.

Prerequisite: BIO 2310 or 2320 or CHM 1000  
Corequisite: None

CET 0100  
**Introduction to Surveying**  
3 Credits  
This course covers both fundamental and advanced concepts of algebra, geometry and trigonometry. Surveying as a career and basic terminology are also discussed.

Prerequisite: None  
Corequisite: None

CET 1010  
**Construction Methods**  
4 Credits  
The basic techniques and fundamentals essential in erecting light frame, steel frame, and reinforced concrete frame buildings. The study involves the various phases from site investigation through finished work.

Prerequisite: None  
Corequisite: None

CET 1020  
**Construction Materials w/Lab**  
3 Credits  
The basic properties, production, and tests of construction materials. Topics include soils; aggregates, concretes, asphalt, steel, and wood; their proper application; performance of standard tests on construction materials; and preparation of proper technical reports on test results.

Prerequisite: None  
Corequisite: None

CET 1210  
**Surveying Principles w/Lab**  
5 Credits  
The basic theory and applications of measurement with steel tape, transit, level, and total station. Topics include pacing, horizontal and vertical distance measurements, traverse computations, and field notes.

Prerequisite: None  
Corequisite: None

CET 2010  
**Cost Estimating**  
3 Credits  
The interpretation of building plans, preparation of quantity surveys dealing with individual sections of work, computation of labor costs, pricing of material costs, overhead, and profit.

Prerequisite: None  
Corequisite: MTH 1020

CET 2020  
**Construction, Management, Scheduling and Codes**  
3 Credits  
Implementation of the Standard Building Code, specifications, bonds, contractor relations, and responsibilities. Support topics include principles of project control including bar charts, critical path, field reports, and cost control systems.

Prerequisite: Second year status  
Corequisite: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2110</td>
<td>Soil Mechanics w/ Lab</td>
<td>3</td>
<td>Basic soil mechanics and foundation design characteristics. Topics include: properties and characteristics of soils; permeability, seepage and flow nets; settlement, consolidations and compaction. Prerequisite: MTH 1020  Corequisite: None</td>
</tr>
<tr>
<td>CET 2210</td>
<td>Advanced Surveying Principles w/ Lab</td>
<td>3</td>
<td>The basic principles of mapping profiles, horizontal curves, vertical curves, astronomical observation, and custom surveying. Prerequisite: CET 1210  Corequisite: None</td>
</tr>
<tr>
<td>CET 2220</td>
<td>Site Planning and Development</td>
<td>3</td>
<td>Basic concepts and design considerations in site planning and development. Topics include topography, stormwater drainage, retention basins, sanitary sewer considerations, subdivision planning, pavement alignment and design. Prerequisite: CET 2210  Corequisite: None</td>
</tr>
<tr>
<td>CET 2240</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
<td>This course emphasizes the legal aspects of land surveying including professionalism, licensing, documents, legal definitions and laws. Prerequisite: None  Corequisite: None</td>
</tr>
<tr>
<td>CET 2310</td>
<td>Mechanical Systems I w/ Lab</td>
<td>4</td>
<td>The basic design principles of hydraulics; water distribution; sewage systems; fire sprinkler systems; and heating, ventilation, and air conditioning systems. Prerequisite: Second year status  Corequisite: None</td>
</tr>
<tr>
<td>CET 2320</td>
<td>Mechanical Systems II w/ Lab</td>
<td>4</td>
<td>The basic principles of electricity, wiring principles, multi-phase systems, lighting fundamentals, and energy management control systems. Prerequisite: Second year status  Corequisite: None</td>
</tr>
<tr>
<td>CET 2410</td>
<td>Structural Steel Design</td>
<td>3</td>
<td>Design of structural steel members and their connections. Topics include tension and compression members, beams, girders, trusses, and columns subjected to concentric and eccentric loads. Prerequisite: ENS 1010  Corequisite: None</td>
</tr>
<tr>
<td>CET 2420</td>
<td>Reinforced Concrete Design</td>
<td>3</td>
<td>Design of reinforced concrete structures, fundamental design of beams, columns, floor systems, footings, and retaining walls. Prerequisite: ENS 1010  Corequisite: None</td>
</tr>
</tbody>
</table>
CET 2710  
**Special Projects**  
**Variable Hours**  

Projects related to practical applications of design allowing students to use theory, methods, and practices similar to those encountered on the job. Group design projects are developed by a team of students under faculty supervision. The course credit depends upon the complexity of the project.

**Prerequisite:** None  
**Corequisite:** None

CGT 1000  
**Graphic Design Fundamentals**  

A study of creative problem-solving techniques using visualization, sketching, model making, and technical writing.

**Prerequisite:** None  
**Corequisite:** None

CGT 1010  
**Photographic Process**  

A study of the fundamentals of photographic production. Addresses problems and techniques in shooting, processing, contact print making, and enlarging, using black and white film and color slides and transparencies. Students are responsible for providing 35mm SLR camera, film, and photographic paper.

**Prerequisite:** None  
**Corequisite:** None

*CGT 1030  
**Introduction to Macintosh Graphic Design**  

Introduction to the Macintosh computer and its operating system and an overview of graphic design applications including word processing, illustration, and page layout.

**Prerequisite:** None  
**Corequisite:** CGT 1000 for CGT majors

CGT 1100  
**Advanced Graphic Design**  

A study of various technologies and equipment, including process camera, xerography, and color comping systems. Emphasis on developing skills in creative problem-solving techniques using technology.

**Prerequisites:** CGT 1000, CGT 1010  
**Corequisite:** None

CGT 1110  
**Typography**  

A study of the basics of typography including type styles and sizes. Introduction to use of computerized photo-typesetting equipment emphasized.

**Prerequisite:** CGT 1000  
**Corequisite:** None

CGT 1120  
**Professional Seminar I**  

A study of the communications graphics field. Common practices, emerging technologies, and field work with area professionals is emphasized.

**Prerequisite:** None  
**Corequisite:** None

CGT 1130  
**Professional Seminar II**  

Continued study of the communications graphics field. Common practices, emerging technologies, and field work with area professionals is emphasized.

**Prerequisite:** None  
**Corequisites:** CGT 1000, CGT 1120

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*University parallel course intended for transfer*
CGT 2000  Presentation Fundamentals  5 Credits
A study of visual and verbal presentation skills. Design development and mechanical art’s role in developing these skills will be stressed.
Prerequisites: CGT 1000, CGT 1100, CGT 1110, CGT 1010
Corequisite: None

CGT 2030  Technical Illustration  3 Credits
A study of the fundamentals of technical illustration. Pen and ink, graphite, shading, color films, and computer-generated graphic techniques will be emphasized.
Prerequisites: CGT 1000, CGT 1010, CGT 1100, CGT 1110
Corequisite: None

CGT 2100  Advanced Presentation  5 Credits
A study of the integration of art, photography, and typography in producing graphic art.
Prerequisite: CGT 2000
Corequisite: None

CGT 2120  Professional Seminar  1 Credit
A study of the communications graphics’ role in graphic arts. Field work emphasized.
Prerequisites: CGT 1120, CGT 1130
Corequisite: None

CGT 2140  Desktop Publishing  3 Credits
A study of electronic publishing, including the integration of text and graphics.
Prerequisite: CGT 2000 or permission from instructor
Corequisite: None

CGT 2160  3-D Modeling  3 Credits
A study of basic model design and construction skills. Product and package design techniques will be covered.
Prerequisites: CGT 1000, CGT 1100
Corequisite: None

CGT 2998  Internship  2 Credits
Practical, on-the-job experience working in a professional office, studio, or agency.
Prerequisite: Approval by CGT instructor
Corequisite: None

*CHM 1000  Principles of Chemistry  4 Credits
Atomic structure, periodic law, bonding, gas laws, liquid and solid states, solutions, acids and bases, oxidation and reduction reactions, and equilibrium.
Prerequisite: Two years of high school algebra and completion of R/D math requirements
Corequisite: None

*University parallel course intended for transfer
*CHM 1010  General Chemistry I  4 Credits
Modern atomic theory, chemical bonding, stoichiometry, kinetics.
Prerequisite: Two years of high school algebra and completion of R/D math requirements
Corequisite: None

*CHM 1020  General Chemistry II  4 Credits
Chemical equilibrium, thermochemistry, electrochemistry, introduction to organic and biochemistry.
Prerequisite: CHM 1010
Corequisite: None

*CHM 1100  Basic Organic and Biochemistry  4 Credits
Prerequisite: CHM 1000
Corequisite: None

CHM 1110  Applied Chemistry I w/Lab  4 Credits
Course topics include modern atomic theory, chemical bonding, periodic relationships, chemical nomenclature, chemical formulas, stoichiometry, oxidation and reduction, electrochemistry, and quantitative treatment of gas laws. Laboratory emphasis will be on individual laboratory work, and an industrial type notebook will be maintained.
Prerequisite: None
Corequisite: None

CHM 1120  Applied Chemistry II w/Lab  4 Credits
A study of the quantitative aspects of solutions, reaction kinetics, chemical equilibria, thermochemistry, ionization of electrolytes, and coordination chemistry. Laboratory emphasis will be on individual laboratory work, and an industrial type notebook will be maintained.
Prerequisite: CHM 1110
Corequisite: MTH 1020

*CHM 2010  Organic Chemistry I  4 Credits
Compounds of carbon and their reactions. Reaction mechanisms, synthesis, spectroscopic and other physical properties.
Prerequisite: CHM 1020
Corequisite: None

*CHM 2020  Organic Chemistry II  4 Credits
Continuation of CHM 2010.
Prerequisite: CHM 2010
Corequisite: None
Course Descriptions

CHM 2110  Applied Analytical Chemistry w/Lab  4 Credits
The principles and practices of quantitative analysis. The laboratory work focuses on techniques associated with a wide variety of analytical methods used in industry, including gravimetric and volumetric methods, and instrumental methods such as chromatography and spectroscopy.

Prerequisite: CHM 1120 or CHM 1020
Corequisite: None

CHM 2210  Applied Organic Chemistry  4 Credits
A study of the physical and chemical properties of organic compounds with strong emphasis on understanding organic reactions mechanisms. Memorization will be subordinated and strong emphasis placed on understanding the conditions that effect the initiation and rate of organic reactions. Organic chemical nomenclature will be studied, and the use and production of organic chemicals in local industries will be surveyed.

Prerequisite: CHM 1120
Corequisite: None

*CHM 2310  Analytical Chemistry  4 Credits
Principles and practices of quantitative measurements in chemical systems. Acid base, complexometric, and redox equilibria; elementary, spectrophotometry; chemical separations - including chromatography, ion exchange, and solvent extraction.

Prerequisite: CHM 1020
Corequisite: None

CHT 1030  Industrial Seminar  1 Credits
A study of the organization and technology of local industry, chemical industry safety, and the role of the chemical engineering technician. Information is provided through discussions with employers and program graduates.

Prerequisite: None
Corequisite: None

CHT 1330  Mass and Energy Balances  5 Credits
Basic calculations in chemical engineering technology. Special subject areas include unit conversion, graphical presentation, material balances, first and second law of thermodynamics, energy balances, and simultaneous mass and energy balances. The laboratory will provide an opportunity to perform calculations under supervision.

Prerequisite: MTH 1020
Corequisite: None

CHT 2200  Instrumentation and Process Control  3 Credits
A study of automatic control of processes and equipment. Topics include process dynamics, feedback control, controller tuning, and a survey of equipment used in process control.

Prerequisite: MTH 1020
Corequisite: None

CHT 2220  Chemical Engineering Materials w/Lab  3 Credits
An analysis of the mechanical, physical, and chemical properties of engineering materials. The mechanisms and control of corrosion of engineering materials in different environments are included. Emphasis is on the determination of suitable materials for use in various chemical processing applications. The laboratory work includes both physical testing for mechanical properties and corrosion testing.

Prerequisites: MTH 1020, CHM 1110
Corequisite: None
Course Descriptions

CHT 2450  **Unit Operations I w/Lab**  4 Credits
A study of fluid statics and dynamics and heat transfer. Topics include manometers, flow measurements, laminar and turbulent flow, viscosity, Reynolds number, pressure drop in pipes, fittings and valves, pumps, NPSH, velocity of falling particles, conduction, natural and forced convection, and heat exchangers. The laboratory will consist of experiments demonstrating the principles of unit operations. Emphasis will be placed on assembly and proper operation of the equipment. Detailed reports of experiments will be prepared.

**Prerequisites:** CHT 1330
**Corequisite:** None

CHT 2460  **Unit Operations II w/Lab**  4 Credits
Unit operations of chemical engineering including evaporation, absorption, distillation, ion exchange, extraction, and drying. Problems of scale-up are discussed. The laboratory will consist of experiments demonstrating principles. Emphasis will be placed on assembly and proper operation of the equipment. Detailed reports of experiments will be prepared.

**Prerequisite:** CHT 2450
**Corequisite:** None

CHT 2650  **Hazardous Waste Management w/Lab**  4 Credits
A study of the interaction of waste materials and the environment. The treatment and disposal of waste materials will be discussed with emphasis on disposal of hazardous waste materials. The laboratory work will demonstrate analysis and disposal techniques for hazardous wastes. Field trips will be included as appropriate. Accuracy in following procedures and recording data in a prescribed format will be emphasized.

**Prerequisites:** CHM 1110, MTH 1020
**Corequisite:** None

*CID 1100  **Fundamentals of Technical Drawing w/Lab**  3 Credits
A broadly focused CAD course for CIDD majors, Engineering Technologies Majors and Engineering Transfer students. This course covers the basic techniques and fundamental principles necessary to produce engineering drawings, including the use of drafting equipment, freehand sketching, geometric construction, orthographic and isometric drawings, dimensioning, and assembly drawings. The computer is used as a drafting tool to teach CAD commands and reinforce the concepts of technical drawing.

**Prerequisite:** None
**Corequisite:** DSM 0840

CID 1110  **Technical Illustration w/Lab**  4 Credits
A coverage of basic sketching skills and the communication concepts of describing physical objects graphically through the use of line drawings, techniques of shade and dimensional representation using perspective methods. The student will learn how to represent an object, building or other shapes using freehand sketching, orthographic projection methods such as isometric, diametric, trimetric and perspective projection methods. Both one point and two point perspectives will be covered.

**Prerequisite:** None
**Corequisite:** CID 1100
Course Descriptions

**CID 1200 Microstation w/ Lab**  
4 Credits  
A course using Microstation CAD software for design and drafting applications. The course will cover basic commands, 3-D commands, file manipulations, symbology, dimensioning and surfacing. The student will be able to construct 3-dimensional design models, transfer information to two dimensional files, dimension and annotate, section and cross hatch the two dimensional file to create fabrication drawings.  
Prerequisites: CID 1100, CID 1110  
Corequisite: MTH 1020

**CID 1210 Architectural Drawing I w/ Lab**  
4 Credits  
An introduction to architectural drafting. The course will use CAD software to teach the basic elements of architectural drafting. The students will produce a set of architectural drawings which will include floor plan, site plan, building section, wall section, and elevations. The computer will also be used to calculate quantities and produce reports.  
Prerequisite: CID 1100  
Corequisite: MTH 1020

**CID 1220 Advanced Mechanical Drawing w/ Lab**  
4 Credits  
Advanced Mechanical Drawing covers techniques and fundamental skills essential to produce more complicated entry-level engineering drawings. Computervision Personal Designer is introduced as a 3-D mechanical design tool. Auxiliary view, intersections and developments, and ANSI standard dimensioning on tolerancing are implemented. Use of the computer to generate flat pattern layout drawings is also implemented. Simple assembly drawing is covered.  
Prerequisite: CID 1100  
Corequisite: MTH 1020

**CID 1310 Micro Cadam**  
2 Credits  
Micro-cadam software commands and operating procedures necessary for entry skills. Basic element creation, manipulation, dimensioning, text, and detail commands covered.  
Prerequisite: None  
Corequisite: None

**CID 2150 Advanced AutoCAD w/ lab**  
4 Credits  
A continuation of training in the AutoCAD software begun in CID 1100. The course covers topics involving the creation and manipulation of 3 dimensional drawings, menu customizing, solid modeling, creation and management of symbol libraries, and an introduction to Autolisp programming language. The student will be able to customize a CAD environment to enhance their performance, create a three dimensional model and render the model.  
Prerequisite: CID 1100  
Corequisite: MTH 1020

**CID 2160 Advanced Personal Designer w/ Lab**  
4 Credits  
A continuation of training in the Computervision Personal Designer Program begun in CID 1220. The course covers topics involving the creation of curves and surfaces, customization of menus, an introduction to the user programming language, and introduction to solid modeling techniques.  
Prerequisites: CID 1220, MTH 1020  
Corequisite: None
Course Descriptions

CID 2170  Architectural Detailing w/ Lab  4 Credits

A continuation of concepts covered in CID 1210. More detailed drawing requirements will be covered as well as the need for more specialized drawings. The student will organize and draw a set of detailed drawings consisting of wall sections, large scale details, isometric details, multiple plans, interiors elevations, and details required for special construction.

Prerequisites: CID 1210, MTH 1020
Corequisite: None

CID 2190  Structural Detailing w/ Lab  4 Credits

This course will build on concepts covered in CID 1210. The structural requirements for buildings will be covered. The student will be expected to analyze beams, columns, base plates, connections, and represent these components using a CAD system.

Prerequisites: CID 1210, MTH 1020
Corequisite: None

CID 2300  CIDD Project/Internship  4 Credits

The student and the instructor identify a project or outside work experience to be completed by the student. The student is expected to produce sketches, working drawings, details, sections, auxiliary views, etc... as required to completely describe the project to the instructor.

Prerequisites: Department Head approval, Second year standing
Corequisite: None

*CMN 1020  Introduction to Mass Communications  3 Credits

Overview of systems of mass communications, with emphasis on American Media, their ownership, and legal and social controls.

Prerequisite: None
Corequisite: None

*CMN 2000  Writing for Mass Media  3 Credits

Information gathering and writing under deadline for print and broadcast media, including news and promotional copy. Preparation of news, advertising, and persuasive text. Comparison of styles and organization techniques. Grammar, usage, and style workshop.

Prerequisite: CMN 1020, ENG 1020, and keyboard skills.
Corequisite: None

CST 1010  Introduction to Computers & Operating Systems  3 Credits

A study of current and projected uses of computers in business, scientific, educational, and engineering fields. Topics include hardware, software and software uses, systems, social issues, and discussion of career options in those fields utilizing computer systems. Emphasis on microcomputers, word processing, spreadsheets and other application packages found in business and industry today will be stressed.

The course is for non-CST majors only. CST majors will not receive credit for this class toward a degree or certificate in Computer Science. This is a general hands-on computer literacy course. Although this course is not required for transfer credit, it does provide excellent background prior to taking the CST 1030 course or other computer-related courses.

Prerequisite: DSR 0810
Corequisite: None
**Course Descriptions**

*CST 1030*  
**Introduction to Programming**  
4 Credits  
**Prerequisite:** MTH 1020 or equivalent  
**Corequisite:** MTH 1410 or MTH 1210

*CST 1110*  
**Introduction to CST**  
4 Credits  
A first course in computer science providing an overview of machine architecture, the human/machine interface, data organization, and potential of algorithmic machines. The course also includes an introduction to DOS and programming in BASIC.  
**Prerequisite:** None  
**Corequisite:** None

*CST 1120*  
**Introduction to Personal Computing**  
3 Credits  
A study of current and projected uses of personal computers in business, scientific, educational, and engineering fields. Topics include disk operating systems, hardware, software, applications, social issues, and discussion of careers in personal computer related fields.  
**Prerequisite:** None  
**Corequisite:** None

*CST 1220*  
**Computer Organization**  
4 Credits  
Number systems, internal representation of numbers in computers, hardware components, hardware organization, introduction to assembly language, microprogramming control units. Computing with register machine, introduction to digital circuits.  
**Prerequisite:** CST 1030  
**Corequisite:** None

*CST 1230*  
**Data Structures**  
4 Credits  
Structured programming, data structures and applications, I/O techniques, lists, queues, trees, tables, streams, algorithms, and files.  
**Prerequisite:** CST 1030  
**Corequisite:** None

*CST 1320*  
**Introduction to Programming and BASIC**  
4 Credits  
A study of sound programming practices including top-down design, structured code, algorithm development, and documentation. Problem-solving strategies are introduced through flowcharting and the BASIC language. Topics include input/output, comparing, interactive programming, arrays, and sorting.  
**Prerequisite:** None  
**Corequisite:** CST 1110, MTH 1010, or MTH 1020

*CST 1330*  
**Computer Programming for Engineers**  
4 Credits  
A study of the sound programming practices including top-down design, structured coding, algorithm development, and problem solving for engineering applications. The coursework includes terminology, operation of computers, DOS, BASIC and introduction to other languages and systems.  
**Prerequisite:** None  
**Corequisite:** MTH 1020

*University parallel course intended for transfer*
*CST 1370  **Computer Programming for Engineering Transfer**  4 Credits

Introduction to computers, algorithms, flow charts, and structured programming with applications in engineering and graphics.

Prerequisite: None
Corequisite: ENS 1210, MTH 1410

CST 1410  **Machine Organization**  4 Credits

VAX assembly language is used to study general concepts related to the structure and organization of computer systems, particularly the VAX family. The course also contains an introduction to the VMS operating system and utilities.

Prerequisite: CST 1110
Corequisite: CST 1510 or CST 1520

CST 1510  **Programming in Pascal**  4 Credits

A study of structured programming concepts, modular design, problem solving, algorithm development, using the Pascal language. Emphasis is placed on development of good programming habits through the use of Pseudocode as a design tool. Topics include control statements, loops, functions procedures, cases, arrays, records, and file processing.

Prerequisite: CST 1110
Corequisite: CST 1510 or CST 1520

CST 1520  **Programming in QUICK BASIC**  4 Credits

A course in BASIC programming. Topics include: Advanced array processing, sorting and searching, file updating, screen processing, control breaks, data validations and graphics.

Prerequisite: CST 1110
Corequisite: MTH 1010 or MTH 1020

CST 1530  **Windows Visual BASIC Programming**  4 Credits

A study of windows graphic interface development through the learning and hands-on application of Visual BASIC programming language. The learner will develop, design, code and test graphic sessions, images, windows, mouse selections, data and image movements, and product enhancements. The learner will create event trapping objects and procedures which cause action within the windowing session and which control various activities made available to the user. Emphasis will be on code creation, sound programming practice, window control and graphic design.

Prerequisites: DSR 0810, DSE 0820, CST 1110
Corequisite: None

CST 1705  **Technical Desktop Publishing**  3 Credits

A hands-on study of various desk-top publishing, word processing and form/document development tools used in technology and industry to produce graphic and text-based materials. This course will use at least one of the following packages: Ventura, PageMaker, Publish It, WordPerfect or Word. The course will demonstrate and use form, label and/or graphic image products.

Prerequisite: department approval
Corequisite: None

CST 1710  **Survey of Software Applications**  3 Credits

A study of a variety of software available for microcomputers. Principles of effective use of software products and microcomputer systems are related to small business applications. Topics include the use of public domain, shareware, commercial, and custom products used in business. Students taking this course will not receive credit for CST 1720 or CST 1740.

Prerequisite: CST 1010
Corequisite: None
Course Descriptions

CST 1715  
**PC Operating Systems**  
3 Credits  
A study of the current operating systems used in computers today. Emphasis will be on micro-computers and workstation environments. DOS 5.x, OS/2, Windows 3.x and others will be covered and used. Mini-computer and Main-frame environments will be discussed, but are not the main topic of this course.

**Prerequisites:** CST 1110, CST 1120, or CST 1010  
**Corequisite:** None

CST 1720  
**dBase Programming Application**  
3 Credits  
A study of the use of microcomputer database software for business applications. Topics include the xBase programming language, database structures, file creation, data manipulation, report generation, and applications software development.

**Prerequisite:** CST 1110 or department approval  
**Corequisite:** None

CST 1725  
**SQL Oracle Database**  
3 Credits  
A comprehensive introduction to the SQL/Oracle relational database system. Hands-on training will include set-up, installation, SQL*PLUS, database design and creation, data queries, view definition and use, operators and functions, use of SQL*FORMS, report writer, menus, security, calculation, indexing, programming in PRO*C, utilities, and data transport.

**Prerequisite:** CST 1110 or department approval  
**Corequisite:** None

CST 1730  
**Computer Applications**  
3 Credits  
A study of a specific application package or integrated product which aligns with the current or future needs of the computing industry. Hands-on training in the use, methods, alteration, manipulation, and application of this product will be covered.

**Prerequisite:** CST 1110  
**Corequisite:** None

CST 1735  
**Business Graphics Applications**  
3 Credits  
A comprehensive introduction to Harvard Graphics 3.x and other business graphic products. Hands-on training will include set-up, installation, creating charts, graphs, presentations, drawings, special effects, integrating text/graphic documents and transfer of data between products. Several products will be demonstrated, used and evaluated as part of this training.

**Prerequisite:** CST 1110 or department approval  
**Corequisite:** None

CST 1740  
**Practical Applications Using Microcomputers**  
3 Credits  
A study of microcomputer applications using word processing, spreadsheets, and databases. Lab activities include writing and editing documents, creating and using spreadsheets, and developing database structures.

**Prerequisite:** CST 1110  
**Corequisite:** None

CST 1745  
**Macintosh Introduction**  
3 Credits  
A comprehensive introduction to the Apple Macintosh systems and environments. Hands-on training will include the graphic user environment, use of peripheral devices, graphics, word processing, spreadsheets, charts, databases, utilities, and other applications packages.

**Prerequisite:** None  
**Corequisite:** None
CST 1750   Using VMS Operating System Utilities 3 Credits

A study of various VMS utilities including SORT/MERGE, DIFFERENCE, PHONE, MAIL, and LIBRARY. Topics include creating and using command files, tailoring VMS by using the login command file, working with file organization and protection, advanced EDT functions, introduction to EVE and DSR.

Prerequisite: CST 1410
Corequisite: None

CST 1755   Networking and Communications 3 Credits

A hands-on study of microcomputer communications applications and networking products. Lab activities include installation, file server set-up, printer drivers, cabling, topologies, security, messaging, management and control. Applications software and user/client scripts will be developed and installed. Several different LAN arrangements will be covered.

Prerequisites: CST 1110, CST 1010, CST 1120, or department approval
Corequisite: None

CST 1760   Unix and Workstation Computing 3 Credits

A study of the UNIX operating system using the workstation environment. Topics include use of Unix utilities, electronic mail, shell programming, and graphic user interfaces.

Prerequisite: CST 1110 or department approval
Corequisite: None

CST 1765   Expert Systems 3 Credits

The study of Expert Systems concepts and applications through the use and practical application of VP-Expert. The course covers Expert System and Artificial Intelligence concepts, specific application products in use, methods of reasoning, knowledge representation, user interfacing, software engineering, and development tools. The learner will develop an expert driven program model.

Prerequisites: CST 1110 and CST 2xxx
Computer Language or approval by the CST department head
Corequisite: None

CST 1770   IBM System 34/36/38 Utilization 3 Credits

A study of IBM operating systems, minicomputer access, on-line utilities, system operations and terminal/printer utilization. Hands-on experience will be gained in console, printer, terminal and system devices using training and commercial products.

Prerequisite: CST 1110
Corequisite: None

CST 1775   IBM AS/400 Operation, Use and Management 3 Credits

A hands-on study of IBM AS/400 Mini computer system and associated products. Lab activities include set-up, printer use, cabling, terminal operations, console commands, security, on-line tutorials, resource allocation, file handling, system activities, management and control. Applications software loading and hardware interface will be developed, installed and used.

Prerequisite: CST 1110
Corequisite: None
CST 1780  Computer Applications in Business & Industry  3 Credits
A study of unique applications of computer systems and controls found in business and industry today. Emphasis will be on current research, development, production, new operating systems, forth generation languages and applications of computers in today's working environments. Guest speakers, field trips, use of new products and systems, reading and lecture will be used.

Prerequisites: CST 1110 and one programming language
Corequisite: None

CST 1785  IBM Mainframe Operation with CICS/VS  3 Credits
A hands-on study of IBM Mainframe computer environments/systems and associated products. Lab activities include set-up, printer use, terminal operations, console commands, CICS/VS, security, on-line service, resource allocation, file handling, system activities, room environmental, operations, management and control.

Prerequisite: CST 1110 or department approval
Corequisite: None

CST 1790  Special Applications Project  3 Credits
A directed study and utilization of specific computer software products that relate to student career/interest areas. This course requires extensive computer utilization and documentation learning or development. Projects must be pre-approved by the department head prior to enrollment.

Prerequisite: CST 1110
Corequisite: None

CST 1795  JCL-Job Control Language  3 Credits
The study of Job Control Language concepts and applications through the use and practical application of MVS, VM, OS/VS, ISAM data, VSAM data and utilities. The course covers JCL communications with IBM OS main-frame operating systems.

Prerequisite: CST 1110 or department approval
Corequisite: None

CST 2005  Computer Systems for Automotive Technology and Lab  3 Credits
An introduction to digital systems and microprocessors which includes the study of the on-board automotive computers used to regulate, monitor, and control various systems of the vehicle.

Prerequisites: AMT 1000, MTH 1020
Corequisite: SPH 2400

CST 2110  COBOL Programming I  4 Credits
A study of structured programming techniques using COBOL programming language. Topics include the four divisions of a COBOL program, sequential file processing, computational verbs, nested IF statements, sub-routine processing, report creation, and on-line screen handling routines. Lab assignments include designing, writing, testing, and debugging.

Prerequisite: CST 1410
Corequisite: None
**Course Descriptions**

**CST 2160  COBOL Programming II**  4 Credits
A continuation of COBOL I. Topics include redefines, condition names, report control breaks, one and two dimension tables, sorting, called programs, and direct access file processing. Lab assignments include designing, writing, testing, and debugging business problems.

Prerequisite: CST 2110
Corequisite: None

**CST 2210  FORTRAN Programming**  4 Credits
A study of FORTRAN 77 programming language with emphasis on modular design for solving scientific, mathematical, and statistical problems.

Prerequisite: CST 1410
Corequisite: MTH 1010 or MTH 1020

**CST 2260  Numerical Analysis**  4 Credits
Use of FORTRAN in the development of algorithms for roots of equations, systems of linear equations, curve fitting, numerical integration, simulation and solution of ordinary differential equations. No prior knowledge of FORTRAN is assumed.

Prerequisites: CST 1410, MTH 1210, or MTH 1410
Corequisite: None

**CST 2270  MODULA-2 Programming**  4 Credits
The study of modular programming concepts and design through the use of application of the MODULA-2 language. The course covers program logic, program structures, coding specifications, documentation standards, data type/identification, procedures, functions, arrays, file handling techniques, tables and pointers, input/output techniques, and advantages of structured modular design.

Prerequisites: CST 1110 and one Computer Language
Corequisite: None

**CST 2310  C Programming**  4 Credits
A study of the C programming language. Topics include language structure, syntax, functions, macro design, program development, and applications.

Prerequisite: CST 1410 or CST 1220
(Also recommend Pascal-CST 1510)
Corequisite: None

**CST 2360  BASIC Programming II**  4 Credits
A study of the advanced programming techniques available in the BASIC language. Application problems are presented which allow the use of advanced arrays, string functions, numeric functions, file processing, color, sound, and graphics.

Prerequisite: CST 1320
Corequisite: None

**CST 2510  Database Management Systems**  4 Credits
A study of database management systems. Topics include classic database models, knowledge-based and object-oriented models, conceptual design, data structures, storage techniques, data administration, and distributed systems. Special emphasis will be put on relational systems and application of query languages using relational operations. Practical application of specific query languages or techniques may include SQL, xBase, and QBE.

Prerequisite: CST 1110
Corequisite: CST 1410
**Course Descriptions**

**CST 2620  RPG II Programming  4 Credits**
A study of the RPG II programming language. Topics include form types, comparing operations, control breaks, fetch overflow, multiple record types, exception output, and array processing. Lab assignments include writing, testing, and debugging business problems.

Prerequisites: CST 1110 and one computer language
Corequisite: None

**CST 2630  Data Structures  4 Credits**
A study of the advanced programming techniques available in the computer languages. Topics include stacks, queues, linked lists, trees, iteration and recursion, sorting, and searching techniques.

Prerequisites: CST 1410 or CST 1220, CST 1510
Corequisite: None

**CST 2640  ADA Programming  4 Credits**
A study of the ADA programming language and its applications in government and industry. Programming exercises include practical applications with emphasis on logic, coding, data manipulations, and problem solving.

Prerequisite: CST 1410 (Also recommend a high-level language - COBOL, FORTRAN, C, PASCAL)
Corequisite: None

**CST 2660  ADVANCED C PROGRAMMING  4 Credits**
A study of the advanced features available in the C language and transportation techniques to various operating systems. Covers variations in C compilers.

Prerequisite: CST 2310
Corequisite: None

**CST 2670  RPG III Programming  4 Credits**
The study of the Report Program Generator III Language for use in the business environment. The course covers program logic, coding specifications, documentation standards, file handling techniques, table and arrays, input structures, output delivery techniques, and advantages of this high-level language in the small and medium range system environment. Students are NOT required to take RPG II prior to this course.

Prerequisites: CST 1110 and one computer language
Corequisite: None

**CST 2680  AI LISP Symbolic Programming  4 Credits**
The study of Artificial Intelligence concepts and Symbolic Programming through the use and practical application of LISP programming language. The course covers A/I concepts, symbolic program logic, coding specification, documentation standards, macros, functions, data states, searching, goal-inference, uncertainty techniques and advantages of LISP and Symbolic programming practice.

Prerequisites: CST 1110 and one computer language
Corequisite: None
CST 2690  
**C++ Object Oriented Programming**  
4 Credits  
The study of Object Oriented Programming and Design through the use and practical application of C++ language. The course covers program logic, coding specifications, documentation standards, I/O library, templates, functions, file handling techniques, tables and pointers, input/output techniques, and advantages of OOP.  
**Prerequisites:** CST 1110 and one computer language  
**Corequisite:** None

CST 2710  
**Systems Programming Concepts**  
4 Credits  
A study of operating systems including process concepts, storage management, processor management, system performance, data communication networks, and security. Lab topics include practice with file organization, file protection, data communication, command languages, systems programming techniques, and data structures.  
**Prerequisite:** CST 1410 or CST 1220  
**Corequisite:** None

CST 2810  
**Systems Analysis and Design**  
4 Credits  
A study of system analysis techniques. Management teams analyze, design, select hardware/software, and implement solutions to practical problems. A laboratory will be utilized to enhance student’s ability to use tools and techniques of systems analysis and design in solving the problems.  
**Prerequisites:** CST 1410 or CST 1220, ENG 1010  
**Corequisite:** CST 2510

CST 2911  
**Computer Science Internship**  
4 Credits  
Computer science technology practical work experience. Placement in a computer-related work environment is provided. A working relationship with the student and an evaluation of his/her performance is provided from managers in business, education, government, or industry.  
**Prerequisites:** Students must complete an application and apply for acceptance 10 days prior to semester enrollment date to be accepted into the program. Completion of all courses through the third semester and departmental approval. Overall GPA of 2.5 or better.  
**Corequisite:** None

CUE 1080  
**Credit Union Marketing**  
3 Credits  
The facts and principles of marketing and its application in credit unions. Topics include: the marketing concept and structure, marketing information and buyer behavior, consumer and intermediate customers' buying behavior, product packaging and branding decisions, consumer and industrial goods, product planning and time-placed utility, channels of distribution, promotion, pricing strategy, and developing a marketing program, controlling marketing programs, and the cost-value to society.  
**Prerequisite:** Second semester status  
**Corequisite:** None
Course Descriptions

CUE 2000  Introduction to Credit Union  2 Credits
A study of the credit union movement including the history, legal basis, powers and characteristics of credit unions. Topics include credit union management and financial system.
Prerequisite: Second semester status
Corequisite: None

CUE 2050  Credit and Collections  3 Credits
A study of the extension of credit. Topics include nature and role of credit, types of credit, basis of the credit decision, numerical scoring systems and collections policies, practices, and systems.
Prerequisite: Second semester status
Corequisite: None

CUE 2100  Credit Union Accounting I  3 Credits
A study of principles of accounting theory. Includes analyzing and recording business transactions and summarizing, adjusting, closing, and preparing financial statements.
Prerequisite: Second semester status
Corequisite: None

CUE 2150  Personnel Administration  3 Credits
A study of records management, training, salary administration, job evaluation, performance appraisal, and benefit programs.
Prerequisite: Second semester status
Corequisite: None

CUE 2200  Credit Union Management  2 Credits
A study of planning, organizing, leading, and controlling as it relates to credit union operation.
Prerequisite: Second semester status
Corequisite: None

CUE 2250  Risk Management and Insurance  3 Credits
A study of the concepts and principles of risk management and control. Important concepts of insurance, property and liability, personal and institution risk exposures, and insurance are covered.
Prerequisite: Second semester status
Corequisite: None

CUE 2300  Financial Counseling  2 Credits
A study of financial counseling. Topics include family resource management, consumer credit, budgeting, social security, and estate planning.
Prerequisite: Second semester status
Corequisite: None

CUE 2310  Credit Union Economics  3 Credits
Introduction to basic concepts and theories of supply, demand, inflation, GNP and elasticity. Additional topics include money's functions, types of financial institutions, significant banking legislation, Federal Reserve and its powers. Special emphasis is placed on applications to credit unions.
Prerequisite: None
Corequisite: None
CUE 2350  Money and Banking  3 Credits
A study of financial institution structures and their role in the financial, economic, and open market operations.
Prerequisite: Second semester status
Corequisite: None

CUE 2400  Business Law  3 Credits
A study of the principles of law as applied to business transactions including contracts, employment, negotiable instruments, and security agreements.
Prerequisite: Second semester status
Corequisite: None

CUE 2500  Credit Union Finance  3 Credits
An introduction to general issues in finance and their application to credit union financial management.
Prerequisite: None
Corequisite: None

DSE 0820  Developmental Writing  5 Credits
By developing basic writing skills, this course prepares the student for college-level writing tasks. Students are introduced to multi-paragraph compositions, summary writing, documentation methods, and report formats.
Prerequisite: Completion of or exemption from RSR 0720 (Basic Reading)

DSM 0830  Elementary Algebra  5 Credits
This course includes elementary algebra topics of signed numbers, simple equations, order of operations, graphing equations, solving systems of equations, linear inequalities, geometry, elementary probability and statistics, and associated word problems. The TI-81 calculator is required and used throughout the course.
Prerequisite: None
Corequisite: None

DSM 0840  Intermediate Algebra  5 Credits
This course includes the following topics of algebra: exponents, factoring and polynomials, rational and radical expressions, quadratic equations and inequalities, and associated word problems. The TI-81 calculator is required and used throughout the course.
Prerequisite: None
Corequisite: None

DSR 0810  Developmental Reading w/Lab  4 Credits
The developmental reading course presents effective comprehension techniques for college-level selections. The course emphasizes: (a) organizational strategies for retention and recall, (b) typographical devices and cues to the organization of ideas, (c) reasoning and analysis for critical comprehension, (d) flexible reading rate, and (e) vocabulary development activities.
Prerequisite: None
Corequisite: None
DSS 0800  College and Lifetime Learning  3 Credits
College and Lifetime Learning supports integration of reading, English, and math skills. Content includes a combination of traditional study skills - including note taking, test taking, and improving memory, and essential life skills - including managing time, managing conflict, setting goals, creative problem solving, maintaining good health, and utilizing community and college resources.

Prerequisite: None
Corequisite: None

ECN 1000  Consumer Economics  2 Credits
A survey of consumer economics including financial planning, credit and tax planning, and insurance.

Prerequisite: None
Corequisite: None

*ECN 2010  Principles of Economics  4 Credits
Basic economic concepts including supply and demand, competition, money and banking, employment, inflation, and market models. Specific issues of resource allocation, current economic problems of the U.S., international economics, and the world economy are studied.

Prerequisite: None
Corequisite: MTH 1010 or MTH 1210

EET 1001  Intro to Electrical Engineering Technology  1 Credit
The student is introduced to electronic instrumentations (with particular emphasis on the oscilloscope) and soldering techniques. An introduction to printed circuit board layout, schematic software, and laboratory reports on personal computers are also covered.

Prerequisite: None
Corequisite: None

EET 1010  Electric Circuits I w/Lab  4 Credits
An introductory course in DC circuits. Topics include atomic structure, current and voltage, resistance, Ohm’s Law, power, energy, series-parallel networks, analysis methods, network theorems, and transient analysis of RC and RL networks.

Prerequisite: None
Corequisite: MTH 1020

EET 1015  Automotive Electricity w/Lab  4 Credits
Fundamental concepts of DC and AC including Ohm’s Law, series and parallel circuits, Kirchhoff’s Voltage and Current Laws, Thevenin’s equivalent circuits and AC power generation. The course will emphasize concepts of starting systems, charging systems, and basic ignition systems. Operation, testing, and diagnostic procedures will be included.

Prerequisite: None
Corequisite: MTH 1020

EET 1020  Electrical Circuits II w/Lab  4 Credits
An intermediate course in AC electric circuits. Topics include sinusoidal alternating current, phasors, series and parallel AC networks, analysis methods, network theorems (AC), power (AC), series and parallel resonance, polyphase systems, and transformers.

Prerequisite: EET 1010
Corequisite: None
Course Descriptions

**EET 1040  Basic Electronics w/Lab  4 Credits**
A course for non-EET majors. Topics include DC and AC analysis of resistive, capacitive, and inductive circuits; basic solid state and integrated circuit devices; digital fundamentals including digital logic circuits; introduction to microprocessors.

*Prerequisite:* None
*Corequisite:* MTH 1020

**EET 1210  Active Devices I w/Lab  4 Credits**
An introductory course in solid-state devices and the basic circuits in which they are used. Topics include semiconductor physics, diode circuits, bipolar transistor circuit analysis, and FET circuit analysis.

*Prerequisite:* EET 1010
*Corequisite:* EET 1020

**EET 1310  Digital Fundamentals w/Lab  4 Credits**
A study of basic numbering systems, basic computer codes, Boolean Algebra, basic logic gates, logic simplification using Boolean Algebra, and Karnaugh maps. Topics include flip flops, counters, shift registers, different types of memory (RAM, ROM, EPROM), and basic microprocessor principles.

*Prerequisite:* None
*Corequisite:* DSM 0840

**EET 2005  Automotive Electronics w/Lab  4 Credits**
An introduction to the vehicle parameter sensing devices used to provide information to Electronic Control Modules (ECM computer). The student also becomes familiar with the characteristics of proper operation and malfunction diagnosis using the Assembly Line Data Link and other on-board diagnostic equipment.

*Prerequisites:* AMT 1000, EET 1015
*Corequisite:* None

**EET 2010  Circuits I  3 Credits**
Fundamental laws of circuit analysis: Ohm’s Law, Kirchoff’s voltage and current laws, and the law of conservation of energy; circuits containing independent and dependent voltage and current sources; resistance, conductance, capacitance and inductance are analyzed using mesh and nodal analysis, superposition and source transformations, and Norton’s and Thevenin’s Theorems; steady state analysis of DC and AC circuits; complete solution for transient analysis for circuits with one and two storage elements.

*Prerequisites:* All the coursework in the freshman transfer pre-engineering curriculum.
*Corequisite:* MTH 2310, PHY 2310

**EET 2020  Circuits II w/Lab  4 Credits**
Average, complex, real and imaginary power; effective value of voltage and current; three-phase circuits; delta and wye connections, power measurement using two wattmeters; complex frequency; sinusoidal forcing functions and natural response; resonance: general case, special cases in series and parallel circuits; scaling: magnitude and frequency; mutual inductance transformers as circuit elements; linear and ideal transformers as circuit elements; linear and ideal transformers; admittance, impedance and hybrid parameters; trigonometric and complex Fourier series.

*Prerequisite:* EET 2010
*Corequisites:* MTH 2410, PHY 2320
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>EET 2030</strong></td>
<td>Circuits and Electromechanical Components</td>
<td>3</td>
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<tr>
<td></td>
<td>DC and AC circuits, transients, transformers, motors, generators. For non-majors only.</td>
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<td></td>
<td><strong>Prerequisites:</strong> MTH 2310, PHY 2316</td>
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<td></td>
<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><strong>EET 2105</strong></td>
<td>Automotive Electronic Troubleshooting w/Lab</td>
<td>3</td>
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<td>A continuation of AMT 2100. The applications of readouts in the most modern automobiles.</td>
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<td></td>
<td><strong>Prerequisites:</strong> AMT 1000, EET 1015, EET 2005</td>
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<td></td>
<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><strong>EET 2220</strong></td>
<td>Active Devices II w/Lab</td>
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<td>A study of integrated circuits and special purpose solid-state devices. Topics include silicon controlled rectifiers, triacs, diacs, unijunction transistors, varistors, thermistors, and varactors, timers, op amps, and other linear devices and applications.</td>
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<td><strong>Prerequisite:</strong> EET 1210</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><strong>EET 2310</strong></td>
<td>Microprocessors I w/Lab</td>
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<td>Basic microprocessor architecture with particular emphasis on the Motorola 6800. Topics include machine language programming, interrupts, and interfacing techniques with many commonly used integrated circuits; interface chips, e.g., the PIA (Parallel Interface Adapter), ACIA (Asynchronous Communication Interface Adapter), programmable timers, and modems.</td>
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<td><strong>Prerequisite:</strong> EET 1310</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><strong>EET 2320</strong></td>
<td>Microprocessors II w/Lab</td>
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<td>A study of modern 16/32 bit microprocessors based primarily on the Motorola 68000 and 68020. Topics include architecture, capabilities (e.g., interrupt systems) programming the 68000, and the use of logic analyzers for troubleshooting.</td>
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<td><strong>Prerequisite:</strong> EET 2310</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><strong>EET 2510</strong></td>
<td>Communication Electronics w/Lab</td>
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<td>A study of communication systems including information transmission, modulation and noise; digital and pulse modulation, AM, FM, SSB, TV; transmission lines; antennas; satellites; fiber optics; telephony; local area networks; telephone networks; and telecommunications.</td>
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<td><strong>Prerequisites:</strong> EET 1210, EET 1020</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><strong>EET 2601</strong></td>
<td>Major Projects</td>
<td>2</td>
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<td>A project course in which the student and instructor identify a certain project to be pursued by the student. The student is required to submit the project for acceptance, acquire the parts, and build and test the completed product.</td>
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<td><strong>Prerequisite:</strong> EET 2310</td>
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<td><strong>Corequisite:</strong> EET 2220</td>
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<tr>
<td><strong>EET 2710</strong></td>
<td>Computer Troubleshooting</td>
<td>4</td>
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<td>This course includes installation and set-up of computer systems including peripherals. Troubleshooting techniques including various utilities and diagnostics are covered. Aspects such as professional ethics and customer relations are treated.</td>
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<td><strong>Prerequisite:</strong> EET 2310</td>
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<td><strong>Corequisite:</strong> None</td>
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</tbody>
</table>
EET 2720  Data Communications and Networking w/ Lab  4 Credits

The transfer of data to and from computers is the main focus of this course. Standards such as RS 232C and IEEE488 are included. Also treated will be various LAN's (Local Area Networks) and WAN's (Wide Area Networks) which will include network components, installation, and troubleshooting.

Prerequisite: EET 2310
Corequisite: None

EET 2850  Introduction to Laser Technology  3 Credits

Introduction to Laser Technology is a survey course designed to familiarize persons with the basics of laser technology and to provide training in the principles, terminology, types, and applications of lasers.

Prerequisite: None
Corequisite: None

*ENG 1010  English Composition I  3 Credits

Study and practice of expository and persuasive writing. Topics include essays and reports, with emphasis on research, writing processes, and effective formatting.

Prerequisite: Satisfactory placement test scores; for non-native speakers, TOEFL score of at least 525 or satisfactory completion of ESL 0815 and ESL 0850.
Corequisite: None

*ENG 1020  English Composition II  3 Credits

Analytic writing based on the study of literature; study and practice of research writing.

Prerequisite: ENG 1010.
Corequisite: None

*ENG 2210  Literature of the Western World I  3 Credits

Ancient, Medieval, and Renaissance literature.

Prerequisite: ENG 1020
Corequisite: None

*ENG 2220  Literature of the Western World II  3 Credits

Enlightenment, Romantic, and Modern literature.

Prerequisite: ENG 1020
Corequisite: None

*ENG 2310  American Literature I  3 Credits

A study of the development of American literature from its beginnings to the War Between the States.

Prerequisite: ENG 1020
Corequisite: None

*ENG 2320  American Literature II  3 Credits

American literature from the War Between the States to the present.

Prerequisite: ENG 1020
Corequisite: None

*ENG 2630  Introduction to Creative Writing  3 Credits

Writing of poetry and short fiction in combination with study of models and techniques.

Prerequisite: ENG 1020
Corequisite: None
Course Descriptions

*ENG 2950  Business and Technical Writing  3 Credits
Instruction and practice in the forms and techniques of business and technical writing and editing, with an emphasis on basic writing skills when necessary. It is recommended that students be able to type 20 wpm.

Prerequisite: ENG 1010
Corequisite: None

*ENS 1210  Statics  3 Credits
Vectors, forces and moments; equivalent force systems; free-body diagrams, equilibrium, frames, trusses, and friction.

Prerequisite: None
Corequisite: MTH 1410

*ENS 1310  Particle Dynamics  3 Credits
Kinematics, simple harmonic motion; kinetics, Newton’s laws, work-energy, impulse-momentum; impact.

Prerequisite: ENS 1210
Corequisite: MTH 1420

ENS 2010  Industrial Safety  3 Credits
A study of job-related safety. Topics include OSHA compliance, industrial safety philosophies, engineering factors involved in meeting safety standards, and codes enforcement.

Prerequisite: None
Corequisite: None

*ENS 2050  Numerical Analysis  3 Credits
Use of FORTRAN in the development of algorithms for roots of equations, systems of linear equations, curve fitting, numerical integration, simulation and solution of ordinary differential equations.

Prerequisites: CST 1370, MTH 1420, ENS 1310
Corequisite: None

*ENS 2310  Dynamics  3 Credits
A continuation of ENS 1310 (Particle Dynamics), dealing with the kinetics and kinematics of rigid bodies rather than particles. Also covered are such topics as centers of mass and mass moments of inertia.

Prerequisite: ENS 1310
Corequisite: MTH 2310

ENV 1500  Introduction to Hazardous Waste Disposal  3 Credits
Identification of principal hazardous waste materials, types, and processes for recovery, destruction, and disposal of hazardous wastes. Sampling and analysis of waste materials. Toxic and other hazardous properties of wastes. Inventory control and discharge records for hazardous waste disposal waste minimization.

Prerequisite: None
Corequisite: None

*University parallel course intended for transfer
Course Descriptions

**ENV 2000  Environmental Legislation  3 Credits**

The origins of environmental laws and regulations: current major environmental statutes, including the Clean Water Act; the Clean Air Act; the Comprehensive Environmental Response, Compensation, and Liability Act (Superfund); hazardous materials/waste regulations; and potential liability created by each statute.

Prerequisite: None
Corequisite: None

**ENV 2010  Hazardous Waste Safety  3 Credits**

A study of job-related safety. Topics include OSHA compliance, industrial safety philosophies, engineering factors involved in meeting safety standards, and codes enforcement.

Prerequisite: None
Corequisite: None

**ENV 2025  Industrial Safety Management  3 Credits**

Course covers the management and development of a sound safety function, the concept of hazard avoidance, the study of building facilities, hazardous materials, environmental controls and other safety issues in industry.

Prerequisite: None
Corequisite: None

**ENV 2030  Industrial Hygiene  3 Credits**

A study of the general considerations in industrial hygiene with emphasis on topics such as air contaminants, ionizing and nonionizing radiation, light, heat, noise, and microbiological hazards.

Prerequisite: None
Corequisite: None

**ESL 0715  Basic Reading w/Lab  3 Credits**

This is the first reading course for non-native speakers of English. It includes a wide range of reading experiences with related discussion and analysis in order to help students internalize American English usage. It should be taken by non-native speakers of English with TOEFL scores of at least 450.

Prerequisite: None
Corequisite: None

**ESL 0750  Intermediate Writing  3 Credits**

This course gives students the opportunity to improve their paragraph writing skills, using various rhetorical methods of development, and to review grammar needed for writing. It should be taken by non-native speakers of English with TOEFL scores of at least 450.

Prerequisite: None
Corequisite: None

**ESL 0815  Developmental Reading w/Lab  4 Credits**

This is the second reading course for non-native speakers of English. It continues instruction in critical reading with related discussion and analysis to help students apply efficient reading strategies to English. It should be taken by non-native speakers of English who have TOEFL scores of at least 490 or who have completed ESL 0715.

Prerequisite: None
Corequisite: None
ESL 0850  Advanced Writing  5 Credits
This course introduces students to the kinds of writing assignments required in college-level courses, including multi-paragraph compositions and reports, and reviews grammar as needed. It should be taken by non-native speakers of English who have TOEFL scores of at least 490 or who have completed ESL 0750.

Prerequisite: None
Corequisite: None

FIN 2000  Financial Management  3 Credits
A survey of the essentials of business finance as applied to corporations, small firms, and governmental units. Topics include financial needs, financial institutions, financial instruments, concepts of risk and return, ratio analysis, capital budgeting, interest rates and liability management.

Prerequisite: ACC 2110
Corequisite: None

FIN 2050  Insurance Fundamentals  3 Credits
Identification, measurement, and decision making with regard to insurance-type tasks facing firms and individuals.

Prerequisites: MTH 1010, MGT 2060
Corequisite: None

FIN 2100  Estate and Financial Planning  3 Credits
Process of estate accumulation, safekeeping, and distribution with particular emphasis on impact of insurance and taxation.

Prerequisite: ACC 2110
Corequisite: None

FIN 2150  Real Estate Principles and Finance  4 Credits
The course examines the fundamental principles underlying real estate brokerage activities as well as the principles of financing real property. The treatment of these principles in Tennessee law will also be addressed.

Prerequisite: None
Corequisite: None

FIN 2200  Financial Institutions  3 Credits
Management policies of financial institutions including the legal, economic, and regulatory environment, as well as, financial institutions’ structure and competition.

Prerequisite: None
Corequisite: FIN 2250

FIN 2250  Money and Banking  3 Credits
A study of money and the world of banking that it creates and through which it flows. Topics include the tools of monetary and fiscal policy, the impact of monetary policy on the banking system, monetary theory and international banking.

Prerequisite: ECN 2010
Corequisite: None

FIN 2300  Analyzing Financial Statements  3 Credits
A study of generation of statement data and limitations of the accounting information provided, business funds, flow and analysis tools and techniques.

Prerequisite: ACC 2110
Corequisite: None
FIN 2350  Real Estate Principles and Law  4 Credits

This course examines the fundamental principles underlying real estate brokerage activities as well as the principles of real estate law. The treatment of these principles in Tennessee law will also be addressed.

Prerequisite: None
Corequisite: None

FIN 2450  Real Estate Principles and Sales  4 Credits

The course examines the fundamental principles underlying real estate brokerage activities as well as the skills needed to sell real property. The treatment of these principles in Tennessee law will also be addressed.

Prerequisite: None
Corequisite: None

FIN 2471  Finance Internship  3 Credits

Supervised work experience. Individual conferences are arranged instead of class attendance.

Prerequisites: Completion of 15 hours of FIN courses with minimum 2.75 GPA in FIN courses, second-year status, permission of department head
Corequisite: None

*FRE 1010  Beginning French I  3 Credits

Introduction to reading, writing, speaking, and understanding the French language. Language laboratory required.

Prerequisite: None
Corequisite: None

*FRE 1020  Beginning French II  3 Credits

Continuation of FRE 1010.

Prerequisite: FRE 1010 or one year of high school French.
Corequisite: None

*FRE 2010  Intermediate French I  3 Credits

Grammar review, conversation, reading, and writing supplemented by work in language lab. Must be taken in sequence.

Prerequisite: FRE 1020 or equivalent.
Corequisite: None

*FRE 2020  Intermediate French II  3 Credits

Continuation of FRE 2010.

Prerequisite: FRE 2010 or equivalent.
Corequisite: None

*GEO 1010  General Geology I  4 Credits

Physical processes within and upon the Earth’s surface, including the formation of rocks, plate tectonics earthquakes, and landscapes.

Prerequisite: None
Corequisite: None
Course Descriptions

*GER 1010
Introduction to German. 3 Credits
Prerequisite: None
Corequisite: None

*GER 1020
Continuation of GER 1010. 3 Credits
Prerequisite: GER 1010 or one year of high school German.
Corequisite: None

*GER 2010
Intermediate German I 3 Credits
Reading, writing, and speaking German.
Prerequisite: GER 1020 or equivalent.
Corequisite: None

*GER 2020
Intermediate German II 3 Credits
Continuation of GER 2010.
Prerequisite: GER 2010 or equivalent.
Corequisite: None

*GGY 1010
Cultural Geography 3 Credits
A study of the concepts, features, and processes significant to the basic understanding of the role of man in changing the surface of the world. Emphasis will be on languages, race, culture, politics, religion, agriculture, population, urban and economic geography.
Prerequisite: None
Corequisite: None

HIS 1000
American History Survey 3 Credits
A general survey of American history. Intended for the removal of high school unit deficiencies. Will not count toward fulfillment of general education requirements.
Prerequisite: None
Corequisite: None

*HIS 1010
Western Civilization I 3 Credits
Survey of ancient western world to 1715.
Prerequisite: None
Corequisite: None

*HIS 1020
Western Civilization II 3 Credits
Survey of western world from 1715 to the present.
Prerequisite: None
Corequisite: None

*HIS 1110
U.S. History I 3 Credits
Survey of U.S. History from settlement to 1877.
Prerequisite: None
Corequisite: None

*HIS 1120
U.S. History II 3 Credits
Survey of U.S. History from 1877 to the present.
Prerequisite: None
Corequisite: None

*University parallel course intended for transfer
**Course Descriptions**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 1195</td>
<td>African-American History I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The African-American experience to 1890.</td>
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<tr>
<td>HIS 1196</td>
<td>African-American History II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The African-American experience from 1890 to the present.</td>
<td></td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Special Topics in the Humanities</td>
<td>3</td>
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<tr>
<td></td>
<td>Study and discussion of a selected topic in the humanities. Content will vary. May not be repeated for credit.</td>
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</tr>
<tr>
<td>HUM 2010</td>
<td>Exploring the Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>An interdisciplinary, team-taught course focusing on thematic content within three humanities disciplines. Theme and disciplines vary from semester to semester.</td>
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<tr>
<td>INP 1000</td>
<td>Essentials of Automation</td>
<td>2</td>
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<tr>
<td></td>
<td>Designed to help the student understand the information process that supports work activities in an insurance office. It will help the student make knowledgeable choices when employing automation as a tool in performing insurance tasks.</td>
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<tr>
<td>INP 1010</td>
<td>Introduction to Insurance</td>
<td>1.5</td>
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<tr>
<td></td>
<td>Designed for people who are new to the study of insurance. Terminology will be covered along with study of how the insurance business operates. Other subject areas covered are how insurance is sold, how claims are processed, and what an underwriter does.</td>
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<tr>
<td>INP 1020</td>
<td>Principles of Insurance Production</td>
<td>3</td>
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<tr>
<td></td>
<td>An overview of the insurance business including sales, exposure identification, legal liability and personal lines insurance. Commercial insurance, sales, property insurance, and liability insurance are also covered.</td>
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</tr>
<tr>
<td>INP 1030</td>
<td>Multiple Lines Insurance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Course concerned primarily with major commercial lines insurance coverage. Selling techniques successfully used by agents and brokers illustrate the application of coverage knowledge in the sales process.</td>
<td></td>
</tr>
</tbody>
</table>
Course Descriptions

**INP 1050**  
Principles of Insurance Production 3 Credits  
Course deals with all aspects of an insurance agency operation. Areas such as planning and organizing, financial and client service, management, marketing, legal and ethical responsibilities are covered.  
Prerequisite: None  
Corequisite: None

**INP 1070**  
Property Loss Adjusting 3 Credits  
In-depth treatment of apportionment, insurable interest, limitation on the amount of insurer’s liability, with special consideration given to adjustment of building losses, merchandise and stock losses, and business interruption losses.  
Prerequisite: None  
Corequisite: None

**INP 1080**  
Insurance Claims 3 Credits  
Course covers material of importance to both property and liability claims personnel. Subjects such as bad faith and punitive damages, unfair claims practices law, and human relations skills are covered in the contemporary claims context.  
Prerequisite: None  
Corequisite: None

**INP 1090**  
Principles of Property & Liabilities Claims Adjustment 3 Credits  
Emphasis is placed on collecting and recording information, investigations, legal liability, determination of coverage and loss value. Settlement techniques are also covered.  
Prerequisite: None  
Corequisite: None

**INP 1100**  
General Principles of Insurance 3 Credits  
A study of principles underlying the field of insurance and the nature and operation of the insurance business, including property and liability insurance concepts, principles, and contracts.  
Prerequisite: None  
Corequisite: None

**INP 1110**  
Essentials of Risk Management 3 Credits  
A focus on two steps of the risk-making/decision-making process, identifying and analyzing the loss exposures, and developing alternative techniques for treating each exposure.  
Prerequisite: None  
Corequisite: None

**INP 1120**  
Essentials of Risk Control 3 Credits  
A focus on three steps of the risk management process selecting appropriate control techniques, implementing those techniques and monitoring the results for effective control and coordination of the organizations total risk management effort.  
Prerequisite: None  
Corequisite: None

**INP 1200**  
Property Insurance 3 Credits  
Coverage, policy provisions, and concepts common to property insurance, including the standard fire policy, extended coverage endorsement, dwelling and contents forms, bailees, the customer’s policy, and property coverage provided by multiple-line contracts.  
Prerequisite: None  
Corequisite: None
INP 1300  Casualty Insurance  3 Credits
Coverage, policy provisions, and concepts common to liability insurance policies; suretyship; liability insurance aspects of multiple-line contracts and life, health, and social science.
Prerequisite: None
Corequisite: None

INP 1400  Commercial Property Risk Management & Insurance  3 Credits
Analysis and measurement of commercial property loss and exposure and the examination of insurance coverages designed to meet those exposures. Commercial property, boiler and machinery, commercial crime, inland and ocean marine, business owners, farm policies, and a variety of miscellaneous property insurance forms are discussed along with related risk management techniques.
Prerequisite: None
Corequisite: None

INP 1450  Legal Environment of Insurance  3 Credits
A study of the general business law, particularly the areas of tort, contract, and agency law with the emphasizes on application of business law to insurance situations.
Prerequisite: None
Corequisite: None

INP 1500  Insurance Management  3 Credits
A survey of the principles of management and their application to the insurance operations. Includes an introduction to insurance information management systems.
Prerequisite: None
Corequisite: None

INP 1600  Insurance Accounting and Finance  3 Credits
Designed to meet the requirements of Chartered Property Casualty Underwriters (CPCU). The first 10 assignments of the course provide a generalized college-level treatment of basic accounting and finance principles. The final 5 assignments specifically relate to property and liability insurance. Successful completion of this course will prepare the student for the National CPCU Test.
Prerequisite: None
Corequisite: None

INP 1700  Loss Exposure and Risk Management  3 Credits
The study of the treatment of loss exposure using insurance and other techniques in determining how a person or business can use the risk management approach to treat loss exposure.
Prerequisite: None
Corequisite: None

INP 1800  Commercial Liability Risk Management and Insurance  3 Credits
An analysis of the major sources of liability loss exposures, applicable controls, and the insurance coverage designed to meet those exposures. Courses should be taken in sequence.
Prerequisite: None
Corequisite: None

INP 1900  Insurance Economics  3 Credits
Designed to present the fundamental principles of economics and apply them to situations in the insurance industry. Covers the macro and micro level.
Prerequisite: None
Corequisite: None
Course Descriptions

**INP 2000  Liability Insurance Adjusting  3 Credits**
In-depth examination of the law of contracts, torts, agency, bailments, products, automobiles, evidence, and damages. Introduction to medical knowledge that adjusters need to know, relationships with lawyers and physicians, and special problems concerning workers' compensation claims.

Prerequisite: None
Corequisite: None

**JOU 2030  News Writing and Editing  3 Credits**
Methods and practice in judging news, editing copy, writing headlines and designing newspapers and magazines. Emphasis on precise word use and news display. Writing skills specific to newspapers and magazines.

Prerequisite: ENG 1010 or CMN 2000
Corequisite: None

**LAW 1000  Professional Responsibility  3 Credits**
Introduction to the work performed by legal assistants, organization of legal institutions, regulation of the profession, legal ethics and professional responsibility.

Prerequisite: None
Corequisite: None

**LAW 1010  Paralegal Practice Skills  3 Credits**
Focus on practical law office skills, interviewing techniques, effective investigation strategies, creation and use of office procedure manual, systems for docket control and data retrieval, computers in the law office, and billing procedures.

Prerequisites: LAW 1000, LAW 1040
Corequisite: None

**LAW 1020  Law in Society  3 Credits**
Exploration of social and economic factors affecting decisions of law makers, judges, juries, attorneys, and law enforcement agencies within the context of the adversarial system.

Prerequisite: None
Corequisite: LAW 1000

**LAW 1040  Legal Research and Writing  3 Credits**

Prerequisite: None
Corequisite: LAW 1000

**LAW 2020  Advanced Legal Writing  3 Credits**
An advanced study of required format/styles of legal writing with special emphasis on legal briefs. Grade of C or better in LAW 1040 is required.

Prerequisites: LAW 1000, LAW 1040
Corequisite: None

**LAW 2030  Real Estate  3 Credits**
A study of real estate transactions and conveyances including deeds, contracts, leases, deeds of trust, and zoning. Drafting and recording of real estate documents and search of public documents.

Prerequisites: LAW 1000, LAW 1040
Corequisite: None
**Course Descriptions**

**LAW 2040 Estates and Trusts 3 Credits**

A study of common forms of wills and trusts, analysis of administration of estates by probate courts, the assistant’s role in preparation of legal documents for planning and distribution of estates.

*Prerequisites:* LAW 1000, LAW 1040

*Corequisite: None*

**LAW 2100 Injuries and Damages 3 Credits**

Survey of state and federal law treating civil injury or damage to persons or property; worker’s compensation; intentional torts; negligence; product liability; malpractice; and wrongful death. Emphasis on the legal assistant’s role in personal injury and worker’s compensation cases.

*Prerequisites:* LAW 1000, LAW 1040

*Corequisite: None*

**LAW 2110 Family Law 3 Credits**

A study of substantive and procedural law relating to divorce, custody, support, and adoption; and the assistant’s role in domestic cases.

*Prerequisites:* LAW 1000, LAW 1040

*Corequisite: None*

**LAW 2120 Criminal Law and Procedure 3 Credits**

Survey of state and federal law of crimes and criminal procedure; the assistant’s role in criminal cases.

*Prerequisites:* LAW 1000, LAW 1040

*Corequisite: None*

**LAW 2131 Legal Internship 2 Credits**

Supervised work experience. Enrollment is contingent upon completion of 15 hours of LAW courses, including LAW 1000, 1010, and 1040, with 2.75 GPA in LAW courses. Individual conferences are arranged instead of class attendance.

*Prerequisites: Second year status and permission of the program head*

*Corequisite: None*

**LAW 2300 Commercial Law and Practice I 3 Credits**

Survey of state and federal law affecting the formation, performance, and enforcement of commercial contracts; the Uniform Commercial Code; sales; commercial paper; and bailment. Emphasis on the legal assistant’s role in drafting commercial documents.

*Prerequisites:* LAW 1000, LAW 1040

*Corequisite: None*

**LAW 2400 Civil Procedure 3 Credits**

Civil litigation procedures and practices in federal and state courts; jurisdiction; venue; requirements of pleadings, interrogatories, depositions, and discovery requests; procedures at trial; procedures for handling civil appeals, emphasis on the legal assistant’s role in civil litigation.

*Prerequisites:* LAW 1000, LAW 1040

*Corequisite: None*
LAW 2500  
Commercial Law and Practice II  
Survey of state and federal law affecting debtor/creditor relationships and bankruptcy, the organization and operation of business associations (proprietorships, agencies, partnerships, and corporations); duties and liabilities of partners, agents, directors, and shareholders. Emphasis on the legal assistant’s role in debt collection and bankruptcy, collecting data and drafting documents to form a Tennessee corporation, and maintaining minutes and records.  
Prerequisites: LAW 1000, LAW 1040, LAW 2300  
Corequisite: None

LAW 2600  
Special Topics  
Study and discussion of a selected topic in law. Content will vary. May be repeated with department head permission.  
Prerequisite: Permission of the program head  
Corequisite: None

LAW 2900  
CLA Review  
Comprehensive review of legal ethics; interviewing; legal analysis; terminology; legal research; and substantive areas (litigation, contracts, corporations, bankruptcy, administrative law, criminal law, real estate, and probate). Recommended for students taking national CLA exam.  
Prerequisite: Permission of the program head  
Corequisite: None

MET 1000  
Statics and Strength of Materials  
An examination of forces acting on a body at rest and analysis of how these applied forces cause internal reactions when applied to structural members.  
Prerequisite: MTH 1020  
Corequisite: PHY 1010

MET 1010  
Materials and Manufacturing Processes  
An overview of material science and a survey of traditional as well as high-tech manufacturing processes.  
Prerequisite: None  
Corequisite: None

MET 1020  
Shop Practices  
An introduction to the use of standard machine tool practices. Emphasis is placed on “hands-on” experiences with common machine tools, welding processes, measuring, and inspection.  
Prerequisite: None  
Corequisite: CID 1100

MET 2010  
Dynamics  
A study of kinematics, kinetics, and force/motions. Topics include the classical force-inertia method, the work-energy method, and impulse-momentum methods.  
Prerequisite: MET 1000  
Corequisite: None

MET 2020  
Fluid Mechanics and Hydraulics  
A study of fluid cede and fluid dynamics and their application to practical hydraulics or pneumatics circuits.  
Prerequisite: MTH 1020  
Corequisite: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 2030</td>
<td>Machine Elements</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A course covering the selection and application</td>
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<tr>
<td></td>
<td>of various basic elements common to most</td>
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<tr>
<td></td>
<td>machine designs.</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> MET 1020, MET 2010</td>
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<tr>
<td></td>
<td><strong>Corequisite:</strong> None</td>
<td></td>
</tr>
<tr>
<td>MET 2040</td>
<td>Thermodynamics and Heat Transfer</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>An introductory course in the fundamentals of</td>
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<tr>
<td></td>
<td>thermodynamics and heat transfer.</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> MET 2020</td>
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<tr>
<td></td>
<td><strong>Corequisite:</strong> None</td>
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</tr>
<tr>
<td>MET 2310</td>
<td>Computer-Aided Measurement and Analysis</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A course in state-of-the-art methods of</td>
<td></td>
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<tr>
<td></td>
<td>metrology with emphasis on geometric</td>
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<tr>
<td></td>
<td>dimensioning and tolerancing (GD&amp;T) and</td>
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<td></td>
<td>coordinate measuring (CMM).</td>
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<td><strong>Prerequisites:</strong> CID 1100, MET 1020</td>
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<td></td>
<td><strong>Corequisite:</strong> None</td>
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</tr>
<tr>
<td>MET 2700</td>
<td>Computer-Aided Machining I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>State-of-the-art machining course in 3-axis,</td>
<td></td>
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<tr>
<td></td>
<td>CNC milling.</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> MET 1020, CID 1100</td>
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<tr>
<td></td>
<td><strong>Corequisite:</strong> MET 2310</td>
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<tr>
<td>MET 2710</td>
<td>Computer-Aided Machining II</td>
<td>4</td>
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<tr>
<td></td>
<td>State-of-the-art machining course in 4-axis,</td>
<td></td>
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<tr>
<td></td>
<td>CNC wire-cut EDM.</td>
<td></td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> MET 2700, MET 2310</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Corequisite:</strong> None</td>
<td></td>
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<tr>
<td>MET 2720</td>
<td>Computer-Aided Machining III</td>
<td>4</td>
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<tr>
<td></td>
<td>State-of-the-art machining course in 2-axis,</td>
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<tr>
<td></td>
<td>CNC turning.</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> MET 2710, MET 2310</td>
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<tr>
<td></td>
<td><strong>Corequisite:</strong> None</td>
<td></td>
</tr>
<tr>
<td>MET 2800</td>
<td>Fundamentals of Testing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>An introductory course in the development,</td>
<td></td>
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<tr>
<td></td>
<td>procedure, and analysis of various testing</td>
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<td>procedures.</td>
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<td></td>
<td><strong>Prerequisite:</strong> ENG 1010</td>
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<td></td>
<td><strong>Corequisite:</strong> None</td>
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<tr>
<td>MET 2810</td>
<td>Destructive and Non-Destructive Testing</td>
<td>4</td>
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<tr>
<td></td>
<td>A study in the methods, procedures, and</td>
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<td>equipment associated with physical testing.</td>
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<td><strong>Prerequisite:</strong> MET 1010</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td>MET 2820</td>
<td>Statistical Process Control</td>
<td>3</td>
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<tr>
<td></td>
<td>A study in the fundamental concepts and</td>
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<td></td>
<td>methodology of SPC. Topics include philosophy</td>
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<td></td>
<td>of SPC, variable and attribute control charts,</td>
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<td></td>
<td>computer-assisted methods, and measurement</td>
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<td>error.</td>
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<td><strong>Prerequisite:</strong> None</td>
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<td></td>
<td><strong>Corequisite:</strong> None</td>
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</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of management through analyzing</td>
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<tr>
<td></td>
<td>managerial functions of planning, organizing,</td>
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<td>leading, and controlling.</td>
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<td></td>
<td><strong>Prerequisite:</strong> None</td>
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<td><strong>Corequisite:</strong> None</td>
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</tbody>
</table>
Course Descriptions

MGT 2030  
Supervision  
3 Credits  
A study of supervisory techniques needed for successful management. Topics include application of modern psychological principles to training, motivating, disciplining, and leading.  
Prerequisite: MGT 2000  
Corequisite: None

MGT 2040  
Personnel Management  
4 Credits  
A study of principles of personnel management including recruitment, selection, and development and maintenance of human resources. Wage and salary administration is also covered.  
Prerequisite: MGT 2000  
Corequisite: None

MGT 2060  
Business Law  
3 Credits  
A study of the principles of law as it applies to business transactions including contracts, employment, negotiable instruments, security agreements, administrative regulation, laws relating to consumerism, antitrust, and environmental areas.  
Prerequisite: MGT 2000  
Corequisite: None

MGT 2100  
Management Information Systems  
3 Credits  
An introduction to management information systems. The course takes the user perspective in the analysis of organizational information needs, system design, system acquisition and organizational impact of the system.  
Prerequisites: MGT 2000, OST 1215 or OST 1210  
Corequisite: None

MGT 2120  
Production and Operations Management  
3 Credits  
A study of forecasting, aggregate planning, inventory management, project management, scheduling, and other production control techniques.  
Prerequisites: MGT 2000, MTH 1010, OST 1215  
Corequisite: None

MGT 2150  
Small Business Management  
3 Credits  
A study of small business management principles spanning new venture idea generation through managerial analysis of the ongoing firm. Emphasizes necessity of informed decision making in all phases of small business management.  
Prerequisites: MKT 2200, MGT 2000, ACC 2110  
Corequisite: ACC 2120

MGT 2160  
Quality Management  
3 Credits  
Introduction to quality management as a system through the application of statistical process control, W. Edwards Deming’s management philosophy, and various quality management techniques.  
Prerequisite: MTH 1010  
Corequisite: None

MGT 2180  
Management Issues  
3 Credits  
A culmination of the student’s academic studies which will give experience in applying theories and skills from various business disciplines to management problem solving through use of readings, case studies, simulations, role plays, and guest speakers.  
Prerequisite: Department Head approval  
Corequisite: None
MGT 2220  
Service Management  
3 Credits
A course designed to prepare students to develop and manage effective customer service systems. The emergence of the service sector will be analyzed to gain insight into successful customer service strategies. Topics include data base management and utilization, credit and collections, telemarketing, and employee training and motivation.

Prerequisite: None
Corequisite: None

MGT 2471  
Management Internship  
3 Credits
Supervised work experience. Individual conferences are arranged instead of class attendance.

Prerequisites: Completion of 15 hours of MGT courses with minimum 2.75 GPA in MGT courses, second-year status, permission of department head
Corequisite: None

MKT 2200  
Principles of Marketing  
3 Credits
A study of the role of marketing in business and society. Development of effective marketing strategies based on careful analysis of internal and external environmental forces is emphasized. The application of basic marketing principles is presented through lecture and case analyses.

Prerequisite: None
Corequisite: None

MKT 2220  
Principles of Selling  
4 Credits
A study of principles and techniques of effective selling. Lectures, role playing, and the development and execution of sales presentations are utilized to provide the student with foundational knowledge and skills required for successful performance in sales and sales-related careers.

Prerequisite: None
Corequisite: None

MKT 2260  
Decision Making for Marketers  
3 Credits
A study of practical applications for decision-making techniques in the marketing environment. Emphasizes interpretation and utilization of internally-generated and externally-gathered data for enhancing marketing management decisions.

Prerequisites: MKT 2200, OST 1215, MTH 1010
Corequisite: None

MKT 2280  
Promotion  
4 Credits
A study of promotion principles and promotional planning. The roles of advertising, personal selling, sales promotion, and publicity will be emphasized through the development of a comprehensive promotional plan.

Prerequisite: MKT 2200
Corequisite: None

MKT 2300  
Promotion Techniques  
3 Credits
A study of the application of theory in planning and executing promotion campaigns. Includes designing advertising, writing press release, coordinating special events, and delivering oral presentations supporting promotional activities.

Prerequisite: MKT 2280
Corequisite: None
**Course Descriptions**

**MKT 2320**  
**Retailing**  
4 Credits  
A study of techniques for establishing large and small retail marketing operations. Topics include location considerations, promotion, advertising, and personnel training along with the study of buying functions in developing retailing expertise.  
Prerequisites: MKT 2200, MTH 1010  
Corequisite: None

**MKT 2350**  
**Buyer Behavior**  
3 Credits  
An investigation of consumer purchasing behavior and psychological and sociological theories associated with buying. Topics include identifying and utilizing marketing intervention strategies at each stage of the decision process.  
Prerequisite: MKT 2200  
Corequisite: None

**MKT 2420**  
**Customer Service**  
3 Credits  
A practical course designed to prepare employees and managers to meet the customers’ expectation. There will be a thorough review of the philosophy and techniques of customer service reinforced with simulated exercises and role plays. Observations and analyses of actual service situations will be included.  
Prerequisite: None  
Corequisite: None

**MKT 2471**  
**Marketing Internship**  
3 Credits  
Supervised work experience. Individual conferences are arranged instead of class attendance.  
Prerequisite: Completion of 15 hours of MKT courses with minimum 2.75 GPA in MKT courses, second-year status, permission of department head  
Corequisite: None

**MTH 0900**  
**Geometry**  
3 Credits  
A course in basic geometry. Study of two- and three-dimensional figures and their properties. Construction of geometrical figures and the use of geometry in problem solving. This course will remove a high school unit deficiency in geometry and will not count toward fulfillment of general education hours in mathematics.  
Prerequisite: Two years of high school algebra and satisfactory mathematics placement test scores, or equivalent developmental mathematics courses  
Corequisite: None

**MTH 0950**  
**Trigonometry**  
3 Credits  
Plane trigonometry with emphasis on identities and other analytic aspects used in calculus. This course is a prerequisite for MTH 1410 and MTH 1411 if a high school trigonometry course has not been completed.  
Prerequisites: Two years of high school algebra and satisfactory mathematics placement test scores; or equivalent developmental mathematics courses  
Corequisite: None

**MTH 1010**  
**Precalculus A**  
3 Credits  
Topics include polynomial, rational, exponential and logarithmic functions, systems of equations and inequalities, linear programming, and mathematics of finance.  
Prerequisites: Two years of high school algebra, one year geometry and satisfactory placement test scores; or equivalent developmental mathematics courses  
Corequisite: None
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Corequisite</th>
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<tbody>
<tr>
<td>*MTH 1020</td>
<td>Precalculus I</td>
<td>5</td>
<td>Review of algebraic, trigonometric, logarithmic, and exponential functions. Topics include systems of equations and inequalities, maximization; trigonometric definitions, graphs, equations, and identities; exponential and logarithmic functions, and complex numbers.</td>
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<td></td>
<td><em>Prerequisites:</em> Two years of high school algebra, one year of geometry and satisfactory placement test scores; or equivalent developmental mathematics courses</td>
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<tr>
<td>*MTH 1050</td>
<td>Elementary Probability and Statistics</td>
<td>3</td>
<td>Topics include elementary probability theory, concepts of descriptive statistics, discrete and continuous distributions, hypothesis testing, confidence intervals, and sample sizes. Non-calculus based. When feasible, computer applications will be investigated.</td>
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<tr>
<td></td>
<td><em>Prerequisites:</em> Two years of high school algebra, one year of high school geometry and satisfactory mathematics placement test scores; or equivalent developmental mathematics courses</td>
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<tr>
<td>*MTH 1100</td>
<td>Fundamentals of Mathematics</td>
<td>3</td>
<td>Sets, set notation, Venn diagrams, mathematical systems, systems of numeration, systems of equations and inequalities, linear programming and consumer mathematics. This course is designed primarily for liberal arts majors who are not required to take calculus.</td>
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<tr>
<td></td>
<td><em>Prerequisites:</em> Two years of high school algebra, one year of high school geometry, and satisfactory placement test scores; or equivalent developmental mathematics courses</td>
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<tr>
<td>*MTH 1210</td>
<td>Applied Calculus I (Transfer)</td>
<td>3</td>
<td>Derivatives of polynomial, rational, exponential and logarithmic functions with applications; introduction to integration. Business applications are emphasized.</td>
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<td></td>
<td><em>Prerequisites:</em> Two years of high school algebra, one year of high school geometry, and ACT mathematics score of at least 23; or MTH 1010</td>
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<tr>
<td>*MTH 1220</td>
<td>Applied Calculus II</td>
<td>3</td>
<td>Integration techniques, differential equations, matrices, and linear programming with business applications. This course is a continuation of MTH 1210 and emphasizes business applications.</td>
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<td><em>Prerequisite:</em> MTH 1210</td>
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<tr>
<td>*MTH 1410</td>
<td>Calculus I</td>
<td>4</td>
<td>Single variable calculus for students majoring in science, mathematics, engineering, and computer science. Limits, differentiation, and integration of polynomial, rational, and trigonometric functions and applications.</td>
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<td></td>
<td><em>Prerequisites:</em> Two years of high school algebra, one year of geometry, trigonometry, and ACT mathematics score of at least 26; or MTH 1020</td>
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</tbody>
</table>
**Course Descriptions**

* MTH 1411  
**Microcomputer-Calculus I**  
5 Credits  
Single variable calculus for students majoring in science, mathematics, engineering and computer science. Study of limits, differentiation and integration of polynomial, rational, and trigonometric functions, and applications. A computer laboratory component is included.  
**Prerequisites:** Two years of high school algebra, one year of high school geometry, one year of high school trigonometry, ACT mathematics score of at least 26; or MTH 1020  
**Corequisite:** None

* MTH 1420  
**Calculus II**  
4 Credits  
Differential and integral calculus with applications. Topics include inverse trigonometric and transcendental functions, indeterminate forms and improper integrals, series, conic sections and functions in polar form.  
**Prerequisite:** MTH 1410 or MTH 1411  
**Corequisite:** None

* MTH 1421  
**Microcomputer-Calculus II**  
5 Credits  
Differential and integral calculus with applications. Topics include inverse trigonometric and transcendental functions, indeterminate forms and improper integrals, series, conic sections and functions in polar form. A computer laboratory component is included.  
**Prerequisite:** MTH 1411  
**Corequisite:** None

* MTH 2000  
**Matrix Computations**  
1 Credit  
Introduction to matrix calculations, including determinants, eigenvalues, and eigenvectors.  
**Prerequisite:** MTH 1410 OR MTH 1411  
**Corequisite:** None

* MTH 2010  
**Introduction to Statistics**  
3 Credits  
Descriptive statistics, including bivariate trends and time series analysis; concepts of probability and probability distributions, binomial and normal distributions, linear correlation and regression, estimation and significance tests for means, contingency tables.  
**Prerequisite:** MTH 1210 or MTH 1410 or MTH 1411  
**Corequisite:** None

* MTH 2210  
**Discrete Mathematics I**  
3 Credits  
Logic, sets, functions and relations, methods of proof, elementary number theory, recursion, matrices, and elementary probability.  
**Prerequisite:** MTH 1410 or MTH 1411  
**Corequisite:** None

* MTH 2220  
**Discrete Mathematics II**  
3 Credits  
Combinatorics and probability.  
**Prerequisite:** MTH 1410 or MTH 1411  
**Corequisite:** None

* MTH 2310  
**Differential Equations**  
3 Credits  
Solutions of first-order differential equations and applications, theory of linear equations, equations with constant coefficients, LaPlace transform and series solutions.  
**Prerequisite:** MTH 1420 or MTH 1421  
**Corequisite:** None

*University parallel course intended for transfer
**MTH 2410**  
*Calculus III*  
4 Credits  
Calculus of functions in two or more dimensions. Topics include solid analytic geometry, partial differentiation, multiple integration, and selected topics in vector calculus.  
Prerequisite: MTH 1420 or MTH 1421  
Corequisite: None

**MUS 1000**  
*Fundamentals of Music*  
3 Credits  
Theory and practice of basic elements of music.  
Prerequisite: None  
Corequisite: None

**MUS 1010**  
*Music Appreciation*  
3 Credits  
Developing listening skills and an understanding of Western music from the ancient world through the 20th century.  
Prerequisite: None  
Corequisite: None

**MUS 1110**  
*Music Theory I*  
4 Credits  
Materials of music including basic elements through triads, seventh chords, and modulation. Exercise in writing and analysis of music with emphasis on common practice. Period music. Ear training; development of proficiency in identifying and notating melodic, harmonic, and rhythmic models.  
Prerequisite: None  
Corequisite: None

**MUS 1120**  
*Music Theory II*  
4 Credits  
Continuation of MUS 1110.  
Prerequisite: MUS 1110  
Corequisite: None

**MUS 1550**  
*Small Instrument Ensemble*  
1 Credit  
Ensemble of from two to eight brass, woodwind, or stringed instruments; will play music appropriate to the size of the group—i.e. trio, quartet, quintet. May be repeated for credit.  
Prerequisite: None  
Corequisite: None

**MUS 2000**  
*Introduction to Music Literature*  
3 Credits  
Study of basic forms of music and accepted masterworks through chronological approach.  
Prerequisite: None  
Corequisite: None

**MUS 2110**  
*Music Theory III*  
4 Credits  
Materials of music with emphasis on the analysis of literature of Classic, Romantic, and contemporary periods. Exercises in writing and analysis. Ear training; development of skill in identifying and notating complex melodic, harmonic, and rhythmic models.  
Prerequisite: MUS 1120.  
Corequisite: None

**MUS 2120**  
*Music Theory IV*  
4 Credits  
Continuation of MUS 2110.  
Prerequisite: MUS 2110.  
Corequisite: None
**Course Descriptions**

*MUS 2210  
**History of Music I**  
The history of music from the ancient world to 1750.  
Prerequisite: MUS 2000.  
Corequisite: None

*MUS 2220  
**History of Music II**  
The history of music from 1750 to the present.  
Prerequisite: MUS 2000.  
Corequisite: None

**APPLIED MUSIC: Ensembles** - Applied music study and music ensembles are available to the entire student body. Students majoring in music must participate in at least one ensemble during each semester in which they are enrolled in six or more credit hours. All voice majors must be enrolled in Concert Chorale or Variations. A student may accumulate up to six credit hours in each ensemble.

*MUS 1510  
**Concert Chorale**  
A non-auditioned chorale ensemble that performs musical literature of various styles appropriate for a large mixed group. Emphasis will be on developing healthy vocal technique, ensemble skills, and performance practice knowledge. Students will be required to purchase performance apparel. May be repeated for credit.  
Prerequisite: None  
Corequisite: None

*MUS 1520  
**Variations**  
A select choral ensemble that specializes in performing literature of many different styles appropriate for a small chamber group. Emphasis will be on ensemble skills, musicality, and expertise of various choral performance practices. Membership is by audition only. Students will be required to purchase a performance apparel. May be repeated for credit.  
Prerequisite: Permission of instructor  
Corequisite: Voice Instruction

*MUS 1530  
**Barbershop Group**  
Ensemble experience for those students who are proficient in voice and would like experience singing in a Barbershop style. May be repeated for credit.  
Prerequisite: Permission of instructor  
Corequisite: None

*MUS 1540  
**Jazz Band**  
Ensemble experience for those students who are proficient in an instrument of the brass, woodwind, keyboard instrument, guitar or trap set. May be repeated for credit.  
Prerequisite: Permission of instructor  
Corequisite: None

**APPLIED MUSIC: Class Instruction** - Class instruction in music is available to any student. The special fee for all class instruction is $20 for each course.

*MUS 1610  
**Class Piano I**  
Class instruction in basic techniques for students with no prior training in piano. Daily practice required.  
Prerequisite: None  
Corequisite: None

*University parallel course intended for transfer
**MUS 1620**  
*Class Piano II*  
1 Credit  
Continuation of MUS 1610.

**Prerequisite:** MUS 1610.  
**Corequisite:** None

**APPLIED MUSIC: Individual Instruction** — One hour credit in individual instruction is granted for one half-hour lesson per week. Students may accumulate up to eight credit hours at each level of individual instruction. The special fee for all individual instruction in music may be found in the Schedule of Classes published prior to each semester.  
(Admission to the sophomore-level of any individual music instruction is by audition before the applied music faculty.)

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<tr>
<th>Course Code</th>
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<tr>
<td><em>MUS 1710</em></td>
<td><em>Piano Instruction I</em></td>
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<td></td>
<td>Private instruction in piano beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<td><strong>Prerequisite:</strong> None</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><em>MUS 1711</em></td>
<td><em>Piano Instruction III</em></td>
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<tr>
<td></td>
<td>Private instruction in piano beginning at the student’s level of proficiency. May be repeated for credit.</td>
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<td><strong>Prerequisite:</strong> None</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><em>MUS 1720</em></td>
<td><em>Voice Instruction I</em></td>
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<td></td>
<td>Private instruction in voice beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<td><strong>Prerequisite:</strong> None</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><em>MUS 1721</em></td>
<td><em>Voice Instruction III</em></td>
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<tr>
<td></td>
<td>Private instruction in voice beginning at the student’s level of proficiency. May be repeated for credit.</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> None</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><em>MUS 1730</em></td>
<td><em>Guitar Instruction I</em></td>
<td>1</td>
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<tr>
<td></td>
<td>Private instruction in guitar beginning at the student’s entering level of proficiency. May be repeated for credit.</td>
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<td></td>
<td><strong>Prerequisite:</strong> None</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><em>MUS 1731</em></td>
<td><em>Guitar Instruction III</em></td>
<td>2</td>
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<tr>
<td></td>
<td>Private instruction in guitar beginning at the student’s level of proficiency. May be repeated for credit.</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> None</td>
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<td><strong>Corequisite:</strong> None</td>
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<tr>
<td><em>MUS 1740</em></td>
<td><em>Woodwind Instruction I</em></td>
<td>1</td>
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<tr>
<td></td>
<td>Private instruction in woodwinds beginning at student’s level of proficiency. May be repeated for credit.</td>
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<td><strong>Prerequisite:</strong> None</td>
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<td><strong>Corequisite:</strong> None</td>
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</table>
Course Descriptions

*MUS 1741  Woodwind Instruction III  2 Credits
Private instruction in woodwind instruments beginning at the student’s level of proficiency. May be repeated for credit.
Prerequisite: None
Corequisite: None

*MUS 1750  Brass Instruction I  1 Credit
Private instruction in brass instruments beginning at student’s entering level of proficiency. May be repeated for credit.
Prerequisite: None
Corequisite: None

*MUS 1751  Brass Instruction III  2 Credits
Private instruction in brass beginning at the student’s level of proficiency. May be repeated for credit.
Prerequisite: None
Corequisite: None

*MUS 1760  String Instruction I  1 Credit
Private instruction in string instruments beginning at student’s entering level of proficiency. May be repeated for credit.
Prerequisite: None
Corequisite: None

*MUS 1761  String Instruction III  2 Credits
Private instruction in string instruments beginning at the student’s level of proficiency. May be repeated for credit.
Prerequisite: None
Corequisite: None

*MUS 1770  Percussion Instruction I  1 Credit
Private instruction in percussion beginning at student’s entering level of proficiency. May be repeated for credit.
Prerequisite: None
Corequisite: None

*MUS 1771  Percussion Instruction III  2 Credits
Private instruction in percussion beginning at the student’s level of proficiency. May be repeated for credit.
Prerequisite: None
Corequisite: None

*MUS 1781  Contemporary Piano Styles I  2 Credits
Individual instruction in keyboard jazz, blues, pop, and rock for students with intermediate piano skills. Daily practice and workbook assignments are required. May be repeated for credit.
Prerequisite: Consent of instructor. Audition may be required.
Corequisite: None

*MUS 2710  Piano Instruction II  1 Credit
Private instruction in piano at intermediate/advanced level. May be repeated for credit.
Prerequisite: MUS 1710
Corequisite: None
Course Descriptions

*MUS 2711  
**Piano Instruction IV**  
2 Credits
Private instruction in piano at intermediate/advanced level. May be repeated for credit.  
Prerequisite: MUS 1711  
Corequisite: None

*MUS 2720  
**Voice Instruction II**  
1 Credit
Private instruction in voice at intermediate/advanced level. May be repeated for credit.  
Prerequisite: MUS 1720  
Corequisite: None

*MUS 2721  
**Voice Instruction IV**  
2 Credits
Private instruction in voice at intermediate/advanced level. May be repeated for credit.  
Prerequisite: MUS 1721  
Corequisite: None

*MUS 2730  
**Guitar Instruction II**  
1 Credit
Private instruction in guitar at intermediate/advanced level. May be repeated for credit.  
Prerequisite: None  
Corequisite: None

*MUS 2731  
**Guitar Instruction IV**  
2 Credits
Private instruction in guitar at intermediate/advanced level. May be repeated for credit.  
Prerequisite: MUS 1731  
Corequisite: None

*MUS 2740  
**Woodwind Instruction II**  
1 Credit
Private instruction in woodwind instruments at intermediate/advanced level. May be repeated for credit.  
Prerequisite: MUS 1740  
Corequisite: None

*MUS 2741  
**Woodwind Instruction IV**  
2 Credits
Private instruction in woodwind instruments at intermediate/advanced level. May be repeated for credit.  
Prerequisite: MUS 1741  
Corequisite: None

*MUS 2750  
**Brass Instruction II**  
1 Credit
Private instruction in brass instruments at intermediate/advanced level. May be repeated for credit.  
Prerequisite: MUS 1750  
Corequisite: None

*MUS 2751  
**Brass Instruction IV**  
2 Credits
Private instruction in brass instruments at intermediate/advanced level. May be repeated for credit.  
Prerequisite: MUS 1751  
Corequisite: None

*MUS 2760  
**String Instruction II**  
1 Credit
Private instruction in string instruments at intermediate/advanced level. May be repeated for credit.  
Prerequisite: MUS 1760  
Corequisite: None
**Course Descriptions**

*MUS 2761  String Instruction IV  2 Credits*
Private instruction in string instruments at intermediate/advanced level. May be repeated for credit.

Prerequisite: MUS 1761
Corequisite: None

*MUS 2770  Percussion Instruction II  1 Credit*
Private instruction in percussion at intermediate/advanced level. May be repeated for credit.

Prerequisite: MUS 1770
Corequisite: None

*MUS 2771  Percussion Instruction IV  2 Credits*
Private instruction in percussion at intermediate/advanced level. May be repeated for credit.

Prerequisite: MUS 1771
Corequisite: None

*MUS 2781  Contemporary Piano Styles I  2 Credits*
Individual instruction in keyboard improvisation in jazz and blues for students with intermediate piano skills. Daily practice and workbook assignments are required. May be repeated for credit.

Prerequisite: MUS 1781 or consent of instructor. Audition may be required.
Corequisite: None

**OST 1000  Typing I  3 Credits**
A study of the alpha-numeric keyboard used on personal computers, workstations, and typewriters. Basic document formatting is taught. Speed and accuracy are emphasized.

Alternate Course: OST 1100
Prerequisite: None
Corequisite: None

**OST 1050  Office Administration  3 Credits**
Introduction to the tasks and responsibilities required of administrative support personnel; designed to give resource knowledge to prepare students to perform the operational and administrative assistant functions required in an office environment.

Prerequisite: None
Corequisite: None

**OST 1100  Keyboarding I on the Computer  3 Credits**
A study of the alpha-numeric keyboard used on personal computers, workstations, and typewriters. Basic document formatting is taught. Speed and accuracy are emphasized. Skill development on the numeric keypad is taught as well as basic DOS applications.

Alternate Course: OST 1000
Prerequisite: None
Corequisite: None

*OST 1105  Keyboarding II/Speed and Accuracy on the Computer  3 Credits*
A course designed to build speed and accuracy on the keyboard using the computer as the training device. Individualized diagnostic and corrective practice drills will be used to help students build speed and accuracy for the job and to gain competencies for employment testing. Entry standards: 28 wpm or better for 3 minutes; 5 errors or less.

Prerequisite: OST 1000 or OST 1100 with a grade of C or better
Corequisite: None
**OST 1110  
Typing II/Speed and Accuracy  
3 Credits**

Use of electronic typewriter to produce business documents. Speed and accuracy are emphasized. Individualized diagnostic and corrective practice drills will be used to help students build speed and accuracy for the job and to gain competencies for employment testing. Entry standards: 28 wpm or better for 3 minutes; 5 errors or less.

Prerequisites: OST 1000 or OST 1100 with a grade of C or better, OST 1210  
Corequisite: None

**OST 1210  
Introduction to Computers/WordPerfect I  
3 Credits**

An introduction to personal computers and word processing. Emphasis is on developing computer operation skills using the DOS operating system and WordPerfect 5.1 software.

Prerequisite: OST 1000 or OST 1100 or equivalent  
Corequisite: None

**OST 1215  
Business Computer Applications  
3 Credits**

A computer literacy course introducing personal computers and computer applications used in business. Emphasis is on developing computer operation skills using DOS, WordPerfect 5.1 and Lotus 1-2-3.

Prerequisite: OST 1100 or or equivalent  
Corequisite: None

**OST 1220  
WordPerfect II  
3 Credits**

A study of the advanced features of WordPerfect 5.1 word processing software, including timed production using WordPerfect advanced features.

Prerequisites: OST 1210, OST 1110 or OST 1105 or equivalent.  
Corequisite: None

**OST 2000  
WordPerfect for Windows  
3 Credits**

Study of the graphical-user interface version of WordPerfect for Windows on the personal computer. Basic WordPerfect for Windows operations are taught, including use of the mouse, icons, pull-down screens, rulers, and button-control line. Emphasis in this course is on efficient use of WordPerfect features to create documents using the WordPerfect for Windows software.

Prerequisite: OST 1210  
Corequisite: None

**OST 2010  
Office Proficiency and Assessment Certification  
1 Credit**

An application-oriented assessment of entry-level office skills. Course is an open-exit evaluation of students' proficiency in keyboarding, word processing, language arts skills, records management, financial recordkeeping, and office procedures. Must be enrolled in final semester of OST and have filed an intent to graduate form.

Prerequisites: OST 2230, OST 2120  
Corequisite: None

**OST 2120  
Typing III  
3 Credits**

An application-oriented course that includes timed production of office documents and correspondence. Speed and accuracy are emphasized.

Prerequisites: OST 1110 or OST 1105, OST 1210  
Corequisite: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OST 2230</strong></td>
<td>WordPerfect III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>In-depth study of advanced word processing features of WordPerfect 5.1 software with timed production of specialized applications.</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite: OST 1220 or OST 1225 Corequisite: None</td>
<td></td>
</tr>
<tr>
<td><strong>OST 2240</strong></td>
<td>WordPerfect IV</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Study of WordPerfect’s advanced features including installation of WordPerfect and desktop publishing features.</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite: OST 2230 Corequisite: None</td>
<td></td>
</tr>
<tr>
<td><strong>OST 2300/01</strong></td>
<td>OST Practicum w/Lab</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Provides on-site work experience in producing documents for faculty, staff, administration, students, and area businesses in the Center for Advanced Office Systems.</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite: OST 2230 or consent of instructor Corequisite: None</td>
<td></td>
</tr>
<tr>
<td><strong>OST 2340</strong></td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of various filing methods, including alphabetic and numeric. Topics include storage, control, retrieval, transfer, retention, and disposal of records with emphasis on electronic storage and retrieval using dBase III+.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: OST 1210, OST 1000 or OST 1100 Corequisite: None</td>
<td></td>
</tr>
<tr>
<td><strong>OST 2350</strong></td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of business communications, including correct document format, document style, and language usage. Emphasis is on conciseness, readability, and audience. Computers are used for document creation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: OST 1210, OST 1000 or OST 1100, ENG 1010 Corequisite: None</td>
<td></td>
</tr>
<tr>
<td><strong>OST 2360</strong></td>
<td>Transcription on the Word Processor</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Transcription of business communications from voice dictation using computers and transcribers.</td>
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<tr>
<td></td>
<td>Prerequisite: OST 1220 Corequisite: None</td>
<td></td>
</tr>
<tr>
<td><strong>OST 2400</strong></td>
<td>Typing Skill Building</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Diagnostic and prescriptive typing program to reveal typing problems of individual students; provides corrective practice using Cortez Peters’ methodology.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: OST 1000 or OST 1100 or equivalent Corequisite: None</td>
<td></td>
</tr>
<tr>
<td><strong>OST 2600</strong></td>
<td>Database I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of basic beginning-level database applications on the personal computer, using flat file and relational database techniques.</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite: OST 1210 Corequisite: None</td>
<td></td>
</tr>
</tbody>
</table>

*University parallel course intended for transfer*
Course Descriptions

**OST 2620**  
*Spreadsheet (Lotus 1-2-3)*  
3 Credits  
A study of basic spreadsheet applications and beginning-level personal computer operations using Lotus 1-2-3. Skill on the numeric keypad is taught.  
Prerequisite: OST 1210 or OST 1100  
Corequisite: None

**OST 2625**  
*Advanced Spreadsheets*  
3 Credits  
Comprehensive study of advanced spreadsheet applications using both DOS- and Windows-based software programs.  
Prerequisite: OST 2620  
Corequisite: None

**OST 2630**  
*dBase III Plus - Special Topic*  
3 Credits  
A study of basic database applications and beginning-level personal computer operations using dBase III Plus.  
Prerequisite: OST 1210 or OST 1100  
Corequisite: None

**OST 2635**  
*dBase IV*  
3 Credits  
A study of basic database applications and beginning-level personal computer operations using dBase IV.  
Prerequisite: OST 1210 or OST 1100  
Corequisite: None

**OST 2660**  
*Speedwriting I/Shorthand I*  
3 Credits  
A study of the fundamentals of alphabetic shorthand. Emphasis is on developing reading and dictation speeds for personal use.  
Prerequisite: OST 1000 or OST 1100  
Corequisite: None

**OST 2670**  
*Speedwriting II/Shorthand II*  
3 Credits  
Further study of alphabetic shorthand with emphasis on transcription and on coordinating shorthand, keyboarding, and proofreading skills for professional use.  
Prerequisite: OST 2660  
Corequisite: None

**OST 2730**  
*Scientific/Engineering Procedures—Special Topic*  
3 Credits  
A study of scientific/engineering/technical applications including terminology, keyboarding, and document formats and processing.  
Prerequisite: OST 1110  
Corequisite: None

**OST 2800**  
*Electronic Publishing*  
3 Credits  
Study of basic desktop publishing terminology, concepts, and applications using WordPerfect and PC Paintbrush. Use of scanners and laser printers.  
Prerequisite: OST 1220  
Corequisite: None
Course Descriptions

**OST 2910**  
*Medical Terminology I*  
5 Credits

An introduction to beginning medical terminology of anatomy and physiology through symptomatology, diagnostic terms, operative procedures, special procedures, and other medical therapies. A study of the history of medical writing and the Greek alphabet is also emphasized.

Prerequisite: None  
Corequisite: None

**OST 2920**  
*Medical Terminology II*  
5 Credits

A continuation of the study of medical terminology of anatomy and physiology through symptomatology, diagnostic terms, operative procedures, special procedures, and other medical therapies. A study of pharmacology terminology and legal terminology related to the medical field is also included.

Prerequisite: OST 2910  
Corequisite: None

**OST 2930**  
*Medical Transcription*  
5 Credits

Transcription of medical communications from voice dictation using computers and transcribers. Terminology and document formats are emphasized.

Prerequisites: OST 1105, OST 1210, OST 2920—all with a final grade of C or better.

Corequisite: None

**PED 1000**  
*Orientation to Physical Education*  
2 Credits

Overview of the professional and disciplinary area of physical education with emphasis on introductory field experience. For physical education majors only.

Prerequisite: None  
Corequisite: None

**PED 1010**  
*Lifetime Fitness*  
1 Credit

Theory, knowledge, and practical experience in principles of wellness relating to the healthful aspects of lifetime fitness.

Prerequisite: None  
Corequisite: None

**PED 1020**  
*Beginning Bowling*  
1 Credit

Selection of equipment, correct approach and release, and scoring. Fee for facility and equipment rental.

Prerequisite: None  
Corequisite: None

**PED 1030**  
*Beginning Softball*  
1 Credit

Instruction in fundamentals, rules, and strategies.

Prerequisite: None  
Corequisite: None

**PED 1060**  
*Wilderness Camping*  
3 Credits

The introduction of equipment, skills, and practices associated with hiking and camping. Laboratory experience will consist of announced field trips.

Prerequisite: None  
Corequisite: None

*University parallel course intended for transfer*
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Corequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED 1070</td>
<td>Introduction to Skiing</td>
<td>1</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>The fundamentals of skiing and skiing safety.</td>
<td></td>
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<td></td>
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<tr>
<td>PED 1110</td>
<td>Elementary Ballet</td>
<td>2</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Instruction and practice in elementary classical ballet techniques.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PED 1120</td>
<td>Elementary Modern Dance</td>
<td>2</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Instruction and practice in elementary modern dance techniques.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PED 1130</td>
<td>Elementary Jazz Dance</td>
<td>2</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Instruction and practice in elementary jazz dance styles and techniques.</td>
<td></td>
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</tr>
<tr>
<td>PED 2020</td>
<td>Badminton</td>
<td>1</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>The introduction of skills, general rules, and strategy related to the game of badminton with particular emphasis on acquisition of skills.</td>
<td></td>
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</tr>
<tr>
<td>PED 2050</td>
<td>Basketball</td>
<td>1</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>The introduction and development of basic fundamental skills, general rules, and strategy, related to the game of basketball with particular emphasis on acquisition of skills.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PED 2110</td>
<td>Beginning Golf</td>
<td>1</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>The introduction and development of basic skills and general rules related to the game of golf with particular emphasis on acquisition of skills.</td>
<td></td>
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</tr>
<tr>
<td>PED 2250</td>
<td>Exercise to Music</td>
<td>1</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>An exercise to music program designed to improve flexibility, muscular strength, and cardiovascular endurance.</td>
<td></td>
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</tr>
<tr>
<td>PED 2330</td>
<td>Beginning Racquetball</td>
<td>1</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>The introduction and development of basic skills and general rules related to the game of racquetball with particular emphasis on acquisition of skills.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Course Descriptions

*PED 2320  Human Sexuality  2 Credits
Problems and responsibilities of being male and female as they relate to health and wellness.
Prerequisite: None
Corequisite: None

*PED 2390  Beginning Swimming  1 Credit
Instruction and practice in water survival skills and basic swimming strokes.
Prerequisite: None
Corequisite: None

*PED 2440  Tennis  1 Credit
The introduction of skills, general rules, and strategy related to the game of tennis with particular emphasis on acquisition of skills.
Prerequisite: None
Corequisite: None

*PED 2510  Volleyball  1 Credit
The introduction of skills, general rules, and strategy related to the game of volleyball with particular emphasis on acquisition of skills.
Prerequisite: None
Corequisite: None

*PED 2520  Weight Training  1 Credit
The introduction of flexibility, cardiovascular, and strength conditioning related to the sport of weight training. Safety and proper use of equipment will be emphasized.
Prerequisite: None
Corequisite: None

*PED 2900  Human Motor Behavior  3 Credits
Theories and principles explaining motor behavior; psychological factors related to and/or affecting motor skill acquisition and performance. For physical education majors only.
Prerequisite: PED 1000
Corequisite: None

*PED 2910  Sport in American Society  3 Credits
An examination of the institutional organization of contemporary American society and its social values through the medium of sport. For physical education majors only.
Prerequisite: PED 1000
Corequisite: None

*PHL 1010  Introduction to Philosophy  3 Credits
An investigation of the fundamental questions pertaining to reality, truth, freedom, the nature of human-kind, the existence of God, and social/political theory.
Prerequisite: None
Corequisite: None

*PHL 1300  Critical Thinking  3 Credits
PHL 1300 is an introduction to practical reasoning. It covers the nature of deductive and inductive arguments, diagraming arguments, the search for implicit premises and conclusions, and the role of falsehood, deception, and emotion in reasoning. More importantly, PHL 1300 is a careful study of argument construction and evaluation.
Prerequisite: None
Corequisite: None

*University parallel course intended for transfer
*PHL 2010  
Survey of World Religions  
3 Credits  
A comparative introduction to the origins, developments, teachings and practices of the major world religions, such as Taoism, Confucianism, Hinduism, Buddhism, Judaism, Christianity, and Islam.  
Prerequisite: None  
Corequisite: None  

*PHL 2400  
Introduction to Ethics  
3 Credits  
A study of moral issues related to business, including corporate responsibility, employee rights, discrimination, investment, and advertising.  
Prerequisite: None  
Corequisite: None  

PHO 1000  
Still Photography I  
3 Credits  
A beginning class in the study of controls and functions of the 35mm camera. Films, basic lighting, metering, parallel exposures, depth-of-field, and composition are explored. Students are responsible for providing camera and film.  
Prerequisite: None  
Corequisite: None  

PHO 1010  
Still Photography II  
3 Credits  
Advanced work in camera controls, use of lenses, and general interest topics such as copy work and zone system of exposure. A basic hands-on study of portrait, industrial, and commercial work is provided. Students are responsible for providing a camera, tripod, and various black-and-white and color films.  
Prerequisite: PHO 1000 or permission of instructor  
Corequisite: None  

PHO 1030  
Studio Techniques  
3 Credits  
Use of the medium format camera, the large format camera, and studio lights for photographing portraits and products.  
Prerequisite: None  
Corequisite: None  

PHO 1040  
History of Photography  
3 Credits  
Review of the history of photography from Niepce and Daguerre in the 1840’s to the 1980’s. Emphasis will be on the personalities and events leading to the development of modern methods in use today.  
Prerequisite: None  
Corequisite: None  

PHO 2000  
Color Printing Techniques  
3 Credits  
In-depth study of the color photographic process and printing techniques. Topics include additive and subtractive color, color correction, and color processing techniques. Students are responsible for providing film and paper.  
Prerequisite: None  
Corequisite: None
PHO 2020  Photography Composition  3 Credits
A study of practical and aesthetic elements of compositions. Students will examine the effects of image framing, arrangement of visual elements, use of light and shadow, action and texture on composition.
Prerequisite: None
Corequisite: None

PHO 2030  Photography Portfolio  3 Credits
Students will produce a working portfolio of their own photography to be used to represent their work in the marketplace. Emphasis will be on selection and organization of material and professional presentation.
Prerequisite: permission of instructor
Corequisite: None

PHO 2040  Black and White Darkroom Techniques I  3 Credits
Study of developers, film, and paper available for the black and white process, developing techniques and how they relate to contrast and grain. Paint control, such as cropping, burning in, and dodging are also covered.
Prerequisite: None
Corequisite: None

PHO 2500  Sports Photography  3 Credits
Principles and methodologies of photographing action sports. Topics include game rules, obeying constraints of governing associations, choice and special processing of film, lenses and vantage, action composition, shooting zones, and feature story photography.
Prerequisite: None
Corequisite: None

PHO 2550  Photojournalism  3 Credits
History and modern practices of photojournalism, with application to corporate publications and newspapers. Topics include news, feature, and photoessay photography; covering meetings and general news; writing cutlines and short stories; theory and ethics.
Prerequisite: None
Corequisite: None

PHO 2560  Documentary Photojournalism  3 Credits
Techniques are applicable to journalism, public relations, school, social work, sciences, and the humanities. Photo history 1850 through 1985.
Prerequisite: None
Corequisite: None

PHO 2600  Publication Design  3 Credits
Students will study photographic/graphic design elements of publications such as newspapers, magazines, advertising, and brochures. Other topics will include desk top publishing, pre-press methods, typography, half-tones, color separations, paper choices, and printing methods.
Prerequisite: None
Corequisite: None
**Course Descriptions**

**PHO 2610 Portrait Studio**
Solving problems faced by the professional portrait photographer. Topics include equipment selection, lighting techniques selection, lighting techniques, and posing.

**Prerequisite:** None  
**Corequisite:** None

**PHO 2680 Commercial Photography**
Solving problems faced by the commercial photographer, emphasizing practical assignments in advertising publications.

**Prerequisite:** None  
**Corequisite:** None

**PHO 2760 Advanced Black & White Darkroom Techniques**
A continuation of black and white darkroom techniques emphasizing development of various films. Advance study in paint control will be covered in detail.

**Prerequisite:** None  
**Corequisite:** None

**PHO 2780 Color Printing Techniques II**
An advanced color lab class where students will print and process both reversal and negative materials. Other topics include dodging/burning, color analyzers, spotting and minor retouching.

**Prerequisites:** PHO 1000, PHO 2000  
**Corequisite:** None

**PHO 2800 Process Control**
An advanced study of the factors involved in color lab process control. Students will learn to use the reflection/transmission densitometer, plot control strips, and interpret plots and solve typical process problems.

**Prerequisite:** PHO 2780 or equivalent.  
**Corequisite:** None

**PHO 2990 Photo Retouching**
Techniques of color negative and color transparency re-touching, including removal of facial blemishes in portraits, restoring photographs and enhancing photographs for reproduction. Concepts in digitized image enhancement will also be covered.

**Prerequisite:** None  
**Corequisite:** None

**PHY 1010 Applied Physics**
Statics and equilibrium, equations of motion, Newton’s Laws of Motion, work, energy and power, machines, impulse and momentum, rotational motion, and fluids. Not for transfer students.

**Prerequisite:** MTH 1020  
**Corequisite:** None

*PHY 1310 Mechanics and Heat I*
For engineering, mathematics, and sciences.

**Prerequisite:** None  
**Corequisite:** MTH 1410
Course Descriptions

*PHY 1320  Mechanics and Heat II  4 Credits
For engineering, mathematics, and sciences.
Prerequisite: PHY 1310
Corequisite: MTH 1420

*PHY 2210  Elements of Physics I  4 Credits
Basic physical principles and applications required in Pre-Professional Medical programs. Mechanics, heat, wave motion, and optics. For transfer students not majoring in math, physics, engineering or chemistry.
Prerequisite: MTH 1020
Corequisite: None

*PHY 2220  Elements of Physics II  4 Credits
Electricity and magnetism, modern physics. Continuation of PHY 2210.
Prerequisite: PHY 2210
Corequisite: None

*PHY 2310  Electricity and Magnetism  4 Credits
For engineers and liberal arts majors in mathematics and the physical sciences.
Prerequisite: PHY 1320 or ENS 1310
Corequisite: MTH 2310 or 2410

*PHY 2320  Wave Motion, Optics, and Modern Physics  4 Credits
For engineering and liberal arts majors in math and natural sciences.
Prerequisite: PHY 2310 or ENS 1310
Corequisite: MTH 2310 or 2410

*POL 1010  United States Government and Politics  3 Credits
Introduction to fundamental institutions and processes of American National Politics including the constitution, voting, the presidency, congress, and the courts.
Prerequisite: None
Corequisite: None

*POL 1020  Introduction to Political Science  3 Credits
Analysis of politics and political systems in various countries.
Prerequisite: None
Corequisite: None

Professional Seminars provide information about college policies/procedures, learning resources, computer resources, and student services. Content includes orientation to the major field of study and the academic advisement system. One of the six courses (determined by the academic advisor) is required of all new students seeking the associate degree.

*PSB 1000  Professional Seminar - Business  1 Credit
Prerequisite: None
Corequisite: None

*PSE 1000  Professional Seminar - Engineering  1 Credit
Prerequisite: None
Corequisite: None
Course Descriptions

*PSG 1000  
**Professional Seminar, General**  
1 Credit  
Prerequisite: None  
Corequisite: None

*PSH 1000  
**Professional Seminar for Humanities**  
1 Credit  
Prerequisite: None  
Corequisite: None

*PSM 1000  
**Professional Seminar for Mathematics and Sciences**  
1 Credit  
Prerequisite: None  
Corequisite: None

*PSS 1000  
**Professional Seminar for Social Sciences**  
1 Credit  
Prerequisite: None  
Corequisite: None

*PSY 1010  
**General Psychology**  
3 Credits  
Primary approaches to the study of human behavior and experience.  
Prerequisite: None  
Corequisite: None

*PSY 2010  
**Biological Basis of Behavior**  
3 Credits  
Course includes basic anatomy and physiology of the brain and nervous system. Understanding the biological determinants of human behavior is the focus of study. Emphasized is the role of biological systems in learning, perception, emotion, memory, and mental illness.  
Prerequisite: PSY 1010 or consent of instructor  
Corequisite: None

*PSY 2100  
**Psychology of Human Development**  
3 Credits  
Understanding and applications of psychology of human development to teaching/learning process in educational settings.  
Prerequisite: None  
Corequisite: None

REA 1100  
**Principles of Real Estate**  
2 Credits  
Examination of fundamental principles underlying real estate brokerage activities for mastery of the Tennessee Real Estate Commission affiliate broker licensing examination. Approved as the pre-licensing course by the Tennessee Real Estate Commission.  
Prerequisite: None  
Corequisite: None

REA 1200  
**Real Estate Law**  
2 Credits  
The legal basic ramifications and standing of real property contract instruments in view of common law precedents, federal and state statutes, and miscellaneous agency interpretations. Ethical conduct and standard behavior in the brokerage of real property.  
Prerequisite: None  
Corequisite: None
Course Descriptions

REA 1300 Real Estate Finance 2 Credits
Basic sources of lending for residential and income property, including FHA, VA, and conventional loans; sources of commercial loans for income property. Current events and trends of real property.
Prerequisite: None
Corequisite: None

REA 1400 Real Estate Salesmanship 2 Credits
Establishing long- and short-term sales goals and defining activities needed to achieve these goals. Other topics include Real Estate Code of Ethics, law, developing referral systems, and time management.
Prerequisite: None
Corequisite: None

REA 1500 Real Estate Office Management 2 Credits
Management challenges confronting today's real estate business. Topics include education and training of salespeople, management communications, and managerial functions.
Prerequisite: None
Corequisite: None

REA 1600 Real Estate Appraising 2 Credits
Appraising residential property by comparative sales, unit cost, and gross rent multiplier. Topics include purposes of appraisals, property values, neighborhood and site analysis, market conditions, and appraisal terminology.
Prerequisite: None
Corequisite: None

RSE 0720 Basic Writing 3 Credits
Writing skills basic to all tasks are taught: discovering and developing a topic, organizing ideas, revising written work, and proofreading. Standard English, spelling, and usage patterns are discussed and reinforced in the individual student's work.
Prerequisite: None
Corequisite: None

RSM 0730 Basic Mathematics 2 Credits
This course includes the following topics of arithmetic: whole numbers, fractions, decimals, percents, solving equations, and associated word problems. Calculator use is integrated throughout the course.
Prerequisite: None
Corequisite: None

RSR 0710 Basic Reading w/Lab 3 Credits
The first reading course for native speakers of the English language. The course promotes effective literal comprehension at the paragraph level through prereading and notetaking, vocabulary development, increasing reading speed and efficiency, and strategies to aid concentration and memory.
Prerequisite: None
Corequisite: None
**SOC 1010**  
*General Sociology*  
3 Credits  
Concepts and theoretical approaches of sociology with emphasis on culture, socialization, and social organization.  
Prerequisite: None  
Corequisite: None

**SOC 1020**  
*Social Problems and Social Change*  
3 Credits  
Increasingly acute and intense problems such as alcoholism, violence, drugs, crime, inequality, life-style preferences, and environmental abuse within the context of social change. Assessment of control strategies.  
Prerequisite: None  
Corequisite: None

**SPA 1010**  
*Beginning Spanish I*  
3 Credits  
Prerequisite: None  
Corequisite: None

**SPA 1020**  
*Beginning Spanish II*  
3 Credits  
Continuation of SPA 1010.  
Prerequisite: SPA 1010 or one year of high school Spanish.  
Corequisite: None

**SPA 2010**  
*Intermediate Spanish I*  
3 Credits  
Conversation, writing, listening and reading. Emphasis on communicative proficiency. Listening and practice materials on master tapes. Language laboratory required.  
Prerequisite: SPA 1020 or equivalent.  
Corequisite: None

**SPA 2020**  
*Intermediate Spanish II*  
3 Credits  
Continuation of SPA 2010.  
Prerequisite: SPA 2010 or equivalent.  
Corequisite: None

**SPH 2000**  
*Developing Speech Confidence*  
1 Credit  
Techniques and practices for coping with apprehension about oral communications or stage fright. Recommended for those who are currently enrolled in SPH 2100 or 2400 courses and desire further work in dealing with readiness.  
Prerequisite: None  
Corequisite: None

**SPH 2100**  
*Public Speaking*  
3 Credits  
Preparation and delivery of informative and persuasive speeches. Topics include research, organization, study of audience demographics, topic selection, reasoning, non-verbal communication, evaluating discourse of others, and small group communication.  
Prerequisite: None  
Corequisite: None
Course Descriptions

*SPH 2200  
Interpersonal Communication  3 Credits
Process by which thoughts, feelings, and actions affect and are affected by the face-to-face communication situation.
Prerequisite: None
Corequisite: None

*SPH 2400  
Business and Professional Speaking  3 Credits
Principles and practices of oral communication within organizations including such topics as organization/communication theory, group problem solving, interviewing, and formal presentations.
Prerequisite: None
Corequisite: None

*SPH 2800  
Oral Interpretation  3 Credits
Art of reading aloud, development of interpretative techniques—both individual and group—and their application to selected passages of prose, poetry, and drama.
Prerequisite: None
Corequisite: None

*SWK 2000  
Introduction to Social Work  3 Credits
Emergence of the social work profession; professional mission; skills, and values; practice settings; client groups; helping services; career patterns; practice methods. Designed to assist students in deciding a career in social work.
Prerequisite: None
Corequisite: None

*THE 1000  
Introduction to Theatre  3 Credits
Understanding theatre: thought, philosophy, aesthetics, historical perspective, and production practices.
Prerequisite: None
Corequisite: None

*THE 1311  
Play Production  3 Credits
Practical experience in a laboratory setting in the different phases of putting on a play, including staging, lighting, publicity, makeup, and directing. The course will culminate in a fully staged production.
Prerequisite: None
Corequisite: None

*THE 2100  
Survey of World Drama I  3 Credits
The study of representative plays from the Greek, Roman, and Japanese cultures plus the Medieval and Elizabethan periods.
Prerequisite: ENG 1010
Corequisite: None

*THE 2110  
Survey of World Drama II  3 Credits
The study of representative plays from the 19th and 20th century including the well-made play, operetta, musical theatre, realistic theatre, absurdism, theatre of alienation, and alternative theatre.
Prerequisite: ENG 1010
Corequisite: None
Course Descriptions

*THE 2200  
**Acting I**  3 Credits
The mechanics of acting in terms of physical movement, body control, and character building techniques. Students will select and interpret various roles in class.
Prerequisite: None
Corequisite: None

*THE 2210  
**Acting II**  3 Credits
The further exploration of acting techniques through exercises, scene work, and period/style study.
Prerequisite: THE 2200
Corequisite: None

*THE 2260  
**Voice & Diction**  3 Credits
The study and application of voice production; attention to individual speech problems and needs.
Prerequisite: None
Corequisite: None

VPT 1100  
**Technical Video Production I**  3 Credits
Introduction to video industry. Includes historical overview, industry trends, and technical vocabulary.
Prerequisite: None
Corequisite: None

VPT 1200  
**Visual Arts**  3 Credits
A study of visual arts: photography, computer graphics, basic artistic design, and emerging trends in the technology of the visual arts are reviewed.
Prerequisite: None
Corequisite: None

VPT 1300  
**Technical Video Production II**  4 Credits
A studio-based course focusing on camera techniques, lighting, audio, understanding of basic directing skills, waveform and vector monitor interpretation, lens and composition skills, principles of video recording, electronic editing, and principles of videotape.
Prerequisite: VPT 1100
Corequisite: None

VPT 1400  
**Writing for Television**  3 Credits
Writing of visually-oriented scripts for the following: commercials, training programs, communications programs—emphasizing the interdependence between the visual and auditory portions of the script. Also emphasized will be the concept that a successful and effective video production must be planned ahead of time through a well-designed script.
Prerequisite: ENG 1010
Corequisite: None

VPT 1500  
**Campus Broadcast I**  2 Credits
Production of simulated “commercials” and news/communication for Pellissippi State utilizing on-campus equipment. Writing and resources shared with VPT 1400. This course offers an in-depth opportunity to be producer, writer, client, director, and other roles encountered and interfaced within the real world.
Prerequisites: VPT 1100, VPT 2100
Corequisite: None
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPT 2100</td>
<td>Post Production Techniques</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Editing, audio sweetening, music, visual effects creation, and manipulation. A-B roll editing, incorporation of electronic graphics and print/drawn graphics, narration/voice manipulations.</td>
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<tr>
<td></td>
<td>Prerequisites: VPT 1100</td>
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<tr>
<td></td>
<td>Corequisite: VPT 1300</td>
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</tr>
<tr>
<td>VPT 2200</td>
<td>Specialized Production Techniques</td>
<td>4</td>
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<tr>
<td></td>
<td>Audio, lighting, electronic graphics, remote. Projects outside of studio, such as sports events.</td>
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<tr>
<td></td>
<td>Prerequisite: VPT 2100</td>
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<td></td>
<td>Corequisite: None</td>
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<tr>
<td>VPT 2300</td>
<td>Special Project</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Create own projects, whether group or individual. Entertainment, sales. Mixed media—slides/electronic graphics and video post production techniques.</td>
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<tr>
<td></td>
<td>Prerequisite: VPT 2200</td>
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<td></td>
<td>Corequisite: None</td>
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<tr>
<td>VPT 2500</td>
<td>Campus Broadcast II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Production of simulated “commercials” and news/communication programs for Pellissippi State utilizing on-campus equipment. Both field and studio production, post-production editing, and writing skills emphasized, as well as cooperation with other VPT classes.</td>
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<tr>
<td></td>
<td>Prerequisite: VPT 1500</td>
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<tr>
<td></td>
<td>Corequisite: None</td>
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</tr>
<tr>
<td>VPT 2600</td>
<td>Specialized Production</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Resource management, make-up, crew, set production; contracts, copyright clearance, talent releases, logistics management.</td>
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<tr>
<td></td>
<td>Prerequisite: VPT 2300</td>
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<td></td>
<td>Corequisite: None</td>
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</tr>
<tr>
<td>VPT 2700</td>
<td>Directed Project</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Project assigned by instructor. More serious in nature, 10-15 minute produced. Documentary nature, local issues or campus issues. Must involve post-production and should not be “talk show” type of studio operation.</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisites: Permission of instructor, second year status</td>
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<tr>
<td></td>
<td>Corequisite: None</td>
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</tr>
<tr>
<td>VPT 2998</td>
<td>Video Production Technology</td>
<td>1 or 2</td>
</tr>
<tr>
<td></td>
<td>Internship with lab</td>
<td></td>
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<tr>
<td></td>
<td>Practical, on-the-job experience working for an industry related business, such as a TV station, commercial video production company, corporate production group, or theatrical lighting firm. Variable credit.</td>
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<tr>
<td></td>
<td>Prerequisite: Permission of instructor, second year status</td>
<td></td>
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<tr>
<td></td>
<td>Corequisite: None</td>
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</tr>
<tr>
<td>*WMN 2200</td>
<td>Women in Society</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>An interdisciplinary analysis of women’s roles and opportunities in the United States based on current research in the social sciences. Attention will also be given to the changes in women’s societal roles throughout history.</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<tr>
<td></td>
<td>Corequisite: None</td>
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</tr>
</tbody>
</table>
### Executive Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. L. GOINS</td>
<td>President</td>
</tr>
<tr>
<td>J. LEON JONES</td>
<td>Dean of the College</td>
</tr>
<tr>
<td>RONALD L. KESTERSON</td>
<td>Dean of Business and Fiscal Affairs</td>
</tr>
<tr>
<td>FREDRIC H. MARTIN</td>
<td>Dean of Planning and Development</td>
</tr>
<tr>
<td>LINDA RANDOLPH</td>
<td>Director of Total Quality Education and Institutional Effectiveness</td>
</tr>
</tbody>
</table>

### Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEIDI K. BRENNER</td>
<td>Director of Foundation and Alumni Affairs</td>
</tr>
<tr>
<td>LONNIE R. BUTLER</td>
<td>Director of Institutional Research</td>
</tr>
<tr>
<td>NANCY B. DONAHUE</td>
<td>Director of Payroll and Budget</td>
</tr>
<tr>
<td>BARRY FERNANDEZ</td>
<td>Director of Computer Services</td>
</tr>
<tr>
<td>LUTHER B. FURROW</td>
<td>Financial Analyst</td>
</tr>
<tr>
<td>ANN G. MUNZ</td>
<td>Director of Grants Administration</td>
</tr>
<tr>
<td>GLASTON POOL</td>
<td>Director of Physical Plant</td>
</tr>
<tr>
<td>RENEE R. PROFITT</td>
<td>Controller</td>
</tr>
<tr>
<td>EUNICE REYNOLDS</td>
<td>Director of Cooperative Education and Tech Prep</td>
</tr>
<tr>
<td>SUZANNE WALKER</td>
<td>Director of Internal Auditing</td>
</tr>
<tr>
<td>RINDI H. WELTON</td>
<td>Coordinator of Community Relations</td>
</tr>
<tr>
<td>PEGGY M. WILSON</td>
<td>Director of Human Resources and Affirmative Action Officer</td>
</tr>
</tbody>
</table>

### Academic and Student Affairs Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENNIS ADAMS</td>
<td>Assistant Dean of Academic Affairs</td>
</tr>
<tr>
<td>ANNABEL AGEE</td>
<td>Assistant Dean of Blount County Programs</td>
</tr>
<tr>
<td>LISA B. BOGATY</td>
<td>Dean of Applied Sciences and Technology</td>
</tr>
<tr>
<td>NARDA CAPPUCCILLI</td>
<td>Evening Coordinator and Counselor of Division Street Programs</td>
</tr>
<tr>
<td>ROSEMARY DURANT-GILES</td>
<td>Evening Coordinator and Counselor of Blount County Programs</td>
</tr>
<tr>
<td>JUDY EDDY</td>
<td>Interim Dean of Arts and Sciences</td>
</tr>
<tr>
<td>BERTA JOB</td>
<td>Assistant Dean of Curriculum and Instruction</td>
</tr>
<tr>
<td>JANICE P. KENNEDY</td>
<td>Dean of Academic Development</td>
</tr>
<tr>
<td>NINA W. McPHERSON</td>
<td>Dean of Educational Resources</td>
</tr>
<tr>
<td>A. HARRIS MOELLER</td>
<td>Dean of Student Affairs</td>
</tr>
<tr>
<td>DAVID G. SWEET</td>
<td>Dean of Continuing Education and Technology Transfer</td>
</tr>
<tr>
<td>ERCILLE WILLIAMS</td>
<td>Assistant Dean of Division Street Programs</td>
</tr>
</tbody>
</table>
Faculty and Academic Professional Staff

**MARGARET CHOKA ABUNGU** – Assistant Professor/Department Head  
**Social and Behavioral Sciences**  
B.A. in Sociology-University of Tennessee, Knoxville;  
M.S. in Social Science-University of Tennessee, Knoxville;  
Ph.D. in Education-University of Tennessee, Knoxville.

**DENNIS ADAMS** – Professor, Mathematics  
**Assistant Dean, Academic Affairs**  
B.A. in Mathematics-Bowling Green State University;  
M.A. in Education Administration-University of Alabama;  
Ph.D. in Secondary Education and Mathematics-University of Alabama.

**ALEXANDER AFONTA** – Assistant Professor  
**Mathematics**  
B.S. in Physics-Alabama A & M University;  
M.S. in Physics-University of Akron;  
Ph.D. in Civil Engineering-University of Akron.

**ANNABEL L. AGE**E – Associate Professor  
**Assistant Dean, Blount County Programs**  
B.A. in English Education-University of Tennessee, Knoxville;  
M.S. in Educational Psychology and Guidance-University of Tennessee, Knoxville.

**LUCINDA K. ALEXANDER** – Assistant Professor  
**Business Administration**  
B.A. in Liberal Arts-University of Tennessee, Knoxville;  
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**BRENDA AMMONS** – Associate Professor  
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B.S. in Mathematics and Physical Education-University of Tennessee, Knoxville;  
M.S. in Physical Education-Auburn University;  
M.M. in Mathematics-University of Tennessee, Knoxville.

**CHARLES ANDERSON** – Assistant Professor  
**Social and Behavioral Sciences**  
A.A. in Liberal Arts-Triton;  
B.A. in Philosophy-Western Illinois University;  
M.S. in Library Science-University of Illinois;  
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**JOE ANDREWS** – Director  
**Small Business Development Center**  
**Continuing Education and Technology Transfer**  
B.S. in Business Administration-Virginia Tech;  
M.B.A. in Finance and Management Science-Virginia Tech.
EDWARD R. ATKINSON JR. — Associate Professor
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B.A. in English-Rhodes College;
M.A. in English-George Peabody College;
M.A. in Psychology-Austin Peay State University.

ERSKINE AUSBROOKS — Counselor
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B.S. in Biology and Psychology-Middle Tennessee State University;
M.S. in Community Health Education-Brigham Young University.

BOB BALLARD — Assistant Professor
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B.A. in English-Vanderbilt University;
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M.A.T. in Teaching-The Citadel;
J.D. in Law-Memphis State University.

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M.S. in Mathematics-Eastern Kentucky University.

HERMAN D. BATSON — Registrar
A.A. in Liberal Arts-UT Nashville;
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Video Production Technology
A.A. in Arts-Longview Community College;
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VICTOR BLOCHER — Assistant Professor
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A.A. in Business-Green River Community College;
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B.S. in Marketing-University of Tennessee, Knoxville;
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DEBORAH BOLTON – Coordinator
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A.S. in Transfer Program-Roane State Community College;
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JACK R. BOPP – Financial Aid Officer
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B.S. in Education-Illinois State University;
M.S. in Education-Illinois State University.

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B.S. in Agriculture-University of Tennessee, Knoxville;
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B.S. in Psychology-University of Tennessee, Knoxville;
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B.S. in Aerospace Engineering-Air Force Institute of Technology;
M.S. in Aerospace Engineering-Air Force Institute of Technology.

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M.S. in Business Education-University of Tennessee, Knoxville.

GAIL BURRIS – Instructor
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M.S. in Business Education-University of Tennessee, Knoxville.

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M.S. in English-University of Florida;
Ph.D. in English-University of Tennessee, Knoxville.
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M.A. in English-University of Tennessee, Knoxville.

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Educational Resources Center
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B.S. in Education-State University College of New York at Fredonia;
M.S. in Education-Old Dominion University, VA.

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B.A. in Mathematics-Sam Houston State University, Texas;
M.A. in Mathematics-Stephen F. Austin State University, Texas.

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B.S. in Medical Technology-University of Tennessee, Knoxville;
M.M. in Mathematics-University of Tennessee, Knoxville.

CATHY CLAY – Instructor
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B.S. in Physical Education-University of Tennessee, Knoxville;
M.S. in Physical Education-University of Tennessee, Knoxville.

DONALD COFFMAN – Assistant Professor
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B.S.E.E. in Communications Option-Virginia Polytechnic Institute;
M.S. in Electrical Engineering-University of Tennessee, Knoxville;
Ph.D. in Electrical Engineering-University of Tennessee, Knoxville.

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B.S. in Mathematics-Vanderbilt University, Nashville;
M.S. in Math Education-University of Tennessee, Knoxville;
Ph.D. in Math Education-University of Tennessee, Knoxville.

TRUDY COLEMAN – Coordinator
Center for Advanced Office Systems
B.S. in Elementary Education-University of Denver.
TERESA CONAWAY – Instructor
Legal Assistant Technology
B.A. in Political Science-Pikeville College;
M.A.Ed. in Higher Education Administration-
Student Personnel-Virginia Polytechnic Institute & State University;
J.D. in Law-Dickinson School of Law.

GEORGE COX – Associate Professor
Civil Engineering Technology
B.S. in Civil Engineering-Michigan Technological University;
M.S.E. in General Engineering-Penn State University;
M.S. in Industrial Education-Western Michigan University.

ROGER C. CROWE – Associate Professor
Business Administration
B.S. in Business Management-Tennessee Technological University;
M.Ed. in Educational Administration-East Tennessee State University.

LUANNE DAGLEY – Instructor
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B.A. in History-University of Tennessee, Knoxville;
M.A. in History-University of Tennessee, Knoxville.

BETTY DAHL – Instructor
Social and Behavioral Sciences
B.A. in Sociology-Mississippi State University;
M.A. in Sociology-Mississippi State University;
Ph.D. in Sociology-Mississippi State University.

JOAN DAVIS – Instructor
Computer Integrated Design and Drafting Technology
B.S. in Industrial Education-University of Tennessee, Knoxville.

JOYCE DAVIS – Instructor
Academic Development, English
B.A. in English-George Peabody College for Teachers, Nashville;
M.A. in English-Tennessee Technological University, Cookeville.

WILLIAM J. DAVIS – Associate Professor
Department Head, Computer Integrated Design and Drafting Technology
B.S. in Architecture-University of Tennessee, Knoxville.

LAWANA DAY – Instructor
English and Foreign Languages
B.A. in English Education-West Texas State University;
M.A. in English-West Texas State University;
Ph.D. in English-University of Tennessee, Knoxville.

CYNTHIA DEMPSTER – Associate Professor/Department Head
Business Administration
B.S. in Business Administration-University of Tennessee, Knoxville;
M.A. in Business Education-University of Tennessee, Knoxville.
**DOROTHY DONALDSON** – Instructor  
Communications and Fine Arts  
B.A. in Theatre-University of Minnesota;  
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Advisor - faculty member or counselor who meets with designated students each semester to help make curriculum choices and discuss progress toward achieving educational goals.

Advisory Committees - groups of business and community representatives who make curriculum recommendations for career/technical programs.

Articulation Agreement - outlines the curriculum agreed to by Pellissippi State and a four year college or university to satisfy the degree requirements at Pellissippi State and at the receiving four year institution.

Associate of Applied Science Degree - the degree awarded upon completion of a two-year career/technical degree program.

Associate of Arts Degree - the degree awarded upon completion of the core curriculum for the Associate of Arts degree.

Associate of Science Degree - the degree awarded upon completion of the core curriculum for the Associate of Science degree.

Audit - taking a course but not for credit. Auditing students are expected to pay all fees and attend classes but are not required to complete assignments or take exams outlined in the course syllabus.

Career/Technical Program - curriculum that prepares students to begin a particular type of career immediately after graduating from Pellissippi State.

Career/Technical Guarantee - any career/technical graduate judged by his or her employer as lacking in the technical job skills expected of an entry-level employee will be provided additional educational courses (up to 15 semester hours) by Pellissippi State AT NO CHARGE. (also called the Job Competency Guarantee)

Community College Guarantee - For transfer program graduates, Pellissippi State will refund the tuition for any course passed with at least a “C” grade if a student is unable to transfer that earned course credit to a four year college or university with whom Pellissippi State has an articulation agreement. The Guarantee applies up to two years after graduation from Pellissippi State. (also called the University Parallel Guarantee)
Continuing Education - non-credit courses offered for business, professional, or personal development.

Continuing Education Unit - the unit of "credit" available to completers of non-credit courses.

Co-op - a paid position related to a major. The Co-op Office can help students in career/technical programs find co-op positions in local companies.

Course Load - the total number of credit hours that make up the semester schedule.

Corequisite - a course which must be taken prior to or at the same time as another course.

Credit Hour - number of hours awarded for a particular course. A minimum number of credit hours is required for graduation.

Curriculum - a particular course of study.

Degree - official recognition for completion of a curriculum.

Elective - subject or course which can be chosen (sometimes) from a specific discipline to complete degree requirements.

Full-time Student - a student enrolled in 12 or more credit hours during any semester.

Grade Point Average (GPA) - overall average of grades for all courses taken for a semester or during the academic career. The college-level GPA does not include grades earned for remedial/developmental courses.

Grant - financial assistance which does not have to be paid back.

Internship - usually a non-paid position which offers experience related to the major. Some career/technical programs require an internship for graduation.

Job Competency Guarantee - any career/technical graduate judged by his or her employer as lacking in technical job skills expected of an entry-level employee may take additional courses, up to 15 semester hours, at no charge to the student or employer.

Loan - financial assistance which must be paid back, usually within a specified time after graduation.

Major - primary field of study.
Non-credit course - any course which does not offer college credit upon completion.

Open Door policy - Pellissippi State does not require minimum admissions test scores for acceptance into the college. Any graduate of a regionally accredited high school or recipient of a GED may be admitted to the college.

Part-time Student - a student enrolled in fewer than 12 credit hours during any semester.

Placement - the college Placement Office can help career/technical graduates find jobs after graduation. This office may also be able to help students find jobs while enrolled.

Preregistration - the earliest opportunity to register for classes is during pre-registration. Check the academic calendar in this catalog or the course schedule tabloid for dates.

Prerequisite - requirement that must be met before enrolling in certain courses.

Scholarships - financial assistance that does not have to be paid back. Most scholarships have specific application criteria.

Semester - the 15-week period in fall and spring during which courses meet. There are also summer terms during which a student may complete a semester’s worth of course work.

Special Student - any non-degree seeking student taking nine or fewer credit hours.

Syllabus - the outline of course objectives, contents, and requirements.

Transcript - official record of academic history, provided by high school or other colleges previously attended.

Transfer Program - curriculum designed for transfer to a four year college or university (also called University Parallel Programs).

Transfer credit - credit awarded by a receiving college or university for equivalent course work.

University Parallel Program - curriculum designed for transfer to a four year college or university (also called Transfer Programs).

University Parallel Guarantee - see Community College Guarantee.
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