PELLISSIPPI STATE IS A TENNESSEE BOARD OF REGENTS INSTITUTION

Catalog Design
Gary Grubb
Assistant State Graphic Designer/Editorial Assistant
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. Pellissippi State 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 based 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, Vice President of Administrative Services
Affirmative Action Officer, ADA, 504, and Title IX Coordinator
Pellissippi State Technical Community College
J. L. Gains Administration Building, Room 210
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, Coordinator
Services for Students With Disabilities
Pellissippi State Technical Community College
J. L. Gains Administration Building, Room 131
P.O. Box 22990
Hardin Valley Road
Knoxville, TN 37933-0990
(615) 694-6751 (Voice/TDD)

Please contact the Services for Students With Disabilities office 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; it does not guarantee that such offerings and requirements will not be changed or revoked. 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, curriculum, 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 - Office of Vice President of Academic Affairs
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.

* As of September our telephone area code switches from 615 to 423.
Pellissippi State is a vital institution accustomed to transformation and growth. Since its founding in 1974 as State Technical Institute of Knoxville, the College has expanded the teaching of technology, the use of technology in instruction, and the transfer of technology to local business and industry in support of regional economic development.
Enrolling only 45 students in its first year of operation, the institution experienced steady growth in the 70's, adding business technology programs to its original core of engineering technology programs. As community awareness grew, so did expectations. In 1988, the Tennessee Board of Regents approved the expansion of the technical institute's mission to include college transfer programs; this mission expansion was accompanied by a name change to Pellissippi State, and enrollment of nearly 8,000 credit students, as well as approximately 6,000 non-credit students, in recent years.
Today, Pellissippi State continues to support and develop career/technical associate degrees and certificate programs, college transfer associate degree programs, and continuing education opportunities for the citizens of Knox, Blount, and surrounding counties. In partnership with the community, the College sustains the effort toward an ever-improving quality of life for residents of East Tennessee.
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The College
Building on its distinctive emphasis on technology, Pellissippi State Technical Community College has grown rapidly to meet the needs of Tennessee's third-largest metropolitan area. A Tennessee Board of Regents institution, the College provides accessible higher education opportunities to the greater Knox and Blount County area and also serves eight other counties with engineering technology offerings. The College commits to full partnership in the comprehensive development of its community by

- providing (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;
- supporting economic and community development through advancement of technology and other innovative programs and services in cooperation with area business and industry, local governments, and other educational institutions;
- providing knowledge and skills that facilitate decision-making and problem-solving in the community, workplace, and home;
- encouraging involvement in civic and cultural activities to assist each student in realizing his or her full potential for a responsible role in society.

Rapid expansion as a technical community college is the most recent development in Pellissippi State's history. Established in 1974 as State Technical Institute at Knoxville, the College became part of the Tennessee Board of Regents System in 1983. The new Pellissippi campus opened as the College's primary location in 1986. In 1988, the Tennessee General Assembly changed the institution's name and expanded its mission to include transfer programs, and rapid enrollment growth followed.

Throughout its history, Pellissippi State has emphasized leadership and instruction in technology, and that emphasis continues. As a technical community college, it has also developed exemplary articulation agreements with baccalaureate-level higher education institutions; has increased its emphasis on student development and success; and has strengthened its commitment to diversity among students, personnel, and other constituencies. As an open-enrollment college, Pellissippi State has a genuine appreciation of the members of its community and serves them regardless of age, sex, veteran status, religion, race, national origin, or disability unrelated to program performance.

The Pellissippi State faculty and staff affirm the following values as guides for their professional practice:

1. Commitment to Student Success - recognition that enabling students to develop, achieve, and succeed is the college's first priority and reason for existence.
2. 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.
3. Access to Lifelong Learning - provision of flexible programs meeting the continuing educational needs of students of diverse abilities, interests, and ages.
4. 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.
5. Climate of Enthusiasm, Participation, and Support - 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.
6. Leadership in Technology - distinctiveness in the teaching of technology, the use of technology in teaching, and application of technology in business and industry to enhance economic development.

Pellissippi State is accredited to award associate degrees by THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS - COMMISSION ON COLLEGES
Pellissippi State offers programs, courses, and services at three primary locations. Maps are provided below and on the following pages to the Pellissippi Campus, the Division Street Campus, and Blount County Center. 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.
### Pellassippi Campus

(For Information Dial 694-6400)

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The Pellissippian ..................................................... 694-6721 146b
VISION Volunteer Network.................................... 694-6769 140
Wellness Coordinator ............................................... 539-7091 143

Ned R. McWherter Building ....................................... PHONE
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Academic Development Division ......................... 694-6450 240
CAOS (Center for Advanced Office Systems) ........ 694-6597 262

Lămar Alexander Building ....................................... PHONE
Arts and Sciences Division ................................. 694-6449 217
Continuing Education and Technology Transfer Division ......................... 694-6665 108

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

Division Street Campus
(For Information Dial 971-5200)

Blount County Center
(For Information Dial 681-1064)
Academic Calendar

FALL SEMESTER 1995

Early Registration (All Campuses) ........................................ April 10-28 & July 10-14
New Student Orientations for Fall 1995:
  Pellissippi Campus ......................................................... 10-noon, June 3
  Pellissippi Campus ......................................................... 6-8 p.m., July 20
  Blount County Center .................................................... 10-noon, August 2
  Division Street Campus .................................................. 12-2 p.m., August 17
  Pellissippi Campus ......................................................... 10-noon, August 19
New Faculty Report .......................................................... August 8
All Faculty Report ........................................................... August 14
Last Day to Pay for Early Registration
  (Registration that occurred on or prior to August 14) ......... August 14
Adjunct Faculty In-Service & Orientation .......................... August 15
Advisement & Registration - Blount County/Halls .................. August 16
Advisement & Registration - Division Street ....................... August 17
Advisement & Official Registration - Pellissippi ................... August 21
Open Registration &
  LAST DAY TO APPLY AND REGISTER .................................. August 22
Last Day to Take AAPP Test .............................................. August 22
Last Day for 100% Refund ................................................ August 23
Classes Begin ...................................................................... August 24
Last Day to Add a Class or
  Change From Audit to Credit ........................................... August 30
Holiday, Labor Day ............................................................ September 4
Last Day for 75% Refund ................................................... September 6
Last Day to Submit Waiver or Discount Forms ..................... September 6
Last Day for 25% Refund ................................................... September 20
Midterm: Spring & Summer
  "I" Grades (Incompletes) Change to F's ............................ October 17
Last Day to Drop/Withdraw or
  Change From Credit to Audit .......................................... November 3
Early Registration for Spring .............................................. November 6-22
Holiday, Thanksgiving ......................................................... November 23-26
Last Day of Classes .......................................................... December 11
Exam Period ........................................................................ December 12-14
Spring '96 Graduates' Intent to Graduate Forms
  Due in the Records Office ................................................. December 14
Grades Due in the Records Office ....................................... 4:30 p.m., December 15

SPRING SEMESTER 1996

Early Registration (All Campuses) ........................................ November 6-22
Last Day to Pay for Early Registration
  (Registration that occurred on or prior to January 5) ............ January 5
Faculty Report ..................................................................... January 8
Advisement & Registration - Blount County/Halls ................. January 8
Adjunct Faculty In-Service & Orientation ............................ January 9
Advisement & Registration - Division Street ....................... January 9
<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Advisement &amp; Official Registration - Pellissippi</td>
<td>January 10</td>
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<td>Open Registration &amp;</td>
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<tr>
<td>LAST DAY TO APPLY AND REGISTER</td>
<td>January 11</td>
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<tr>
<td>Last Day to Take AAPP Test</td>
<td>January 11</td>
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<tr>
<td>Last Day for 100% Refund</td>
<td>January 12</td>
</tr>
<tr>
<td>Holiday, Martin Luther King Jr.'s Birthday</td>
<td>January 15</td>
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<tr>
<td>Classes Begin</td>
<td>January 16</td>
</tr>
<tr>
<td>Last Day to Add a Class or Change From Audit to Credit</td>
<td>January 22</td>
</tr>
<tr>
<td>Holiday, Spring Break for Students</td>
<td>April 1-7</td>
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<tr>
<td>All College Offices Closed - Good Friday</td>
<td>April 5</td>
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<tr>
<td>Early Registration for Summer Sessions and Fall Semester</td>
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</tr>
<tr>
<td>Last Day of Classes</td>
<td>May 6</td>
</tr>
<tr>
<td>Exam Period</td>
<td>May 7-9</td>
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<tr>
<td>Summer &amp; Fall '96 Graduates’ Intent to Graduate Forms</td>
<td>May 9</td>
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<tr>
<td>Due in the Records Office</td>
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<tr>
<td>Grades Due in the Records Office</td>
<td>4:30 p.m., May 10</td>
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<td>Commencement</td>
<td>May 10</td>
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**SUMMER SESSION 1996/FULL TERM EIGHT WEEKS**

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<td>April 8-26</td>
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<tr>
<td>(Registration that occurred on or prior to May 27)</td>
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<tr>
<td>Advisement &amp; Registration - Blount County</td>
<td>May 29</td>
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<tr>
<td>Advisement &amp; Registration - Division Street</td>
<td>May 30</td>
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<tr>
<td>Advisement &amp; Official Registration - Pellissippi</td>
<td>June 3</td>
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<tr>
<td>Open Registration at Pellissippi Campus &amp;</td>
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<tr>
<td>LAST DAY TO APPLY AND REGISTER</td>
<td>June 4</td>
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<tr>
<td>Last Day to Take AAPP Test</td>
<td>June 4</td>
</tr>
<tr>
<td>Last Day for 100% Refund for Full-Term Courses</td>
<td>June 5</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>June 6</td>
</tr>
<tr>
<td>Last Day to Add a Class or Change from Audit to Credit for Full-Term Courses</td>
<td>June 7</td>
</tr>
<tr>
<td>Last Day for 75% Refund for Full-Term Courses</td>
<td>June 19</td>
</tr>
<tr>
<td>Last Day to Submit Waiver or Discount Forms for Full-Term Courses</td>
<td>June 19</td>
</tr>
<tr>
<td>Holiday, Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>No Classes</td>
<td>July 5</td>
</tr>
<tr>
<td>Last Day to Drop/Withdraw or Change From Credit to Audit for Full-Term Courses</td>
<td>July 12</td>
</tr>
<tr>
<td>Early Registration for Fall</td>
<td>July 15-19</td>
</tr>
<tr>
<td>Last Day of Classes for Full-Term Courses</td>
<td>August 2</td>
</tr>
<tr>
<td>Grades Due in the Records Office</td>
<td>4:30 p.m, August 6</td>
</tr>
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</table>
SUMMER SESSION 1996/FIRST SESSION FOUR WEEKS

Early Registration (All Campuses) .................................................. April 8-26
Last Day to Pay for Early Registration
   (Registration that occurred on or prior to May 27) ................. May 27
Advisement & Registration - Blount County ................................. May 29
Advisement & Registration - Division Street .............................. May 30
Advisement & Official Registration - Pellissippi ............................ June 3
Open Registration at Pellissippi Campus &
   LAST DAY TO APPLY AND REGISTER ....................................... June 4
Last Day to Take AAPP Test ....................................................... June 4
Last Day for 100% Refund for First Session ............................... June 5
Classes Begin .............................................................................. June 6
Last Day to Add a Class or Change From
   Audit to Credit for First-Session Courses ................................ June 6
Last Day for 75% Refund for First-Session Courses ............... June 12
Last Day to Submit Waiver or Discount Forms for
   First-Session Courses .................................................................. June 12
Last Day to Drop/Withdraw or Change From
   Credit to Audit for First-Session Courses ................................. June 24
Last Day of Classes for First-Session Courses ......................... July 3
Holiday, Independence Day ......................................................... July 4
No Classes .................................................................................. July 5
Grades Due in the Records Office ................................... 4:30 p.m, July 10

SUMMER SESSION 1996/SECOND SESSION FOUR WEEKS

Early Registration (All Campuses) .................................................. April 8-26
Last Day to Pay for Early Registration
   (Registration that occurred on or prior to May 27) ................. May 27
Advisement & Registration - Blount County ................................. May 29
Advisement & Registration - Division Street .............................. May 30
Advisement & Official Registration - Pellissippi ............................ June 3
Open Registration at Pellissippi Campus &
   LAST DAY TO APPLY AND REGISTER ....................................... June 4
Last Day to Take AAPP Test ....................................................... June 4
Last Day for 100% Refund for Second Session ......................... July 3
Holiday, Independence Day ......................................................... July 4
No Classes .................................................................................. July 5
Second-Session Classes Begin ..................................................... July 8
Last Day to Add a Class or Change From
   Audit to Credit for Second-Session Courses ............................ July 8
Last Day for 75% Refund for Second-Session Courses ........... July 12
Last Day to Submit Waiver or Discount Forms for
   Second-Session Courses ............................................................. July 12
Early Registration for Fall .............................................................. July 15-19
Last Day to Drop/Withdraw or Change from
   Credit to Audit for Second-Session Courses ......................... July 24
Last Day of Classes for Second-Session Courses .................... August 2
Grades Due in the Records Office ................................... 4:30 p.m, August 6
Admissions & Registration
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 Admissions office to obtain an application for admission. Admission to Pellissippi State does not guarantee admission to all programs.

Degree Admission

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

- Complete an application for admission; this includes paying a nonrefundable 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 nonaccredited or nonapproved 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 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. Pellissippi State 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.

Minimum High School Unit Requirements (University Parallel Program)

- English .................................................................4 units required
- Algebra I and II .........................................................2 units required
Admissions & Registration

- Geometry or other advanced math course with geometry component.................................................1 unit required
- Natural Sciences
  One must be a laboratory course in biology, chemistry, or physics ........................................2 units required
- United States History .........................................1 unit required
- Social Studies ..................................................1 unit required
- Foreign Language ................................................2 units in same language required
- Visual/Performing Arts .........................................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 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 be removed within the first 64 semester hours after initial enrollment.
- Applicants who received a 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 applicants with disabilities will be assessed on an individual basis. Assessment includes evaluation of the applicant's potential for success in college and of any exceptions that 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 to 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 ninth, 10th, and 11th grades with a grade-point minimum average of 3.2 based on a 4.0 scale or the equivalent
Admissions & Registration

- 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 that 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.

- The applicant’s grade-point average on transferable courses must be at least equal to that Pellissippi State 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.

- Applicants must submit an application with a nonrefundable 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 the student must submit complete transcript(s) from the college(s) in addition to the application.
Academic Fresh Start: Criteria

Academic Fresh Start is a plan of academic forgiveness provided for students who have demonstrated academic responsibility following their return to college. 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 Pellissippi State, 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 years, are eligible for the Fresh Start program. The transfer applicant’s grade-point average on transferable courses must be at least equal to that Pellissippi State requires for the readmission of its own students. Applicants who do not meet the Pellissippi State standards may be admitted on scholastic probation or other appropriate status.

Student Requirements

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

Terms of Academic Fresh Start

1. Once the student has satisfied the above requirements, Pellissippi State may grant Academic Fresh Start status. 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 of all college or university degree credit earned prior to the four-year separation upon the granting of Fresh Start status. 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 (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 Tennessee Board of Regents (TBR) institution.
Admissions & Registration

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 Assessment office. 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).

NonDegree Admission

Special Admission

For people 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 or GED diploma.
There are 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 36 semester hours required for an associate degree or to the final 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 director of Admissions enroll in and receive regular college degree credit from Pellissippi State if the students have 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 people who have attended other colleges but have not earned a degree

People 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 people with a college degree or certificate

People 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 people with disabilities

Tennessee Code Annotated (T.C.A.) 49-3251, as amended, provides special legislation for people with disabilities and for individuals 60 years of age or older and for individuals 65 years of age or older.

Eligibility to audit courses. People with disabilities as defined by the above referenced legislation and people 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. People with disabilities as defined by the above referenced legislation and people 65 years of age or older who are residents of Tennessee are eligible to enroll in courses for credit on a space-available basis with out payment of maintenance, campus access, student activity, student recreation center and late registration fees, subject to payment of a service fee equal to one half the semester hour rate, not to exceed $30 per semester. All applicable special course fees will be charged.
Eligibility to take non-credit courses. People with disabilities as defined by the above legislation and people 65 years of age or older who are residents of Tennessee are eligible to enroll in non-credit courses without payment of fees provided that (1) an adequate number of students paying for the course are enrolled so the class can be offered and (2) space is available in the class.

A service fee of $10 will be charged along with any special course fees.

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, Admissions classifies each student as resident or nonresident.

Any person who has established a permanent dwelling place in Tennessee and shows evidence of long-term 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 or her educational goals.

Admissions may require proof of relevant facts regarding residency. Students who disagree 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, people 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 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 conditional 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.
- As a condition of admission and continued enrollment, students must enroll in the TBR Student/Scholar Health and Accident Insurance Plan (students with J, F or M visas-students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents). Enrollment in the insurance plan will take place not later than at the time of class registration and the cost of the coverage will be added to the student's registration fees.
- Meet with the international student advisor in the Admissions office on arrival in the United States.

Advanced Standing

Students admitted to Pellissippi State may obtain advanced standing and course credit by the following:

College-Level Examination Program (CLEP). Pellissippi State recognizes and accepts credit derived from subject area examinations of the College Entrance Examination Board (CEEB). The Assessment office 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>HUMANITIES</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 (with essay)</td>
<td>47</td>
<td>3</td>
<td>ENG 1010</td>
</tr>
<tr>
<td>College French Levels I and II</td>
<td>41</td>
<td>6</td>
<td>FRE 1010, 1020</td>
</tr>
<tr>
<td>53</td>
<td>12</td>
<td>FRE 1010, 1020, 2010, 2020</td>
<td></td>
</tr>
</tbody>
</table>
Admissions & Registration

College German
Levels I and II....................40.....................6..................GER 1010, 1020
48.....................12..................GER 1010, 1020, 2010, 2020

College Spanish
Levels I and II....................41.....................6 .................SPA 1010, 1020
50.....................12..................SPA 1010, 1020, 2010, 2020

MATH
Calculus With
Elementary Functions..................47.....................4 ..................MTH 1410
College Algebra......................45.....................3 ..................MTH 1010
College Algebra/
Trigonometry.......................45.....................5 ..................MTH 1020
Trigonometry.......................50.....................3 ..................MTH 0950

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

Advanced Placement Test. Pellissippi State offers course credit and advanced placement for successful completion of Advanced Placement examinations administered by the CEEB 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 Admissions and Assessment office or the individual academic department.

**Military Service Credit.** Pellissippi State may grant credit for appropriate educational experiences in the armed services in accordance with the American Council on Education Guide to the Evaluation of Education Experience in the Armed Services. Veterans should apply to Records 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 (CPS).** People 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>ACC 2110</td>
<td>Accounting I</td>
</tr>
<tr>
<td>CST 1010</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>OST 2350</td>
<td>Business Communications</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Introduction to Management</td>
</tr>
<tr>
<td>MGT 2060</td>
<td>Business Law</td>
</tr>
<tr>
<td>OST 1050</td>
<td>Office Administration</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong> 18</td>
</tr>
</tbody>
</table>

Credits awarded will be subject to change when the actual content of the CPS examination no longer corresponds to course content or when courses at 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 grade point average of 2.5 may apply for credit by examination for any college-level course at Pellissippi State on the basis of experience or training. The student’s application for credit by examination must be approved by the department head, the academic dean, and the vice president of Academic Affairs.

The examination criteria will be determined by the department head and may consist of a comprehensive written test and/or an oral test that is administered in the Assessment office. A laboratory examination may be given when necessary.
Credit by examination will be given on a pass/no pass basis only and will not be computed in the student’s grade-point average. A student may not attempt an examination for any course more than once.

A student must register for credit by examination by completing 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 that student is seeking credit by examination may not exceed the maximum allowed at any one time.

**Credit for Life Experience.** When other means of being awarded 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 vice president of Academic Affairs, 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**

All Business Technology students who do not type 23 words per minute with five or fewer errors must enroll in OST 1100.

**Non-Credit Course Admission (CEU)**

For admission only to non-credit courses for continuing education units (CEUs), an applicant must submit a completed non-credit course registration form to Business and Community Services. 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. For registration procedures for non-credit, continuing education courses, see Business and Community Services.

**Academic Advisement**

Academic advisement is a communication and information sharing process during which students make planned decisions about their educational goals. The Student Development Center serves as the advisement center for new students.
During the first semester of enrollment, students are assigned a permanent faculty advisor who works closely with them in planning their program and course sequence. All full-time faculty 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.

**Students are responsible for**

- Providing the College with documentation of prior education and entrance test scores

- Making appointments with an advisor to
  1. Confirm an appropriate program of study.
  2. Determine a reasonable academic load.
  3. Schedule classes.

- Complying with College deadlines (e.g., paying fees, drop and add, refund policy)

- Checking the catalog to see that course pre- and co-requisites are satisfied

- Submitting Change of Personal Data Form to report phone, address and/or name changes

- Submitting a Change of Major Form when changing a program of study.

### Registration Procedures

#### Fall, Spring and Summer Terms

A student may register for both day and evening classes at the beginning of the term with the understanding that 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, students should obtain the next semester’s tabloid and instruction sheets from the Admissions office or other designated areas and consult with their 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 or their schedules 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, students 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 students have not paid fees by the end of official registration (prior to the first day of classes), they 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 from will receive an "F" for the course. Students may be placed on the hold list for registration if any of the following apply:

- Fees or other charges are owed to the Business Office.
- Academic suspension from previous attendance.
- Financial Aid Program reimbursement is due.
- Failure to submit all required admission documents.
- Library books or materials are overdue.
- Traffic fines are due.
- Previous disciplinary action taken by Pellissippi State. The proper action must be taken as indicated, or the dean of Student Affairs should be contacted for further information before a student can be considered for readmission.

Cancellation of Scheduled Classes

Any scheduled class may be canceled by Pellissippi State. Refunds will be made in the event classes are canceled.

Drop, Add, and Withdrawal Standards

After the official registration period is over, students may make adjustments in their schedules by adding and/or dropping courses. A student may drop or add courses for spring and fall semesters for the first five class meeting days 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 those 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 period 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 vice president of Academic Affairs or his or her designee must approve late drop/withdrawals before a "W" grade will be issued.

All appropriate signatures must be 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.
Costs & Financial Information
FINANCIAL INFORMATION

All fees are payable at the time of registration each semester. Refer to the current semester schedule of classes for registration dates and payment due dates. Student schedules are deleted if fees are not paid by the applicable due date. Registration is incomplete until all fees are paid, and no student may be admitted to classes without having met all financial obligations.

There is a $25 charge for any check returned to Pellissippi State. A student who has not redeemed a returned check for fees within 10 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 J.L. Goins Administration Building at the Pellissippi campus and in the main office at the Division Street and Blount County locations. Office hours are

<table>
<thead>
<tr>
<th>Location</th>
<th>Monday</th>
<th>Tuesday–Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pellissippi campus</td>
<td>8 a.m. to 6 p.m.</td>
<td>8 a.m. to 5 p.m.</td>
<td>8 a.m. to 4:30 p.m.</td>
</tr>
<tr>
<td>(615) 694-6605</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division Street</td>
<td>9:30 a.m. to 6 p.m.</td>
<td>8:30 a.m. to 5 p.m.</td>
<td>8 a.m. to 4:30 p.m.</td>
</tr>
<tr>
<td>(615) 971-5212</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blount County</td>
<td>9:30 a.m. to 6 p.m.</td>
<td>8:30 a.m. to 5 p.m.</td>
<td>8 a.m. to 4:30 p.m.</td>
</tr>
<tr>
<td>(615) 981-5334</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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) 694-6606 to charge with a credit card. Please call the Cashier’s Office at (615) 694-6605 or (615) 694-6606 with any questions concerning payment of fees.

SEMESTER COSTS*

Credit and Audit Course Costs

Each student pays maintenance fees, a campus access fee, a student activity fee, a student recreation center fee, and a technology 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 Fee: $44 per credit hour
- Campus Access Fee: $4 per semester
- Student Activity Fee: $3 per semester
- Student Recreation Center Fee: $8 with 5 or fewer hours, $15 with 6 or more hours
- Technology Fee: $15 per semester

#### Full-Time (12 or more credit hours)
- Maintenance Fee: $497 per semester
- Campus Access Fee: $4 per semester
- Student Activity Fee: $3 per semester
- Student Recreation Center Fee: $15 per semester
- Technology Fee: $15 per semester
- Total Full-Time Fee: $534

### NON-STATE RESIDENTS**

#### Part-Time (fewer than 12 credit hours)
- Maintenance Fee: $44 per credit hour
- Out-of-State Tuition: $128 per credit hour
- Campus Access Fee: $4 per semester
- Student Activity Fee: $3 per semester
- Student Recreation Center Fee: $8 with 5 or fewer hours, $15 with 6 or more hours
- Technology Fee: $15 per semester

#### Full-Time (12 or more credit hours)
- Maintenance Fee: $497 per semester
- Out-of-State Tuition: $1,463 per semester
- Campus Access Fee: $4 per semester
- Student Activity Fee: $3 per semester
- Student Recreation Center Fee: $15 per semester
- Technology Fee: $15 per semester
- Total Full-Time Fee: $1,997

A $10 nonrefundable late fee will be charged to all accounts paid after official registration.

*The above fees are effective fall semester 1995 and are subject to change by the Tennessee Board of Regents. Please refer to the current semester schedule of classes or call (615) 694-6605 to verify current rates.

**Students are classified as resident or nonresident by Admissions for the purpose of assessing tuition charges. The definition of residency as determined 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 Admissions office. Students have the right to appeal the assignment of residency status to the director of Admissions.

### Additional Special Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$5</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$10</td>
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<tr>
<td>Course Fees</td>
<td></td>
</tr>
<tr>
<td>Private Music Fee</td>
<td>$45 per credit hour</td>
</tr>
<tr>
<td>Bowling Fee</td>
<td>$30</td>
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<tr>
<td>Golf Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Swimming Fee</td>
<td>$43</td>
</tr>
<tr>
<td>Racquetball Fee</td>
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<tr>
<td>ACT Test Fee</td>
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<td>Returned Check Fee</td>
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<td>Graduation Fee</td>
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<td>Identification Card Replacement</td>
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<td>Traffic Fines</td>
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<tr>
<td>Parking (restricted)</td>
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<td>Moving Violation</td>
<td>$15</td>
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<td>Disabled Parking Violation</td>
<td>$100</td>
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<tr>
<td>Late Fee (after 7 days)</td>
<td>$5</td>
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<tr>
<td>Failure to Register Vehicle</td>
<td>$10</td>
</tr>
<tr>
<td>Library Fines</td>
<td></td>
</tr>
<tr>
<td>Replacement Fines</td>
<td>$15 or $5 + replacement cost</td>
</tr>
<tr>
<td>Repair Fines</td>
<td>$5 + repair cost</td>
</tr>
<tr>
<td>GED Test Fee</td>
<td>$25</td>
</tr>
<tr>
<td>GED Retest Fee</td>
<td>$5 per section</td>
</tr>
<tr>
<td>OPAC Test Fee</td>
<td>$25</td>
</tr>
<tr>
<td>CLEP Test Fee</td>
<td>$50</td>
</tr>
</tbody>
</table>

### 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.
Costs & Financial Information

Out-of-State Tuition — This is an additional fee charged to students classified as nonresidents 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 nonrefundable 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 six hours or $15 per semester for six or more hours.

Technology Fee — This fee is charged to all students enrolled in courses for credit or audit. The funds are used to maintain and upgrade student lab equipment, library automation and other instructional technology.

Late Fee — This nonrefundable fee is charged to all students enrolled in courses for credit or audit who pay registration fees on or after the first day of classes. All students who pay registration fees on or after the first day of classes must pay this fee.

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 that are later returned to Pellissippi State from a financial institution because payment has been refused.

Graduation Fee — This nonrefundable 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 is charged to offset overhead costs to replace the lost items. If lost items are subsequently returned, only the replacement cost is refunded.

Library Repair Fines — This nonrefundable fine is the actual cost of repair (rebinding) of books and materials. An additional $5 is charged to offset overhead costs to repair the items.

GED Test Fee — This $25 fee is charged to all students who take the complete GED test. The fee covers all five parts of the test and must be paid in full before sitting for the test. 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 test 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 test.

CLEP Test Fee — This $50 fee is charged to all people taking the College Level Examination Program test. The fee must be paid before taking the test.

Continuing Education Program Costs
(Business and Community Services)

The cost of each continuing education course varies. Refer to the current semester schedule of classes for individual class cost. Students taking only continuing education 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, technology fee, and late fee are not applicable to continuing education courses.

People with Disabilities and Senior Citizens

On a space-available basis, people with disabilities 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, technology and late fees. All applicable special course fees are charged.
Costs & Financial Information

On a space-available basis, people with disabilities 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, technology and late fees. A service fee equal to one-half (50 percent) of the maintenance fee amount, not to exceed $30 per semester, will be charged. All applicable special course fees will also be charged. People with disabilities and senior citizen discounts do not apply to continuing education programs.

Fee Discounts

Fee discounts are available for dependents of full-time state employees, dependents of certified full-time public school employees, and spouse or dependents of UT or TBR employees. Preregistration is allowed. A completed fee discount form should be submitted at time of fee payment but must be submitted within the first two weeks of classes to be accepted for the semester. Please contact the Cashier’s office at 694-6605 for further information.

Fee discounts do not apply to continuing education programs.

Fee Waivers

Fee waivers are available for full-time employees of the Tennessee Board of Regents, University of Tennessee and State of Tennessee; executive, judicial or legislative branches. The waiver allows enrollment into one course per semester on a space available basis with registration to occur after the official registration period as defined by the College. Employees eligible for this program can register beginning on the “open” registration day (refer to the Academic Calendar) through the first day of the class. Employees registering into a course prior to the “open” registration period are not eligible for fee waiver payment. A completed fee waiver form should be submitted each semester at the time of fee payment but must be submitted within the first two weeks of classes to be accepted for the semester.

Fee waivers do not apply to continuing education programs.

Refunds

Pellissippi State will refund a portion of the maintenance, out-of-state, campus access student activity, student recreation center and technology fees to any student who officially drops, withdraws or is dismissed from a 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 cashiers office at any campus. Refunds totaling $5 or less will not be mailed. All fees except maintenance, out-of-state, campus access student activity, student recreation center, technology and special course fees are nonrefundable. Refer to the schedule of classes published each semester for specific refund periods.

Per federal laws, Pellissippi State will apply a pro rate 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 as appropriate and may not be
Costs & Financial Information

disbursed to the student. Students who have received Title IV aid then later withdraw may owe a repayment of aid. In addition, Pellissippi State will distribute refunds to sources of other aids (i.e. JTPA, Voc Rehab, VA, PIC, waivers, scholarships, etc.) to the extent fees were paid by other aids prior to any disbursement to the student.

Students may appeal a refund by submitting a written request outlining the basis for the appeal to the business office. Refund requests will be decided by the director of business services. The student will be notified in writing of the decision within 15 working days of receipt of the written appeal request. Students may appeal the decision of the director of business services by submitting a written request for a refund appeal review to the office of the vice president of Business and Finance. The student will be notified in writing of the decision within 15 working days of receipt of the request for refund appeal review.

Refund amounts will be calculated per the following provisions:

Maintenance Fee Refunds.
1. Full refunds (100 percent) 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.
3. 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.
4. The basic refund for withdrawals or drops during regular terms (fall and spring) is 75 percent from the start of classes through the 14th calendar day. From the 14th day up to 25 percent of the length of the term, the refund will be 25 percent. There is no refund after the 25 percent period ends.
5. For summer sessions and other short terms, the 75 percent refund period and the 25 percent refund period will extend a length of time that is the same proportion of the term as the 75 percent and 25 percent periods are of the regular terms.
6. All refund periods are 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.
7. A full refund (100 percent) is provided on behalf of a student whose death occurs during the term. Any indebtedness will be offset against the refund.
8. A full refund (100 percent) is provided for students who enroll during preregistration but who drop or withdraw prior to the beginning of classes.
9. A full refund (100 percent) is 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
proportionately admitted to enroll in the course(s) being dropped. In each case, an appropriate official must certify in writing that the provision is applicable.

10. When a course is included in a regular terms 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 that may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.

Nonresident/Out-of-State Tuition Refunds. The fee is refundable under the same provisions as the maintenance fee.

Campus Access Fee Refunds. This fee is refundable only when the student completely withdraws from all hours. Upon withdrawal, the fee is refundable under the same provisions as the maintenance fee.

Student Activity Fee Refunds. This fee is refundable only when the student completely withdraws from all hours. Upon withdrawal, the fee is refundable under the same provisions as the maintenance fee.

Student Recreation Center Fee Refunds. This fee is refundable when a student drops from six or more hours to fewer than six hours or when the student completely withdraws from all hours. When the above conditions are met, the fee is refundable under the same provisions as the maintenance fee.

Special Course Fee Refunds. This fee is refundable when the student drops from the course that generated the fee. When the course is dropped, the fee is refundable under the same provisions as the maintenance fee.

Technology Fee Refunds. This fee is refundable only when the student completely withdraws from all hours. Upon withdrawal, the fee is refundable under the same provisions as the maintenance fee.

Continuing Education (Business and Community Services) 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.

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 approximately $180 per semester. In courses requiring special instruments, a one-time cost factor must be considered.

The College 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 is a $25 service charge for any check returned unpaid.
Normal bookstore operating hours are as follows:

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

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

**Blount County:** (615) 981-5311
- Monday, Wednesday, Friday ....................... 8 am - 12 pm
- Tuesday, Thursday .................................... 12 pm - 4 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 (five calendar days in summer semester) 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 (15 calendar days in summer semester) 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.

**Used Textbooks**
1. May be returned for a full refund within 10 calendar days (five calendar days in summer semester) of the start of classes each semester provided:
   a. 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.

No other merchandise may be refunded or exchanged unless defective at the time of purchase and the customer has a corresponding dated cash register receipt.

**Additional Services**

The bookstore also offers copy services, fax services, U.P.S. and R.P.S. shipping services, postal stamps, special orders for books, computer software and supplies, and check cashing up to $5 with proper identification.

The bookstore will buy daily at guidebook prices current edition textbooks. During the last week of each semester, the bookstore will pay up to 50 percent 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 that have fill-in or tear-out pages that cannot be reused or textbooks with excessive cribbing or highlighting that would make the textbook useless to the next potential purchaser.

**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. This application is available in most high schools and the Financial Aid office at Pellissippi State.

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

1. Submit the Free Application for Federal Student Aid to determine financial need.
2. Submit verifying documents as requested by PSTCC.
3. Be enrolled for admission or currently attending PSTCC and enrolled in an approved degree or transfer program.
4. Have financial aid transcripts sent from all postsecondary institutions attended prior to enrolling at PSTCC.
5. Meet PSTCC’s satisfactory progress standards.

Pellissippi State encourages students to apply early for financial aid. April 1 is the priority deadline for applying for the fall semester. Applications received by that date will be given first consideration in the allocation of financial aid funds. Applications received after April 1 will be accepted and awards made to eligible students on a first-come, first serve basis as long as funds are available.

Although Pellissippi State participates in the electronic processing of financial aid applications, we do not want to encourage students to wait until the last minute to file, therefore, initial applications received within the week prior to official registration will be processed only as time allows. These students may be required to pay for tuition and fees, then reimbursed if they qualify for financial assistance at a later date.

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 noncitizens.

**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 noncitizens.

**Tennessee Student Assistance Award May 1 Deadline**

The Tennessee Student Assistance Award (TSAA) is a state grant program established to assist eligible Tennessee residents who will be enrolled as undergraduate students at eligible Tennessee colleges and universities. The grant is based on financial need, and in no case may the grant be more than the amount of tuition and fees assessed by the institution. The grant is administered through the Tennessee Student Assistance Corporation.

Students wanting to be considered for this grant must complete the Free Application for Federal Student Aid (FAFSA) in time for the application to be processed before the May 1 deadline. To meet this deadline, applications should be filed by March 15.

**Federal Work-Study Program**

The Federal Work-Study Program provides part-time employment opportunities to students. 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 financial need as determined by the Free Application for Federal Student Aid, 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. In addition to the FAFSA, a separate application must be submitted early each year, as awards are considered on a first-come basis.

**Pellissippi State Academic Work Scholarships May 1 Deadline**

The Academic Work Scholarships (AWS) 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 25 percent of their high school class, who have at least a 2.9 GPA. Transfer students must have a GPA of 2.5 on the basis of at least 12 credit hours transferred to Pellissippi State. Current Pellissippi State students must have completed at least one semester as full-time students while maintaining a 2.5 G.P.A.
Costs & Financial Information

A Pellissippi State Academic Work Scholarship application must be submitted by May 1 in order to be considered. Application is required each year.

Federal Stafford Loan Program

The Federal Stafford Loan is a low-interest load initiated by the student through a bank or lending agency. Applications MUST be certified by the Financial Aid office prior to submitting them to the lender. All recipients must be enrolled at least half time (six semester hours).

In addition to the loan application, the student must complete and have processed a Free Application for Student Financial Aid to determine eligibility for the federal grant prior to applying for a Federal Stafford Loan. This form also determines whether the student is eligible for a subsidized or Unsubsidized Federal Stafford Loan (or a combination of the two).

Subsidized Federal Stafford Loan - interest is paid by the federal government while the student is in school and during the six-month grace period after the student ceases to be enrolled in an eligible postsecondary educational institution on at least a half time basis.

Unsubsidized Federal Stafford Loan - is not based on need and has no interest subsidy from the federal government.

Federal Parent Loans for Undergraduate Students

The Federal Parent Loans for Undergraduate Students (Federal PLUS) program enables lending institutions to make loan funds available to parents of dependent students to assist with educational expenses. The interest rate is variable and can never exceed 10 percent unless authorized by Congress. Parents may borrow up to the cost of education minus any financial assistance that the student is already receiving.

Federal regulations state that first-time, first-year borrowers cannot pick up (or have credited to their account) the first disbursement of their student loan until 30 days following the first day of class.

Pellissippi State participates in the Federal Stafford Loan and the Federal Parent Loan for Undergraduate Students (PLUS). Both 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 and eligibility requirements in terms of who can borrow and the extent of financial need of the borrower, the amount that 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 dead line for all Foundation scholarships is April 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 1995-96:

- Norbert J. and Cathy G. Ackermann
- African American
- Akima Club
- Albers Inc.
- Allied Signal
- Anderson Lumber Company
- S. Waller and Laura Anderson
- Jeanne C. Auxier
- Barber & McMurry, Incorporated
- Bechtel National
- Boeing-Oak Ridge
- Tutt and Elizabeth Bradford
- Burlington Masonic Temple / M. E. Shelby
- CTI, Incorporated
- Cherokee Distributing Company
- Community Tectonics, Inc.
- Computational Systems, Inc.
- Computer Science Technology
- Concord Telephone Exchange
- Coopers & Lybrand
- Mike and Jackie Crabtree
- John W. T. Dabbs
- Bobby Denton
- Flossie Bowers Donahue
- EC Corporation
- EG&G Instruments
- East Tennessee Users Group
- First American National Bank

- Levi Strauss Foundation-Maryville C.I.T.
- William D. and Jane W. Manly
- Manufacturing Sciences Corporation
- Marin Marietta Energy Systems
- Maryville-Alcoa Newspapers, Inc.
- Warner W. Massey
- Matsushita Electronic Components
- McCarty Holsaple McCarty, Inc.
- William M. Miller
- Claude Moon
- Stephanie and David Morris
- NationsBank
- Hugh G. and Sara Jo Neil
- Nippondenso Tennessee, Inc.
- Office Systems Technology
- PAI Corporation/ VASF
- Marilyn D. Palatinus
- Perceptics (A Westinghouse Company)
- Pilot Corporation
- Plasti-Line, Inc.
- Process Food Corporation
- ProTemp
- Roddy Coca-Cola Bottling Company, Inc.
- Rohm and Haas Tennessee, Inc.
- Ted Russel Ford
- St. Mary’s Medical Center
- Smokey Mountain National Park Service
- South Central Bell
Costs & Financial Information

First Tennessee Bank  
Fort Sanders Parkwest Medical Center  
Fort Sanders Regional Medical Center  
James and Corinne B. Fuller  
J. L. and Martha Goins  
Goins Scholars  
Grady’s Good Times Restaurant  
H& R Technical Associates, Inc.  
L. V. Hammond  
Ali Hashemian  
Home Federal Bank  
Hospitality Franchise Systems, Inc.  
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  
Southeast Service Corporation  
Ward K. Stallings  
Nancy B. Stanley  
Sun Coal Company  
Support Staff  
Tennessee Associates International, Inc.  
Third National Bank  
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 have 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 1994-95. Criteria and award amounts vary. Specific scholarships are listed below:

- Alcoa Minority
- American Institute of Banking
- American Society of Certified Engineering Technicians
- American Society for Quality Control
- American Society of Professional Estimators
- Art
- Associated Construction Women/Carol Meade Scholarship Fund
- East Tennessee PC User’s Group
- Faculty Council
- Farragut Lions Club’s/John C. Morgan Scholarship Fund
- Instrument Society of America
- Insurance Women of Knoxville
- Janice Kennedy
- Math
- Music
- National Association of Women in Construction/Jane Ellen Chance Scholarship Fund
Student Emergency Loan Program

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 within the semester or as soon as the recipients are financially able, whichever comes first.

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 need. A student is eligible to receive this assistance only once per academic year. The loans are awarded only as long as funds are available and on a first-come, first-serve basis.

Veterans Educational Assistance

Pellissippi State maintains a Veterans Affairs office at the Pellissippi campus in the Financial Aid office. Personnel cooperate with the Veterans Administration in providing educational opportunities for veterans and eligible people under appropriate public laws. The office is responsible for maintaining of veterans needs related to educational benefits, assisting in recruitment of prospective veterans as students, providing information to organizations concerned about veterans’ benefits, and for counseling and tutorial assistance to eligible people 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. All veterans must submit a DD-214 copy to the Records office for transfer credit evaluation. 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 that 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 that 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 months 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.

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

**NOTE:** Generally, veterans should not enroll in P.E. courses, since credit from the DD-214 will satisfy the P.E. requirements for graduation.

**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. Some co-op courses 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 veterans work study are available to certain veterans and dependents of veterans. See the Financial Aid/Veterans’ Affairs office for more information. Regular attendance is required to receive veterans’ 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

Vocational Rehabilitation assistance is available to qualified applicants. The Services for Students With Disabilities office can provide application information.

The 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 located in the Financial Aid office can provide additional information.

Satisfactory Standards for Financial Aid Eligibility

All students who receive Title IV Financial Aid must be working toward a degree or eligible certificate at Pellissippi State. In order to assure that the student is making progress toward that degree, both in terms of number of hours completed and cumulative GPA, Pellissippi State will evaluate students EACH TERM using the following satisfactory progress policy:

Progress Standards

Financial aid recipients must maintain the following cumulative grade-point averages to be considered making satisfactory progress (includes remedial credit courses)

<table>
<thead>
<tr>
<th>TOTAL HOURS ATTEMPTED</th>
<th>MINIMUM CUMULATIVE GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 14</td>
<td>NO MINIMUM</td>
</tr>
<tr>
<td>15 - 26</td>
<td>1.0</td>
</tr>
<tr>
<td>27 - 40</td>
<td>1.4</td>
</tr>
<tr>
<td>41 - 48</td>
<td>1.7</td>
</tr>
<tr>
<td>49 - 56</td>
<td>1.9</td>
</tr>
<tr>
<td>57 and over</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Satisfactory grades are A, B, C, D or P. Unsatisfactory grades are F, E, AU, NP or W. A grade of I is considered unsatisfactory until changed to a passing grade.

In addition to the cumulative GPA requirement, the number of hours attempted will be monitored each semester. In order to be eligible to receive financial aid, a student must meet the following minimum requirements:

* twelve or more hours attempted must complete an average of eight hours satisfactorily for each term of enrollment
• nine–11 hours attempted must complete an average of six hours satisfactorily for each term of enrollment.

• six–eight hours attempted must complete an average of four hours satisfactorily for each term of enrollment.

• Five or fewer hours attempted (less than half time) must complete all hours in which the student is enrolled on the first day of class.

Students may be eligible to receive financial aid for a maximum of 100 hours toward a degree and 30 hours required for remedial/developmental courses, for a maximum of 130 hours.

Students transferring to Pellissippi State from other educational institutions will be required to meet the same standards as Pellissippi State students for the purpose of establishing eligibility and duration of financial aid. Transfer hours will be counted toward the maximum number of hours allowed to be eligible to receive financial aid.

Students applying for financial aid who have not been enrolled for at least two full academic years and who did not meet the required standards during their last semester of enrollment will be placed on financial aid probation.

**Financial Aid Probation.** Students who are not on financial aid probation and who fail to meet the Satisfactory Progress Standards as outlined above will be placed on financial aid probation for one semester. Failure to achieve satisfactory progress at the end of this probationary term will result in financial aid suspension.

Any student who is not on financial aid probation and totally withdraws from classes in a semester will be placed on financial aid probation for the following semester.

Any student who is placed on academic probation is automatically on financial aid probation.

**Financial Aid Suspension.** Students on financial aid probation who fail to meet the Satisfactory Progress Standards at the end of their next term of enrollment (probationary term) will be ineligible to receive Title IV financial aid.

Any student who received a 0.0 GPA for a semester due to all F grades (or a combination of F, W, E, or AU) grades will immediately be placed on financial aid suspension for the following semester.

If the student totally withdraws from two semesters, between which no successful work has been completed, he/she will automatically be placed on financial aid suspension.

Any student who is placed on academic suspension from Pellissippi State is automatically on financial aid suspension.

In order to have financial aid eligibility reinstated, any student placed on financial aid suspension would be required to enroll for a minimum of 6 credit hours in one semester (without Title IV assistance), passing all hours attempted with a minimum 2.0 GPA. NOTE: It is the responsibility of the student to inform the Financial Aid office if he/she has met this requirement.
Financial Aid Appeals

Students placed on financial aid suspension who feel that there were circumstances beyond their control may appeal to the director of financial aid. To be considered, an appeal form obtained at the Financial Aid office must be accompanied by written verification and accompanied by appropriate documentation.

Reasons that may be acceptable for the appeal are:

1. Serious illness or debilitating injury on part of the student.
2. Death, accident or serious illness in the immediate family.
3. Other circumstances beyond the student’s control may be acceptable and will be considered.

Students may make a maximum of one appeal per fiscal year (July 1–June 30.) If the appeal is granted, the student is placed on one semester of Financial Aid probation.

Any student not satisfied with the decision rendered by the director of Financial Aid may take his/her appeal to the Student Support Committee.

Any student whose appeal is granted will be placed on financial aid probation for the subsequent semester. Failure to maintain satisfactory progress at the end of that semester will again result in the student’s being placed on financial aid suspension.
Student Information & Services
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 affect 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. Sessions which include career decision-making, resume writing, interviewing, and job seeking skills. Aptitude testing, computerized career-planning assistance, and career counseling are available by appointment. The Center maintains 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 at the three campuses. Resources available for career decision planning are the:

- Harrington-O’Shea Career Decision Making instrument, which is designed to help people make career decisions based on abilities, values, training needs and the outlook for employment.
- DISCOVER computer program, which is a computer automated system of advising designed to assess the interests, abilities, prior experience, and values that are relevant to choosing careers. Advising sessions can be stored on the computer, thus allowing students flexibility in scheduling
times for computerized advising. Printouts are available providing occupational information and educational requirements for entry into a chosen career.

- Project INFOE (Information Needed for Occupational Education) is a Tennessee state career information system computer program designed to assist students in exploring career and educational opportunities. This program allows students to obtain information on jobs based on interests, abilities and limitations, military occupations and its related civilian occupation and specific post-high school institutions including four-year colleges and universities.

**Services for Students With Disabilities**

Pellissippi State provides services and academic accommodations for students with disabilities who self-identify as having a disability and provide appropriate documentation of the disability. The office for students with disabilities coordinates the services and academic accommodations for all students with disabilities. These may include, but are not limited to the following: priority registration; advising; alternative testing; readers, scribes, tutor reference systems, and interpreters; Pellissippi Campus library elevator key; liaison to faculty, staff, and to the Division of Vocational Rehabilitation; and use of campus adaptive equipment and assistance identifying and locating adaptive equipment.

According to Section 504 of the 1973 Rehabilitation Act and the 1990 Americans With Disabilities Act (ADA), a student with a disability is someone with a physical or mental impairment; a history of impairment; or is believed to have a disability that substantially limits one or more of the major life activities, such as learning, speaking, working, hearing, breathing, caring for one’s self, performing manual tasks, seeing or walking.

Students with disabilities who meet the definition of disability and who voluntarily disclose the disability by providing appropriate documentation to the Services for Student With Disabilities office are qualified for services. Services of a personal nature are not provided. Students who need support services or accommodations for entrance testing are encouraged to contact this office prior to enrollment.

Persons who need assistance or information on services available to students with disabilities should contact Judy Mathis, Coordinator, Services for Students With Disabilities, J.L. Goins Administration Building, Room 131A, or call 694-6751 (Voice/TDD) or 694-6411.

**Tutoring**

Free academic tutoring is available in math, writing, chemistry and other academic subjects at the Learning Center at all three campuses. The Pellissippi campus Learning Center also compiles a list of paid tutors in various subjects for students to refer to.

**Testing**

The Office of Assessment (J.L. Goins Administration Building, Room 227B) operates an Assessment Center which provides a multipurpose testing program, including placement testing, career testing, GED tests, and make-up exams.
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 work under an independent study program may take exams in the Make-Up Testing Center (J.L. Goins Administration Building, Room 227), Pellissippi Campus or (Room 106), Blount County Center. 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. People 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, an official test center. A free computer-based GED preparation course is available through the Learning Center.

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 may 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 Activities

Pellissippi State supports and encourages participation in co-curricular activities which develop individual and group skills. Student activities programs and student organizations are coordinated by the director of student activities. 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 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 an annual report 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, public relations, issues and concerns coordinator, 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.

**Student Organizations and Clubs.** Honor, professional, and special interest organizations are organized through the Office of Student Activities. 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. For a list of active organizations, come by room 140 in the J.L.Goins Administration Building on the Pellissippi Campus.

**Student Leadership Development.** The Student Activities office offers a variety of programs designed to enhance and support the leadership development of Pellissippi State students. Leadership, Excellence and Diversity (LEAD) has two main objectives: 1) to address the leadership development needs of the diverse student population at Pellissippi State and 2) to heighten collaboration between various departments at Pellissippi State, community leaders and students.

The components of the LEAD Program include:

- Leadership Workshop Series on relevant leadership topics
Student Information & Services

• Emerging Student Leaders programs targeting rising freshmen
• Internship and Mentoring program pairing student leaders with established leaders
• Student Organizational Officer and Advisory Training each semester
• Retreats, Forums and Experiential Exercises each semester
• A three-hour Leadership Development Course exploring the various theories and styles of leadership development
• Leadership Resource Center housing relevant leadership leadership information and resources for student use

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 manual 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, Volunteering Is Sharing In Others’ Needs, 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. The network
Student Information & Services

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 student activities program coordinator.

**Ambassador Program.** Each semester, Pellissippi State students are selected to become ambassadors. 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 Admissions Office.

**Student Publications.** *The Pellissippian*, the official student newspaper of Pellissippi State, is produced entirely by students. Students gain practical experience in writing, editing, layout and design, print shop 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.

*Pellissippi Footnotes* is the College's literary magazine. It is a collection of creative writings by students, illustrated with student drawings and photographs, which is published each spring.

The Student Activities Office encourages all students to get involved. The activities, organizations, and other events sponsored by Student Activities provide students a source for both recreational and educational participation. By getting involved, students expand their education and learning skills to enhance their future.

**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 Pellissippi Campus or in the Pellissippi 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 the job search for 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 of career technical programs 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
- 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 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.

**Student Disciplinary Rules**

Pellissippi State Technical Community College students are citizens of the state, local, and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times.

Admission to Pellissippi State carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the College and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of Pellissippi State under its jurisdiction to take such action, as may be necessary, to maintain campus conditions and preserve the integrity of the College and its educational environment.

Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects 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 the College 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 people 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
- **Firearms and other dangerous weapons**: any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind
- **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 people or property or possession of any substance which could be considered to be and used as fireworks
- **Alcoholic beverages**: the use and/or possession of alcoholic beverages on Pellissippi State-owned or controlled property
- **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 particip-
pation 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 Action.** 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 people 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 the student. 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.

**Cases of alleged sexual assault.** In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

1. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and,

2. Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

**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 right to 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 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 Disciplinary Committee, the dean of student affairs shall, at least 5 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 people 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 can 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 students or their parents, if the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code, 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 GED 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 director of admissions 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 veteran's 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, recommendations, and a Pellissippi State transcript. Cooperative education (co-op) file folders contain a resume form, personal resume (optional), faculty recommendation and a Pellissippi State transcript. The directors of placement and cooperative education/ttech prep are responsible for the maintenance and security of these records.

Assessment Records. Student test scores (ACT, AAPP, CBASE, GED, etc.) are maintained in the Academic Assessment office. These folders contain the test answer sheets and test results. The director is responsible for the maintenance and security of these documents.

Services for Students With Disabilities Records. Files of students with disabilities who meet the definition of disabled and who voluntarily disclose their disability with appropriate documentation are maintained by the Services for Students With Disabilities office. The coordinator of Services for Students With Disabilities 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 does not publish a student directory; however, Pellissippi State may disclose the following directory information concerning a student 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 people 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 people 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 people 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 people 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
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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 Student Affairs, 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
Student Affairs. In addition, complaints of violations by Pellissippi State may be
filed with the Office of the Secretary, United States Department of Education.

Smoking and Tobacco Use Policy

Smoking is permitted outside Pellissippi State buildings where appropriate recep­
tacles are located; proper disposal of all tobacco waste products is required.
Smoking is prohibited in all College buildings and indoor facilities except in designated areas. On the Pellissippi campus, smoking is permitted in room 112 of the
Alexander Arts & Sciences building; smoking is prohibited in doorways to build­
ings which open into the College’s courtyard and the main entrance from the visi­tors’ parking lot to the J.L. Goins Administration building. At the Blount County
center, smoking is permitted in the lounge located in the gymnasium; smoking is
prohibited in all Pellissippi State buildings, facilities, and vehicles.
The policy applies to the entire College community. Students, faculty, and staff are responsible for adhering to, enforcing, and informing visitors of the College’s smoking and tobacco use policy. The policy is enforced through regular disciplinary procedures.

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 switchboard operator 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 and procurement of a handicapped placard.

Visitors are defined as people 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 gravelled parking lot located across Liberty Street from the Tennessee Technology Center.

Blount County Parking. Students may park in all spaces except those designated as disabled.

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.
- Driving too fast for conditions

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: first violation; any subsequent violations: $100. Motor vehicles illegally parked in these areas are subject to being towed. 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 Goins Administration Building on the Pellissippi 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 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. People 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 Vice President of Academic Affairs – 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 should contact the Student Development Center, Pellissippi campus, 123 J.L. Goins Administration Building. The Pellissippi campus center is open Monday through Thursday until 6:30 p.m. The telephone number is 694-6556.

The Division Street and the Blount County campuses evening services are available Monday through Thursday until 7:30 p.m. The telephone number is 971-5200 at Division Street and 681-1064 at the Blount County campus.

**Food Service.** The Pellissippi campus cafeteria is located on the first floor of the J.L. Goins Administration 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, use library facilities and services, and use of the gym.

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,
J.L. Goins Administration Building. The Cashier will issue a receipt to be presented at the Library.

**Inclement Weather.** Classes at Pellissippi State Technical Community College may be canceled due to excessive snow, ice, or other severe weather conditions. The Community Relations Office will notify local radio and television stations by 6:30 a.m. if classes are canceled or if they will meet at a time other than normally scheduled. Students should tune in to Knox and Blount County radio and/or television stations 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. There is also a game room located on the Pellissippi campus and at Blount County Center for students to enjoy video games, pool tables, foosball and air hockey.

**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. A TDD (Telephone Device for the Deaf) is available in the Security Office at the Pellissippi campus and in the deans' offices at the Division Street and Blount County Campuses.

**Whom to Contact if You:**

1. Are in academic need .............................................. Counselor or Faculty Advisor
2. Need other academic advising ...................................... Assessment
3. Need assistance in obtaining a job ............................... Placement Office
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
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 Vice President of Academic Affairs
11. Want to participate in student activities ....................... Student Activities Office
12. Want to change majors ........................................ Records or Assessment
13. Want assistance in selecting a career field ..................... Development Center
14. Are in financial trouble need 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 Assessment
19. Need accommodations for a disability ......................... Disabled Student Services
20. Feel you have been discriminated against ..................... Affirmative Action Officer
Academic Information & Services
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.

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 course work 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 of anticipated graduation and pay a $25 graduation fee during the first two weeks of the same semester. 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. This option does not exempt anyone from the general requirements of Pellissippi State. General requirements are subject to change without notice.

7. **Commencement**: An annual commencement exercise is scheduled at the end of each spring semester for those certified as completing all requirements by their 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/or of students selected on a
sample basis. In order to comply fully with this provision, the students must
authorize the release of their scores to the institution. (However, 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 stu­
dents 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 plans 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 prerequi­
site would not be impeded by bypassing the prerequisite course.

The waiver of prerequisite is not to be confused with a course waiver. If the pre­
requisite 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 waiv­
er 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 stipula­
tion 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 the 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 cur­
cent maintenance fee per credit hour (nonrefundable) shall be paid to the Business
Office. Out-of-state and international students must also pay the current tuition per
credit hour (nonrefundable). 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Awarded Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Other grades that may appear on grade reports and transcripts are as follows:

**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 course. 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)** A grade of “I” indicates that a student was passing the course at the end of the semester, but due to circumstances beyond the student’s control, was unable to complete a course requirement. It also indicates the student received consent from the instructor to complete the work for which an “I” was given. The “I” grade is not to be used to allow a student to do additional work to raise a deficient grade or to repeat a course. 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 has the prerogative, however, 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/develop-
mental 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 vice president of Academic Affairs 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. 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. This grade is not computed in the grade point average.

***(Repeat)** This indicates the student is repeating a course for the purpose of increasing the 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 vice president for Academic Affairs. Veterans or other eligible people 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”), exten-
sion ("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 a course load above 20 hours must have department head approval. The normal load for summer term is 10 credit hours for the eight week term and 5 credit hours for the four 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</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 chairperson of the Appeals Committee Student Development Center. A student allowed to continue will receive special counseling that 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 Vice President for Academic and Student Affairs. 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
- 3.70 - 3.89 ..................Magna Cum Laude
- 3.50 - 3.69 ....................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 course work.

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 vice president of Academic Affairs, 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 follow these steps:

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 vice president of Academic Affairs (or the academic dean may ask the student to do so). The vice president of Academic Affairs will determine any additional steps to be taken.

Complaints regarding discrimination or harassment should be directed to the vice president of administrative services, 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, tutorial services and computer resources at all three campuses.
Academic Information & Services

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, local and on-line automated indexes and abstracts in specific and general subject areas, and access to Internet resources. Current semester textbooks are available for use in the library. The open computer laboratory, with word processing, spreadsheet and academic software, is also available during regular library hours. 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, periodicals and reserve materials. Books may be checked out for two weeks; periodicals, except the most current issue, may be checked out for three 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. The collection of books and periodicals is available to all Pellissippi 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 noncataloged books and periodicals. Processing fees are not refundable.

Division Street ERC Students attending classes on the Division Street campus have access to periodicals, reference materials and paper and automated indexes. Other ERC services include learning center activities and open computer lab access to WordPerfect, Lotus and VAX accounts. 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 ERC Students attending classes at the Blount County center may use the Blount County Public Library’s resources, in addition to resources available at the Blount County ERC. A document delivery service provides the public library 24-hour turnaround on periodical articles requested from the Pellissippi campus library. The ERC at the Blount County center maintains subscriptions to popular periodicals and local newspapers. Current semester textbooks are also 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 may borrow books from the University of Tennessee at Knoxville (UTK) libraries once local library resources have been exhausted with a UTK library courtesy card. A “Responsibility Form” (available at the Pellissippi campus library, Division Street ERC and the Blount County ERC) 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 equipment. Audiovisual equipment and software are available for use on campus only.

Academic Computing Support Center

The Academic Computing Support Center (ACSC) provides access to open computer laboratories at all Pellissippi campuses. Computer lab guidelines need to be maintained for continued use of the labs. Users must supply their own floppy disk in order to save their documents. Laser printers are attached to provide printed copies of work. Campus computer accounts are available for every Pellissippi student for e-mail, word processing and research activities. Terminals and personal computers to access these campus accounts are available at the open computer lab in the library, in the Learning Center and at the ERC centers at the Division Street and Blount County campuses.

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. 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. Learning Center activities are available on all Pellissippi campuses.
Academic Programs
Pellissippi State offers a 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. Pellissippi State provides refresher courses in reading, English, math and study skills to assist students in developing college-level skills in each of these areas. Students are placed into these courses based on the results of the Academic Assessment and Placement program (AAPP) test.

All Tennessee Board of Regents colleges and universities require that first-time degree-seeking students undergo placement testing. Transfer students who have not successfully completed college-level writing and mathematics courses at a regionally accredited or an approved higher education institution must also undergo placement testing. Other 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. Course placement is verified through a pre-test conducted on the first of class. (See Mandatory Placement of Degree Admission Students for additional information.)

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.

**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.
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, Knoxville College and Tennessee Technological University, which students can follow to earn the associate degree at Pellissippi State 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 Laboratory Sequence</td>
<td>8</td>
</tr>
<tr>
<td>Physical Education (two activities)</td>
<td>2</td>
</tr>
<tr>
<td>Computer Course</td>
<td>3</td>
</tr>
</tbody>
</table>
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  Elementary Education  Music (applied)
Advertising  English  Music Education
African Studies  Finance  Philosophy
American Studies  Foreign Language  Physics
Ancient Med. Civilizations  Geography  Political Science
Anthropology  Geology  Psychology
Art History  History  Public Administration
Audiology  Journalism  Religious Studies
Biochemistry  Latin American Studies  Secondary Education
Biology  Linguistics  Speech Pathology
Botany  Logistics and Transportation  Social Work
Broadcasting  Management  Sociology
Business (general)  Marketing  Statistics
Chemical Engineering  Mass Communications  Theatre
Chemistry  Mathematics  Urban Studies
Computer Science  Medical Technology  Women's Studies
Economics  Microbiology  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>Fall</td>
<td>Spring</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 Laboratory Sequence</td>
<td>4</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>First Year Experience</td>
<td>1</td>
</tr>
<tr>
<td>Approved Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<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></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Computer Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Approved Electives</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

1 Chosen from BIO 1010 and 1020; BIO 2310 and 2320; CHM 1010 and 1020; CHM 1000 and 1100, GEO 1010 and 1020, PHY 1310 and 1320, or PHY 2210 and 2220.

2 Chosen from any transfer course on a receiving institution’s equivalency table with Pellissippi State. At least three courses must be 2000 level. Courses selected as electives may not be used to meet core curriculum requirements.

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

4 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, 2200, 2400; SOC 1010,1020; WMN 2200, 2300, 2400.

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

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### Academic Programs

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

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Credit Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>English Composition I, II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Natural Laboratory Sequence</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>History Sequence</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Computer Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>First Year Experience</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Approved Electives</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spring</td>
</tr>
<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></td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Approved Electives</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

1 Chosen from BIO 1010 and 1020; BIO 2310 and 2320; CHM 1010 and 1020; CHM 1000 and 1100, GEO 1010 and 1020, PHY 1310 and 1320, or PHY 2210 and 2220.

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

3 Chosen from any transfer course on a receiving institution’s equivalency table with Pellissippi State. At least three courses must be the 2000 level. Courses selected as electives may not be used to meet core curriculum requirements.

4 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, 2200, 2400; SOC 1010, 1020; WMN 2200, 2300, 2400.

### Career Programs

Pellissippi State offers 17 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
Academic Programs

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.

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 graduate 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.
## Academic Programs

### Career/Technical Core Curriculum

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>English Composition</td>
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</tr>
<tr>
<td>General Elective&lt;sup&gt;1&lt;/sup&gt;</td>
<td>1-3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Natural Science&lt;sup&gt;3&lt;/sup&gt;</td>
<td>6-7</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective&lt;sup&gt;4&lt;/sup&gt;</td>
<td>3-4</td>
</tr>
<tr>
<td>Computer Course</td>
<td></td>
</tr>
</tbody>
</table>

**Total Core** 20-26

**Major** 42-44

**Total** 64-70+

### Career/Technical Program Electives

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** - Any course from the following: ASL; ART 1710, 1720, 1730; HUM; MUS 1010, 1020; PHL, ENG (except 1020 and 2950), THE, HIS, FRE, GER and SPA.

3. **Mathematics/Natural 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 AST, BIO, CHM, PHY and GEO prefixes. Math electives may be selected from courses with MTH prefixes as long as appropriate prerequisites are met. Students should consult a program advisor to determine specific requirements.

4. **Social Science Electives** - Any course from the following: ANT 1300, ECN, GGY, PED 2910, POL, PSY, SOC, WMN.

5. **Speech** - Depending on the major, either SPH 2100 or 2200, or 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
- Mathematical/Scientific Option
- Communications Graphics Technology
- Electrical Engineering Technology
- Finance
- General Technology
- Interior Design Technology
- Legal Assistant Technology
- Management
- Marketing
- Mechanical Engineering Technology
- Manufacturing Concentration
- Mechanical Concentration
- Quality Control Concentration
- Office Systems Technology
- Video Production Technology
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. Academic credits are awarded for the cooperative work experience on a variable scale based upon the number of hours on the job. 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. Since co-op courses will be add-on credit, a student may earn credits as long as she/he is eligible to remain in the co-op program. Co-op may be used as a general elective by the career technical student. The grading for the cooperative education work experience will be PASS/NO PASS/WITHDRAW. A grade designation is given where cooperative work experience is used for course substitution.

Articulation with high school co-op programs. A student who is appropriately placed on the job in her/his career major upon entering Pellissippi State may be eligible for immediate enrollment in co-op.

Cooperative Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Hours of Work</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>Cooperative Education</td>
<td>45</td>
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<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>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>COP 1915</td>
<td>Cooperative Education</td>
<td>225</td>
<td>5</td>
</tr>
<tr>
<td>COP 1916</td>
<td>Cooperative Education</td>
<td>270</td>
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<td>COP 1921</td>
<td>Cooperative Education</td>
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<td>COP 1926</td>
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<td>Year</td>
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<td>COP 1951</td>
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<td>Cooperative Education</td>
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</tbody>
</table>
Career Program Guide
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 between the Tennessee Technology Center at Knoxville (TTCK) 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 be equipped to do the following:

• 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.
Career Program Guide

- 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: TTCK, Phil Johnston, Director, 546-5567
PSTCC, Greg Walters, Computer Science Technology, 694-6468

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 a program advisor prior to registering each semester.

Semester I (Fall) Credit Hours

AMT 1000 Basic Mechanics W/Lab.......................................................3
COP 1000 Cooperative Education....................................................+
EET 1015 Automotive Electricity W/Lab.............................................4
ENG 1010 English Composition I.........................................................3
FYE 1000 First Year Experience............................................................1
MTH 1020 Precalculus I.................................................................5

Semester II (Spring) Credit Hours

AMT 1100 Automotive Brakes W/Lab...............................................3
AMT 1110 Suspension/Steering W/Lab............................................3
CST 1010 Intro to Computers & Operating Systems..........................3
COP 1100 Cooperative Education.......................................................+
HUM* Humanities Elective.................................................................3
MTH 1050 Elementary Probability & Statistics....................................3

Semester III (Summer) Credit Hours

AMT 1200 Drive Lines and Differentials..........................................1
AMT 1210 Air Conditioning/Heating Systems W/Lab............................4
COP 1200 Cooperative Education.......................................................+
SSC * Social Science Elective............................................................3

Semester IV (Fall) Credit Hours

AMT 2010 Automotive Transmissions I W/Lab....................................4
EET 2005 Automotive Electronics W/Lab............................................4
PHY 1050 Physics for Technology.......................................................3
COP 2000 Cooperative Education.......................................................+
SPH 2400 Business & Professional Speaking.....................................3
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMOTIVE TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>AMT 1000  Basic Mechanics W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>AMT 1100  Automotive Brakes W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>AMT 1110  Suspension/Steering W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>AMT 1200  Drive Lines &amp; Differentials</td>
<td>1</td>
</tr>
<tr>
<td>AMT 1210  Air Conditioning/Heating Systems W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>AMT 2010  Automotive Transmissions I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>AMT 2120  Automotive Engines W/Lab</td>
<td>5</td>
</tr>
<tr>
<td>AMT 2130  Fuel &amp; Air Management</td>
<td>3</td>
</tr>
<tr>
<td>AMT 2211  Engine Performance &amp; Testing Lab</td>
<td>1</td>
</tr>
<tr>
<td>COP 1000  Cooperative Education</td>
<td>+</td>
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<tr>
<td>COP 1100  &quot;</td>
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<tr>
<td>COP 1200  &quot;</td>
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<tr>
<td>COP 2000  &quot;</td>
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</tr>
<tr>
<td>COP 2100  &quot;</td>
<td>+</td>
</tr>
<tr>
<td>COP 2200  &quot;</td>
<td>+</td>
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<tr>
<td>COMPUTER SCIENCE TECHNOLOGY</td>
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</tr>
<tr>
<td>CST 1010  Intro to Computers &amp; Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CST 2005  Computer Systems in Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRICAL ENGINEERING TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>EET 1015  Automotive Electricity W/Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

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

*See page 95 for Electives.
SUBJECTS                         CREDIT HOURS
EET 2005  Automotive Electronics W/Lab .................................. 4
EET 2105  Automotive Electronic Troubleshooting ........................ 3
ENGLISH
ENG 1010  English Composition I ............................................. 3
FIRST YEAR EXPERIENCE
FYE 1000  First Year Experience ............................................. 1
GENERAL
GEN *    General Elective ..................................................... 1-3
HUMANITIES
HUM*     Humanities Elective .................................................. 3
MATHEMATICS
MTH 1020  Precalculus I ..................................................... 5
MTH 1050  Elementary Probability and Statistics ........................ 3
PHYSICS
PHY 1050  Physics for Technology .......................................... 3
SOCIAL/BEHAVIORAL SCIENCES
SSC *    Social Science Elective ............................................. 3
SPEECH
SPH 2400  Business & Professional Speaking .............................. 3

Total Credit Hours Needed for Graduation: 69-71

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 1990s, 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.

**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 be equipped for:

- 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

Ely Driver, Department Head, Environmental Engineering Technology, 694-6506

**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 a program advisor prior to registering each semester.
## Career Program Guide

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1110</td>
<td>Applied Chemistry I W/Lab</td>
</tr>
<tr>
<td>CHT 1030</td>
<td>Industrial Seminar</td>
</tr>
<tr>
<td>CST 1330</td>
<td>Computer Programming for Engineers</td>
</tr>
<tr>
<td>FYE 1000</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>MTH 1020</td>
<td>Precalculus I</td>
</tr>
<tr>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
</tr>
</tbody>
</table>

### Semester II (Spring)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1120</td>
<td>Applied Chemistry II W/Lab</td>
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<tr>
<td>CHT 1330</td>
<td>Mass &amp; Energy Balances W/Lab</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
</tr>
<tr>
<td>MTH 1210</td>
<td>Applied Calculus I</td>
</tr>
<tr>
<td>PHY 1010</td>
<td>Applied Physics I W/Lab</td>
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</table>

### Semester III (Fall)

<table>
<thead>
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<tbody>
<tr>
<td>CHM 2210</td>
<td>Applied Organic Chemistry W/Lab</td>
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<tr>
<td>CHT 2220</td>
<td>Chemical Engineering Materials W/Lab</td>
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<tr>
<td>CHT 2450</td>
<td>Unit Operations I W/Lab</td>
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<tr>
<td>EET 1040</td>
<td>Basic Electronics W/Lab</td>
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<tr>
<td>ENV 2010</td>
<td>Hazardous Waste Safety</td>
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<tr>
<td>GEN *</td>
<td>General Elective</td>
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### Semester IV (Spring)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>CHM 2110</td>
<td>Applied Analytical Chemistry W/Lab</td>
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<tr>
<td>CHT 2460</td>
<td>Unit Operations II W/Lab</td>
</tr>
<tr>
<td>CHT 2650</td>
<td>Hazardous Waste Management W/Lab</td>
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<tr>
<td>CHT 2200</td>
<td>Instrumentation &amp; Process Control W/Lab</td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
</tr>
<tr>
<td>SSC *</td>
<td>Social Science Elective</td>
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</table>

Total Credit Hours Needed for Graduation: 75-79

*See page 95 for Electives.

### Courses by Subject Area

#### CHEMISTRY

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CHM 1110</td>
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<td>Applied Chemistry II W/Lab</td>
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<td>CHM 2110</td>
<td>Applied Analytical Chemistry W/Lab</td>
</tr>
<tr>
<td>CHM 2210</td>
<td>Applied Organic Chemistry W/Lab</td>
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#### CHEMICAL ENGINEERING TECHNOLOGY

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<td>CHT 1330</td>
<td>Mass &amp; Energy Balances W/Lab</td>
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<tr>
<td>CHT 2200</td>
<td>Instrumentation &amp; Process Control W/Lab</td>
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<tr>
<td>CHT 2220</td>
<td>Chemical Engineering Materials W/Lab</td>
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**SUBJECTS**

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<tr>
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<td>HUMANITIES</td>
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</table>

**Total Credit Hours Needed for Graduation:** 75-79

**CIVIL ENGINEERING TECHNOLOGY**

Accreditation: Accredited by the Technology Accreditation Commission of the Accreditation Board for 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, environmental 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...
Civil engineering technicians work as part of project teams composed of engineers, chemists, environmentalists, geologists and crafts specialists involved in the collection of test samples; testing of soil, concrete or other construction site or environmental materials; and the preparation of reports. They may also be involved in code enforcement or construction site inspections hazardous waste containment/remediation.

**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 be equipped for:

- 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/OSHA/EPA 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/remediation.
- 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.
- Identify hazardous materials.
- Comply with OSHA/EPA standards for handling hazardous materials.
- Read/interpret environmental regulations.
- Identify geological formations and their impact on environmental contamination and containment/remediation.
- Identify soil flow nets and their impact on environmental contamination and containment/remediation.

Contact: Ely Driver, Department Head, Environmental Engineering Technology, 694-6506
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.

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<th>Semester I (Fall)</th>
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<td>CET 1</td>
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<tr>
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<td>Applied Chemistry I W/Lab ................................... 4</td>
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<td>Fundamentals of Technical Drawing W/Lab.................... 3</td>
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<td>English Composition ........................................... 3</td>
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<td>CET 1210</td>
<td>Surveying Principles W/Lab ................................... 5</td>
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<td>Applied Calculus I ............................................ 3</td>
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<td>CET 2220</td>
<td>Site Planning and Development ............................ 3</td>
</tr>
<tr>
<td>GEN *</td>
<td>General Elective ............................................. 1-3</td>
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</table>
Students planning to pursue a career in a construction field need the following sequence of Electives:

**CET 1010** Construction Methods ........................................... 4
**CID 1210** Architectural Drafting ............................................. 4
**CET 2010** Cost Estimation ..................................................... 3
**CET 2210** Advanced Surveying W/Lab ........................................ 4
**PHY 1010** Applied Physics I W/Lab .......................................... 4
**CET Elective** Chosen from CET 2020, 2240, 2310, 2320, 2410, 2420

Students planning to pursue a career in an environmental field need the following sequence of Electives:

**CET 2120** Environmental Geology ........................................... 3
**CET 2140** Geohydrology W/Lab .............................................. 4
**ENV 2010** Hazardous Waste Safety ......................................... 3
**CHM 1120** Applied Chemistry II W/Lab .................................... 4
**CHT 2650** Hazardous Waste Management W/Lab ......................... 4
**ENV Elective** Chosen from ENV 2000 or 2030

*See page 95 for Electives.*

**Courses by Subject Area**

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<thead>
<tr>
<th>SUBJECTS</th>
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<tr>
<td>CET 1210 Surveying Principles W/Lab</td>
<td>5</td>
</tr>
<tr>
<td>CET 2110 Soils W/Lab</td>
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</tr>
<tr>
<td>CET 2220 Site Planning and Development</td>
<td>3</td>
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<tr>
<td>CET * Guided Electives</td>
<td>19-22</td>
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<td><strong>CHEMISTRY</strong></td>
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<tr>
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<td>ENG 1010 English Composition</td>
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<td>FYE 1000 First Year Experience</td>
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</table>
SUBJECTS                      CREDIT HOURS
GENERAL
GEN *  General Elective ........................................... 1-3
HUMANITIES
HUM *  Humanities .................................................... 3
MECHANICAL ENGINEERING TECHNOLOGY
MET 1000  Statics & Strength of Materials W/Lab ................. 5
MATHEMATICS
MTH 1020  Pre-Calculus ............................................... 5
MTH 1210  Applied Calculus I ......................................... 3
SPEECH
SPH 2400  Business & Professional Speaking ....................... 3

Total Credit Hours Needed for Graduation:  71-76

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, as well as for entry-level positions in graphic design studios and advertising agencies. 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:

Graphic Designer -- Works with copywriters and designers in studios and advertising agencies to produce creative artist’s comprehensive, design and illustration roughs for use by marketing staff in client presentations using electronic and traditional methods. May also provide pre-press support.

Electronic Pre-press Technician -- takes concepts developed by artists and designers and uses them to produce mechanical art work used by printers to produce graphics and copy. Works in commercial printing companies; publishing companies, including newspaper and magazine and multimedia producers; and as part of in-house graphics departments of major industrial firms.

Desktop Publishing Specialist -- designs and generates communications graphics for businesses and agencies using electronic media. Supervises and coordinates production and duplication.
After successfully completing the Communications Graphics Technology program, the graduate will be equipped for:

- Use a Macintosh computer and graphic design software, including QuarkXpress, Adobe Photoshop, Adobe Illustrator and Aldus Freehand to produce desktop design.
- Design and prepare art for brochures, ads, catalogues and other printed materials
- Prepare camera-ready mechanical art using both the Macintosh computer and traditional methods.
- Make formal presentations, both oral and written, of graphic design projects.
- Use photographic systems and processes to visually communicate concepts as part of graphic design solutions.
- Integrate digital imaging/electronic photography into the design and conceptualization process.
- Use a production camera as part of the pre-press process.
- Use color proofing equipment and xerography to produce comprehensive art.

Contact: David Gilbert, 971-5246, 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 1100.

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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<thead>
<tr>
<th>Semester I (Fall)</th>
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<tbody>
<tr>
<td>CGT 1000 Graphic Design Fundamentals</td>
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<tr>
<td>CGT 1010 Photographic Communications</td>
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<tr>
<td>CGT 1030 Introduction to Macintosh Graphic Design</td>
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<tr>
<td>CGT 1120 Professional Seminar I</td>
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<tr>
<td>GEN * General Elective</td>
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<td>MTH 1010 Pre-Calculus A</td>
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<th>Semester II (Spring)</th>
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<td>CGT 1100 Digital Graphic Design I</td>
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<td>CGT 1110 Typography</td>
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<td>CGT 1130 Professional Seminar II</td>
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<td>ENG 1010 English Composition I</td>
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<tr>
<td>MKT 2200 Principles of Marketing</td>
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<tr>
<td>MTH/NSE * Mathematics/Sciences Elective</td>
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</table>
Career Program Guide

Semester III (Fall)                      Credit Hours
ACC 2110  Principles of Accounting I...3
CGT 2000  Digital Graphic Design II...5
CGT 2030  Technical Illustration...3
CGT 2120  Professional Seminar III...1
CGT 2998  Internship...2
PSY 1010  General Psychology...3

Semester IV (Spring)                   Credit Hours
CGT 2100  Digital Graphic Design III...5
CGT 2130  Professional Seminar IV...1
CGT 2140  Desktop Publishing or...
CGT 2160  3-D Modeling...3
HUM*    Humanities Elective...3
SPH 2400  Business & Professional Speaking...3
MGT 2000  Principles of Management...3

Total Credit Hours Needed for Graduation: 72-73

*See page 95 for Electives.

Courses by Subject Area

SUBJECTS                      CREDIT HOURS

ACCOUNTING
ACC 2110  Principles of Accounting I...3

COMMUNICATIONS GRAPHICS TECHNOLOGY
CGT 1000  Graphic Design Fundamentals...5
CGT 1010  Photographic Communications...3
CGT 1030  Introduction to Macintosh Graphic Design...3
CGT 1100  Digital Graphic Design I...5
CGT 1110  Typography...3
CGT 1120  Professional Seminar I...1
CGT 1130  Professional Seminar II...1
CGT 2000  Digital Graphic Design II...5
CGT 2030  Illustration...3
CGT 2100  Digital Graphic Design III...5
CGT 2120  Professional Seminar III...1
CGT 2130  Professional Seminar IV...1
CGT 2140  Desktop Publishing or...
CGT 2160  3-D Modeling...3
CGT 2998  Internship...2

ENGLISH
ENG 1010  English Composition I...3

FIRST YEAR EXPERIENCE
FYE 1000  First Year Experience...1

GENERAL
GEN *  General Elective...3
SUBJECTS
HUMANITIES
HUM* Humanities Elective ............................................. 3

MANAGEMENT
MGT 2000 Principles of Management .................................. 3

MARKETING
MKT 2200 Principles of Marketing .................................... 3

MATHEMATICS/NATURAL SCIENCES
MTH 1010 Pre-Calculus A .............................................. 3
MTH/NSE Mathematics/Natural Sciences Elective .................. 3

PSYCHOLOGY
PSY 1010 General Psychology ......................................... 3

SPEECH
SPH 2400 Business & Professional Speaking ....................... 3

Total Credit Hours Needed for Graduation: 72-73

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 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 be equipped for:

- 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:** Deanne Pannell, Assistant Professor; Ann Snodgrass, Assistant Professor; or Rick Oster, Instructor; Business Administration Department, 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 1100.

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>ACC 2110 Principles of Accounting I</td>
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<td>ENG 1010 English Composition I</td>
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<tr>
<td>MKT 2200 Principles of Marketing</td>
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<td>MTH 1010 Pre-Calculus A</td>
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<td>OST 1215 Business Computer Applications</td>
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<td>MGT 2000 Principles of Management</td>
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<td>MTH 1050 Elementary Probability &amp; Statistics</td>
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<td>SPH 2400 Business &amp; Professional Speaking</td>
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<td>HUM* Humanities Elective</td>
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<td>3</td>
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<td>ACC 2520 Accounting Systems</td>
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<td>BT Business Technology Elective</td>
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Career Program Guide

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<td>MKT 2200</td>
<td>Principles of Marketing ....................................</td>
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<tr>
<td>MATHEMATICS</td>
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<tr>
<td>MTH 1010</td>
<td>Pre-Calculus A .............................................</td>
</tr>
<tr>
<td>MTH 1050</td>
<td>Elementary Probability &amp; Statistics ......................</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 67

BT Business Technology Elective to be chosen from any nonrequired course in CST, FIN, MGT or OST.

*See page 95 for Electives.

Courses by Subject Area

FIN 2000 Financial Management ........................................... 3
GEN * General Elective ................................................... 3
PSY 1010 General Psychology ............................................. 3

BT Business Technology Elective to be chosen from any nonrequired course in CST, FIN, MGT or OST.

*See page 95 for Electives.
SUBJECTS

OFFICE SYSTEMS TECHNOLOGY
OST 1215  Business Computer Applications ................................. 3
OST 2620  Lotus 1-2-3 .......................................................... 3

PSYCHOLOGY
PSY 1010  General Psychology .................................................. 3

SPEECH
SPH 2400  Business & Professional Speaking ................................. 3

Total Credit Hours Needed for Graduation: 67

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 pro-
grams used by professionals and industry. Courses are designed to promote special-
ized 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 be equipped to do the following:

• Produce drawings of mechanical parts.
• Understand traditional three-view drawings.
• Communicate with freehand sketches.
• Produce a mechanical drawing using a computer.
• Understand basic computer information concepts.
• Use good verbal, written and graphic communication skills.
Career Program Guide

• Have knowledge of assembly or manufacturing processes for particular disciplines.
• Use good professional habits and interpersonal 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>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CID 1100</td>
<td>Fundamentals of Technical Drawing .......... 3</td>
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<tr>
<td>CID 1110</td>
<td>Technical Illustration ........................................ 4</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition I ........................................ 3</td>
</tr>
<tr>
<td>FYE 1000</td>
<td>First Year Experience ....................................... 1</td>
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<tr>
<td>MTH 1020</td>
<td>Pre-Calculus I ................................................. 5</td>
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<td>SPH 2200/2400</td>
<td>Interpersonal Communications or Business &amp; Professional Speaking .......... 3</td>
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<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
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<tr>
<td>CID Elective</td>
<td>CID Elective ................................................. 4</td>
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<tr>
<td>PHY 1010</td>
<td>Applied Physics I W/Lab .................................... 4</td>
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<tr>
<td>MET/CET 3</td>
<td>Manufacturing Processes .................................... 4</td>
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<tr>
<td>MTH 1210</td>
<td>Applied Calculus I ........................................... 3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>Credit Hours</th>
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<tr>
<td>CID Elective</td>
<td>CID Elective ................................................. 4</td>
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<tr>
<td>MET 1000</td>
<td>Statics &amp; Strength of Materials ....................... 5</td>
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<tr>
<td>CST 1330</td>
<td>Computer Programming for Engineers .................... 4</td>
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<th>Semester IV (Spring)</th>
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<tbody>
<tr>
<td>CID 2300</td>
<td>CIDD Project/Internship .................................... 4</td>
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<td>GEN *</td>
<td>General Elective ........................................... 1-4</td>
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<tr>
<td>HUM *</td>
<td>Humanities Elective ....................................... 3</td>
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<tr>
<td>CHM 1110</td>
<td>Applied Chemistry I W/Lab ................................. 4</td>
</tr>
<tr>
<td>SSC *</td>
<td>Social Science Elective .................................... 3</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 70-73

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**
- CID 1200
- CID 1210
- CID 1220
- CID 2150

**CID 2 Second Year Electives**
- CID 2160
- CID 2170
- CID 2190

MET/CET 3 Manufacturing Process Electives are CET 1010, CET 1020, MET 1010, MET 1020. Note: One manufacturing process class is required.

*See page 95 for Electives.

**Courses by Subject Area**

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEMISTRY</td>
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<tr>
<td>CHM 1110 Applied Chemistry I W/Lab</td>
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<tr>
<td>COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY</td>
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</tr>
<tr>
<td>CID 1100 Fundamentals of Technical Drawing</td>
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<tr>
<td>CID 1110 Technical Illustration</td>
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<tr>
<td>CID 1 CID Elective</td>
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<tr>
<td>CID 1 CID Elective</td>
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<tr>
<td>CID 2 CID Elective</td>
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<tr>
<td>CID 2 CID Elective</td>
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<tr>
<td>COMPUTER SCIENCE TECHNOLOGY</td>
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</tr>
<tr>
<td>CST 1330 Computer Programming for Engineers</td>
<td>4</td>
</tr>
<tr>
<td>ENGLISH</td>
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</tr>
<tr>
<td>ENG 1010 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FIRST YEAR EXPERIENCE</td>
<td></td>
</tr>
<tr>
<td>FYE 1000 First Year Experience</td>
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</tr>
<tr>
<td>GENERAL</td>
<td></td>
</tr>
<tr>
<td>GEN * General Elective</td>
<td>1-4</td>
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<tr>
<td>HUMANITIES</td>
<td></td>
</tr>
<tr>
<td>HUM * Humanities Elective</td>
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TEAM

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>MATHEMATICS</td>
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</tr>
<tr>
<td>MTH 1020 Pre-Calculus I</td>
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<tr>
<td>MTH 1210 Applied Calculus I</td>
<td>3</td>
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<tr>
<td>MECHANICAL ENGINEERING TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>MET 1000 Statics &amp; Strength of Materials</td>
<td>5</td>
</tr>
<tr>
<td>MET/CET Manufacturing Processes</td>
<td>4</td>
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<tr>
<td>PHYSICS</td>
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<tr>
<td>PHY 1010 Applied Physics I W/Lab</td>
<td>4</td>
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<tr>
<td>SOCIAL/BEHAVIORAL SCIENCES</td>
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<tr>
<td>SSC Social Science Elective</td>
<td>3</td>
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<tr>
<td>SPEECH</td>
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<tr>
<td>SPH 2200/2400 Interpersonal Communications or Business &amp; Professional Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 70-73

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 mathematics/science-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 science 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 be equipped to do the following:

• 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 that completes specified tasks.

• Use equipment and resources that are up-to-date and that 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 that 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 1100.

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>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CST 1110</td>
<td>Introduction to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FYE 1000</td>
<td>First Year Experience</td>
<td>1</td>
</tr>
<tr>
<td>MTH 1010</td>
<td>Pre-Calculus A</td>
<td>3</td>
</tr>
<tr>
<td>PHL 2400</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Semester II (Spring)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>ACC 2120</td>
<td>Principles of Accounting II</td>
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<tr>
<td>CST 15³</td>
<td>Introductory Programming Elective</td>
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<tr>
<td>CST 1410</td>
<td>Machine Organization</td>
<td>4</td>
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<tr>
<td>CST 17⁴</td>
<td>CST Applications Elective</td>
<td>3</td>
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<tr>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
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#### Semester III (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
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<td>CST 2510</td>
<td>Database Concepts</td>
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</tr>
<tr>
<td>CST 2810</td>
<td>System Analysis &amp; Design</td>
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<tr>
<td>GEN *</td>
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<td>1-3</td>
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<tr>
<td>MTH 1050</td>
<td>Elementary Probability &amp; Statistics</td>
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#### Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 17⁴</td>
<td>CST Applications Elective</td>
<td>3</td>
</tr>
<tr>
<td>CST 2⁵</td>
<td>CST Programming Elective</td>
<td>4</td>
</tr>
<tr>
<td>CST 2710</td>
<td>Systems Programming Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CST 2911</td>
<td>Computer Science Internship</td>
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</tr>
<tr>
<td>BT²</td>
<td>Business Technology Elective</td>
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</table>

**Total Credit Hours Needed for Graduation:** 67-70

- **SSC¹** Social science Elective to be chosen from PSY 1010, ECN 2010.
- **BT²** Business Technology Elective to be chosen from MGT 2000, MGT 2060, MGT 2160, MKT 2200, FIN 2000.
- **CST 15³** Introductory Programming Electives to be chosen from CST 1510, 1520, 1530.
CST 17* 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.

CST 25 CST programming Electives to be chosen from CST 2110, 2160, 2210, 2260, 2270, 2310, 2360, 2620, 2630, 2640, 2660, 2670, 2680, 2690.

*See page 95 for Electives.

### Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
</tr>
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<tbody>
<tr>
<td><strong>ACCOUNTING</strong></td>
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<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I .......................... 3</td>
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<td><strong>COMPUTER SCIENCE TECHNOLOGY</strong></td>
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<td>Machine Organization .................................. 4</td>
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<td>CST applications Electives .................................. 6</td>
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<td>Systems Programming Concepts .................................. 4</td>
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<tr>
<td>CST 2810</td>
<td>Systems Analysis &amp; Design .................................. 4</td>
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<tr>
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<td>First Year Experience .................................. 1</td>
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<td>General Elective ........................................ 1-3</td>
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<tr>
<td>MTH 1010</td>
<td>Pre-Calculus A ........................................ 3</td>
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<td>MTH 1050</td>
<td>Elementary Probability &amp; Statistics ................ 3</td>
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<tr>
<td><strong>PHILOSOPHY</strong></td>
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<tr>
<td>PHL 2400</td>
<td>Introduction to Ethics .................................. 3</td>
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<td><strong>SOCIAL/BEHAVIORAL SCIENCES</strong></td>
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<tr>
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<td><strong>SPEECH</strong></td>
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<tr>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking .................. 3</td>
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</table>

Total Credit Hours Needed for Graduation: 67-70
### 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 1100.

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) **Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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>
<td>3</td>
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<tr>
<td>FYE 1000</td>
<td>First Year Experience</td>
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</tr>
<tr>
<td>MTH 1020</td>
<td>Pre-Calculus I</td>
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</tr>
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<td>PHL 2400</td>
<td>Introduction to Ethics</td>
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### Semester II (Spring) **Credit Hours**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
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<td>CST 1410</td>
<td>Machine Organization</td>
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<tr>
<td>CST 1510</td>
<td>Programming in Pascal</td>
<td>4</td>
</tr>
<tr>
<td>ET 1</td>
<td>Engineering Technology Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>MTH 1210</td>
<td>Applied Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
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### Semester III (Fall) **Credit Hours**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CST 2310</td>
<td>C Programming</td>
<td>4</td>
</tr>
<tr>
<td>CST 2510</td>
<td>Database Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CST 2810</td>
<td>Systems Analysis &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>MTH 1050</td>
<td>Elementary Probability &amp; Statistics</td>
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</tr>
<tr>
<td>PHY 1010</td>
<td>Applied Physics</td>
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### Semester IV (Spring) **Credit Hours**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
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<td>CST 2260</td>
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<td>CST 2710</td>
<td>Systems Programming Concepts</td>
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<tr>
<td>SSC 2</td>
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<td>3-4</td>
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</tbody>
</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 2010
- **CST 17**⁴ 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 95 for Electives.
## Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPUTER SCIENCE TECHNOLOGY</strong></td>
<td></td>
</tr>
<tr>
<td>CST 1110 Introduction to Computer Science</td>
<td>4</td>
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<tr>
<td>CST 1410 Machine Organization</td>
<td>4</td>
</tr>
<tr>
<td>CST 1510 Programming in Pascal</td>
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<tr>
<td>CST 17 CST Applications Elective</td>
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<tr>
<td>CST 2310 C Programming</td>
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</tr>
<tr>
<td>CST 2510 Database Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CST 2260 Numerical Analysis/FORTRAN</td>
<td>4</td>
</tr>
<tr>
<td>CST 2710 Systems Programming Concepts</td>
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</tr>
<tr>
<td>CST 2810 Systems Analysis &amp; Design</td>
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<tr>
<td>CST 2911 Computer Science Internship</td>
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<tr>
<td><strong>ENGLISH</strong></td>
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<td>ENG 1010 English Composition I</td>
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<tr>
<td><strong>ENGINEERING TECHNOLOGY</strong></td>
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<tr>
<td>ET 1 Engineering Technology Elective</td>
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<td><strong>FIRST YEAR EXPERIENCE</strong></td>
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<tr>
<td>FYE 1000 First Year Experience</td>
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<tr>
<td><strong>GENERAL</strong></td>
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<tr>
<td>GEN * General Elective</td>
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<tr>
<td><strong>MATHEMATICS</strong></td>
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</tr>
<tr>
<td>MTH 1020 Pre-Calculus I</td>
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</tr>
<tr>
<td>MTH 1210 Applied Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1050 Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>PHILOSOPHY</strong></td>
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<tr>
<td>PHL 2400 Introduction to Ethics</td>
<td>3</td>
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<tr>
<td><strong>PHYSICS</strong></td>
<td></td>
</tr>
<tr>
<td>PHY 1010 Applied Physics</td>
<td>4</td>
</tr>
<tr>
<td><strong>SOCIAL/BEHAVIORAL SCIENCES</strong></td>
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<tr>
<td>SSC 2 Social Science Elective</td>
<td>3-4</td>
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<tr>
<td><strong>SPEECH</strong></td>
<td></td>
</tr>
<tr>
<td>SPH 2400 Business &amp; Professional Speaking</td>
<td>3</td>
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</tbody>
</table>

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

## 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 site. The general education course work 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 for 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 technicians. 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 engineering technology. Also, it is possible for a student to pursue a three-year program that 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 and 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 be equipped to do the following:

- 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 a 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 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>EET 1001</td>
<td>Introduction to EET .......................... 1</td>
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<tr>
<td>EET 1010</td>
<td>Circuits I W/Lab .......... .................. 4</td>
</tr>
<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab .................. 4</td>
</tr>
<tr>
<td>FYE 1000</td>
<td>First Year Experience .................. 1</td>
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<tr>
<td>MTH 1020</td>
<td>Pre-Calculus I ................ 5</td>
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<tr>
<td>SPH 1020</td>
<td>Speech Elective ............ 3</td>
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<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>Credit Hours</th>
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<tbody>
<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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</table>
### Courses by Subject Area

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CHEMISTRY</td>
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<tr>
<td>CHM 1110 Applied Chemistry I W/Lab</td>
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<tr>
<td>COMPUTER INTEGRATED DRAFTING AND DESIGN</td>
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<tr>
<td>CID 1100 Fundamentals of Technical Drawing W/Lab</td>
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<tr>
<td>COMPUTER SCIENCE TECHNOLOGY</td>
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<td>EET 1010 Circuits I W/Lab</td>
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<td>EET 1310 Digital Fundamentals W/Lab</td>
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<tr>
<td>EET 1020 Circuits II W/Lab</td>
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</tr>
<tr>
<td>EET 1210 Active Devices I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 2310 Microprocessors I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 2220 Active Devices II W/Lab</td>
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</tr>
<tr>
<td>EET 2601 Major Projects</td>
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<tr>
<td>EET 1 Electrical Engineering Electives</td>
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*See page 95 for Electives.

Total Credit Hours Needed for Graduation: 71-74
### SUBJECTS

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
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<tr>
<td>ENG 1010 English Composition I</td>
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<tr>
<td><strong>FIRST YEAR EXPERIENCE</strong></td>
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<tr>
<td>FYE 1000 First Year Experience</td>
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<tr>
<td><strong>GENERAL</strong></td>
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<tr>
<td>GEN * General Elective</td>
<td>...1-3</td>
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<tr>
<td><strong>HUMANITIES</strong></td>
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<td>HUM* Humanities Elective</td>
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<td><strong>MATHEMATICS</strong></td>
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</tr>
<tr>
<td>MTH 1020 Pre-Calculus I</td>
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<tr>
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<tr>
<td><strong>PHYSICS</strong></td>
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<tr>
<td>PHY 1010 Applied Physics I W/Lab</td>
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<td><strong>SOCIAL/BEHAVIORAL SCIENCES</strong></td>
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<tr>
<td>SSC * Social Science Elective</td>
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<tr>
<td><strong>SPEECH</strong></td>
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<tr>
<td>SPH 2 Speech Elective</td>
<td>...3</td>
</tr>
</tbody>
</table>

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

---

**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 ongoing 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 be equipped to do the following:

- 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, Associate 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 1100.

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>ACC 2110 Principles of Accounting I</td>
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</tr>
<tr>
<td>ENG 1010 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FYE 1000 First Year Experience</td>
<td>1</td>
</tr>
<tr>
<td>MGT 2000 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1010 Pre-Calculus A</td>
<td>3</td>
</tr>
<tr>
<td>OST 1215 Business Computer Applications</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>ACC 2120 Principles of Accounting II</td>
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<tr>
<td>ECN 2010 Principles of Economics</td>
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<tr>
<td>FIN 2000 Financial Management</td>
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<tr>
<td>MGT 2060 Business Law</td>
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<td>MTH 1050 Elementary Probability &amp; Statistics</td>
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</table>

<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 2050 Risk Management &amp; Insurance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2200 Financial Institutions</td>
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</tr>
<tr>
<td>FIN 2250 Money &amp; Banking</td>
<td>3</td>
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<tr>
<td>OST 2620 Lotus 1-2-3</td>
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<td>SPH 2400 Business &amp; Professional Speaking</td>
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</table>
### Semester IV (Spring)

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<tr>
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<tr>
<td>FIN 2100</td>
<td>Investments</td>
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<tr>
<td>FIN 2300</td>
<td>Analyzing Financial Statements</td>
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</tr>
<tr>
<td>GEN *</td>
<td>General Elective</td>
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</tr>
<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
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</tr>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
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</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 66

*FIN 1 Real estate elective to be chosen from FIN 2150, FIN 2350, FIN 2450

*See page 95 for Electives.

### Courses by Subject Area

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td>ACC 2110 Principles of Accounting I</td>
</tr>
<tr>
<td></td>
<td>ACC 2120 Principles of Accounting II</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>ECN 2010 Principles of Economics</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>ENG 1010 English Composition I</td>
</tr>
<tr>
<td>FINANCE</td>
<td>FIN 1 Real Estate Elective</td>
</tr>
<tr>
<td></td>
<td>FIN 2000 Financial Management</td>
</tr>
<tr>
<td></td>
<td>FIN 2050 Risk Management &amp; Insurance</td>
</tr>
<tr>
<td></td>
<td>FIN 2100 Investments</td>
</tr>
<tr>
<td></td>
<td>FIN 2200 Financial Institutions</td>
</tr>
<tr>
<td></td>
<td>FIN 2250 Money &amp; Banking</td>
</tr>
<tr>
<td></td>
<td>FIN 2300 Analyzing Financial Statements</td>
</tr>
<tr>
<td>FIRST YEAR EXPERIENCE</td>
<td>FYE 1000 First Year Experience</td>
</tr>
<tr>
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<td>GEN * General Elective</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>HUM * Humanities Elective</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>MGT 2000 Principles of Management</td>
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<tr>
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<td>MGT 2060 Business Law</td>
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<td>MARKETING</td>
<td>MKT 2200 Principles of Marketing</td>
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<tr>
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<td>MTH 1050 Elementary Probability &amp; Statistics</td>
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</table>
OFFICE SYSTEMS TECHNOLOGY

OST 1215 Business Computer Applications ........................................... 3
OST 2620 Lotus 1-2-3........................................................................ 3

SPEECH

SPH 2400 Business & Professional Speaking ........................................... 3

Total Credit Hours Needed for Graduation: 66

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, including problem-solving skills, computer-utilization and 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 Computer Technology programs to meet individualized career goals.

Certificate of Credit Articulation: Successful completion of technical or college certificates of credit from Pellissippi State may apply for credit toward a General Technology degree. Programs that articulate include supervision, customer service, office systems technology, land surveying, photography, insurance, real estate banking and credit union certificates.

Tennessee Technology Center at Knoxville (TTCK) Articulation: Students with diplomas from the TTCK 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 (MMES) 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 and competencies gained will vary by program.
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 Introduction to Computers W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>FYE 1000 First Year Experience</td>
<td>1</td>
</tr>
<tr>
<td>MTH * Mathematics Elective</td>
<td>3-5</td>
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<tr>
<td>MINOR Minor Technology Elective</td>
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<tr>
<td>MAJOR Major Technology Elective</td>
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</tr>
<tr>
<td>SPH 2400 Business &amp; Professional Speaking</td>
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<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010 English Composition I</td>
<td>3</td>
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<tr>
<td>ECN 2010 Principles of Economics</td>
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<td>GEN * General Elective</td>
<td>1-3</td>
</tr>
<tr>
<td>HUM* Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>MTH/NSE* Mathematics/Natural Science Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>MAJOR Major Technology Elective</td>
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</table>

<table>
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<tr>
<th>Semester III (Fall)</th>
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<tbody>
<tr>
<td>MAJOR Major Technology Electives</td>
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<table>
<thead>
<tr>
<th>Semester IV (Fall)</th>
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<td>MAJOR Major Technology Electives</td>
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<tr>
<td>MINOR Minor Technology Electives</td>
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</table>

Total Credit Hours for Graduation: 69-74

*See page 95 for Electives.

Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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<tbody>
<tr>
<td>COMPUTER SCIENCE TECHNOLOGY</td>
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<tr>
<td>CST 1010 Introduction to Computers W/Lab</td>
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</tr>
<tr>
<td>ECONOMICS</td>
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<td>ECN 2010 Principles of Economics</td>
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Career Program Guide

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<td>MAJOR Major Technology Courses</td>
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<td>MINOR TECHNOLOGY</td>
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<td>SPEECH</td>
<td></td>
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<tr>
<td>SPH 2400 Business &amp; Professional Speaking</td>
<td>3</td>
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</tbody>
</table>

**Total Credit Hours for Graduation: 69-74**

**INTERIOR DESIGN TECHNOLOGY**

Program Description: The Interior Design Technology program is designed to give students the combination of technical, marketing and communication skills that will qualify them for positions in interior design and related fields. This education, plus four years of diversified interior design work experience and successful completion of the National Council for Interior Design Qualification examination, qualifies the graduate of this program for licensing as a professional interior designer.

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

Typical Job Opportunities: The Interior Design Technology program provides a broad background that prepares the individual for employment in numerous fields as an interior design assistant. Qualified by education and experience, the design assistant is most likely to find jobs in wholesale and manufacturing firms assisting clients with a broad range of design tasks and decisions. Typical entry-level positions include the following:

Design assistant -- in architectural and interior design offices.

Merchandiser or representative of related industries such as furnishings, floor covering, fabric, fixtures and finishes; delineators; estimators; and residential and commercial building construction.
After successfully completing the Interior Design Technology program, the graduates are prepared for advanced work in a four- or five-year interior design program or for immediate employment. In preparation for advanced work graduates will be equipped to do the following:

- Perform the functions necessary to implement a design including:
  - Taking measurements.
  - Providing cost estimates.
  - Preparing drawings and business documents.
  - Consulting with workrooms, installers and other specialists.
- Select and arrange interior furnishings.
- Specify finishes and materials.

**Contact:** Margaret Ann Jeffries, Program Head, 539-7084, or Bill Davis, Computer Integrated Drafting and Design Department Head, 694-6501

### Interior 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>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CID 1100</td>
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<tr>
<td>CID 1110</td>
<td>Technical Illustration W/Lab 4</td>
</tr>
<tr>
<td>ENG 1010</td>
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<td>First Year Experience 1</td>
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<tr>
<td>IDT 1000</td>
<td>Introduction to Interior Design 1</td>
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<td>MTH 1100</td>
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<td>RCS 1200</td>
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<td>Materials &amp; Processes 3</td>
</tr>
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<td>ART 2950</td>
<td>Intermediate Design &amp; Color 3</td>
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<td>Architectural Drawing I W/Lab 4</td>
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<tr>
<td>IDT 2000</td>
<td>Design Studio II 4</td>
</tr>
<tr>
<td>IDT 2030</td>
<td>Modern Interiors &amp; Architecture 3</td>
</tr>
<tr>
<td>MKT 2220</td>
<td>Principles of Selling 4</td>
</tr>
<tr>
<td>SUBJECTS</td>
<td>CREDIT HOURS</td>
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<tr>
<td>--------------------------------</td>
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<tr>
<td>CID 1110 Technical Illustration W/Lab</td>
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<td>CID 1210 Architectural Drawing I W/Lab</td>
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<tr>
<td>CID 2300 CID Project/Internship</td>
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<td>IDT 2020 Professional Practice</td>
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<td>IDT 2030 Modern Interiors &amp; Architecture</td>
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</table>
SUBJECTS

RETAIL AND CONSUMER SCIENCES

| RCS 1200 | Textiles for Interiors | 3 |

Total Credit Hours Needed for Graduation: 67

LEGAL ASSISTANT TECHNOLOGY

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

Program Description: The Legal Assistant Technology 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 be equipped to do the following:

- 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.

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

<table>
<thead>
<tr>
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<td>LAW 1000</td>
<td>Professional Responsibility ................................ 3</td>
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<td>LAW 1040</td>
<td>Legal Research &amp; Writing ................................... 3</td>
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<tr>
<td>OST 1210</td>
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<td>POL 1010</td>
<td>United States Government &amp; Politics ....................... 3</td>
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<td>Commercial Law &amp; Practice I ................................ 3</td>
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<tr>
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<td>LAW 2131</td>
<td>Legal Internship ............................................... 2</td>
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<tr>
<td>MTH/NSE*</td>
<td>Mathematics/Natural Science Elective ...................... 3-4</td>
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</table>

Total Credit Hours Needed for Graduation: 68-71

OST 1 | OST elective to be chosen from OST 1220, 2340, 2620, 2630, 2635.

LAW 2 | LAW electives to be chosen from LAW 1020, 2030, 2040, 2110, 2120, 2500, 2600, ENV 2000.

*See page 95 for Electives.

Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<td>ECN 2010</td>
<td>Principles of Economics ..................................... 4</td>
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136
SUBJECTS                      CREDIT HOURS
ENGLISH
ENG 1010  English Composition I ................................................. 3
ENG 1020  English Composition II .................................................. 3

FIRST YEAR EXPERIENCE
FYE 1000  First Year Experience .................................................. 1

GENERAL
GEN *  General Elective ............................................................ 1-3

LEGAL ASSISTANT TECHNOLOGY
LAW 1000  Professional Responsibility ........................................ 3
LAW 1040  Legal Research & Writing I ........................................... 3
LAW 1010  Paralegal Practice Skills .............................................. 3
LAW 2100  Torts ............................................................................ 3
LAW 2300  Commercial Law & Practice I ........................................ 3
LAW 2400  Civil Procedure ............................................................ 3
LAW 2020  Legal Research & Writing II .......................................... 3
LAW 2131  Legal Internship ........................................................... 2
LAW 2  LAW Electives ................................................................. 12

MATHEMATICS/NATURAL SCIENCES
MTH 1010  Pre-Calculus A ............................................................. 3
MTH/NSE*  Mathematics/Natural Science Elective ................................ 3-4

OFFICE SYSTEM TECHNOLOGY
OST 1210  WordPerfect/Computer Introduction ............................... 3
OST I  OST Elective ......................................................................... 3

POLITICAL SCIENCE
POL 1010  United States Government & Politics ............................... 3

SPEECH
SPH 2400  Business & Professional Speaking .................................... 3

Total Credit Hours Needed for Graduation: 68-71

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's 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 a 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 -- completes 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 be equipped to do the following:

- 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.
- Apply the human relations skills necessary to manage successfully.

Contact: Roger Crowe, Associate Professor; or Bill Hamlin, Associate Professor; or Tyra Barrett, Instructor 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 1100.

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>
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<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>FYE 1000</td>
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<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MTH 1010</td>
<td>Pre-Calculus A</td>
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<td>MKT 2200</td>
<td>Principles of Marketing</td>
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<tr>
<td>MTH 1050</td>
<td>Elementary Probability &amp; Statistics</td>
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#### Semester III (Fall)  
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<tr>
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<td>MGT 2120</td>
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#### Semester IV (Spring)  
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<td>Financial Management</td>
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<td>MGT 2150</td>
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<td>MGT 2180</td>
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Total Credit Hours Needed for Graduation: 68

*See page 95 for Electives.

### Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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<td>FINANCE</td>
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<td>FIN 2000</td>
<td>Financial Management</td>
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<tr>
<td>FYE 1000</td>
<td>First Year Experience</td>
</tr>
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</table>
Marketing

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 be equipped to do the following:
- 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: Karen Fritz, Assistant Professor, or Anne Swartzlander, Assistant Professor, 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 1100.

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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**Career Program Guide**

MTH 1050  Elementary Probability & Statistics ........................................... 3
SPH 2400  Business & Professional Speaking ........................................... 3

<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 2110  Principles of Accounting I ........................................... 3</td>
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<tr>
<td>MKT 2260  Decision Making for Marketers ........................................ 3</td>
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<td>MKT 2280  Promotion ......................................................................... 3</td>
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<tr>
<td>MKT 2320  Retailing .......................................................................... 3</td>
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<tr>
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<td>MKT 2350  Buyer Behavior .............................................................. 3</td>
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Total Credit Hours Needed for Graduation: 68

*See page 95 for Electives.

### Courses by Subject Area

<table>
<thead>
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<tbody>
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<td>MGT 2150  Small Business Management ............................................ 3</td>
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<tr>
<td>MKT 2220  Principles of Selling .................................................. 4</td>
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SUBJECTS | CREDIT HOURS
--- | ---
MKT 2260 | Decision Making for Marketers | 3
MKT 2280 | Promotion | 4
MKT 2300 | Promotion Techniques | 3
MKT 2320 | Retailing | 4
MKT 2350 | Buyer Behavior | 3
MKT 2420 | Customer Service | 3
MATHEMATICS
MTH 1010 | Pre-Calculus A | 3
MTH 1050 | Elementary Probability & Statistics | 3
OFFICE SYSTEMS TECHNOLOGY
OST 1215 | Business Computer Applications | 3
SPEECH
SPH 2400 | Business & Professional Speaking | 3

Total Credit Hours Needed for Graduation: 68

MECHANICAL ENGINEERING TECHNOLOGY

Accreditation: Mechanical, Manufacturing and Quality Control 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 control.

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), geometric dimensioning and tolerancing (GD&T) and computer-assisted measuring.

Quality Control Concentration -- The Quality Control concentration 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, nondestructive testing, computer-assisted measuring and statistical process control (SPC).

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

Typical Job Opportunities:

Engineering Assistant -- assists in the design and production of engineering projects.
Career Program Guide

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 be equipped to do the following:

1. Understand and apply the basic theory and concepts of mechanical engineering technology.
2. Identify and solve problems with a minimum of assistance and supervision.
3. Operate option-related equipment with a high degree of manipulative skills.
4. Communicate effectively, which includes reading, oral and written skills.
5. Apply on-the-job the principles of good work habits and ethical conduct.

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

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.

<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>
</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
</tr>
<tr>
<td>FYE 1000</td>
<td>First Year Experience</td>
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<tr>
<td>GEN 1000</td>
<td>General Elective</td>
</tr>
<tr>
<td>MTH 1020</td>
<td>Pre-Calculus I</td>
</tr>
<tr>
<td>MET 1020</td>
<td>Shop Practices</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CST 1330</td>
<td>Computer Programming for Engineers</td>
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<tr>
<td>MET 1000</td>
<td>Statics &amp; Strength of Materials</td>
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<tr>
<td>MET 1010</td>
<td>Materials &amp; Manufacturing Processes</td>
</tr>
<tr>
<td>PHY 1010</td>
<td>Applied Physics</td>
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### Career Program Guide

<table>
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<tr>
<th>Semester III (Fall)</th>
<th>Credit Hours</th>
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<td>ET 1</td>
<td>Engineering Technology Elective</td>
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<tr>
<td>EET 1040</td>
<td>Basic Electronics</td>
</tr>
<tr>
<td>MET 2010</td>
<td>Dynamics</td>
</tr>
<tr>
<td>MET 2020</td>
<td>Fluid Mechanics &amp; Hydraulics</td>
</tr>
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<td>Applied Calculus I</td>
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<td>Applied Chemistry I W/Lab</td>
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<tr>
<td>ET 1</td>
<td>Engineering Technology Elective</td>
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<tr>
<td>MET 2030</td>
<td>Machine Elements</td>
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<td>HUM *</td>
<td>Humanities Elective</td>
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<td>Social Science Elective</td>
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<tr>
<td>SPH 2</td>
<td>Speech Elective</td>
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</table>

Total Credit Hours Needed for Graduation: **74.76**

ET 1 Approval by MET advisor required.
SPH 2 Speech elective to be chosen from SPH 2100, SPH 2200 and SPH 2400.

*See page 95 for Electives.

### Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<tbody>
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<tr>
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<tr>
<td>CST 1330 Computer Programming for Engineers</td>
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<tr>
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<table>
<thead>
<tr>
<th>ENGLISH</th>
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<tbody>
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<td>ENG 1010 English Composition I</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
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<tbody>
<tr>
<td>HUM* Humanities Elective</td>
<td>3</td>
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</tbody>
</table>

*Note: Courses by Subject Area includes a comprehensive list of subjects and their credit hours. The table includes subjects such as Chemistry, Computer Science, Electrical Engineering, and more, with specific courses listed alongside their respective credit hours. The total credit hours needed for graduation are 74.76. Approval by the MET advisor is required for certain courses, and speech electives must be chosen from specified options. Electives are further detailed on page 95.*
### Career Program Guide

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECHANICAL ENGINEERING TECHNOLOGY</td>
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</tr>
<tr>
<td>MET 1000 Statics &amp; Strength of Materials</td>
<td>5</td>
</tr>
<tr>
<td>MET 1010 Materials &amp; Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>MET 1020 Shop Practices</td>
<td>4</td>
</tr>
<tr>
<td>MET 2010 Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MET 2020 Fluid Mechanics &amp; Hydraulics</td>
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<td>MET 2030 Machine Elements</td>
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<td>MATHEMATICS</td>
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<td>MTH 1020 Pre-Calculus I</td>
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</tr>
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<td>PHY 1010 Applied Physics</td>
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<tr>
<td>PHILOSOPH Y</td>
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<td>PHY 1010 Applied Physics</td>
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<tr>
<td>SOCIAL/BEHAVIORAL SCIENCES</td>
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<td>SPEECH</td>
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</tr>
<tr>
<td>SPH * Speech Elective</td>
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</table>

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

**Mechanical Engineering Technology**  
**Manufacturing 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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</thead>
<tbody>
<tr>
<td>CID 1100 Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
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<tr>
<td>ENG 1010 English Composition I</td>
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</tr>
<tr>
<td>MET 1020 Shop Practices</td>
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</tr>
<tr>
<td>MTH 1020 Pre-Calculus I</td>
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<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MET 1010 Materials &amp; Manufacturing Processes</td>
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</tr>
<tr>
<td>MET 2310 Geometrics &amp; Coordinate Measuring</td>
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<tr>
<td>MET 2700 Computer-Aided Machining I</td>
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</tr>
<tr>
<td>PHY 1010 Applied Physics</td>
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</table>

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Semester III (Fall)  Credit Hours
EET 1040  Basic Electronics ............................................. 4  
MET 1000  Statics & Strength of Materials .......................... 5  
MET 2710  Computer-Aided Machining II ............................ 4  
MTH 1210  Applied Calculus I .......................................... 3  
SPH 1  Speech Elective ................................................. 3

Semester IV (Spring)  Credit Hours
CHM 1110  Applied Chemistry I W/Lab ................................ 4  
CST 1330  Computer Programming for Engineers .................... 4  
MET 2720  Computer-Aided Machining III ............................ 4  
HUM*  Humanities Elective ............................................ 3  
SSC*  Social Science Elective ........................................ 3

Total Credit Hours Needed for Graduation: 104

SPH 1  Speech elective to be chosen from SPH 2100, SPH 2200, SPH 2400.

*See page 95 for Electives.

### Courses by Subject Area

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<tbody>
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<td>CST 1330  Computer Programming for Engineers</td>
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<tr>
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<tr>
<td>MET 1000  Statics &amp; Strength of Materials</td>
<td>5</td>
</tr>
<tr>
<td>MET 1010  Materials &amp; Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>MET 1020  Shop Practices</td>
<td>4</td>
</tr>
<tr>
<td>MET 2310  Geometrics &amp; Coordinate Measuring</td>
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</table>
### Career Program Guide

#### SUBJECTS

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>MET 2700</td>
<td>Computer-Aided Machining I .......... 4</td>
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<tr>
<td>MET 2710</td>
<td>Computer-Aided Machining II ....... 4</td>
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<tr>
<td>MET 2720</td>
<td>Computer-Aided Machining III ....... 4</td>
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<td>MTH 1210</td>
<td>Applied Calculus I .................. 3</td>
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<td>PHY 1010</td>
<td>Applied Physics .................... 4</td>
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Total Credit Hours Needed for Graduation: 20-1/69

#### Mechanical Engineering Technology
**Quality Control 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>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CID 1100</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
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<tr>
<td>GEN*</td>
<td>General Elective</td>
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</tr>
<tr>
<td>MTH 1020</td>
<td>Pre-Calculus I</td>
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</tr>
<tr>
<td>MET 1020</td>
<td>Shop Practices</td>
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#### Semester II (Spring)

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>CST 1330</td>
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</tr>
<tr>
<td>MET 1010</td>
<td>Materials &amp; Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>MET 2800</td>
<td>Fundamentals of Testing</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1010</td>
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<td>4</td>
</tr>
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#### Semester III (Fall)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
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<td>MET 1000</td>
<td>Statics &amp; Strength of Materials</td>
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<td>MET 2810</td>
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### Semester IV (Spring)

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<tr>
<td>CHM 1110</td>
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<td>MET 2820</td>
<td>Statistical Process Control</td>
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<tr>
<td>HUM *</td>
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<td>SSC *</td>
<td>Social Science Elective</td>
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</table>

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

SPH 1 Speech elective to be chosen from SPH 2100, SPH 2200, SPH 2400.

*See page 95 for Electives.

## Courses by Subject Area

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<tr>
<td>CHM 1110 Applied Chemistry I W/Lab</td>
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<td>COMPUTER INTEGRATED DRAFTING AND DESIGN</td>
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<tr>
<td>CID 1100 Fundamentals of Technical Drawing W/Lab</td>
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<tr>
<td>COMPUTER SCIENCE TECHNOLOGY</td>
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<tr>
<td>CST 1330 Computer Programming for Engineers</td>
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<tr>
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<td>ENG 1010 English Composition I</td>
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<tr>
<td>MECHANICAL ENGINEERING TECHNOLOGY</td>
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<tr>
<td>MET 1000 Statics &amp; Strength of Materials</td>
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<td>MET 1010 Materials &amp; Manufacturing Processes</td>
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<tr>
<td>MET 1020 Shop Practices</td>
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<tr>
<td>MET 2310 Geometrics &amp; Coordinate Measuring</td>
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<tr>
<td>MET 2800 Fundamentals of Testing</td>
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<tr>
<td>MET 2810 Destructive &amp; Non-Destructive Testing</td>
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<tr>
<td>MET 2820 Statistical Process Control</td>
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<td>MATHEMATICS</td>
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<tr>
<td>MTH 1020 Pre-Calculus I</td>
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<tr>
<td>MTH 1210 Applied Calculus I</td>
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</table>
### 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, the Office Proficiency Assessment and Certification, developed by Professional Secretaries International. The OPAC exam is nationally normed and validated and measures proficiency in keyboarding, word processing, language arts, administrative support, records management and financial applications. 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 the 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 using computers software to produce professional, well-designed documents.

Medical Transcriptionist: -- Transcribes medical records; provides foundation background for coding medical and insurance forms; performs resource analysis in medical research and chart analysis and records auditing for pharmaceutical and surgical supply company representatives, insurance adjusters, court reporters, and other professionals requiring knowledge of medical terminology.

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 be equipped to do the following:

- Use computer application programs (word processing, spreadsheet, database, graphics, etc.).
- Keyboard accurately (for example, 45 words per minute with one error per minute).
- Use computer peripherals such as laser printers, scanners, FAX devices.
- Communicate effectively.
- Use appropriate telephone techniques.
- Show a positive attitude and work ethic.
- Transcribe from machine dictation.
- Perform desktop publishing functions.
- Compose correspondence.
- Use proofreading skills involving grammar, punctuation and language arts.
- Organize work and following time and records management techniques.
- Adapt 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 or OST 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.
## Career Program Guide

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FYE 1000</td>
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<tr>
<td>GEN *</td>
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<td>MGT 2000</td>
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<td>3</td>
</tr>
<tr>
<td>OST 1050</td>
<td>3</td>
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<tr>
<td>OST 1210</td>
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<td>SPH 2200</td>
<td>3</td>
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### Semester II (Spring)

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<td>ENG 1010</td>
<td>3</td>
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<td>OST 1105</td>
<td>3</td>
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<tr>
<td>OST 1220</td>
<td>3</td>
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<td>OST 2340</td>
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<td>OST 2620</td>
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### Semester III (Fall)

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<td>OST 2120</td>
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<tr>
<td>OST 2360 *</td>
<td>3</td>
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<td>OST 2635</td>
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<td>OST 2800</td>
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### Semester IV (Spring)

<table>
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<td>HUM *</td>
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<td>OST 2010</td>
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</tr>
<tr>
<td>OST 2300/2301</td>
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<tr>
<td>OST 2350</td>
<td>3</td>
</tr>
<tr>
<td>OST 2 *</td>
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<tr>
<td>MTH 1050</td>
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</table>

**Total Credit Hours Needed for Graduation: 70-73**

OST 1 Students may substitute OST 2930 Medical Transcription for OST 2360 Transcription on the Word Processor if the prerequisites have been met.

OST 2 OST electives should be chosen from the following courses:

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>OST 2000</td>
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<td>OST 2005</td>
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<td>OST 2625</td>
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<td>OST 2805</td>
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<td>OST 2810</td>
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*See page 95 for Electives.
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<td>ACCOUNTING</td>
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<td>ACC 2110</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ECONOMICS</td>
<td></td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>ENGLISH</td>
<td></td>
</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
</tr>
<tr>
<td>FIRST YEAR EXPERIENCE</td>
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<tr>
<td>FYE 1000</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>GENERAL</td>
<td></td>
</tr>
<tr>
<td>GEN *</td>
<td>General Elective</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td></td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td></td>
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<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
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<tr>
<td>MGT 2100</td>
<td>Information Systems</td>
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<td>MATHEMATICS/NATURAL SCIENCES</td>
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<td>MTH 1010</td>
<td>Pre-Calculus A</td>
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<tr>
<td>MTH 1050</td>
<td>Elementary Probability &amp; Statistics</td>
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<tr>
<td>or</td>
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<td>OST 1105</td>
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<td>OST 2010</td>
<td>Office Proficiency &amp; Assessment Certification Review</td>
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<td>OST Practicum W/Lab</td>
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<td>Records Management</td>
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<td>Business Communications</td>
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<td>Lotus 1-2-3</td>
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<td>OST 2635</td>
<td>dBASE IV</td>
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<td>OST 2800</td>
<td>Desktop Publishing I</td>
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<td>SPEECH</td>
<td></td>
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<tr>
<td>SPH 2200</td>
<td>Interpersonal Communication</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 70-73
VIDEO PRODUCTION TECHNOLOGY

Program Description: The Video Production Technology program is designed to instruct students in various aspects of the video media. Areas that are covered in the program include 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.

Students who graduate from this program will be prepared to take positions in nonbroadcast 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.
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, makeup, etc.

After successfully completing the Video Production Technology program, the graduate will be equipped to do the following:
• 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.

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
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<td>Introduction to Macintosh Graphics</td>
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<td>English Composition I</td>
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<tr>
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<td>GEN *</td>
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<tr>
<td>MTH 1010</td>
<td>Pre-Calculus A</td>
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<tr>
<td>MTH 1100</td>
<td>Fundamentals of Mathematics</td>
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<tr>
<td>PHO 1000</td>
<td>Still Photography I</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1100</td>
<td>Technical Video Production I</td>
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### Semester II (Spring)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<td>Mathematics/Natural Science Elective</td>
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<tr>
<td>VPT 1200</td>
<td>Visual Arts or</td>
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</tr>
<tr>
<td>PHO 1010</td>
<td>Still Photography II or</td>
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<tr>
<td>VPT 2800</td>
<td>Advanced Dramatic Writing</td>
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<tr>
<td>VPT 1300</td>
<td>Technical Video Production II</td>
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<tr>
<td>VPT 1400</td>
<td>Writing for Television</td>
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<tr>
<td>VPT 2100</td>
<td>Post Production</td>
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</table>

### Semester III (Fall)

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>HUM*</td>
<td>Humanities/Fine Arts Elective</td>
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</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
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<tr>
<td>VPT 1500</td>
<td>Campus Broadcast I</td>
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<tr>
<td>VPT 2200</td>
<td>Advanced Techniques</td>
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<tr>
<td>VPT 2300</td>
<td>Production Seminar</td>
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### Semester IV (Spring)

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<tr>
<td>VPT 2500</td>
<td>Campus Broadcast II</td>
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<tr>
<td>VPT 2600</td>
<td>Group Project</td>
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<td>VPT 2700</td>
<td>Directed Project</td>
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<td>VPT 2998</td>
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Total Credit Hours Needed for Graduation: 70-72

*See page 95 for Electives.
### Career Program Guide

#### Courses by Subject Area

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<thead>
<tr>
<th>SUBJECTS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td><strong>COMMUNICATIONS GRAPHICS TECHNOLOGY</strong></td>
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<tr>
<td>CGT 1030 Introduction to Macintosh Graphics</td>
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<td><strong>ECONOMICS</strong></td>
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<tr>
<td>GEN * General Elective</td>
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<td><strong>VIDEO PRODUCTION TECHNOLOGY</strong></td>
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<td>VPT 1100 Technical Video Production I</td>
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<tr>
<td>VPT 1200 Visual Arts</td>
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<td>or VPT 2800 Advanced Dramatic Writing</td>
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<tr>
<td>or PHO 1010 Still Photography II</td>
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<td>VPT 1300 Technical Video Production II</td>
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<td>VPT 2200 Advanced Techniques</td>
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<td>VPT 2300 Production Seminar</td>
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<tr>
<td>VPT 2500 Campus Broadcast II</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2600 Group Project</td>
<td>4</td>
</tr>
<tr>
<td>VPT 2700 Directed Project</td>
<td>4</td>
</tr>
<tr>
<td>VPT 2998 Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: **73-75**
Certificate Programs
Pellissippi State offers high-quality, short-term training in the form of certificate programs. Individual programs are designed for working students who wish to upgrade their skills or gain additional certification in a particular area. Students 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>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BKG 2020</td>
<td>Principles of Banking</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2060</td>
<td>Marketing for Bankers</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2100</td>
<td>Analyzing Financial Statements</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2150</td>
<td>Introduction to Commercial Lending</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2200</td>
<td>Consumer Lending</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2250</td>
<td>Money &amp; Banking</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2300</td>
<td>Law &amp; Banking</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2310</td>
<td>Law Banking Applications</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2350</td>
<td>Trust Business</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2400</td>
<td>Commercial Bank Management</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2450</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2600</td>
<td>Bank Investments &amp; Funds Management</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2700</td>
<td>Financial Planning</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2740</td>
<td>Product Knowledge</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Hours for Certificate:** 15

**Credit Union Management**

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>
</tr>
</thead>
<tbody>
<tr>
<td>CUE 1080</td>
<td>Credit Union Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CUE 2000</td>
<td>Introduction to Credit Union</td>
<td>2</td>
</tr>
</tbody>
</table>
Certificate Programs

CUE 2050  Credit & Collections ......................................... 3
CUE 2100  Credit Union Accounting I .................................. 3
CUE 2150  Personnel Administration ................................... 3
CUE 2200  Credit Union Management ................................ 2
CUE 2250  Risk Management & Insurance ............................ 2
CUE 2300  Financial Counseling .......................................... 2
CUE 2310  Credit Union Economics ..................................... 3
CUE 2350  Money & Banking .............................................. 3
CUE 2400  Business Law ..................................................... 3

TOTAL HOURS FOR CERTIFICATE  15

Customer Service Management

Business analysts agree that the future belongs to companies which provide consistently high-quality customer service. The Customer Service Management 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>
<td>3</td>
</tr>
<tr>
<td>MGT 2220</td>
<td>Service Management</td>
<td>3</td>
</tr>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2120</td>
<td>Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>ENV 2010</td>
<td>Hazardous Waste Safety</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Programs

ENV 1500 Hazardous Waste Disposal ..................3
ENV 2000 Environmental Legislation ..................3
ENV 2030 Industrial Hygiene ............................3

TOTAL HOURS FOR CERTIFICATE 15

Photography (Technical Certificate Program)

The Photography Certificate Program provides knowledge and skills for photographic assignments. The program enables students to acquire knowledge of photographic systems and methods and to develop skills in lighting, camera handling, and black and white and color darkroom techniques.

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>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1010</td>
<td>Advanced Photographic Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2000</td>
<td>Color Printing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2020</td>
<td>Art of Photography</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 &amp; White Darkroom</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1130</td>
<td>Nature and Travel Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2550</td>
<td>Documentary &amp; Photojournalism Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2680</td>
<td>Commercial Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2780</td>
<td>Special Photographic Projects</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2998</td>
<td>Photography Internship</td>
<td>2</td>
</tr>
<tr>
<td>VPT 1100</td>
<td>Technical Video Production I</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS FOR CERTIFICATE 20-21

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.
Certificate Programs

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></td>
<td><strong>TOTAL HOURS FOR CERTIFICATE</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

### Real Estate

The real estate industry places great emphasis on education and professionalism. The Tennessee Real Estate Commission, through legislation, requires a pre-licensing 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></td>
<td><strong>TOTAL HOURS FOR CERTIFICATE</strong></td>
<td><strong>12</strong></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>Team Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2050</td>
<td>Human Resources</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL HOURS FOR CERTIFICATE</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>
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 W/Lab</td>
<td>5</td>
</tr>
<tr>
<td>CET 2210/11</td>
<td>Advanced Surveying W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>CET 2220</td>
<td>Site Planning &amp; 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

* May be waived for students with an adequate background in algebra and trigonometry.
Business & Community Services
The mission of the Business and Community Services unit is to provide quality programs and services in response to the continuing education needs of the community, to support economic and community development and to contribute to the well-being of the community and the general citizenry.

Programs are offered both on and off campus, during the day, evenings and weekends and in a variety of delivery modes. They are structured to serve the various needs of a diverse clientele. 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 unit 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.

Most of the continuing education programs offered by the unit are eligible for continuing education units (CEU's). CEU's are awarded for those non-credit activities that meet the criteria established 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 CEU'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 and type of the course, amount of materials furnished and instructional costs. Charges for other programs and services are determined on an individual basis.

Programs and Services

Personal Enrichment Programs. A wide variety of courses are offered to the community which offer opportunities for cultural enrichment, a vocational pursuit, personal growth, fun and recreation and enhancement of one's ability to function effectively in society.

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 nationally recognized Authorized AutoCAD Training Center and Intergraph Education Center. Pellissippi State is also a Bridgeport Training Center and offers a number of courses in the area of Computer-Aided Machining and Manufacturing. Additional advanced technology programs include Programmable Logic Controllers, Automated Manufacturing, Microelectronics and others.

Business and Professional Development Programs. The unit conducts numerous non-credit courses, seminars and workshops which focus on business/manage
ment development and professional continuing education requirements. These pro-
gram areas include business and management, supervision, customer service and
professional examination review, certification and relicensure.

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 individuals 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, Novell and Apple/Macintosh.
Hands-on training is emphasized with each student having access to a computer sys-
tem. 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 or the institute’s portable lab.

The institute also includes the Center for Advanced Workstation Computing
which houses computer equipment representative of the latest in workstation tech-
nology and serves as an instructional resource for educators involved in advanced
computer application and as a technical resource for area business and industry
through demonstrations, research and training.

Contract Industrial Training. In response to the specific training needs of area
business and industry, Pellissippi State is able to develop and deliver customized
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 coordi-
nators on staff, needs assessment, program design and development, training, facility
and project coordination can be provided in addition to the technical instruction.
The contract technical training programs are generally offered on-site, at an off-site
training center or at another convenient community location.

Technology Transfer. The goal of the Technology Transfer Program is to accel-
erate the transfer of modern manufacturing technology to industry in the region and
to assist firms, especially small to medium-sized companies, in improving their pro-
ductivity and competitiveness. This is accomplished by (1) providing workforce
training and upgrading opportunities for area workers, (2) informing and educating
the industrial firms of the region in the area of automated technology, (3) demon-
strating the applicability of the modern technologies to the production processes of
these firms, (4) assisting companies in the evaluation of manufacturing requirements
and implementation of new processes, (5) providing the resources and services for
the production of prototype and test parts and (6) 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 management 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, consulting and business forums.

Environmental Training and Safety. In order to assist area business, industry and government in understanding environmental and safety regulations and in meeting compliance requirements and to provide retraining and upgrading opportunities for persons involved in environmental and waste management occupations, the College offers a comprehensive array of programs and services in the areas of environmental and safety awareness, protection, regulation, compliance and remediation.

Public Service/Outreach. The unit provides a variety of programs and services to special community groups and target populations such as the disabled, senior citizens, youth, K-12 teachers and displaced homemakers. 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. SBDC offices are located at the Greater Knoxville Chamber of Commerce.

Teleconferences. Through the resources of the college's satellite teleconference/video center, live, interactive teleconferences are offered which provide relevant and up-to-date information to businesses community, government and schools. Teleconference topics cover a broad range of pertinent subject areas such as management, engineering, total quality, environmental health and safety 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, Lamar Alexander 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: Business and Community Services Registration.
4. With credit card payment, the completed registration form may be faxed to the Business and Community Services main office at 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 intent to withdraw two working days prior to the starting date of each class. 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
## Accounting

### 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, property, plant and equipment and current liabilities and payroll. Emphasis is placed on analyzing, preparing and reporting financial information.  
Corequisite: MTH 1010, 1020, 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 and special analysis. Also includes the statement of cash flows and analysis of financial statements. Emphasis is placed on using accounting information.  
Prerequisites: ACC 2110; CST 1010, CST 1110 or OST 1215 (for business career majors)  
Corequisite: CST 2030 (for business transfer majors)

### 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

### ACC 2220  
**Intermediate Accounting II**  
3 Credits  
A continuation of the study of financial accounting theory and practice, including measurement and valuation of intangible assets, 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

### 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 spoilage.  
Prerequisite: ACC 2120  
Corequisite: OST 2620

### ACC 2410  
**Income Taxation**  
3 Credits  
A study of federal income taxation as applied to personal income and sole proprietorships. Topics include inclusions and exclusions from gross income, adjustments, deductions, special taxes and credits.  
Prerequisite: ACC 2120

### ACC 2520  
**Accounting Systems**  
4 Credits  
A study of the flow of documents and information from initial transaction to financial statement preparation. Emphasis is on computer software applications using general ledger software and dBASE IV. Topics include internal control, general ledger, accounts receivable, accounts payable, inventory, payroll and job order costing.  
Prerequisites: ACC 2215 and 2350
Course Descriptions

ACC 2571 Internship 3 Credits
Supervised work experience. Individual conferences are arranged instead of class attendance.
Prerequisites: Completion of 15 hours of ACC courses, with minimum 2.75 GPA in ACC courses, second-year status and consent of department head

Advertising

ADV 2500 Advertising 3 Credits
A study of advertising principles applied to marketing and organizational situations. Includes study of the communication process, consumer behavior, market segmentation, creative strategy and media.

American Sign Language

ASL 1010 Beginning American Sign Language I 3 Credits
An introductory study of the language that 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 finger spelling and 400 signs.

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

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 life of the deaf.

ASL 1040 The Psychology of Deafness 3 Credits
A study of the psychology of deafness, with an emphasis on the psychological and developmental impact that hearing deprivation have on an individual.

ASL 2010 Intermediate American Sign Language I 3 Credits
A course that 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

ASL 2020 Intermediate American Sign Language II 3 Credits
A course that involves conversational practice, experience in signing music and the mastery of 100 additional American sign language idioms.
Prerequisite: ASL 2010

Anthropology

ANT 1100 Physical Anthropology 3 Credits
Focuses on the range of human genetic variation and adaptation that is demonstrated in living populations today, comparisons of biology and behavior between human and non-human primates and an examination of our human prehistory as it is outlined in the fossil record.
Course Descriptions

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 that lie behind behavior and upon which the attitudes and ideals of a society reflect.

Art

ART 1010  
**Beginning Drawing**  
2 Credits  
Development of observational skills and perception of reality. Fundamental aspects of drawing—line, tone, space, form and composition.

ART 1030  
**Three-Dimensional Design**  
2 Credits  
Projects dealing with real space and three-dimensional materials.

ART 1610  
**Basic Printmaking**  
3 Credits  
An introductory survey of print making.  
Prerequisite: ART 1010 for art majors — no prerequisite for non-art majors

ART 1710  
**Survey of Contemporary Art**  
3 Credits  
History of development of modern art from impressionism through present-day movements.

ART 1720  
**Western Art I**  
3 Credits  
Major movements in Western art, with emphasis on Europe from prehistory through the Middle Ages.

ART 1730  
**Western Art II**  
3 Credits  
Major movements in Western art, with emphasis on Europe and America from 1400 through the 20th century.

ART 2110  
**Intermediate Drawing**  
3 Credits  
A continuation of the fundamental concepts of drawing with emphasis on composition, techniques and content.  
Prerequisite: ART 1010

ART 2130  
**Painting**  
3 Credits  
Capacities of oil and acrylic painting on canvas.  
Prerequisites: ART 1010 and 2950 for art majors — no prerequisite for non-art majors

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

ART 2210  
**Ceramics I**  
3 Credits  
Hand-Building techniques, including forming methods, glazing, clay preparation and firing small and large-scale pieces.
Course Descriptions

ART 2220  Ceramics II  3 Credits
Thrown ceramic forms, including functional pottery techniques, glazing and firing methods.
Prerequisite: ART 2210

ART 2310  Photography  3 Credits
Art of black and white photography, field and studio shooting, history of photography, basic developing and enlarging techniques.

ART 2410  Sculpture  3 Credits
Problems that explore basic materials and techniques, including clay modeling, plaster construction and mold making.
Prerequisite: ART 1030 for art majors — no prerequisite for non-art majors

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

ART 2620  Intaglio Printmaking  3 Credits
Metal plate intaglio printing in traditional and contemporary techniques of etching; softground, drypoint, mezzotint, aquatint, open bite process and collograph plate construction. May be repeated. Maximum 6 hours.
Prerequisite: ART 1010 for art majors — no prerequisite for non-art majors

ART 2950  Intermediate Design & Color  3 Credits
Further exploration of basic techniques of two-dimensional design, with emphasis on color theory and technique.
Prerequisite: ART 1010

Astronomy

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: MTH 1010 or equivalent or consent of instructor

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: MTH 1010 or equivalent or consent of instructor
Automotive Technology

AMT 1000  Basic Mechanics W/Lab  3 Credits
The course includes an introduction to the identification of tools and 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 and tire and wheel service, lubrication of the automobile and cooling system service.

AMT 1100  Automotive Brakes W/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 and replacement and repair procedures.
Prerequisite: AMT 1000

AMT 1110  Suspension & Steering W/Lab  3 Credits
This course involves the study of suspension systems with, emphasis on wheel alignment and suspension rebuilding.
Prerequisite: AMT 1000

AMT 1200  Drive Lines & Differentials  1 Credit
A study of automotive drive shafts, universal joints, axles, differentials, bearings and seals.
Prerequisite: AMT 1000

AMT 1210  Air Conditioning & Heating Systems  4 Credits
A study of fundamentals, performance testing and diagnosis, servicing, evacuation and charging of automotive air conditioning systems. Also covers diagnosing and servicing the heating system of automobiles.
Prerequisite: AMT 1000

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

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 and 2005
Corequisite: AMT 2130, EET 2105
Course Descriptions

AMT 2130  Fuel & 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

AMT 2211  Engine Performance & Testing  1 Credit
This course is designed to give students practical experience with a wide variety of engine component testing, diagnostic evaluation, performance and repair activities. Students will run a wide range of tests against various automobile four cylinder, six cylinder and eight cylinder engines to determine specific problems and/or performance standards. Students will replace components and retest engines to determine specific changes in performance.
Prerequisite: AMT 2120

Banking

BKG 1900  Supervisory Training for Bankers  2 Credits
Provides first-line supervisors with the skills necessary to perform their job by integrating sound managerial concepts with practical experience.

BKG 2010  Understanding & Selling Banking Products  2 Credits
Course shows how to pinpoint and practice human relations skills that encourage smooth, clear and personalized communication between the customer and the bank employee. Students will learn how to identify clues when talking to a customer that can help you identify customer needs.

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.

BKG 2060  Marketing for Banking  2 Credits
A study of marketing principles and their practical application in the banking industry.

BKG 2100  Analyzing Financial 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.

BKG 2150  Introduction to Commercial Lending  2 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

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
**Course Descriptions**

**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.

**BKG 2250 Money & 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.

**BKG 2300 Law & 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.

**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.

**BKG 2350 Trust Business**
3 Credits
This course provides an overview of the trust department, including how it fits into the bank’s overall operations, the services it provides and generally how those services are delivered.

**BKG 2400 Commercial Bank Management**
3 Credits
Offers a complete introduction to the handling of day-to-day activities and incorporates case studies to aid the student in acquiring bank management skills. Provides a basic, functional foundation in bank management, analytical techniques for judging bank performance and a look at possible expansion opportunities for banks.

**BKG 2450 Supervision**
3 Credits
A study of principles of management, including planning, organizing, staffing, directing and controlling.

**BKG 2600 Bank Investments & Funds Management**
2 Credits
A study of banking investment and funds management strategies that earn an acceptable return without undue risk.

**BKG 2670 Communication Skills for Bankers**
1 Credit
Course emphasizes writing for a specific audience. Practical techniques for producing memos, letter and reports specific to financial institutions are covered.

**BKG 2700 Financial Planning**
2 Credits
An overview of the financial planning process and its application.

**BKG 2740 Product Knowledge**
1 Credit
A study of the range of financial products a bank can offer—consumer, corporate and trust products’ features and benefits.

**BKG 2770 Consumer Bankruptcy**
1 Credit
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.
Course Descriptions

BKG 2850  Economics for Bankers  3 Credits
An introduction to the principles of economics. Special emphasis is placed on impor­tance to bankers. Course provides basics of economic theory and examples.

Biology

BIO 1010  General Biology I  4 Credits
Chemical basis of life; cell structure and function, including energy metabolism; cell division; Mendelian and molecular genetics; kingdoms of monera, protista and fungi. Course includes 3 hours of lecture and 2 hours of laboratory applications each week.

BIO 1020  General Biology II  4 Credits
Plant and animal anatomy (tissues, organs and organ systems), physiology, reproduction and growth, evolution and population genetics, ecology and behavior. Course includes 3 hours of lecture and 2 hours of laboratory applications each week.

BIO 1510  Honors Biology I  4 Credits
An in-depth, interactive lecture and laboratory study of scientific methods and philosophies, cell chemistry, structure and function, genetics and the mechanisms of evolution. Students not achieving a C in this course must complete the sequence with Biology 1020. Courses must be taken in sequence and both consist of 3 hours of lecture and 2 hours of laboratory applications each week.

BIO 1520  Honors Biology II  4 Credits
An in-depth, interactive lecture and laboratory study of the diversity of life, plant and animal structure and function, ecology, and animal behavior.

Prerequisite: BIO 1510

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; a minimum of 4 hours of research is required each week. Intended as elective credit and may not be applied toward general education requirements.

Prerequisite: Consent of instructor

BIO 2010  Cell Biology  4 Credits
Organization and function of the cell. Four hours of lecture with announced discussion sessions.
Prerequisites: BIO 1010 and 1020 or two years of high school biology, CHM 1010 and 1020 or consent of instructor

BIO 2020  General Genetics  4 Credits
Classical and modern theories of heredity. Four hours of lecture, with announced discussion sessions.
Prerequisite: BIO 1010 and 1020 or two years of high school biology and CHM 1010 and 1020
**Course Descriptions**

**BIO 2030**  
*General Ecology*  
4 Credits  
Relationships between organisms and their environment, including human environmental problems. Four hours of lecture, with announced field trips.

**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.

**BIO 2220**  
*Microbiology*  
3 Credits  
An introductory course in microbiology dealing with bacteria, fungi, yeast and viruses to include discussions of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease and immunity. Course includes 2 hours of lecture and laboratory applications each week.

**BIO 2310**  
*Human Anatomy & 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. Course includes 3 hours of lecture and laboratory applications each week.

**BIO 2320**  
*Human Anatomy & Physiology II*  
4 Credits  
A study of the anatomy and physiology of blood, the circulatory, immune, respiratory, digestive, excretory, endocrine and reproductive systems. Course includes 3 hours of lecture and laboratory applications each week.  
**Prerequisite:** BIO 2310

**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

**Chemical and Environmental Engineering Technology**

**CHT 1030**  
*Industrial Seminar*  
1 Credit  
A study of the organization and technology of local industry and the role of the chemical and environmental engineering technician. Information is provided through plant tours and discussions with employers and program graduates.

**CHT 1330**  
*Mass & 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

**CHT 2200**  
*Instrumentation & 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
Course Descriptions

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: CHM 1110 and MTH 1020

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.

Prerequisite: CHT 1330

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

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 and MTH 1020

Chemistry

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. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.

Prerequisite: Two years of high school algebra and completion of R/D math requirements

CHM 1010 General Chemistry I 4 Credits
Modern atomic theory, chemical bonding, stoichiometry, kinetics. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.

Prerequisite: Two years of high school algebra and completion of R/D math requirements
Course Descriptions

CHM 1020  General Chemistry II  4 Credits
Chemical equilibrium, thermochemistry, electrochemistry, introduction to organic and biochemistry. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.
Prerequisite: CHM 1010

CHM 1100  Basic Organic & Biochemistry  4 Credits
Organic chemistry: alkanes and unsaturated and aromatic hydrocarbons, with emphasis on structure, nomenclature and functional groups. Biochemistry: amino acids and proteins, carbohydrates, lipids, nucleic acids. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.
Prerequisite: CHM 1000

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. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.

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. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.
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. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.
Prerequisite: CHM 1020

CHM 2020  Organic Chemistry II  4 Credits
Continuation of CHM 2010. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.
Prerequisite: CHM 2010

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. Course includes 2 hours of lecture and 6 hours of laboratory applications each week.
Prerequisite: CHM 1020 or 1120
Course Descriptions

CHM 2210  
Applied Organic Chemistry  
4 Credits

A study of the physical and chemical properties of organic compounds with strong emphasis on understanding organic reaction mechanisms. Memorization will be subordinated and strong emphasis placed on understanding the conditions that affect 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. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.

Prerequisite: CHM 1120

CHM 2310  
Analytical Chemistry  
4 Credits

Principles and practices of quantitative measurements in chemical systems. Acid base, complexometric and redox equilibria; elementary and spectrophotometry; chemical separations, including chromatography, ion exchange and solvent extraction. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.

Prerequisite: CHM 1020

Civil Engineering Technology

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.

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.

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 and their proper application; performance of standard tests on construction materials; and preparation of proper technical reports on test results.

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.

Corequisite: MTH 1020

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.

CET 2020  
Construction, Management, Scheduling & Codes  
3 Credits

Implementation of the Standard Building Code, specifications, bonds and 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
Course Descriptions

**CET 2110  Soil Mechanics W/Lab  3 Credits**

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

**CET 2120 (Same as GEO 2020)  Environmental Geology  3 Credits**

Introduction to fundamental physical processes within and upon the Earth's surface, human interactions with the environment and environmental issues associated with resource utilization and management.

**CET 2140  Geohydrology  4 Credits**

This course covers the basic laws and properties of incompressible fluids; introduction to hydrologic cycle; precipitation measurement and distribution, stream flow measurement and unit hydrograph; well drilling and ground-water flow analysis and application of hydrologic and hydraulic principles to design of urban drainage systems.

Prerequisites: CID 1100 and MTH 1020

**CET 2210  Advanced Surveying Principles W/Lab  3 Credits**

The basic principles of mapping profiles, horizontal curves, vertical curves, astronomical observation and custom surveying.

Prerequisite: CET 1210

**CET 2220  Site Planning & Development  3 Credits**

Basic concepts and design considerations in site planning and development. Topics include topography, storm water drainage, retention basins, sanitary sewer considerations, subdivision planning and pavement alignment and design.

**CET 2240  Legal Aspects of Surveying  3 Credits**

This course emphasizes the legal aspects of land surveying, including professionalism, licensing, documents, legal definitions and laws.

**CET 2310  Mechanical Systems I W/Lab  4 Credits**

The basic design principles of hydraulics; water distribution; sewage systems; fire sprinkler systems; and heating, ventilation and air conditioning systems.

Prerequisite: Second-year status

**CET 2320  Mechanical Systems II W/Lab  4 Credits**

The basic principles of electricity, wiring principles, multiphase systems, lighting fundamentals and energy management control systems.

Prerequisite: Second-year status

**CET 2410  Structural Steel Design  3 Credits**

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: MET 1000

**CET 2420  Reinforced Concrete Design  3 Credits**

Design of reinforced concrete structures, including beams, columns, floor systems, footings and retaining walls.

Prerequisite: MET 1000
Course Descriptions

CET 2710
Special Projects
Variable Hours
1-5 Credits
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.

Communications

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.

CMN 2000
Writing for Mass Media
3 Credits
Information gathering and writing, including news and promotional copy, under deadline for print and broadcast media. Preparation of news, advertising copy and persuasive text on the computer. Comparison of styles and organization techniques. Grammar, usage and style workshop.

Prerequisite: CMN 1020, ENG 1020 and keyboard skills

Communications Graphics Technology

CGT 1000
Graphic Design Fundamentals
5 Credits
A study of visual design fundamentals and creative problem-solving techniques using sketching and computer graphics applications.

Corequisite: CGT 1030

CGT 1010
Photographic Communications
3 Credits
A study of the fundamentals of photographic concepts, techniques and processes for graphic design.

CGT 1030
Introduction to Macintosh Graphic Design
3 Credits
Introduction to the Macintosh computer and its operating system and an overview of graphic design applications.

Corequisite: CGT 1000 for CGT majors - no prerequisite for non-CGT majors

CGT 1100
Digital Graphic Design I
5 Credits
A study of visual communications theory, creative problem solving techniques and concepts for graphic design. Portfolio development and review.

Prerequisite: CGT 1000

CGT 1110
Typography
3 Credits
A study of the basics of typography, including history, font designs, functions and expressive applications for graphic design. Introduction to use of computerized equipment emphasized.

Corequisite: CGT 1000
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CGT 1120</td>
<td>Professional Seminar I</td>
<td>1</td>
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<tr>
<td></td>
<td>A study of the communications graphics field. Scope of industry, emerging technologies and dialogue with area professionals are emphasized.</td>
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<tr>
<td>CGT 1130</td>
<td>Professional Seminar II</td>
<td>1</td>
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<tr>
<td></td>
<td>Graphic design production, electronic pre-press, printing technologies. Prerequisites: Consent of instructor</td>
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<tr>
<td>CGT 2000</td>
<td>Digital Graphic Design II</td>
<td>5</td>
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<td></td>
<td>The study of advertising design, including design research, creative strategies development, visual/verbal concepts and presentation skills. Individual and team projects. Prerequisites: CGT 1000 and successful portfolio review</td>
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<tr>
<td>CGT 2030</td>
<td>Illustration</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of the fundamentals of illustration techniques and rendering skills in traditional and electronic media for visual communications. Prerequisite: CGT 1100</td>
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<tr>
<td>CGT 2040</td>
<td>Computer Illustration</td>
<td>3</td>
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<tr>
<td></td>
<td>Creating electronic renderings for visual communications. Infographics, product, editorial and conceptual imaging are explored. Corequisite: CGT 1100 or consent of instructor</td>
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<tr>
<td>CGT 2050</td>
<td>Special Projects</td>
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<td></td>
<td>Special projects and applications in emerging technology and media. May be repeated up to 9 credits. Corequisite: CGT 1100 or consent of instructor</td>
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<tr>
<td>CGT 2100</td>
<td>Digital Graphic Design III</td>
<td>5</td>
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<tr>
<td></td>
<td>Advanced graphic design. Comprehensive projects to include design management, development and production. Professional portfolio/student exhibition. Prerequisite: CGT 2000 or consent of instructor</td>
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<tr>
<td>CGT 2120</td>
<td>Professional Seminar III</td>
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<tr>
<td></td>
<td>Professional issues, ethics and emerging technologies. Prerequisite: CGT 1120</td>
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<tr>
<td>CGT 2130</td>
<td>Professional Seminar IV</td>
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<tr>
<td></td>
<td>A study of negotiation skills and project management in graphic design. Prerequisite: CGT 2120</td>
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<tr>
<td>CGT 2140</td>
<td>Desktop Publishing</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of electronic publishing, including the integration of text and graphics. Prerequisite: Consent of instructor</td>
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<tr>
<td>CGT 2160</td>
<td>3-D Modeling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of advanced three-dimensional design and construction. Exhibition, package design and modeling techniques will be emphasized. Prerequisite: CGT 1100 or consent of instructor</td>
<td></td>
</tr>
</tbody>
</table>
Course Descriptions

CGT 2998 Internship 2 Credits
Experience working in a professional office, studio or agency.
Prerequisite: Approval by CGT instructor

Computer Integrated Drafting and Design

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 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.

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 and orthographic projection methods such as isometric, diametric, trilinear and perspective projection methods. Both one-point and two-point perspectives will be covered.
Corequisite: CID 1100

CID 1200 Microstation W/Lab 4 Credits
A course using Microstation CAD software for design and drafting applications. The course covers basic commands, 3-D commands, file manipulations, symbology, dimensioning and surfacing. The student will be able to construct three-dimensional design models; transfer information to two-dimensional files and 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 that 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
Course Descriptions

**CID 1310**  
*Micro Cadam*  
Micro-Cadam software commands and operating procedures necessary for entry skills. Basic element creation, manipulation, dimensioning, text and detail commands covered.

**CID 2150**  
*Advanced AutoCAD W/Lab*  
A continuation of training in the AutoCAD software begun in CID 1100. The course covers topics involving the creation and manipulation of three-dimensional drawings, menu customizing, solid modeling, creation and management of symbol libraries and an introduction to AutoLisp programming language. Students 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*  
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.

Prerequisite: CID 1220

**CID 2170**  
*Architectural Detailing W/Lab*  
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.

Prerequisite: CID 1210

**CID 2190**  
*Structural Detailing W/Lab*  
This course builds 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 and connections and represent these components using a CAD system.

Prerequisite: CID 1210

**CID 2300**  
*CIDD Project/Internship*  
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

## Computer Science Technology

**CST 1010**  
*Introduction to Computers & Operating Systems*  
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 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.
Course Descriptions

CST 1030  Introduction to Programming  4 Credits
Prerequisite: MTH 1020 or equivalent
Corequisite: CST 1120 or 1410

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 the potential of algorithmic machines. The course also includes an introduction to DOS and programming in BASIC.

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 careers in personal computer related fields.

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

CST 1230  Data Structures  4 Credits
Structured programming, data structures and applications, techniques, lists, queues, trees, tables, streams, algorithms and files.
Prerequisite: CST 1030

CST 1320  Introduction to Programming & 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.
Corequisite: CST 1110; MTH 1010 or 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 course work includes terminology, operation of computers, DOS, BASIC and introduction to other languages and systems.
Corequisite: MTH 1020

CST 1370  Computer Programming for Engineering Transfer  4 Credits
Introduction to computers, algorithms, flowcharts and programming with applications in engineering and graphics.
Corequisites: ENS 1210 and 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 1520
**CST 1510 Programming in Pascal 4 Credits**

A study of structured programming concepts, modular design, problem solving and 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: MTH 1010 or 1020

**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

**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 that cause action within the windowing session and that control various activities made available to the user. Emphasis will be on code creation, sound programming practice, window control and graphic design.

Prerequisite: CST 1110

**CST 1705 Technical Desktop Publishing 3 Credits**

A hands-on study of various desktop 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

**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 1740.

Prerequisite: CST 1010

**CST 1715 PC Operating Systems 3 Credits**

A study of operating systems used in computers today. Emphasis will be on microcomputers and workstation environments. DOS 5.x, OS/2, Windows 3.x and other operating systems will be covered and used. Minicomputer and mainframe environments will be discussed, but are not the main topics of this course.

Prerequisite: CST 1010, 1110 or 1120

**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
Course Descriptions

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, SQLPLUS, database design and creation, data queries, view definition and use, operators and functions, use of SQLFORMS, reportwriter, menus, security, calculation, indexing, programming in PROC, utilities and data transport.
Prerequisite: CST 1110 or department approval

CST 1730  Computer Applications  3 Credits
A study of a specific application package or integrated product that 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

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 setup, 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

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

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, peripheral devices, graphics, word processing, spreadsheets, charts, databases, utilities and other applications packages.

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 log in command file, working with file organization and protection, advanced EDT functions and introduction to EVE and DSR.
Prerequisite: CST 1410

CST 1755  Networking & Communications  3 Credits
A hands-on study of microcomputer communications applications and networking products. Lab activities cover installation, file server setup, 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.
Prerequisite: CST 1010, 1110, 1120 or department approval

CST 1760  UNIX & 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
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

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

CST 1775  **IBM AS/400 Operation, Use & Management**  3 Credits
A hands-on study of IBM AS/400 Mini computer system and associated products. Lab activities cover setup, 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

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, fourth-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

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 cover setup, 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

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 use and documentation learning or development. Projects must be approved by the department head prior to enrollment.

**Prerequisite:** CST 1110

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 and VSAM data and utilities. The course covers JCL communications with IBM OS mainframe operating systems.

**Prerequisite:** CST 1110 or department approval
Course Descriptions

CST 2005  Computer Systems in Automotive Technology  3 Credits
Development of computer skills used in the automotive technology field. Hands-on instruction and simulation of actual customer/product/corporate on-line requests.
Prerequisites: AMT 1000, MTH 1020

CST 2030  Management Information  4 Credits
Management information concepts. Organizational information needs, management decisions relating to technology and systems design. Database management systems and applications development software. Students with no prior computer experience are encouraged to complete CST 1010 before enrolling in this course.

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

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

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 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 and simulation and solution of ordinary differential equations. No prior knowledge of FORTRAN is assumed.
Prerequisites: CST 1410 and MTH 1210 or 1410

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

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 1220 or 1410 (Also recommend Pascal, CST 1510)
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CST 2360</td>
<td>BASIC Programming II</td>
<td>4</td>
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<tr>
<td></td>
<td>A study of the advanced programming techniques available in the BASIC language. Application problems are presented that allow the use of advanced arrays, string functions, numeric functions, file processing, color, sound and graphics.</td>
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<td></td>
<td>Prerequisite: CST 1320</td>
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<tr>
<td>CST 2510</td>
<td>Database Management Systems</td>
<td>4</td>
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<tr>
<td></td>
<td>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.</td>
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<td></td>
<td>Prerequisite: CST 1110</td>
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<td></td>
<td>Corequisite: CST 1410</td>
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<tr>
<td>CST 2620</td>
<td>RPG II Programming</td>
<td>4</td>
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<td></td>
<td>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.</td>
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<td></td>
<td>Prerequisites: CST 1110 and one computer language</td>
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<tr>
<td>CST 2630</td>
<td>Data Structures</td>
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<td></td>
<td>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.</td>
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<td></td>
<td>Prerequisites: CST 1220 or 1410 and CST 1510</td>
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<tr>
<td>CST 2640</td>
<td>ADA Programming</td>
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<tr>
<td></td>
<td>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.</td>
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<td>Prerequisite: CST 1410 (Also recommend a high-level language - COBOL, FORTRAN, C, PASCAL)</td>
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<tr>
<td>CST 2660</td>
<td>Advanced C Programming</td>
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<td></td>
<td>A study of the advanced features available in the C language and transportation techniques to various operating systems. Covers variations in C compilers.</td>
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<td>Prerequisite: CST 2310</td>
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<tr>
<td>CST 2670</td>
<td>RPG III Programming</td>
<td>4</td>
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<td></td>
<td>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.</td>
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<td></td>
<td>Prerequisites: CST 1110 and one computer language</td>
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</table>
**Course Descriptions**

**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

**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

**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 covers practice with file organization, file protection, data communication, command languages, systems programming techniques and data structures.

**Prerequisite:** CST 1220 or 1410

**CST 2810 Systems Analysis & Design 4 Credits**

A study of system analysis techniques. Management teams analyze, design and select hardware/software and implement solutions to practical problems. A laboratory will be scheduled to enhance student’s ability to use tools and techniques of systems analysis and design in solving the problems.

**Prerequisites:** CST 1220 or 1410 and ENG 1010

**Corequisite:** CST 2510

**CST 2911 Computer Science Internship 4 Credits**

Computer science technology practical 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:** Completion of all courses through the third semester and departmental approval and an overall GPA of 2.5 or better, students must complete an application and apply for acceptance 10 days prior to semester enrollment date to be accepted into the program.
Credit Union Management

CUE 1080  Credit Union Marketing  3 Credits
A study of 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

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 the financial system.
Prerequisite: Second semester status

CUE 2050  Credit & 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

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

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

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

CUE 2250  Risk Management & 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

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
Course Descriptions

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 and the Federal Reserve and its powers. Special emphasis is placed on applications to credit unions.

CUE 2350  Money & Banking  3 Credits
A study of financial institution structures and their role in the financial, economic and open market operations.
Prerequisite: Second-semester status

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

CUE 2500  Credit Union Finance  3 Credits
An introduction to general issues in finance and their application to credit union financial management.

Developmental Studies English (see English)

Developmental Studies Math (see Mathematics)

Developmental Studies Reading (see Reading)

Developmental Study Skills

DSS 0800  College & Lifetime Learning  3 Credits
College and Lifetime Learning supports integration of reading, English and math skills. Content covers a combination of traditional study skills including note taking, test taking and improving memory. It also covers essential life skills including managing time, managing conflict, setting goals, solving problems creatively, maintaining good health and utilizing community and college resources.

Economics

ECN 1000  Consumer Economics  2 Credits
A survey of consumer economics, including financial planning, credit and tax planning and insurance.
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.

Corequisite: MTH 1010 or 1210

### Electrical Engineering Technology

**ECE 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 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.

Prerequisite: ENS 1310  
Corequisites: MTH 2310 and PHY 2310

**ECE 2020  
Circuits II W/Lab**  
4 Credits

Average, complex, real and imaginary power; effective value of voltage and current; threephase 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. Course includes 3 hours of lecture and 3 hours of laboratory applications each week.

Prerequisite: ECE 2010  
Corequisites: MTH 2410 and PHY 2320

**ECE 2030  
Circuits & Electromechanical Components**  
3 Credits

DC and AC circuits, transients, transformers, motors, generators. For non-engineering majors only.

Corequisites: MTH 2310 and PHY 2310

**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.

**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.

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.

Corequisite: MTH 1020
Course Descriptions

**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

**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.
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.

**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 and EET 1015

**EET 2105  Automotive Electronic Troubleshooting W/Lab  3 Credits**
A continuation of EET 2005. The applications of readouts in the most modern automobiles.
Prerequisites: AMT 1000 and EET 1015 and 2005

**EET 2220  Active Devices II W/Lab  4 Credits**
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.
Prerequisite: EET 1210

**EET 2310  Microprocessors I W/Lab  4 Credits**
Basic microprocessor architecture with particular emphasis on the Motorola 68000. 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.
Prerequisite: EET 1310
EET 2320  Microprocessors II W/Lab  4 Credits
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.
Prerequisite: EET 2310

EET 2510  Communication Electronics W/Lab  4 Credits
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.
Prerequisites: EET 1020 and 1210

EET 2601  Major Projects  2 Credits
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.
Prerequisite: EET 2310
Corequisite: EET 2220

EET 2710  Computer Troubleshooting  4 Credits
This course includes installation and setup of computer systems, including peripherals. Troubleshooting techniques, including various utilities and diagnostics are covered. Aspects such as professional ethics and customer relations are treated.
Prerequisite: EET 2310
Corequisite: EET 2220

EET 2720  Data Communications & 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 are various LAN’s (local area networks) and WAN’s (wide area networks) that include network components, installation and troubleshooting.
Prerequisite: EET 2310
Corequisite: MTH 1420

Engineering Science

ENS 1210  Statics  3 Credits
Vectors, forces and moments; equivalent force systems; and free-body diagrams, equilibrium, frames, trusses and friction.
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 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 and simulation and solution of ordinary differential equations.
Prerequisite: CST 1370, ENS 1310 and MTH 1420
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

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**English**

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 multiparagraph compositions, summary writing, documentation methods and report formats.  
Prerequisite: Completion of or exemption from RSR 0710 (Basic Reading)

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 RSE 0720 and DSE 0820

ENG 1020  
**English Composition II**  
3 Credits  
Analytic writing based on the study of literature; study and practice of research writing.  
Prerequisite: ENG 1010

ENG 1030  
**Writing Workshop**  
1 Credit  
Writing Center-based course for (1) students eligible to take degree-level English courses who want additional instruction in writing and (2) students taking degree-level English courses who are required by their instructors to work on certain aspects of their writing. Instruction in mechanics, paragraph development, essay structure, developing and documenting research papers and writing about literature. Students in category 1 must register for the course by the end of the late registration period; students in category 2 must be assigned to the workshop no later than the 14th day of instruction. To receive credit, students must satisfy the competency requirements established at the beginning of the instructional period and must meet with the instructor assigned to them a minimum of 30 hours per semester, averaging two hours per week. Grading: P/F.  
Prerequisite: Enrollment in or completion of ENG 1010.

ENG 1040  
**ESL Laboratory**  
3 Credits  
A course for non-native speakers of English emphasizing pronunciations, conversation and listening skills. Recommended for all ESL students except those with superior oral communications abilities. Grading: A, B, C, D, F.
ENG 1180  Honors Composition  3 Credits
Enriched version of 1010. Expository and analytic writing based on the study of literature and nonfiction prose; the study and practice of research writing. Students receiving a grade below B in 1180 will complete a year’s work in English composition by taking ENG 1020. Students receiving a grade of A or B will complete their freshman English requirement by choosing ENG 1020, 2630 or 2950 or a sophomore literature course.
**Prerequisite:** English ACT score of 26 or better or consent of the English Department.

ENG 1221  English Review for Non-native Speakers  5 Credits
Comprehensive review of English rhetorical structures. Extensive practice in reading, vocabulary and writing. A student may be admitted to this course by passing a comprehensive ESL placement test, which includes reading, writing, vocabulary and grammar.
**Prerequisite:** The student must achieve a score of 75 on the Michigan Test of English Language Proficiency and must complete an ESL writing sample that demonstrates the ability to perform at the college level as an ESL writer.

ENG 1330  Composition Practice for Non-Native Speakers  5 Credits
Intensive practice in composition organization and development. A student may be admitted to this course by passing a comprehensive ESL placement test, which includes reading, writing, vocabulary and grammar. The course may be taken before or with ENG 1010.
**Prerequisite:** The student must achieve a score of 75 on the Michigan Test of English Language Proficiency and must complete an ESL writing sample that demonstrates the ability to perform at the college level as an ESL writer.

ENG 2010  British Literature I  3 Credits
A study of the development of British literature from three periods: Anglo-Saxon and Middle Ages, Renaissance and Restoration and 18th century.
**Prerequisite:** ENG 1020

ENG 2020  British Literature II  3 Credits
A study of the development of British Literature from three periods: Romantic, Victorian and 20th Century.
**Prerequisite:** ENG 1020

ENG 2210  Literature of the Western World I  3 Credits
Ancient, Medieval and Renaissance literature.
**Prerequisite:** ENG 1020

ENG 2220  Literature of the Western World II  3 Credits
Enlightenment, Romantic and modern literature.
**Prerequisite:** ENG 1020

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

ENG 2320  American Literature II  3 Credits
American literature from the War Between the States to the present.
**Prerequisite:** ENG 1020
Course Descriptions

**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

**ENG 2950**  
*Business & Technical Writing*  
3 Credits  
Instruction and practice in the forms and techniques of business and technical writing and editing on the computer, with an emphasis on basic writing skills when necessary. It is recommended that students be able to type 20 wpm.  
Prerequisite: ENG 1010

**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.

Environmental Technology and Safety

**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.

**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.

**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.

**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 non-ionizing radiation, light, heat, noise and microbiological hazards.

Finance

**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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FIN 2050</td>
<td>Insurance Fundamentals</td>
<td>3</td>
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<tr>
<td></td>
<td>Identification, measurement and decision</td>
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<td>making with regard to insurance-type tasks</td>
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<td>facing firms and individuals.</td>
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<td><strong>Prerequisites:</strong> MTH 1010 and MGT 2060</td>
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<td>FIN 2100</td>
<td>Investments</td>
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<td>The course examines the steps of financial</td>
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<td>planning, with emphasis on investment</td>
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<td>selection and portfolio design.</td>
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<td><strong>Prerequisite:</strong> ACC 2110</td>
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<td>FIN 2150</td>
<td>Real Estate Principles &amp; Finance</td>
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<td>principles underlying real estate</td>
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<td>principles of financing real property.</td>
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<td>FIN 2200</td>
<td>Financial Institutions</td>
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<td>Management policies of financial</td>
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<td>economic and regulatory environment,</td>
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<td>structure and competition.</td>
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<td><strong>Corequisite:</strong> FIN 2250</td>
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<td>FIN 2250</td>
<td>Money &amp; Banking</td>
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<td>A study of money and the world of</td>
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<td>banking that it creates and through which</td>
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<td><strong>Prerequisite:</strong> ECN 2010</td>
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<td>FIN 2300</td>
<td>Analyzing Financial Statements</td>
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<td>A case course examining differences in</td>
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<td>accounting information through ratio</td>
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<td><strong>Prerequisite:</strong> ACC 2110</td>
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<td>FIN 2350</td>
<td>Real Estate Principles &amp; Law</td>
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<td>FIN 2450</td>
<td>Real Estate Principles &amp; Sales</td>
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<td>principles underlying real estate</td>
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<td>skills needed to sell real property.</td>
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<td>FIN 2471</td>
<td>Finance Internship</td>
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<td>Supervised work experience. Individual</td>
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<td><strong>Prerequisites:</strong> Completion of 15 hours</td>
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<td>of FIN courses with minimum 2.75 GPA in</td>
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<td>FIN courses, second-year status, consent</td>
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Course Descriptions

First Year Experience

**FYE 1000**  
First Year Experience  
1 Credit  
This eight-week course serves first-year students as an orientation to the college experience. The course fosters student participation in the campus community and its service centers. Students explore expectations of college life; examine issues common to first-year college students; and develop support systems with peers, faculty and college staff.

French

**FRE 1010**  
Beginning French I  
3 Credits  
Introduction to reading, writing, speaking and understanding the French language. Language laboratory required.

**FRE 1020**  
Beginning French II  
3 Credits  
Continuation of FRE 1010.  
Prerequisite: FRE 1010 or one year of high school French

**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

**FRE 2020**  
Intermediate French II  
3 Credits  
Continuation of FRE 2010.  
Prerequisite: FRE 2010 or equivalent

Geography

**GGY 1010**  
Cultural Geography  
3 Credits  
A study of the concepts, features and processes significant to the basic understanding of the role of humans in changing the surface of the world. Emphasis will be on languages, race, culture, politics, religion, agriculture, population and urban and economic geography.

Geology

**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. Course includes 3 hours of lecture and 2 hours of laboratory applications each week.
### Course Descriptions

#### GEO 1020 Historical Geology 4 Credits
An investigation of the physical, biological and tectonic evolution of Earth (primarily focused on the different geologic events that have occurred on the North American continent). The course reviews the more common geological techniques used to reconstruct the geochronology Earth (radiometric dating techniques, species evolution theories, plate tectonics theories). Course includes 3 hours of lecture and 2 hours of laboratory applications each week.

**Prerequisite:** GEO 1010

#### GEO 2020 (Same as CET 2120) Environmental Geology 3 Credits
Introduction to fundamental physical processes within and upon the Earth's surface, human interactions with the environment and environmental issues associated with resource utilization and management.

### German

#### GER 1010 Beginning German I 3 Credits
Introduction to German.

#### GER 1020 Beginning German II 3 Credits
Continuation of GER 1010.

**Prerequisite:** GER 1010 or one year of high school German.

#### GER 2010 Intermediate German I 3 Credits
Reading, writing and speaking German.

**Prerequisite:** GER 1020 or equivalent

#### GER 2020 Intermediate German II 3 Credits
Continuation of GER 2010.

**Prerequisite:** GER 2010 or equivalent

### History

#### 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.

#### HIS 1010 Western Civilization I 3 Credits
Survey of ancient Western world to 1715.

#### HIS 1020 Western Civilization II 3 Credits
Survey of Western world from 1715 to the present.

#### HIS 1110 U.S. History I 3 Credits
Survey of U.S. history from settlement to 1877.

#### HIS 1120 U.S. History II 3 Credits
Survey of U.S. history from 1877 to the present.
Course Descriptions

HIS 1195 African-American History I 3 Credits
The African-American experience to 1890.

HIS 1196 African-American History II 3 Credits
The African-American experience from 1890 to the present.

HIS 1570 Honors Western Civilization I 3 Credits
A survey of the ancient world to 1715 that, through use of primary and secondary sources and extensive class discussion, seeks to develop a conceptual understanding of the roots of the civilization in which we live.

Prerequisite: Consent of instructor and minimal ACT composite score of 22

Humanities

HUM 1020 Special Topics in the Humanities 3 Credits
Study and discussion of a selected topic in the humanities. Content varies. May not be repeated for credit.

HUM 2010 Exploring the Humanities 3 Credits
An interdisciplinary, team-taught course focusing on thematic content within three humanities disciplines. Theme and disciplines vary from semester to semester.

Prerequisite: ENG 1020

Insurance Production

INP 1000 Essentials of Automation 2 Credits
Designed to help the student understand the information process that supports work activities in an insurance office. The course will help the student to make knowledgeable choices when employing automation as a tool in performing insurance tasks.

INP 1010 Introduction to Insurance 1.5 Credits
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.

INP 1020 Principles of Insurance Production 3 Credits
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.

INP 1030 Multiple Lines Insurance 3 Credits
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.
### 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.

### INP 1070  
**Property Loss Adjusting**  
3 Credits  
In-depth treatment of apportionment, insurable interest and 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.

### 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.

### 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.

### 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.

### 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.

### 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 organization’s total risk management effort.

### 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.

### 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.

### 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 that exposure. 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.

### INP 1450  
**Legal Environment of Insurance**  
3 Credits  
A study of general business law, particularly the areas of tort, contract and agency law with the emphasizes on application of business law to insurance situations.
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.

INP 1600  Insurance Accounting & 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 five assignments specifically relate to property and liability insurance. Successful completion of this course will prepare the student for the National CPCU test.

INP 1700  Loss Exposure & 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.

INP 1800  Commercial Liability Risk Management & 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.

INP 1850  Insurance Operations  3 Credits
Overview of how the various insurance functions interact with each other and with outside entities to provide insurance and related services.

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.

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.

Interior Design Technology

IDT 1000  Introduction to Interior Design  1 Credit
Orientation to the profession; relationship to allied fields, contemporary developments; philosophical approaches.

IDT 1020  Design Studio 1  4 Credits
Principles of spatial organization, creative problem-solving and communication techniques for micro-environments, including residential design and small-commercial design will be covered.

Prerequisites: CID 1100 and IDT 1000
Corequisites: IDT 1100 and MTH 1100

IDT 1030  History of Interiors  3 Credits
Interior architecture, decoration and decorative arts within cultural context, ancient through 19th century. Emphasis on Italy, England France and America.
**IDT 1100**  
Materials & Process  
3 Credits  
Introduction to materials and processes used in interior design and related industry. Course topics will include floor treatments, wall treatments, window treatments, cabinetry, construction, building processes and codes.  
**Corequisite:** ENG 1010

**IDT 2000**  
Design Studio II  
4 Credits  
Problem solving and spatial organization of micro-environments on an increasingly larger scale with communication of total design solutions. Design problems will include programming, detailing and choosing finishes for such projects as hospitality, restaurant, retail and office spaces, with possible emphasis on historic preservation.  
**Prerequisites:** IDT 1020 and RCS 1200

**IDT 2010**  
Design Studio III  
4 Credits  
Complex problems utilizing systematic design methodology to design institutional and large commercial spaces including educational, health care and historic preservation projects.  
**Prerequisite:** IDT 1020

**IDT 2020**  
Professional Practice  
3 Credits  
Interprofessional relationships and business practices and procedures, responsibilities and liabilities in the interior design profession.  
**Prerequisite:** ENG 1010

**IDT 2030**  
Modern Interiors and Architecture  
3 Credits  
Interior architecture, furniture, design philosophies, 19th-century roots of the 20th-century developments, Europe and America; design as influenced by movements in fine arts, technological advances, and cultural context.

**Journalism**

**JOU 2030**  
News Writing & 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

**JOU 2700**  
Public Relations Principles  
3 Credits  
Theories and principles of public relations. Overview of public relations in management of business, government, institutions and organizations. Brief case studies and public relations projects.  
**Prerequisite:** CMN 1020

**Legal Assistant Technology**

**LAW 1000**  
Professional Responsibility  
3 Credits  
Introduction to the work performed by legal assistants, organization of legal institutions, introduction to legal procedure regulation of the profession, legal ethics and professional responsibility.
Course Descriptions

**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.  
Prerequisite: LAW 1000

**LAW 1020**  
**Law in Society**  
3 Credits  
Introduction to the Constitution, to U.S. Supreme Court and legal issues. Exploration of social and economic factors affecting decisions of lawmakers, judges, juries, attorneys and law enforcement agencies within the context of the adversarial system.  
Corequisite: LAW 1000

**LAW 1040**  
**Legal Research & Writing I**  
3 Credits  
A study of necessary materials for legal research, codes, reporter systems, digests and practice manuals. Methods of legal citation.  
Corequisite: LAW 1000

**LAW 2020**  
**Legal Research Writing II**  
3 Credits  
A study of the format and organization of legal memoranda and briefs, common writing problems, citation and computerized legal research.  
Prerequisites: LAW 1000 and 1040

**LAW 2030**  
**Property Law**  
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. An introduction to property law, personal property issues and bailment.  
Prerequisites: LAW 1000 and 1040

**LAW 2040**  
**Estates & Trusts**  
3 Credits  
A study of common forms of wills and trusts, analysis of administration of estates by probate courts and the assistant’s role in preparation of legal documents for planning and distribution of estates.  
Prerequisites: LAW 1000 and 1040

**LAW 2100**  
**Torts**  
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 and 1040

**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 and 1040

**LAW 2120**  
**Criminal Law & Procedure**  
3 Credits  
Survey of state and federal law of crimes and criminal procedure; the assistant’s role in criminal cases.  
Prerequisites: LAW 1000 and 1040
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 consent of program head; 2.75 GPA in LAW courses.

LAW 2300  
**Commercial Law & 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. Introduction to Bankruptcy.  
**Prerequisites:** LAW 1000 and 1040

LAW 2400  
**Civil Procedure**  
3 Credits  
Civil litigation procedures and practices in federal and state courts; jurisdiction; venue; requirements of pleadings, discovery devices, procedures at trial; procedures for handling civil appeals, with emphasis on the legal assistant's role in civil litigation.  
**Prerequisites:** LAW 1000 and 1040

LAW 2500  
**Commercial Law & Practice II**  
3 Credits  
Survey of state and federal law affecting the organization and operation of business associations (proprietorships, agencies, partnerships and corporations); duties and liabilities of partners, agents, directors and shareholders. Introduction to federal and state employment law. Emphasis on the legal assistant's role in collecting data and drafting documents to form a Tennessee corporation and maintaining minutes and records.  
**Prerequisites:** LAW 1000 and 1040

LAW 2600  
**Special Topics**  
3 Credits  
Study and discussion of a selected topic in law. Content will vary. May be repeated with department head consent.

LAW 2900  
**CLA Review**  
3 Credits  
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:** Consent of program head

Leadership

LEA 2000  
**Leadership Development**  
3 Credits  
A course designed to provide students with the fundamental knowledge and skills required of effective leaders. Experiential learning exercises, interactions with peers and college and community leaders and written assignments are combined to illustrate the application of strategies required to successfully communicate with others facilitate group or organizational activities, constructively resolve conflicts and plan implement activities or programs. Issues of diversity, personal growth and interpersonal relationships are explored within the context of leadership development.  
**Prerequisite:** FYE 1000  
**Corequisite:** ENG 1010
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of management through analyzing managerial functions of planning, organizing, leading and controlling.</td>
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</tr>
<tr>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of team leadership techniques needed for successful management. Topics include application of modern psychological principles to training, motivating, disciplining and leading.</td>
<td>Prerequisite: MGT 2000</td>
</tr>
<tr>
<td>MGT 2050</td>
<td>Human Resources</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of principles of personnel management, including recruitment, selection development and maintenance of human resources.</td>
<td>Prerequisite: MGT 2000</td>
</tr>
<tr>
<td>MGT 2060</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of the principles of law as it applies to business transactions, including contracts, employment, negotiable instruments, security agreements, administrative regulation and laws relating to consumerism, antitrust and environmental areas.</td>
<td>Prerequisite: MGT 2000</td>
</tr>
<tr>
<td>MGT 2100</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Prerequisites: MGT 2000; OST 1215 or OST 1210</td>
</tr>
<tr>
<td>MGT 2120</td>
<td>Production &amp; Operations Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of forecasting, aggregate planning, inventory management, project management, scheduling and other production control techniques.</td>
<td>Prerequisites: MGT 2000, MTH 1010 and OST 1215</td>
</tr>
<tr>
<td>MGT 2150</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>
|             | 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: ACC 2110, MKT 2200 and MGT 2000  
Corequisite: ACC 2120 |
| MGT 2160    | Quality Management                                | 3       |
|             | 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 |
| MGT 2180    | Management Issues                                 | 3       |
|             | A culmination of the student's academic studies that gives 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 |
Course Descriptions

**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 is analyzed to gain insight into successful customer service strategies. Topics include database management and utilization, credit and collections, telemarketing and employee training and motivation.

**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; consent of department head

**Marketing**

**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 analysis.

**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.

**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, MTH 1010 and OST 1215

**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

**MKT 2300  Promotion Techniques  3 Credits**
A study of the application of theory in planning and executing promotion campaigns. Includes designing advertising, writing press releases, coordinating special events and delivering oral presentations supporting promotional activities.
Prerequisite: MKT 2280

**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
Course Descriptions

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

MKT 2420  
Customer Service  3 Credits
A practical course designed to prepare employees and managers to meet the customers’ expectations. There is a thorough review of the philosophy and techniques of customer service reinforced with simulated exercises and role plays. Observation and analysis of actual service situations are included.

MKT 2471  
Marketing Internship  3 Credits
Supervised work experience. Individual conferences are arranged instead of class attendance.
Prerequisites: Completion of 15 hours of MKT courses with minimum 2.75 GPA in MKT courses; second-year status; consent of department head

Mathematics

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-82 calculator is required and used throughout the course.

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.

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

MTH 1000  
Plane 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 placement test scores or equivalent developmental mathematics courses
Course Descriptions

**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 of geometry and satisfactory placement test scores or equivalent developmental mathematics courses

**MTH 1020 Precalculus I**

5 Credits

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.

**Prerequisites:** Two years of high school algebra, one year of geometry and satisfactory placement test scores, or equivalent developmental mathematics courses

**MTH 1050 Elementary Probability & Statistics**

3 Credits

Topics include elementary probability theory, concepts of descriptive statistics, discrete and continuous distributions, hypothesis testing, confidence intervals and sample sizes. Non-calculus based. Computer applications will be investigated.

**Prerequisites:** Two years of high school algebra, one year of geometry and satisfactory placement test scores, or equivalent developmental mathematics courses

**MTH 1100 Fundamentals of Mathematics**

3 Credits

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.

**Prerequisites:** Two years of high school algebra, one year of geometry and satisfactory placement test scores; or equivalent developmental mathematics courses

**MTH 1210 Applied Calculus I**

3 Credits

Derivatives of polynomial, rational, exponential and logarithmic functions with applications; introduction to integration. Business applications are emphasized.

**Prerequisites:** Two years of high school algebra, one year of geometry and satisfactory placement test scores, or MTH 1010

**MTH 1220 Applied Calculus II**

3 Credits

Integration techniques, differential equations, matrices and linear programming with business applications. This course is a continuation of MTH 1210 and emphasizes business applications.

**Prerequisite:** MTH 1210

**MTH 1410 Calculus I**

4 Credits

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.

**Prerequisites:** Two years of high school algebra, one year of geometry or trigonometry and satisfactory placement test scores, or MTH 1020
## Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MTH 1411</td>
<td>Microcomputer-Calculus I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>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. <strong>Prerequisites:</strong> Two years of high school algebra, one year of geometry, trigonometry and satisfactory placement test scores, or MTH 1020</td>
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</tr>
<tr>
<td>MTH 1420</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>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. <strong>Prerequisite:</strong> MTH 1410 or 1411</td>
<td></td>
</tr>
<tr>
<td>MTH 1421</td>
<td>Microcomputer-Calculus II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>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. <strong>Prerequisite:</strong> MTH 1411 or consent of instructor</td>
<td></td>
</tr>
<tr>
<td>MTH 1470</td>
<td>Honors Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course is the Honors version of MTH 1410, a single-variable calculus for students of science, mathematics, engineering and computer science. Topics include limits; differentiation and integration of polynomial, trigonometric, implicit and rational functions; and applications. Students with ACT math scores of at least 26 are eligible to enroll. Others may enroll with consent of instructor. <strong>Prerequisite:</strong> Two years of algebra, one year of geometry, high school trigonometry and satisfactory placement test scores, or MTH 1020</td>
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</tr>
<tr>
<td>MTH 2000</td>
<td>Matrix Computations</td>
<td>1</td>
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<tr>
<td></td>
<td>Introduction to matrix calculations, including determinants, eigenvalues and eigenvectors. <strong>Prerequisite:</strong> MTH 1410 or 1411</td>
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</tr>
<tr>
<td>MTH 2010</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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, chi-square tests for goodness of fit and independence. Computer applications will be investigated. <strong>Prerequisite:</strong> MTH 1210 or MTH 1410 or MTH 1411</td>
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</tr>
<tr>
<td>MTH 2210</td>
<td>Discrete Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Logic, sets, functions and relations, methods of proof, elementary number theory, recursion, matrices and elementary probability. Offered fall semester only. <strong>Prerequisite:</strong> MTH 1410 or 1411</td>
<td></td>
</tr>
</tbody>
</table>
Course Descriptions

**MTH 2220  Discrete Mathematics II**
3 Credits
Combinatorics and probability. Offered spring semester only.
Prerequisite: MTH 1410 or 1411

**MTH 2310  Differential Equations**
3 Credits
Solutions of first-order differential equations and applications, theory of linear equations, equations with constant coefficients, Laplace transforms and series solutions.
Prerequisite: MTH 1420 or 1421

**MTH 2311  Differential Equations-MC**
4 Credits
First course, emphasizing solution techniques. Includes first-order equations and applications, theory of linear equations, equations with constant coefficients, Laplace transforms and series solutions. The investigation of these topics will be extended and enhanced using mathematical models in weekly two-hour computer labs.
Prerequisite: MTH 1420

**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 1421

**MTH 2411  MC-Calculus III**
5 Credits
Calculus of functions in two or more dimensions. Topics include solid analytic geometry, partial differentiation, multiple integration and selected topics in vector calculus. A computer lab component is included to extend conceptual understanding through the use of computer projects and experiments.
Prerequisite: MTH 1421 or consent of instructor

**RSM 0740  Remedial Studies Mathematics**
5 Credits
This course includes arithmetic and pre-algebra topics of fractions, decimals, percents, integers, geometry, probability and statistics and associated word problems. The TI-82 calculator is required and used throughout the course.

**Mechanical Engineering Technology**

**MET 1000  Statics & Strength of Materials**
5 Credits
A study of the effects of forces acting on a body at rest.
Prerequisite: MTH 1020
Corequisite: PHY 1010

**MET 1010  Materials & Manufacturing Processes**
4 Credits
An overview of material science and a survey of traditional, as well as, high-tech manufacturing processes.

**MET 1020  Shop Practices**
4 Credits
An introductory course in the theory, setup and operation of basic machine tools and measuring equipment.
Corequisite: CID 1100
**Course Descriptions**

**MET 2010**  
*Dynamics*  
3 Credits  
A study of forces in motion.  
Prerequisite: MET 1000

**MET 2020**  
*Fluid Mechanics & Hydraulics*  
4 Credits  
A study of fluids, with major emphasis on incompressible fluids and hydraulics applications.  
Prerequisite: MTH 1020

**MET 2030**  
*Machine Elements*  
3 Credits  
A study in the selection and application of various basic elements common to most machine designs.  
Prerequisites: MET 1020 and 2010

**MET 2040**  
*Thermodynamics & Heat Transfer*  
3 Credits  
Study of the basic laws of thermodynamics and heat transfer and their application to practical problems.  
Prerequisite: MET 2020

**MET 2310**  
*Geometrics & Coordinate Measuring*  
4 Credits  
A course in state-of-the-art methods of metrology, with emphasis on geometric dimensioning and tolerancing (GD&T) and computer-assisted coordinate measuring (CMM).  
Prerequisites: CID 1100 and MET 1020

**MET 2700**  
*Computer-Aided Machining I*  
4 Credits  
A state-of-the-art machining course in three-axis CNC milling.  
Prerequisites: MET 1020 and CID 1100  
Corequisite: MET 2310

**MET 2710**  
*Computer-Aided Machining II*  
4 Credits  
A state-of-the-art machining course in four-axis, wire-cut electrical discharge machining.  
Prerequisites: MET 2310 and 2700

**MET 2720**  
*Computer-Aided Machining III*  
4 Credits  
A state-of-the-art machining course in two-axis CNC turning.  
Prerequisites: MET 2310 and 2710

**MET 2800**  
*Fundamentals of Testing*  
3 Credits  
An introductory course in the development, procedure and analysis of various testing procedures.  
Prerequisite: ENG 1010

**MET 2810**  
*Destructive & Non-Destructive Testing*  
3 Credits  
A study in the methods, procedures and equipment associated with physical testing.  
Prerequisite: MET 1010

**MET 2820**  
*Statistical Process Control*  
4 Credits  
A study of the fundamental concepts and methodology of statistical process control.

**Music**

**MUS 1000**  
*Fundamentals of Music*  
3 Credits  
Theory and practice of basic elements of music.
### Course Descriptions

#### MUS 1010  
**Music Appreciation**  
3 Credits  
Developing listening skills and an understanding of Western music from the ancient world through the 20th century.

#### MUS 1020  
**History of Rock**  
3 Credits  
History of rock music; its origin in blues, country and rock and roll; its continuing development, cultural dimensions and social implications. Development of listening skills and an understanding of the basic principles of music.

#### MUS 1110  
**Music Theory I**  
3 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.  
Co prereq: MUS 1300

#### MUS 1120  
**Music Theory II**  
3 Credits  
Continuation of MUS 1110.

#### MUS 1110  
**Music Theory I**  
3 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.  
Co prereq: MUS 1300

#### MUS 1300  
**Ear Training I**  
1 Credit  
Development of proficiency in identifying and notating melodic, harmonic and rhythmic models. A computer laboratory component is included.  
Core prereq: MUS 1110

#### MUS 1400  
**Ear Training II**  
1 Credit  
Development of proficiency in identifying and notating melodic, harmonic and rhythmic models. Includes computer lab.  
Prereq: MUS 1300  
Core prereq: MUS 1120

**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 one-credit-hour ensemble; 12 credit hours in each two credit hour ensemble.

#### MUS 1511  
**Concert Chorale**  
2 Credits  
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.

#### MUS 1521  
**Variations**  
2 Credits  
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 in various choral performance practices. Membership is by audition only. Students will be required to purchase performance apparel. May be repeated for credit.  
Prereq: Consent of instructor  
Core prereq: Voice Instruction

#### MUS 1530  
**Barbershop Group**  
1 Credit  
Ensemble experience for those students who are proficient in voice and would like experience singing in a barbershop style. May be repeated for credit.  
Prereq: Consent of instructor
MUS 1540  Jazz Band  1 Credit
Ensemble experience for those students who are proficient in a brass, woodwind or keyboard instrument; guitar; or trap set. May be repeated for credit.

Prerequisite: Consent of instructor

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 (trio, quartet, quintet). May be repeated for credit.

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  1 Credit
Class instruction in basic techniques for students with no prior training in piano. Daily practice required.

MUS 1620  Class Piano II  1 Credit
Continuation of MUS 1610.

Prerequisite: MUS 1610

APPLIED MUSIC: Individual Instruction One hour of 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. Enrollment requires the signature of full time music faculty.

MUS 1710  Piano Instruction  1 Credit
Private instruction in piano beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1711  Piano Instruction  2 Credits
Private instruction in piano beginning at the student’s level of proficiency. May be repeated for credit.

MUS 1712  Piano Instruction/Major  2 Credits
Private instruction in piano for the student majoring in music with a concentration in piano. May be repeated for credit. Solo class attendance required.

Corequisite: MUS 1511, 1521 or 1540

MUS 1720  Voice Instruction  1 Credit
Private instruction in voice beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1721  Voice Instruction  2 Credits
Private instruction in voice beginning at the student’s level of proficiency. May be repeated for credit.

MUS 1722  Voice Instruction/Major  2 Credits
Private instruction in voice for the student majoring in music with concentration in voice. May be repeated for credit. Solo class attendance required.

Corequisite: MUS 1511 or 1512
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MUS 1730</td>
<td>Guitar Instruction</td>
<td>1</td>
</tr>
<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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<tr>
<td>MUS 1731</td>
<td>Guitar Instruction</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>MUS 1732</td>
<td>Guitar Instruction/Major</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in guitar for the student majoring in music with concentration in guitar. May be repeated for credit. Solo class attendance required. Prerequisite: MUS 1540 or 1550</td>
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<tr>
<td>MUS 1740</td>
<td>Woodwind Instruction</td>
<td>1</td>
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<tr>
<td></td>
<td>Private instruction in woodwind beginning at student’s level of proficiency. May be repeated for credit.</td>
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<tr>
<td>MUS 1741</td>
<td>Woodwind Instruction</td>
<td>2</td>
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<tr>
<td></td>
<td>Private instruction in woodwind beginning at the student’s level of proficiency. May be repeated for credit.</td>
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<tr>
<td>MUS 1742</td>
<td>Woodwind Instruction/Major</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in woodwind for the student majoring in music with concentration in woodwinds. May be repeated for credit. Solo class attendance required. Prerequisite: MUS 1510, 1520 or 1540</td>
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<tr>
<td>MUS 1750</td>
<td>Brass Instruction</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Private instruction in brass beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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</tr>
<tr>
<td>MUS 1751</td>
<td>Brass Instruction</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in brass beginning at the student’s level of proficiency. May be repeated for credit.</td>
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</tr>
<tr>
<td>MUS 1752</td>
<td>Brass Instruction/Major</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in brass for the student majoring in music with concentration in brass. May be repeated for credit. Solo class attendance required. Prerequisite: MUS 1510, 1520 or 1540</td>
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<tr>
<td>MUS 1760</td>
<td>String Instruction</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Private instruction in string beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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</tr>
<tr>
<td>MUS 1761</td>
<td>String Instruction</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in string beginning at the student’s level of proficiency. May be repeated for credit.</td>
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</tr>
<tr>
<td>MUS 1762</td>
<td>String Instruction/Major</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in string for the student majoring in music with concentration in strings. May be repeated for credit. Solo class attendance required. Prerequisite: MUS 1510, 1520 or 1540</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MUS 1166</td>
<td>Folk Instrument Methods</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in folk beginning at the student's entering level of proficiency. May be repeated for credit. This course is not intended for the student majoring in music with concentration in folk instrument performance.</td>
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</tr>
<tr>
<td>MUS 1770</td>
<td>Percussion Instruction</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Private instruction in percussion beginning at student's entering level of proficiency. May be repeated for credit.</td>
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<tr>
<td>MUS 1771</td>
<td>Percussion Instruction</td>
<td>2</td>
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<tr>
<td></td>
<td>Private instruction in percussion beginning at the student's level of proficiency. May be repeated for credit.</td>
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<tr>
<td>MUS 1772</td>
<td>Percussion Instruction/Major</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in percussion for the student majoring in music with concentration in percussion. May be repeated for credit. Solo class attendance required.</td>
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<tr>
<td></td>
<td>Prerequisite: MUS 1510, 1520 or 1540</td>
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<tr>
<td>MUS 1781</td>
<td>Contemporary Piano Styles I</td>
<td>2</td>
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<tr>
<td></td>
<td>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.</td>
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<td></td>
<td>Prerequisite: Consent of instructor. Audition may be required.</td>
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<tr>
<td>MUS 2000</td>
<td>Introduction to Music Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Study of basic forms of music and accepted masterworks through chronological approach.</td>
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<tr>
<td>MUS 2110</td>
<td>Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Materials of music, with emphasis on the analysis of literature of Classic, Romantic and contemporary periods. Exercises in writing and analysis.</td>
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<tr>
<td></td>
<td>Prerequisite: MUS 1120</td>
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<tr>
<td></td>
<td>Corequisite: MUS 2300</td>
<td></td>
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<tr>
<td>MUS 2120</td>
<td>Music Theory IV</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Continuation of MUS 2110.</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite: MUS 2110</td>
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<tr>
<td>MUS 2210</td>
<td>History of Music I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The history of music from the ancient world to 1750.</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite: MUS 2000</td>
<td></td>
</tr>
<tr>
<td>MUS 2220</td>
<td>History of Music II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The history of music from 1750 to the present.</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite: MUS 2000</td>
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<tr>
<td>MUS 2300</td>
<td>Ear Training III</td>
<td>1</td>
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<tr>
<td></td>
<td>Development of skill in identifying and notating complex melodic, harmonic and rhythmic models. Must be taken in sequence.</td>
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<tr>
<td></td>
<td>Prerequisite: MUS 1400</td>
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<td></td>
<td>Corequisite: MUS 2110</td>
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</tr>
</tbody>
</table>
Course Descriptions

**MUS 2310**  
*Conducting I*  
3 Credits  
Basic skills of conducting: beating of tradition time patterns, preparatory beat, cut-offs, cuing, musical expression, clarity and the use of the baton. Development of the left hand, fermata, subdividing. Style and interpretation of Conducting “live” ensembles: videotapes of each student conductor.  
**Prerequisite:** One year of music theory, MUS 2000 or consent of the instructor  
**Corequisite:** Pellissippi State Singers

**MUS 2400**  
*Ear Training IV*  
1 Credit  
Development of skill in identifying and notating complex melodic, harmonic and rhythmic models. Must be taken in sequence.  
**Prerequisite:** MUS 2300  
**Corequisite:** MUS 2120

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**Office Systems Technology**

**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.

**OST 1100**  
*Keyboarding I on the Computer*  
3 Credits  
This is a beginning keyboarding class for nontypists that involves a study of the alphanumeric keyboard used on personal computers, workstations and typewriters. Basic document formatting is taught. Speed and accuracy are emphasized as well as basic DOS applications. Content delivery is a combination of teacher-oriented instruction coupled with computer-aided training.

**OST 1105**  
*Keyboarding II/Speed & 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 three minutes; five errors or fewer. Content delivery is a combination of teacher-oriented instruction coupled with computer aided training.  
**Prerequisite:** OST 1100 and 1210  
**Corequisite:** OST 1220

**OST 1210**  
*WordPerfect/Computer Introduction*  
3 Credits  
An introduction to personal computers and word processing. Emphasis is on developing computer operation skills using the DOS operating system and WordPerfect software.  
**Prerequisite:** Must be able to type 23 words per minute with five or fewer errors

**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 the DOS operating system, WordPerfect 6.0 and Lotus 1-2-3. This course is designed for career business administration majors; it is not required for OST majors.  
**Prerequisite:** Must be able to type 23 words per minute with five or fewer errors
Course Descriptions

**OST 1216  WordPerfect Update 6.0  3 Credits**
An update to WordPerfect 6.0 for DOS. New features, three editing modes, revised features and the graphical operating environment are addressed.
Prerequisite: OST 1210 or equivalent

**OST 1220  WordPerfect II  3 Credits**
A study of the advanced features of WordPerfect 6.0 DOS word-processing software, including timed production using WordPerfect advanced features.
Prerequisite: OST 1105 or 1210 or equivalent

**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. This course does not count as a prerequisite for OST 1220 WordPerfect II.
Prerequisite: OST 1100 or equivalent

**OST 2005  Microsoft Word for Windows  3 Credits**
An introduction to the popular Windows word-processing program, Word. Emphasis is on efficient use of Microsoft Word features to create documents using the Microsoft Word for Windows software.
Prerequisite: OST 1100 or equivalent

**OST 2010  Office Proficiency Assessment  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 2120, 2230

**OST 2120  Keyboarding III  3 Credits**
An application-oriented course that includes timed production of office documents and correspondence. Speed and accuracy are emphasized. Students must attain a minimum speed of 45 wpm with five errors or fewer on a five-minute timed writing in order to advance to OST 2300.
Prerequisites: OST 1105, 1210 and 1220

**OST 2300/2301  OST Practicum W/Lab  3 Credits**
Provides on-site work experience in producing documents for faculty, staff, administration, students and area businesses in the Center for Advanced Office Systems.
Prerequisite: OST 2120 and 2800

**OST 2340  Records Management  3 Credits**
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+.
Prerequisites: OST 1100 and 1210
**Course Descriptions**

**OST 2350**  
*Business Communications*  
3 Credits  
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.  

**Prerequisites:** ENG 1010 and OST 1100 and 1210

**OST 2360**  
*Transcription on the Word Processor*  
3 Credits  
Transcription of business communications from voice dictation using computers and transcribers.  

**Prerequisite:** OST 1220

**OST 2620**  
*Lotus 1-2-3*  
3 Credits  
A study of basic spreadsheet applications and beginning-level personal computer operations using Lotus 1-2-3 for Windows. Skill on the numeric keypad is taught.  

**Prerequisite:** OST 1100 or 1210 or equivalent

**OST 2625**  
*Advanced Spreadsheets*  
3 Credits  
Comprehensive study of advanced spreadsheet applications using both DOS- and Windows-based software programs.  

**Prerequisite:** OST 2620 or equivalent

**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 equivalent

**OST 2635**  
*dBASE IV*  
3 Credits  
A study of basic database applications and beginning-level personal computer operations using dBASE IV.  

**Prerequisite:** OST 1210

**OST 2800**  
*Desktop Publishing I*  
3 Credits  
A study of terminology, concepts and applications using electronic publishing. Use of scanners and laser printers.  

**Prerequisite:** OST 1220

**OST 2805**  
*Presentation Graphics*  
3 Credits  
A study of business graphics designed to teach the presentation of information with charts, diagrams, illustrations, graphics and slides using presentation software.  

**Prerequisite:** OST 1210 or equivalent

**OST 2810**  
*Advanced Desktop Publishing*  
3 Credits  
Advanced applications of desktop publishing are covered, with emphasis on layout and design of print pieces. Advanced scanning techniques and use of graphics to produce images and slides are covered.  

**Prerequisite:** OST 2800
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 medical therapies. A study of the history of medical writing and the Greek alphabet is also emphasized.

**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 medical therapies. A study of pharmacology terminology and legal terminology related to the medical field is also included.

Prerequisite: OST 2910

**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, 1210 and 2920

**Philosophy**

**PHL 1010 Introduction to Philosophy** 3 Credits
An investigation of the fundamental questions pertaining to reality, truth, freedom, the nature of humankind, the existence of God and social/political theory.

**PHL 1300 Critical Thinking** 3 Credits
An introduction to practical reasoning. This course 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 important, PHL 1300 is a careful study of argument construction and evaluation.

**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.

**PHL 2400 Introduction to Ethics** 3 Credits
An introduction to moral theory and/or a consideration of a variety of moral problems, including abortion, suicide and euthanasia, capital punishment, women’s issues, sex and AIDS, animals and the environment and war.

**PHL 2420 Ethical Theory & Its Business Applications** 3 Credits
PHL 2420 is an introduction to moral philosophy and a consideration of moral issues related to business, including corporate responsibility, employee rights, discrimination, investment and advertising.
# Course Descriptions

## Photography

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1000</td>
<td>Introduction to Photography</td>
<td>3</td>
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<tr>
<td></td>
<td>A beginning class in the study of photography as visual communication and the controls and functions of camera systems. Films, basic lighting, metering, parallel exposures, depth-of-field and composition are explored. Students are responsible for providing camera and film.</td>
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<tr>
<td>PHO 1010</td>
<td>Advanced Photography Techniques</td>
<td>3</td>
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<tr>
<td></td>
<td>Advanced exploration of camera controls and photographic systems and lens selection. This is a basic hands-on study of portrait, industrial and commercial work. Students are responsible for providing a camera, tripod and various black-and-white and color films.</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> PHO 1000 or consent of instructor</td>
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<tr>
<td>PHO 1130</td>
<td>Nature &amp; Travel Photography</td>
<td>3</td>
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<td></td>
<td>A study of the basics of location photography: nature, urban and rural. Emphasis on site work, coping with shifting weather and lighting conditions, equipment selection and documentation. Students are responsible for arranging transportation to and from shooting locations.</td>
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<tr>
<td>PHO 2000</td>
<td>Color Printing Techniques</td>
<td>3</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>PHO 2020</td>
<td>Art of Photography</td>
<td>3</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>PHO 2030</td>
<td>Photography Portfolio</td>
<td>3</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> Consent of instructor</td>
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<tr>
<td>PHO 2040</td>
<td>Black &amp; White Darkroom Techniques I</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of developers, film and paper available for the black and white process; developing techniques and how they relate to contrast and grain; print control, such as cropping, burning in and dodging.</td>
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<tr>
<td>PHO 2550</td>
<td>Documentary &amp; Photojournalism Techniques</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of the techniques and methods of documentary and photojournalistic practices with application to corporate publications and newspapers. Topics include public relations, news features and photo essays; covering of events, history, theory and ethics.</td>
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<tr>
<td>PHO 2680</td>
<td>Commercial Photography</td>
<td>3</td>
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<tr>
<td></td>
<td>Solving location and studio problems faced by the commercial photographer in shooting portraits and products, with emphasis placed on the use of medium- and large-format cameras, lighting and practical assignments.</td>
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<td></td>
<td><strong>Prerequisite:</strong> PHO 1010</td>
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</tbody>
</table>
Course Descriptions

PHO 2780  
Special Photographic Projects  
3 Credits
Advanced projects, with emphasis on progressive studio techniques and darkroom procedures. Exploration of emerging trends and technologies. May be repeated for credit.
Prerequisites: PHO 1010, 2000, 2040 or consent of the instructor

PHO 2998  
Photography Internship  
2 Credits
Practical experience working with professional photographers, area industries and photography businesses.
Prerequisites: PHO 1010, 2000, 2040 and consent of the CGT program head

Physical Education

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. PED 1010 through 2520 are physical education activity courses. Two different activities, each one to two credit hours, are required for the associate's degree.

PED 1010  
Lifetime Fitness  
1 Credit
Theory, knowledge and practical experience in principles of wellness relating to the healthful aspects of lifetime fitness.

PED 1020  
Beginning Bowling  
1 Credit
Selection of equipment, correct approach and release and scoring. Fee for facility and equipment rental.

PED 1030  
Beginning Softball  
1 Credit
Instruction in fundamentals, rules and strategies.

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.

PED 1070  
Introduction to Skiing  
1 Credit
The fundamentals of skiing and skiing safety.

PED 1110  
Elementary Ballet  
2 Credits
Instruction and practice in elementary classical ballet techniques.

PED 1120  
Elementary Modern Dance  
2 Credits
Instruction and practice in elementary modern dance techniques.

PED 1130  
Elementary Jazz Dance  
2 Credits
Instruction and practice in elementary jazz dance styles and techniques.

PED 2020  
Badminton  
1 Credit
The introduction of skills, general rules and strategy related to the game of badminton, with particular emphasis on acquisition of skills.
PED 2050  Basketball  1 Credit
The introduction and development of basic skills, general rules and strategy, related to the game of basketball with particular emphasis on acquisition of skills.

PED 2110  Beginning Golf  1 Credit
The introduction and development of basic skills and general rules related to the game of golf, with particular emphasis on acquisition of skills.

PED 2160  Beginning Karate  1 Credit
The introduction and development of fundamental skills and general knowledge related to karate for fitness, self defense and sport. Particular emphasis will be placed on skill acquisition and physical conditioning.

PED 2250  Exercise to Music  1 Credit
An exercise to music program designed to improve flexibility, muscular strength and cardiovascular endurance.

PED 2330  Beginning Racquetball  1 Credit
The introduction and development of basic skills and general rules related to the game of racquetball with particular emphasis on acquisition of skills.

PED 2340  Soccer  1 Credit
The introduction and development of basic skills, general rules and strategy related to the game of soccer, with particular emphasis on acquisition of skills.

PED 2390  Beginning Swimming  1 Credit
Instruction and practice in water survival skills and basic swimming strokes.

PED 2440  Beginning Tennis  1 Credit
The introduction of skills, general rules and strategy related to the game of tennis, with particular emphasis on acquisition of skills.

PED 2450  Intermediate Tennis  1 Credit
Development of intermediate skills and strategy related to the game of tennis with, particular emphasis on control and auxiliary strokes. May not be taken with PED 2440 to satisfy PED activity requirements.

Prerequisite: PED 2440 or consent of instructor

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.

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 are emphasized.

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.

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.
Course Descriptions

Physics

PHY 1010 Applied Physics 4 Credits
Statics and equilibrium, equations of motion, Newton's Laws of Motion, work, energy and power, machines, impulse and momentum, rotational motion and fluids. Course includes three hours of lecture and three hours of laboratory applications each week.
Prerequisite: MTH 1020

PHY 1050 Physics for Technology 3 Credits
A study of the principles of force, work, rate, resistance, energy, power and force transformers and how these principles operate in a parallel way in mechanical, fluid, electrical and thermal energy systems. Course includes two hours of lecture and three hours of laboratory applications each week.
Prerequisite: MTH 1020

PHY 1310 Mechanics & Heat I 4 Credits
For engineering, mathematics and sciences. Course includes three hours of lecture and two hours of laboratory applications each week.
Prerequisite: MTH 1410

PHY 1320 Mechanics & Heat II 4 Credits
For engineering, mathematics and sciences. Course includes three hours of lecture and two hours of laboratory applications each week.
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. Course includes three hours of lecture and three hours of laboratory applications each week.
Prerequisite: MTH 1020

PHY 2220 Elements of Physics II 4 Credits
Electricity and magnetism, modern physics. Continuation of PHY 2210. Course includes three hours of lecture and three hours of laboratory applications each week.
Prerequisite: PHY 2210

PHY 2310 Electricity & Magnetism 4 Credits
For engineers and liberal arts majors in mathematics and the physical sciences. Course includes three hours of lecture and three hours of laboratory applications each week.
Prerequisite: ENS 1310 or PHY 1320
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. Course includes three hours of lecture and three hours of laboratory applications each week.
Prerequisite: ENS 1310 or PHY 2310
Corequisite: MTH 2310 or 2410
### Political Science

**POL 1010**  
*United States Government & Politics*  
3 Credits  
Introduction to fundamental institutions and processes of American National Politics including the constitution, voting, the presidency, the congress and the courts.

**POL 1020**  
*Introduction to Political Science*  
3 Credits  
Analysis of politics and political systems in various countries.

### Psychology

**PSY 1010**  
*General Psychology*  
3 Credits  
Primary approaches to the study of human behavior and experience.

**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

**PSY 2100**  
*Psychology of Human Development*  
3 Credits  
Understanding and applications of psychology of human development to teaching/learning process in educational settings.

**PSY 2200**  
*Behavior & Experience*  
3 Credits  
Behavioral and phenomenological analysis of individuals and their development in natural environments.  
Prerequisite: PSY 1010

**PSY 2400**  
*Human Development Through the Lifespan*  
3 Credits  
This course explores the interaction of physical, cognitive, emotional and social aspects of development through the lifespan. The course is designed with a chronological approach emphasizing psychoanalytic and humanistic perspectives.

### Reading

**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.

**RSR 0710**  
*Basic Reading W/Lab*  
3 Credits  
This is the first reading course for native speakers of the English language. The course promotes effective literal comprehension at the paragraph level through pre-reading and note taking, vocabulary development, increasing reading speed and efficiency and strategies to aid concentration and memory.
Real Estate

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.

REA 1200 Real Estate Law 2 Credits
The basic legal 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.

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.

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.

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.

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.

Remedial Studies English (see English)

Remedial Studies Mathematics (see Mathematics)

Remedial Studies Reading (see Reading)

Retail and Consumer Sciences

RCS 1200 Textiles for Interiors 3 Credits
Textiles used in interior design will be emphasized, including consumer-oriented textiles, fibers, fabric construction and finishes in relation to use, serviceability and care.
Course Descriptions

Social Work

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 selecting a career in social work.

SWK 2050  Social Welfare  3 Credits
An examination of the social welfare and social services delivery system.
Prerequisite: SWK 2000

Sociology

SOC 1010  General Sociology  3 Credits
Concepts and theoretical approaches of sociology with emphasis on culture, socialization and social organization.

SOC 1020  Social Problems & Social Change  3 Credits
Increasingly acute and intense problems such as alcoholism, violence, drugs, crime, inequality, lifestyle preferences and environmental abuse within the context of social change. Assessment of control strategies.

Spanish

SPA 1010  Beginning Spanish I  3 Credits

SPA 1020  Beginning Spanish II  3 Credits
Continuation of SPA 1010.
Prerequisite: SPA 1010 or one year of high school Spanish

SPA 2010  Intermediate Spanish I  3 Credits
Conversation, writing, listening and reading. Emphasis on communicative proficiency. Listening and practice materials on tapes. Language laboratory required.
Prerequisite: SPA 1020 or equivalent.

SPA 2020  Intermediate Spanish II  3 Credits
Continuation of SPA 2010.
Prerequisite: SPA 2010 or equivalent
Course Descriptions

Speech

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 and desire further work in dealing with readiness.

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, nonverbal communication, evaluating discourse of others and small-group communication.

SPH 2200 Interpersonal Communication 3 Credits
Process by which thoughts, feelings and actions affect and are affected by the face-to-face communication situation. Application of interpersonal skills in group, family and work situations, including job interviewing.

SPH 2400 Business & 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.

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.

Theater

THE 1000 Introduction to Theater 3 Credits
Understanding theater thought, philosophy, aesthetics, historical perspective and production practices.

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.

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.

THE 2210 Acting II 3 Credits
The further exploration of acting techniques through exercises, scene work and period/style study.

Prerequisite: THE 2200

THE 2260 Voice & Diction 3 Credits
The study and application of voice production; attention to individual speech problems and needs.
Course Descriptions

Video Production Technology

VPT 1100  
**Technical Video Production I**  
3 Credits  
A combined lecture and studio course focusing on principles of recording, camera electronics and operation, production personnel, optics and lenses and composition skills.

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.

VPT 1300  
**Technical Video Production II**  
3 Credits  
A combined lecture and studio course focusing on understanding lighting, audio, basic directing and producing skills, waveform monitor and vectorscope interpretation, principles of videotape.

    **Prerequisite:** VPT 1100

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

VPT 1500  
**Campus Broadcast I**  
3 Credits  
Beginning-level participation in production of news/communications for Pellissippi State utilizing on-campus equipment. Both field and studio production and post-production editing and writing skills emphasized as well as cooperation with other VPT classes and college personnel.

    **Prerequisites:** VPT 1100 and 2100  
    **Corequisite:** VPT 1400

VPT 2100  
**Post Production**  
4 Credits  
Continuity editing theory, cuts-only editing, A-B roll editing (computer-assisted), basic sound and titling time code, introduction to nonlinear off-line editing.

    **Prerequisite:** VPT 1100  
    **Corequisite:** VPT 1300

VPT 2200  
**Advanced Techniques**  
4 Credits  
Nonlinear off-line editing, use of the TBC, waveform monitor and vectorscope for signal control. Broadcast standards for video, creating graphics and effects, digital audio production, digital composing, 3-D modeling and animating and advanced lighting techniques.

    **Prerequisite:** VPT 2100

VPT 2300  
**Production Seminar**  
4 Credits  
Project class focusing on production planning and production management principles in a collaborative environment.

    **Prerequisite:** VPT 1300 and 2100
Course Descriptions

**VPT 2500  ** Campus Broadcast II  3 Credits

Advanced-level participation in production of news/communications programming for Pellissippi State utilizing on-campus equipment. Both field and studio production, postproduction editing and writing skills emphasized, as well as cooperation with other VPT classes and college personnel. Supervision of VPT 1500 student crews.

Prerequisite: VPT 1500

**VPT 2600  ** Group Project  4 Credits

Advanced project class focusing on video games (commercial, corporate, broadcast, dramatic, etc.) in a collaborative environment.

Prerequisite: Consent of an instructor and second-year status

**VPT 2700  ** Directed Project  4 Credits

Advanced project class focusing on the documentary form as an opportunity for individualized expression.

Prerequisites: Consent of instructor, second year status

**VPT 2800  ** Advanced Dramatic Writing  3 Credits

Advanced concepts in dramatic writing for the visual media. An understanding of long-form structure through reading and writing. Advanced work with story and character development, genre and plotting. Writing commercially viable concepts. Marketing the screenplay and teleplay.

Prerequisite: VPT 1400 or CMN 2000

**VPT 2998  ** Video Production Technology Internship W/Lab  1 or 2 Credits

Practical, 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.

Prerequisites: Consent of instructor, and second-year status

**Women's Studies**

**WMN 2200  ** Women in Society  3 Credits

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.

**WMN 2300  ** Marriage & Family: Roles & Relationships  3 Credits

Explores marriage and family experiences, personal choices, marital adjustments, conflict management, parenting decisions, communication and changes resulting from divorce, widowhood and remarriage.

**WMN 2400  ** Human Sexuality  3 Credits

This course provides a multidimensional framework for understanding the biological, psychosocial, behavioral, clinical and cultural aspects of human sexuality.
Faculty & Staff
## President’s Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLEN G. EDWARDS</td>
<td>President</td>
</tr>
<tr>
<td>J. LEON JONES</td>
<td>Vice President of Academic Affairs</td>
</tr>
<tr>
<td>RONALD KESTERSON</td>
<td>Vice President of Business and Finance</td>
</tr>
<tr>
<td>NINA W. McPHERSON</td>
<td>Dean of Educational Resources</td>
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<tr>
<td>FREDRIC MARTIN</td>
<td>Vice President of Economic and Community Development</td>
</tr>
<tr>
<td>LINDA PINKARD</td>
<td>Interim Dean of Student Affairs</td>
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<tr>
<td>LINDA RANDOLPH</td>
<td>Director of Title III Programs</td>
</tr>
<tr>
<td>SUZANNE WALKER</td>
<td>Director of Internal Auditing</td>
</tr>
<tr>
<td>ERCILLE WILLIAMS</td>
<td>Assistant Dean of Division Street Campus</td>
</tr>
<tr>
<td>PEGGY M. WILSON</td>
<td>Vice President of Administrative Services</td>
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</tbody>
</table>

## Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<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>DEWEY BATSON</td>
<td>Registrar</td>
</tr>
<tr>
<td>LISA BOGATY</td>
<td>Dean of Applied Sciences and Technology</td>
</tr>
<tr>
<td>LONNIE BUTLER</td>
<td>Director of Institutional Research</td>
</tr>
<tr>
<td>NANCY DONAHUE</td>
<td>Director of Budget and Payroll</td>
</tr>
<tr>
<td>JUDY EDDY</td>
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<td>LUTHER FURROW</td>
<td>Financial Analyst</td>
</tr>
<tr>
<td>JANE GILBERT</td>
<td>Director of Foundation and Alumni Affairs</td>
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<tr>
<td>JANICE KENNEDY</td>
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</tr>
<tr>
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</tr>
<tr>
<td>PAT PEACE</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>LINDA PINKARD</td>
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</tr>
<tr>
<td>GLASTON POOL</td>
<td>Director of Physical Plant</td>
</tr>
<tr>
<td>RENEE PROFFITT</td>
<td>Director of Business Services</td>
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<tr>
<td>JOE ANDREWS</td>
<td>Director of Business and Community Services</td>
</tr>
<tr>
<td>BERTA WARD</td>
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GLOSSARY

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 that must be taken prior to or at the same time as another course.

Credit Hours - 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 that 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 that does not have to be paid back.

Internship - usually a nonpaid position that 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 that must be paid back, usually within a specified time after graduation.

Major - primary field of study.
Non-Credit Course - any course that 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 preregistration. 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 of course work.

Special Student - any nondegree 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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