PELLISSIPPI STATE IS A
TENNESSEE BOARD OF REGENTS INSTITUTION

www.pstcc.cc.tn.us

Graphic Design
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Pellissippi State Technical Community College is committed to equal employment and educational opportunities. No person on the basis of race, religion, gender, 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. The College complies with Titles VI and VII of the Civil Rights Act of 1964. Pellissippi State does not discriminate in employment on the basis of race, gender, 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 gender 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 the following:

Peggy Wilson
Vice President of Administrative Services
Affirmative Action Officer, ADA, 504, Titles VI & IX Coordinator
J.L. Goins Administration Building, Room 210
P.O. Box 22990
10915 Hardin Valley Road
Knoxville, Tennessee 37933-0990
(865) 694-6403

Questions about services and facilities for people with disabilities should be directed to the following:

Ron Emrich
Director
Services for Students With Disabilities
Pellissippi State Technical Community College
J.L. Goins Administration Building, Room 131
P.O. Box 22990
10915 Hardin Valley Road
Knoxville, Tennessee 37933-0990
(865) 694-6751 (Voice/TDD)

NOTICE ON CHANGES

The course offerings and requirements of the institution are continually under examination and revision. This Catalog & Handbook 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 & Handbook is not intended to state contractual terms and does not constitute a contract between the student and the institution.

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

Admission Requirements - Admissions Office
Course Offerings - Department offering course
Degree Requirements - Office of the Vice President of Academic and Student Affairs
Fees and Tuition - Business and Finance Office

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

Pellissippi State is a vital institution accustomed to transformation and growth. Since its founding in 1974 as State Technical Institute at 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.

Having enrolled only 45 students in its first year of operation, the institution experienced steady growth in the ’70s, 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 grew quickly.

Today, more than 8,000 credit students, as well as approximately 12,000 non-credit students, attend Pellissippi State.

The College continues to support and develop career/technical associate’s degrees and certificate programs, university parallel associate’s 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
—Your Success Connection

In This Section:
• Mission
• Campuses and Teaching Sites
• Telephone and Room Numbers
• Academic Calendar
PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE'S MISSION IS TO ADVANCE THE
COMPREHENSIVE DEVELOPMENT OF ITS COMMUNITY BY (1) PROVIDING COLLEGE
COURSES AND PROGRAMS THROUGH THE ASSOCIATE’S DEGREE LEVEL, ALONG WITH
APPROPRIATE STUDENT SUPPORT AND PREPARATION FOR THESE STUDIES, AND (2) MEETING A
BROAD SPECTRUM OF COMMUNITY NEEDS, INCLUDING TRAINING AND WORKFORCE DEVELOP-
MENT, EDUCATIONAL SUPPORT, LIFE ENRICHMENT, AND CIVIC AND CULTURAL ADVANCEMENT.
TO MEET CHANGING NEEDS FOR EDUCATIONAL PROGRAMS AND SERVICES, THE COLLEGE
CONTINUALLY INTERACTS WITH ITS COMMUNITY.

FEATURES OF THE MISSION

TO FULFILL ITS MISSION, PELLISSIPPI STATE PROVIDES STUDENTS AND OTHER CITIZENS OF ITS COMMUNITY SPECIFIC OFFERINGS IN THE FOLLOWING AREAS:

- ASSOCIATE’S DEGREE AND CERTIFICATE PROGRAMS THAT LEAD TO EMPLOYMENT IN ENGINEERING TECHNOLOGIES AND BUSINESS
- ASSOCIATE’S DEGREE PROGRAMS AND COURSES THAT PREPARE STUDENTS FOR TRANSFER TO BACCALAUREATE-LEVEL COLLEGES AND UNIVERSITIES
- DEVELOPMENTAL EDUCATION AND OTHER EDUCATIONAL SUPPORT PROGRAMS AND SERVICES
- GENERAL EDUCATIONAL DEVELOPMENT (GED) PREPARATION
- TRAINING TO MEET SPECIFIC NEEDS OF BUSINESSES, INDUSTRIES AND INDIVIDUALS
- CONTINUING EDUCATION PROGRAMS, SEMINARS AND WORKSHOPS
- RESOURCES FOR SPECIAL GRADE K-12 PROGRAMS AND EVENTS
- SUPPORT FOR, INVOLVEMENT IN, AND PROMOTION OF CIVIC AND CULTURAL PROJECTS AND EVENTS

TO SUSTAIN AND ENHANCE THESE OFFERINGS, PELLISSIPPI STATE MAINTAINS AND CONTINUALLY DEVELOPS COMPREHENSIVE FISCAL AND OTHER ADMINISTRATIVE SERVICES AND A PHYSICAL ENVIRONMENT CONducIVE TO LEARNING. THE COLLEGE CONTINUES A DISTINCTIVE EMphasis ON TECHNOLOGY THAT began WITH ITS FOUNDING IN 1974 AS A TECHNICAL INSTITUTE—LEARNING AND LEADERSHIP IN TECHNOLOGY AND THE EFFECTIVE INTEGRATION OF STATE-OF-THE-ART TECHNOLOGY INTO TEACHING, EDUCATIONAL SUPPORT, AND ADMINISTRATION.

LOCATED IN TENNESSEE’S THIRD-LARGEST METROPOLITAN AREA, PELLISSIPPI STATE COMPREHENSIVELY SERVES THE GREATER KNOX AND BLount COUNTY AREA AND EXTENDS ITS ENGINEERING TECHNOLOGY OFFERINGS TO ANDERSON, LOUDON, ROANE, CUMBERLAND, Campbell, FENTRESS, SCOTT, AND MORGAN COUNTIES. A MEMBER OF THE TENNESSEE BOARD OF REGENTS (TBR) SYSTEM, THE COLLEGE SEeks TO DEVELOP AND MAINTAIN EFFECTIVE STUDENT TRANSFER AGREEMENTS WITH TBR UNIVERSITIES, THE UNIVERSITY OF TENNESSEE, AND PRIVATE COLLEGES AND UNIVERSITIES OF THE REGION. IN ALL PROGRAMS AND SERVICES, PELLISSIPPI STATE CONTINUALLY EMPHASIZES THE VALUE OF DIVERSITY AMONG STUDENTS, PERSONNEL, AND OTHER CONSTITUENCIES. SERVICES ARE PROVIDED WITHOUT REGARD TO AGE, GENDER, VETERAN STATUS, RELIGION, RACE, NATIONAL ORIGIN OR DISABILITY UNRELATED TO PROGRAM PERFORMANCE.

PELLISSIPPI STATE IS ACCREDITED BY THE COMMISSION ON COLLEGES OF THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, 1866 SOUTHERN LANE, DEcatur, GEORGIA 30033-4097, (404) 679-4501, TO AWARD ASSOCIATE OF ARTS, ASSOCIATE OF SCIENCE, AND ASSOCIATE OF APPLIED SCIENCE DEGREES.
Pellissippi State offers programs, courses and services at four primary locations. Maps are provided below and on the following pages to the Pellissippi Campus, the Division Street Campus, the Magnolia Avenue Campus, the Blount County Center, and for Pellissippi Campus parking. The College also offers courses at other locations in Knox and Blount counties to meet the educational needs of its service area.

**Pellissippi Campus**
10915 Hardin Valley Road
Knoxville
(Main entrance on Solway Road)

**Division Street Campus**
3435 Division Street
Knoxville

**Blount County Center**
Middlesettlements Road
Alcoa

**Magnolia Avenue Campus**
1610 E. Magnolia Avenue
Knoxville
PELLISSIPPI STATE
PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE

PELLISSIPPI CAMPUS
10915 Hardin Valley Road
Knoxville
(Main entrance on Solway Road)
THE COLLEGE

S – Student parking
F – Faculty/staff parking
O – Open parking
V – Visitor parking
M – Motorcycle parking
– Disabled parking

(No student parking anytime)

No student parking in faculty/staff lots or in loading zone behind Goins Building

THE COLLEGE

PELLISSIPPI CAMPUS

GN – J.L. Goins Administration Building
MC – Ned R. McWherter Technology Building
AL – Lamar Alexander Arts & Sciences Building
PP – Physical Plant
SR – Student Recreation Building (the Bubble)
ER – Educational Resources Center (ERC)
IC – Information Center

PARKING MAP

No student parking in faculty/staff lots or in loading zone behind Goins Building
The College

To Lexington

MAGNOLIA AVENUE
To Asheville

CLINTON HWY

640

JAMES WHITE PKWY

BROADWAY

CHERRY

MAGNOLIA AVE

CAMPUS

MAGNOLIA AVENUE CAMPUS

1610 E. Magnolia Avenue

Knoxville
## Pellissippi Campus
(For information dial 694-6400)

### J.L. Goins Administration Building

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<td>Ned R. McWherter Building</td>
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<td>Business and Computer Technology</td>
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<td>CAOS (Center for Advanced Office Systems)</td>
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<td>Engineering and Media Technologies</td>
<td>694-6483</td>
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<td>Office</td>
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<tr>
<td>Division Street Campus</td>
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<td>(For information dial 971-5200)</td>
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<tr>
<td>Blount County Center</td>
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<td>(For information dial 681-1064)</td>
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<td>(For information dial 329-3100)</td>
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The Pellissippi State Academic Calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the College, including severe weather, loss of utility services, or orders by federal or state agencies.

**FALL SEMESTER 2002**

Priority Registration (All campuses) ......................... **April 8-19 & July 15-19**
New Faculty Report ................................................................. August 8
All Faculty Report ................................................................. August 12
Last Day to Pay Fees for Priority Registration
   (Registration that occurred on or prior to August 12) ........ August 12
Advisement & Official Registration ............................. August 14,15,19,20
Adjunct Faculty In-Service & Orientation ................... August 15
Official Registration &
   LAST DAY TO APPLY AND REGISTER ..................... August 20
Last Day to Take Placement Test ................................. August 20
Last Day to Pay Fees for Official Registration ............ August 20
Last Day for 100% Refund ............................................. August 21
Classes Begin ................................................................... August 22
Last Day to Add a Class or Change from
   Audit to Credit or from Credit to Audit ..................... August 28
Holiday, Labor Day, College Closed ......................... September 2
Last Day for 75% Refund .............................................. September 4
Last Day to Submit Waiver or Discount Forms ........... September 4
Last Day for 25% Refund .............................................. September 18
Midterm: Spring & Summer
   “I” Grades (Incompletes) Change to F’s .................... October 15
Last Day to Drop/Withdraw ............................................. November 1
Priority Registration for Spring 2003 ..................... November 4-15
Advisor/Student Completion of Intent to Graduate Forms
   and Certificate Applications for Spring 2003 .......... November 4-15
Holiday, Thanksgiving, College Closed ...................... November 21-24
Last Day of Classes ........................................................... December 9
Exam Period ................................................................. December 10-12
Grades Due in the Records Office ..................... **4:30 p.m, December 13**
SPRING SEMESTER 2003

Priority Registration (All campuses) ........................................... November 4-15
Last Day to Pay Fees for Priority Registration
  (Registration that occurred on or prior to January 7) ................... January 7
Faculty Report............................................................................. January 9
Advisement & Official Registration.............................................. January 9, 10, 13, 14
Adjunct Faculty In-Service & Orientation ..................................... January 13
Last Day to Take Placement Test.................................................. January 14
Official Registration &
  LAST DAY TO APPLY AND TO REGISTER................................. January 14
Last Day to Pay Fees for Official Registration............................... January 14
Last Day for 100% Refund............................................................. January 15
Classes Begin............................................................................... January 16
Holiday, Martin Luther King, Jr.’s Birthday, College Closed ......... January 20
Last Day to Add a Class or Change from
  Audit to Credit or from Credit to Audit........................................ January 22
Last Day for 75% Refund............................................................... January 29
Last Day to Submit Waiver or Discount Forms............................. January 29
Last Day for 25% Refund............................................................... February 13
Midterm: Fall “I” Grades (Incomplete’s) Change to F’s .............. March 14
Holiday, Spring Break for Students.............................................. March 23-30
Foundation Scholarship Application Deadline for Fall 2003........ March 31
Last Day to Drop/Withdraw .......................................................... April 3
Priority Registration for Summer Sessions & Fall Semester .......... April 7-17
Advisor/Student Completion of Intent to Graduate Forms
  and Certificate Applications for Summer & Fall 2003.................. April 7-17
Holiday, College Closed.............................................................. April 18-20
Last Day of Classes.................................................................... May 12
Exam Period................................................................................. May 13, 14, 15
Grades Due in Record Office ....................................................... 4:30 p.m., May 16
Commencement............................................................................ May 18
**SUMMER SESSION 2003/FULL TERM (EIGHT WEEKS)**

Priority Registration (All campuses) .......................................................... April 7-17
Last Day to Pay for Priority Registration
(Registration that occurred on or prior to May 21) .................................. May 21
Advisement & Official Registration ............................................................. May 28, 29

Official Registration &
LAST DAY TO APPLY AND REGISTER .................................................. May 29
Last Day to Take Placement Test for Full-Term Courses ............................. May 29
Last Day to Pay Fees for Official Registration ............................................. May 29
Last Day for 100% Refund for Full-Term Courses ..................................... May 30
Classes Begin .......................................................................................... June 2
Last Day to Add a Class or Change from Audit to Credit or
From Credit to Audit for Full-Term Courses ........................................... June 3
Last Day for 75% Refund for Full-Term Courses ........................................ June 13

Last Day to Submit Waiver or Discount Forms
for Full-Term Courses .............................................................................. June 13
Holiday, Independence Week, College Closed ......................................... June 28 - July 6
Last Day to Drop/Withdraw from Full-Term Courses ............................... July 11
Early Registration for Fall ......................................................................... July 14 - 18
Last Day of Classes for Full-Term Courses ............................................. August 1
Grades Due in the Records Office ............................................................ 4:30 p.m., August 5

**SUMMER SESSION 2003/FIRST SESSION (FOUR WEEKS)**

Priority Registration (All campuses) .......................................................... April 7-17
Last Day to Pay Fees for Priority Registration
(Registration that occurred on or prior to May 21) .................................. May 21
Advisement & Official Registration ............................................................. May 28, 29

Official Registration & LAST DAY TO APPLY
AND REGISTER FOR FIRST-SESSION COURSES .................................. May 29
Last Date to Take Placement Test for First-Session Courses ........................ May 29
Last Day to Pay Fees for Official Registration ............................................. May 29
Last Day for 100% Refund for First-Session Courses ................................ May 30
Classes Begin .......................................................................................... June 2
Last Day to Add a Class or Change from Audit to Credit
or from Credit to Audit for First-Session Courses .................................... June 2
Last Day for 75% Refund for First-Session Courses .................................... June 6
Last Day to Submit Waiver or Discount Forms for
First-Session Courses .............................................................................. June 6
Last Day to Drop/Withdraw from First-Session Courses .......................... June 20
Last Day of Classes for First-Session Courses .......................................... June 27
Grades Due in the Records Office ............................................................ 4:30 p.m., July 8
SUMMER SESSION 2003/SECOND SESSION (FOUR WEEKS)

Priority Registration (All campuses) ................................................ April 7-17
Last Day to Pay Fees for Priority Registration:
   Enrolled for Full and/or First Session ........................................ May 21
   Enrolled for Second Session Only ............................................... June 26
Advisement & Official Registration .............................................. May 28, 29
Last Day to Take Placement Test for Second-Session Courses .......... June 26
LAST DAY TO APPLY AND TO REGISTER FOR SECOND-SESSION COURSES ......................... June 26
Last Day to Pay Fees for Second-Session Courses ......................... June 26
Last Day for 100% Refund for Second-Session Courses .................. June 27
Holiday, Independence Week, College Closed .............................. June 28-July 6
Second-Session Classes Begin .................................................. July 7
Last Day to Add a Class or Change from Audit to Credit or from Credit from Audit for Second-Session Courses ...................... July 7
Last Day for 75% Refund for Second-Session Courses ................... July 11
Last Day to Submit Waiver or Discount Forms for Second-Session Courses .................................. July 11
Early Registration for Fall ....................................................... July 14-18
Last Day to Drop/Withdraw from Second-Session Courses ............. July 25
Last Day of Classes for Second-Session Courses ......................... August 1
Grades Due in the Records Office ............................................ 4:30 p.m., August 5
FALL SEMESTER 2003

Priority Registration (All campuses) ......................... April 7-17 & July 14-18
New Faculty Report ................................................................. August 7
All Faculty Report ................................................................. August 11
Last Day to Pay Fees for Priority Registration
   (Registration that occurred on or prior to August 11) .......... August 11
Adjunct Faculty In-Service & Orientation ............................ August 14
Official Registration &
   LAST DAY TO APPLY AND REGISTER ............................ August 19
Last Day to Take Placement Test .......................................... August 19
Last Day to Pay Fees for Official Registration ........................ August 19
Last Day for 100% Refund ..................................................... August 20
Classes Begin ....................................................................... August 21
Last Day to Add a Class or Change from
   Audit to Credit or from Credit to Audit ............................... August 27
Holiday, Labor Day, College Closed ...................................... September 1
Last Day for 75% Refund ....................................................... September 3
Last Day to Submit Waiver or Discount Forms ..................... September 3
Last Day for 25% Refund ........................................................ September 17
Midterm: Spring & Summer
   “I” Grades (Incompletes) Change to F’s .............................. October 14
Last Day to Drop/Withdraw .................................................... October 31
Priority Registration for Spring 2004 ............................... November 3-14
Advisor/Student Completion of Intent to Graduate Forms
   and Certificate Applications for Spring 2004 ..................... November 3-14
Holiday, Thanksgiving, College Closed .............................. November 27-30
Last Day of Classes ............................................................... December 8
Exam Period ........................................................................ December 9-11
Grades Due in the Records Office ................................. 4:30 p.m, December 12
SPRING SEMESTER 2004

Priority Registration (All campuses) ............................................. November 3-14
Last Day to Pay Fees for Priority Registration
   (Registration that occurred on or prior to January 6) ............. January 6
Faculty Report .............................................................................. January 8
Adjunct Faculty In-Service & Orientation ..................................... January 12
Last Day to Take Placement Test .................................................. January 13
Official Registration &
   LAST DAY TO APPLY AND TO REGISTER ............................ January 13
Last Day to Pay Fees for Official Registration .............................. January 13
Last Day for 100% Refund ............................................................. January 14
Classes Begin .............................................................................. January 15
Holiday, Martin Luther King, Jr.’s Birthday, College Closed ...... January 19
Last Day to Add a Class or Change from
   Audit to Credit or from Credit to Audit ..................................... January 21
Last Day for 75% Refund ............................................................... January 28
Last Day to Submit Waiver or Discount Forms ......................... January 28
Last Day for 25% Refund ............................................................... February 12
Midterm: Fall “I” Grades (Incomplete’s) Change to F’s .......... March 12
*Holiday, Spring Break for Students ............................................ *March 21-28
*Foundation Scholarship Application Deadline for Fall 2004 ....... *March 15
Last Day to Drop/Withdraw ........................................................... March 29
Priority Registration for Summer Sessions & Fall Semester ........ March 30-April 8
Advisor/Student Completion of Intent to Graduate Forms
   and Certificate Applications for Summer & Fall 2004 .......... March 30-April 8
Holiday, College Closed ............................................................... April 9-11
Last Day of Classes ...................................................................... May 10
Exam Period .................................................................................... May 11,12,13
Grades Due in Record Office ....................................................... 4:30 p.m., May 14
Commencement .......................................................................... TBA

*subject to change
SUMMER SESSION 2004/FULL TERM (EIGHT WEEKS)

Priority Registration (All campuses) ........................................ March 29-April 8
Last Day to Pay for Priority Registration
(Registration that occurred on or prior to May 25) ...................... May 25
Official Registration &
LAST DAY TO APPLY AND REGISTER ..................................... June 3
Last Day to Take Placement Test for Full-Term Courses .................. June 3
Last Day to Pay Fees for Official Registration ................................. June 3
Last Day for 100% Refund for Full-Term Courses ............................ June 4
Classes Begin ............................................................................. June 7
Last Day to Add a Class or Change from Audit to Credit or
From Credit to Audit for Full-Term Courses ................................. June 8
Last Day for 75% Refund for Full-Term Courses ............................. June 18
Last Day to Submit Waiver or Discount Forms
for Full-Term Courses .................................................................. June 18
Holiday, Independence Week, College Closed .............................. July 3-11
Last Day to Drop/Withdraw from Full-Term Courses ................. July 16
Priority Registration for Fall ....................................................... July 19-23
Last Day of Classes for Full-Term Courses ................................. August 6
Grades Due in the Records Office .............................................. 4:30 p.m., August 9

SUMMER SESSION 2004/FIRST SESSION (FOUR WEEKS)

Priority Registration (All campuses) ........................................ March 29-April 18
Last Day to Pay Fees for Priority Registration
(Registration that occurred on or prior to May 25) ...................... May 25
Official Registration & LAST DAY TO APPLY
AND REGISTER FOR FIRST-SESSION COURSES .................. June 3
Last Date to Take Placement Test for First-Session Courses .......... June 3
Last Day to Pay Fees for Official Registration ................................. June 3
Last Day for 100% Refund for First-Session Courses ..................... June 4
Classes Begin ............................................................................. June 7
Last Day to Add a Class or Change from Audit to Credit
or from Credit to Audit for First-Session Courses ....................... June 7
Last Day for 75% Refund for First-Session Courses ....................... June 11
Last Day to Submit Waiver or Discount Forms for
First-Session Courses ................................................................ June 11
Last Day to Drop/Withdraw from First-Session Courses .......... June 23
Last Day of Classes for First-Session Courses ............................. July 2
Grades Due in the Records Office .............................................. 4:30 p.m., July 12
SUMMER SESSION 2004/FULL TERM (EIGHT WEEKS)

Priority Registration (All campuses) ........................................... March 29-April 8
Last Day to Pay for Priority Registration
    (Registration that occurred on or prior to May 25) .................... May 25
Official Registration &
    LAST DAY TO APPLY AND REGISTER ................................... June 3
Last Day to Take Placement Test for Full-Term Courses .................. June 3
Last Day to Pay Fees for Official Registration ................................ June 3
Last Day for 100% Refund for Full-Term Courses ............................... June 4
Classes Begin ............................................................................ June 7
Last Day to Add a Class or Change from Audit to Credit or
    From Credit to Audit for Full-Term Courses .............................. June 8
Last Day for 75% Refund for Full-Term Courses ............................... June 18
Last Day to Submit Waiver or Discount Forms
    for Full-Term Courses ................................................................ June 18
Holiday, Independence Week, College Closed ............................. July 3-11
Last Day to Drop/Withdraw from Full-Term Courses ....................... July 16
Priority Registration for Fall .......................................................... July 19-23
Last Day of Classes for Full-Term Courses ........................................ August 6
Grades Due in the Records Office .............................................. 4:30 p.m., August 9

SUMMER SESSION 2004/SECOND SESSION (FOUR WEEKS)

Priority Registration (All campuses) ............................................ March 29-April 18
Last Day to Pay Fees for Priority Registration:
    Enrolled for Full and/or First Session ..................................... May 25
    Enrolled for Second Session Only ......................................... July 1
Last Day to Take Placement Test for Second-Session Courses ............. July 1
LAST DAY TO APPLY AND TO REGISTER
    FOR SECOND-SESSION COURSES ........................................... July 1
Last Day to Pay Fees for Second-Session Courses ............................. July 1
Last Day for 100% Refund for Second-Session Courses ..................... July 2
Holiday, Independence Week, College Closed ............................. July 3-11
Second-Session Classes Begin ..................................................... July 12
Last Day to Add a Class or Change from Audit to Credit
    or from Credit from Audit for Second-Session Courses ............... July 12
Last Day for 75% Refund for Second-Session Courses ....................... July 16
Last Day to Submit Waiver or Discount Forms for
    Second-Session Courses ......................................................... July 16
Priority Registration for Fall .......................................................... July 19-23
Last Day to Drop/Withdraw from Second-Session Courses ................. July 28
Last Day of Classes for Second-Session Courses ............................ August 6
Grades Due in the Records Office .............................................. 4:30 p.m., August 9
Admissions & Registration

In This Section:

- Degree Admission
- Admission of First-time Freshmen
- Early Admission of First-time Freshmen
- Admission of Transfer Students
- Readmission to Pellissippi State
- Academic Fresh Start: Criteria
- Mandatory Placement of Degree Admission Students
- Non-degree Admission
- General Provisions
- Typing Proficiency
- Academic Advisement
- Registration Procedures
- Early Registration
- Official Registration
- Official Enrollment
- Cancellation of Scheduled Classes
- Drop, Add and Withdrawal Standards
- Dismissals
Cashier’s office hours are as follows:

Pellissippi Campus .................................
Monday 8 a.m. to 6 p.m.
(865) 694-6605 Tuesday-Thursday 8 a.m. to 5 p.m.
Friday 8 a.m. to 4:30 p.m.

Division Street Campus ..........................
Monday 9:30 a.m. to 6 p.m.
(865) 971-5212 Tuesday-Thursday 8:30 a.m. to 5 p.m.
Friday 8 a.m. to 4:30 p.m.

Blount County Center ..............................
Monday 9:30 a.m. to 6 p.m.
(865) 981-5334 Tuesday-Thursday 8:30 a.m. to 5 p.m.
Friday 8 a.m. to 4:30 p.m.

Magnolia Avenue Campus ......................
Monday 9:30 a.m. to 6 p.m.
(865) 329-3100 Tuesday-Thursday 8:30 a.m. to 5 p.m.
Friday 8 a.m. to 4:30 p.m.

Please refer to the fee section of the current semester Schedule of Classes for dates and times of extended Cashier’s hours during the registration period.

In This Section:

- Financial Information
- Semester Costs
- Additional Special Fees
- Continuing Education Program Courses
- Fee Payment Options
- Refunds
- Disposition of Abandoned Personal Property
- Books and Supplies
- Financial Aid
- Return of Title IV Funds
- Satisfactory Academic Progress Policy for Financial Aid Eligibility
- Veterans Educational Assistance
- Other Assistance
FINANCIAL INFORMATION

All fees are payable at the time of registration each semester. Refer to the Cashier’s Office Web page at www.pstcc.edu/department/business_finance/cashier for payment information and due dates. Student schedules are deleted if fees are not paid by the applicable due dates. 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 $20 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 offices at the Division Street Campus, Blount County Center, and Magnolia Avenue Campus.

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:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>In-State Fees</th>
<th>Out-of-State Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>$87</td>
<td>$280</td>
</tr>
<tr>
<td>2.0</td>
<td>159</td>
<td>545</td>
</tr>
<tr>
<td>3.0</td>
<td>231</td>
<td>810</td>
</tr>
<tr>
<td>4.0</td>
<td>303</td>
<td>1075</td>
</tr>
<tr>
<td>5.0</td>
<td>375</td>
<td>1340</td>
</tr>
<tr>
<td>6.0</td>
<td>454</td>
<td>1612</td>
</tr>
<tr>
<td>7.0</td>
<td>526</td>
<td>1877</td>
</tr>
<tr>
<td>8.0</td>
<td>597</td>
<td>2141</td>
</tr>
<tr>
<td>9.0</td>
<td>661</td>
<td>2398</td>
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<tr>
<td>10.0</td>
<td>725</td>
<td>2655</td>
</tr>
<tr>
<td>11.0</td>
<td>789</td>
<td>2912</td>
</tr>
<tr>
<td>12.0+**</td>
<td>829</td>
<td>3058</td>
</tr>
</tbody>
</table>

*The above fees are effective fall semester 2001 and are subject to change by the Tennessee Board of Regents. Visit the Cashier’s Office Web page at www.pstcc.edu/department/business_finance/cashier or call (865) 694-6605 to verify current rates.

**Note: A maintenance fee for summer semester and intersession courses is $56 per credit hour regardless of the number of hours enrolled. There is no maximum maintenance fee charge for summer semester or intersession courses.

A $10 nonrefundable late fee will be added to fees beginning on the first day of classes each semester.
Regents On-line Degree Costs

Fees for Regents On-line Degree courses are charged separately and charges are in addition to fees for other courses. Maintenance fees of $64 per credit hour and on-line degree fees of $16 per hour are charged. Out of state tuition charges may also apply. **These fees are subject to change by the Tennessee Board of Regents.**

Out of State Tuition

Students are classified as resident or nonresident by the Admissions Office 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>
</tr>
<tr>
<td>Student Medical Insurance</td>
<td>$202 or $331</td>
</tr>
<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>
</tr>
<tr>
<td>Golf Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Swimming Fee</td>
<td>$43</td>
</tr>
<tr>
<td>Racquetball Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Deferred Payment Service Charge</td>
<td>$10</td>
</tr>
<tr>
<td>Deferred Payment Late Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Identification Card Replacement</td>
<td>$1</td>
</tr>
<tr>
<td>Traffic Fines</td>
<td></td>
</tr>
<tr>
<td>Parking (restricted)</td>
<td>$15</td>
</tr>
<tr>
<td>Moving Violation</td>
<td>$15</td>
</tr>
<tr>
<td>Disabled Parking Violation</td>
<td>$100</td>
</tr>
<tr>
<td>Late Fee (after 14 days)</td>
<td>$5</td>
</tr>
<tr>
<td>Failure to Register Vehicle</td>
<td>$15</td>
</tr>
</tbody>
</table>
Library Fines
  Replacement Fines......Replacement cost + $15 or $5
  Repair Fines.........................Repair cost + $5

Telecourse Fines
  Audiovisual Equipment .......... Replacement cost + $5
  Telecourse Materials ............Replacement &
                               dubbing cost + $5

Test Fees
  ACT Test Fee ....................................................$25
  GED Test Fee..................................................$55
  GED Retest Fee ...................... $11 per section
  OPAC Test Fee..........................$25
  CLEP Test Fee..........................$61
  DANTES Test Fee .......................$55
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. See current fee amounts listed under Semester Costs.

**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 fee for access to the campus and its facilities. This fee is charged to all students enrolled in courses for credit or audit. This fee is also charged to all faculty and staff.

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

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

**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.

**Online Degree Fee.** This fee is charged to all students enrolled in Regents Online Degree courses. It is calculated based on the number of credit hours for regents courses only.

**Student Medical Insurance.** This nonrefundable fee is charged to all international students under F1 status.

Course Fees

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

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

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

**Swimming Fee.** This fee, charged to all student 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.

**Deferred Payment Service Charge.** This nonrefundable fee is charged to all students electing the payment plan for fee payment.
Deferred Payment Late Fee. This nonrefundable fee is charged to each payment that is received by the college after the due date established by the payment plan.

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 fee remains valid for four semesters.

Identification Card Replacement. The first student identification card is issued to all entering students at no charge. There is a replacement charge of $1 for lost or damaged cards. This fee is paid at the Cashier’s Office during regular business hours. Present the receipt at the Library Circulation Desk at the Pellissippi Campus or the Division Street ERC, Magnolia Avenue ERC, or Blount County Center ERC for issuance of a new ID card.

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 14 calendar days from date of ticket. A late penalty of $5 is added to the cost of the ticket after the 14 calendar days have passed. For specific information concerning parking regulations, brochures are available from the Department of Safety and Security Office.

Library Replacement Fees. 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 Fees. This nonrefundable fee is the actual cost of repair (rebinding) of books and materials. An additional $5 is charged to offset overhead costs to repair the items.

Telecourse Fines

Audiovisual Equipment. This fine is the replacement cost of lost audiovisual equipment plus a $5 nonrefundable processing fee.

Telecourse Materials. This fine is the replacement cost of telecourse materials plus a $5 nonrefundable processing fee.

ACT Test Fee. This $25 fee is charged to all persons who take the ACT test. The fee must be paid at the time the ACT packet is received by the student.

GED Test Fee. This $35 fee is charged to all persons who take the 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 persons who wish to retake sections of the test due to low scores. The fee is $7 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 $61 fee is charged to all persons taking the College Level Examination Program test. The fee must be paid before taking the test.

DANTES Test Fee. This $55 fee is charged to all persons taking the DANTES test. The fee must be paid before taking the test.
CONTINUING EDUCATION PROGRAM COSTS

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. For further information, visit www.pstcc.edu/bcs.

FEE PAYMENT OPTIONS

Fees must be paid by the established deadlines or the class schedule will be deleted. Students may not receive a bill in the mail. Refer to the semester schedule of classes or visit www.pstcc.edu/departments/business_finance/cashier for fee payment information.

Personal check, money order or cash. Checks should be made payable to Pellissippi State and include the student’s social security number on the face of the check.

VISA, Mastercard or Discover. Students may log on to P.S. ...Web (https://psweb.pstcc.edu/ahomepg.htm) available 8 a.m. to 10 p.m., call the P.S. ... Connect system at 694-0191, available 8 a.m. to 10 p.m., or call the cashier at 694-6606 between 8 a.m. and 5 p.m. to charge fees to your VISA, MasterCard or Discover.

Financial Aid Credits. Payment of fees with financial aid is authorized by the student’s signature on the award notification letter. All financial aid is credited to the student’s account with the exception of Stafford loans received in check form and Federal Work Study payroll checks which are released at the Cashier office. Federal Pell Grant, Federal SEOG, Foundation Scholarships and Academic Work Scholarships are credited to the student account within three working days of award letter receipt. Stafford Loan funds received by electronic transfer will be credited within three days of receipt of funds. Refer to Financial Aid in this section of handbook, or contact the Financial Aid office with questions.

Reduced Rate Registration (Student 60+ Years of Age/Permanently Disabled). Under T.C.A. Section 49-7-113, people with permanent disabilities and Tennessee residents 60 or older are eligible to enroll in courses on a space-available basis for audit without payment of maintenance, campus access, student activity, Student Recreation Center, technology, and late fees. The application fee and all applicable special course fees are charged.

People with permanent disabilities and Tennessee residents 65 years of age or older are eligible to enroll in courses on a space-available basis 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 $45 per semester, will be charged. The application fee and all applicable special course fees will also be charged.

People with permanent disabilities must contact the Services for Students With Disabilities Office to be certified as eligible for either program. Senior citizens must see the Cashier Office to be certified as eligible for either program.

People with permanent disabilities and senior citizen discounts do not apply to continuing education programs.
Permanent disabilities and senior citizen discounts do not apply to continuing education programs.

**Fee Waivers and PC 191s.** Fee waivers are available for full-time employees of any Tennessee Board of Regents, University of Tennessee systems, and the State of Tennessee executive, judicial, or legislative branches.

The waiver allows enrollment into one course per semester on a space-available basis provided the employee registers for the course after the priority registration period as defined by the College. Eligible employees can register during the official registration period (refer to the Academic Calendar) through the first day of the class. Employees registering into a course prior to the “official” registration period are not eligible for fee waiver payment.

A completed fee waiver form should be submitted each semester to meet fee payment deadlines 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.

**Tuition Discounts.** Spouse and dependents of employees of the Tennessee Board of Regents and University of Tennessee educational systems may register at any time and receive a 50 percent discount on fees, provided the dependents are 26 years or under in age. Appropriate forms to request this discount are available at the employee’s work location.

Dependents of employees of the state of Tennessee and dependents of certified public school employees (NOTE: Spouses do not receive discounts) may register at any time and receive a 25 percent discount on maintenance fees, provided the dependents are 23 years or under in age. Appropriate forms to request this discount are available at the work location or Pellissippi State.

A completed fee discount form should be submitted each semester to meet fee payment deadlines but must be submitted within the first two weeks of classes to be accepted for the semester.

Fee discounts do not apply to continuing education programs.

**Sponsored Payments.** Upon receipt of authorization from a third–party sponsoring agency (ie. Voc Rehab, TRA, armed forces, VA, private companies, etc.), the student must sign an invoice in the Cashier’s Office to complete fee payment. All fee payment deadlines must be met to avoid deletion of the student schedule.

**Deferred Payment Plan.** Pellissippi State offers deferred fee payment options to eligible students. Due to INS regulations, international students are not eligible for deferred payment.

The deferred payment plan applies to all fee charges and requires an initial payment equal to a $10 service fee plus 50 percent of the student account balance (after deducting financial aid). The remaining balance due is payable in two equal installments later in the semester. There is a late charge of $25 per payment if payments are not received by the college by the due date. **Note:** Students may still owe a balance even after completely withdrawing from all classes.

The deferred payment plan is not offered during summer sessions.

To enroll in the deferred payment plan, students must make the required initial payment to meet fee payment deadlines. For more information visit the Cashier web page at www.pstcc.edu/departments/business_finance/cashier.
REFUNDS

Pellissippi State will refund a portion of the maintenance, out-of-state, campus access, student activity, Student Recreation Center and technology fees, special course fees, and regents online degree 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 Cashier’s 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, and regents online degree fees are nonrefundable. Refer to the Schedule of Classes published each semester or visit www.pstcc.edu/departments/business_finance/cashier for specific refund periods.

Pellissippi State complies with the Federal laws concerning refunds and repayments. Pellissippi State follows the Return of Title IV Funds regulations published by the federal government on November 1, 1999, to calculate and process the return of Title IV funds when students officially withdraw or quit attending class. Refunds will be credited to the Title IV accounts as appropriate and may not be disbursed to the student. In some situations, students who do not complete classes may owe repayments to both Pellissippi State and the federal government. Students may obtain further information and examples of refund and return calculations in the Financial Aid office. In addition, Pellissippi State will distribute refunds to sources of other aids (i.e. WIA, 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 and session 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 for that term and session 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 which is the same proportion of the session 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 or available at www.pstcc.edu/departments/business_finance/cashier. 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 priority registration 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 properly admitted to enroll for 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 term’s registration process for administrative convenience but the course does not begin until later in the term, the 75 percent/25 percent refunds will be based on the particular course’s beginning and ending dates. This provision does not apply to classes during the fall or 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. This 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 6 or more hours to fewer than 6 hours, or when a student completely withdraws from all hours. When the above conditions are met, the fee is refundable under the same provisions as the maintenance fee.

Technology Fee Refunds. This fee is refundable when the student drops below 9 hours or 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.

Regents Online Degree Fee Refunds. This fee is refundable when the student drops a Regents online course. When the course is dropped, 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.

**DISPOSITION OF ABANDONED PERSONAL PROPERTY**

All lost or abandoned property is subject to the custody of the state as unclaimed property. Procedures for the disposition of unclaimed property are according to TCA 66-29-103 et seq. Detail procedures are available in the Business Office.

**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 $275 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 $20 service charge for any check returned unpaid.

**Bookstore operating hours are posted at each campus:**

- **Pellissippi Campus:** (865) 694-6642
- **Division Street Campus (TTCK):** (865) 637-7073
- **Blount County Center:** (865) 981-5311
- **Magnolia Avenue Campus:** (865) 329-3114

Extended hours are available during peak registration periods.

**Bookstore Refund Policy**

**New Textbooks**

New textbooks may be returned for a full refund or exchange within 157 calendar days (five calendar days in summer semester) of the start of classes each term provided that the books are unused, in new condition with no markings or defacing of any kind. Customer must present corresponding dated cash register receipt.

**Used Textbooks**

Used textbooks may be returned for a refund or exchange within 157 calendar days (five calendar days in summer semester) of the start of classes each term. Customer must present corresponding dated cash register receipt.

**Trade Books**

Magazines, newspapers, calendars and trade books may be refunded or exchanged within two calendar days of purchase if defective at the time of purchase.

**Nonbook Merchandise**

Supplies, clothing, cards, gifts, and sundries may be returned for a refund provided the merchandise is not soiled, damaged or showing signs of use; was not purchased with a promotional sales discount; was not imprinted for the customer; and is returned in its original sales wrapper within two days with dated cash register receipt.
Special Orders

Special orders may not be returned for refund or exchange unless defective at the time of purchase.

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 the 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 tearout pages that cannot be reused or textbooks with excessive cribbing or highlighting that would make the textbook useless to the next potential purchaser.

Student Services

Bookstore. A bookstore located at each campus provides books, supplies, and services for students, faculty, staff, and visitors.

Food Service. The Pellissippi Campus Cafeteria is located on the first floor of the J.L. Goins Administration Building. Vending services are also available at each location.

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 (FAFSA). 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 academic progress. To qualify a student must

1. Submit the Free Application for Federal Student Aid (FAFSA) to determine financial need.
2. Submit verifying documents as requested by the Financial Aid Office.
3. Be enrolled for admission or currently attending Pellissippi State and enrolled in an approved degree/transfer program.
4. Meet Pellissippi State’s satisfactory academic progress standards for financial aid recipients.
5. Have copies of all academic transcripts from schools previously attended sent to the Pellissippi State Admissions Office.
Pellissippi State encourages students to apply early for financial aid. **May 1 is the priority deadline for the fall semester.** Financial aid files completed as of that date will be given first consideration in the allocation of federal campus based funds. Files completed after May 1 will be accepted and awards made to eligible students on a first-come, first-served basis as long as funds are available.

Although Pellissippi State participates in the electronic processing of financial aid applications, we encourage students to file their initial or renewal FAFSAS at [www.fafasa.ed.gov](http://www.fafasa.ed.gov). Initial applications submitted directly to Pellissippi State for processing within the two week period prior to official registration will be processed only as time allows. These students may be required to pay for tuition and fees, then be reimbursed if they qualify for financial assistance at a later date.

**FINANCIAL AID AVAILABLE THROUGH PELLISSIPPI STATE AND OTHER AGENCIES**

**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 eligible noncitizens.

**Tennessee Student Assistance Award**

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
Vivian Joyce  
Ron Kesterson and Christine Lee  
Knoxville News-Sentinel Company  
Levi Strauss Foundation-Maryville C.I.T.  
Lockheed Martin Energy Systems, Inc.  
William D. and Jane Manly  
Manufacturing Sciences Corporation  
Maryville-Alcoa Newspapers, Inc.  
Warner W. Massey  
Matsushita Electronic Components  
William M. Miller  
Claude Moon  
Stephanie and David Morris  
Office Systems Technology  
PAI Corporation/VASF  
Marilyn D. Palatinus  
Percepts Westinghouse  
Pilot Corporation  
Plasti-Line, Inc. (2)  
PricewaterhouseCoopers LLP  
Process Food Corporation  
Protemp Staffing Services  
Roddy Coca-Cola Bottling Company, Inc.  
Rohm and Haas Tennessee, Incorporated  
Ted Russell Ford  
SSC Service Solutions (2)  
St. Mary’s Medical Center  
Ward K. Stallings  
Nancy B. Stanley  
Bradley Louis Sturm Memorial Scholarship  
Sun Coke Company  
SunTrust  
Support Staff  
Donald R. Thomas and Victor L. Blocher  
Vinylex Corporation  
Fern Webb  
West Chevrolet, Inc.  
David V. White  
James C. White  
Mary F. White  
WIVK Radio-Dick Broadcasting Co  
World Computer Systems, Inc.  
Bill Wyatt Memorial Scholarship  
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 scholarships, the recipient must have graduated from a recognized Knoxville area high school that is accredited by the Southern Association of Colleges and Schools, be a first-time college student and be enrolled full time at Pellissippi State. The scholarship must be used within one year following graduation from high school. The award is renewable for a second
year if the recipient completes a Foundation Scholarship application and maintains satisfactory academic progress and a 2.8 cumulative GPA.

*Other Foundation Scholarships.* These scholarships will be tentatively available for distribution for the school year 2002-2003. Criteria and award amounts vary. Specific scholarships are listed below:

Administrative Council
Alcoa Engineering
Altrusa International of Oak Ridge
American Business Women’s Association - Knoxville Charter Chapter
American Society of Professional Estimators
American Society for Quality Control Technicians
Art Scholarship
Associated Construction Women/Carol Meade Scholarship Fund
Edward R. Atkinson Sr. Memorial Scholarship
Mary Ann Beall/KARM Scholarship
Bechtel Women of Oak Ridge Book Scholarship
Child of Support Staff Employee Scholarship
Chilhowee Club of Maryville
Construction Financial Management Association
East Tennessee Computer Society
East Tennessee Environmental Business Association
Allen and Polly Edwards Scholarship
Executive Women International
Faculty Council

Farragut Lions Club/John C. Morgan and John Cross Scholarship Fund
Greater Knoxville Hotel-Motel Association
Charles M. Hall Alumni
Valerie M. Hall Memorial Scholarship
Instrument Society of America
Insurance Women of Knoxville
George R. Jasny/PAI Corporation
William K. Jones Scholarship
Janice Kennedy/Lena Davis Kennedy Scholarship Fund
Mathematics Scholarship
Mount Rest Home Foundation
Music Scholarship
National Association of Women in Construction/Jane Ellen Chance Scholarship Fund
Glen Nicely Scholarship
Oak Ridge City Employee
Society of Professional Journalists - East Tennessee Chapter
Staffing Solutions Scholarship
Sun Coke Company General Scholarship
Tennessee Hotel & Motel Association
Tennessee Valley Personnel Association
Lucille S. Thompson Family Foundation
West Chevrolet Endowment Fund

*J. L. Goins Tennessee Valley Scholars Scholarship at Pellissippi State.* This scholarship carries the following eligibility requirements:

1. Student must have graduated from Alcoa, Heritage, Maryville or William Blount high school as a Tennessee Valley Scholar.
2. Student must apply and have been accepted to Pellissippi State.
3. Student must be enrolled in one of the following career/technical programs with the intention of earning an Associate of Applied Science degree at Pellissippi State. These career/technical programs are designed for the student who does not intend to transfer to a baccalaureate program:
   - Civil Engineering Technology
   - Communications Graphics Technology
   - Computer Accounting
   - Computer Integrated Drafting and Design Technology
   - Computer Science and Information Technology Database Design and Development Concentration
Internet Software Development Concentration
Programming Concentration
• E-Commerce/Marketing
• Early Childhood Education
• Electrical Engineering Technology
• General Technology
• Geographic Information Systems
  Business Concentration
  Technology Concentration
• Hospitality
• Interior Design Technology
• Management
• Mechanical Engineering Technology
  Manufacturing Concentration
  Mechanical Concentration
  Quality Control Concentration
• Office Systems Technology
  Business Concentration
  Health Care Office Administration Concentration
• Paralegal Studies
• Video Production Technology

4. Student must be enrolled full time (12 credit hours or more).

5. Student will receive scholarship for tuition and fees for one year. The scholarship is renewable for a second year of study if the recipient maintains satisfactory progress and a 2.0 cumulative GPA. You must reapply yearly by scholarship application through the Financial Aid Office.

6. The scholarship is for two years of study only. If the student has not completed the A.A.S. degree within two years, the remainder of the degree will be at the student’s expense.

7. The scholarship must be used within one year following graduation from high school.

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.

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. The loans are awarded only as long as funds are available and on a first-come, first-served basis.

RETURN OF TITLE IV FUNDS

Pellissippi State monitors class attendance. Failure to attend class could affect a student’s evaluation for satisfactory academic progress. It could also result in a student’s being required to repay all or a portion of the financial aid received for a semester. The following attendance policies apply to Title IV financial aid recipients for the return of the Title IV funds:
• Any student who never attends one or more classes will have aid reduced by 100 percent accordingly.
• Any student who drops hours between the first day of class and the last day to add a class will have aid reduced by 100 percent accordingly.
• Adjustments of financial aid for any student who officially withdraws will be calculated based on the percentage of Title IV aid earned as determined by the date the student began the withdrawal process.
• Adjustments of financial aid for any student who stops attending all classes but does not officially withdraw will be calculated based on the midpoint of the enrollment period.

A copy of the complete Return of Title IV Funds Policy and examples are available upon request in the Pellissippi State Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS POLICY
FOR FINANCIAL AID ELIGIBILITY

All students who receive Title IV financial aid must be working toward a degree at Pellissippi State. In order to assure that the student is making satisfactory academic progress, both in terms of number of hours completed and cumulative GPA, Pellissippi State will evaluate students at the end of the academic year using the following satisfactory progress policy:

Progress Standards
1. A student must maintain the following cumulative grade-point averages to be considered making satisfactory progress (includes developmental studies 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>

2. A student must pass two-thirds (.667) of the hours attempted each semester. Satisfactory grades are A, B+, B, C+, 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.

3. A student who does meet the above requirements will be placed on financial aid probation. During the semester of probation, the student will be eligible for regular financial assistance and will be expected to re-establish satisfactory progress.

4. If a student has not re-established satisfactory progress after the one semester of financial probation, all forms of financial assistance to the student will be suspended.

5. A student may be reinstated on financial aid by personally paying the educational expenses for a minimum of six credit hours for one full semester and 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.
6. Any student who receives a 0.0 GPA for a semester due to all F grades (or a combination of F, W, or AU grades) will be removed from financial aid eligibility without a probationary period. This student may be reinstated on financial aid after meeting the conditions of Item 5 of these regulations.

7. Any student who received a 0.0 GPA for a semester as the result of an official withdrawal from the College will be placed on financial aid probation. If a student totally withdraws from two semesters, between which no successful work has been completed, all forms of financial assistance to the student will be terminated. This student may be reinstated on financial aid after meeting the conditions of Item 5 of these regulations.

**Time Limit for Financial Aid**

A student may be eligible to receive financial aid for a maximum of 100 hours attempted toward a degree and 30 hours of required developmental studies courses, for a maximum of 130 hours.

Transfer hours accepted by Pellissippi State will be counted toward the maximum number of hours allowed to be eligible to receive financial aid.

**Financial Aid Appeals**

Any termination of financial aid may be appealed. Any student not satisfied with the decision rendered may take his/her appeal to the Financial Aid Committee. The student must be able to prove extenuating circumstances for an appeal.

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 termination of financial aid.

**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 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 (except students who transfer from regionally accredited schools) must submit high school/GED transcripts and/or transcripts from accredited colleges attended. All veterans and Guard/Reserve recipients 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.

**VA Forms**

The VA Form 22-1990 and 22-1999, Veterans Application for Program of Education or Training and Enrollment Certification, must be completed. The veteran should submit the original Form DD-214 along with these forms. Reserve and Guard benefit recipients must submit DD Form 2384 (NOBE) and a DD-214 form. If benefits have previously been used for educational assistance, veterans must complete VA Form 22-1995, VA Form 22-1999 and DD214. The application and
all supporting documents should be submitted for processing to the Financial Aid/Veterans Office at least eight weeks prior to the beginning of the semester in which the veteran wishes to attend and course registration should be complete. 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, any benefits 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 & Handbook under the major 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 complete 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 and who are registered for eligible courses will receive at least one month’s pay at the beginning of that semester. This check is dispersed by the College. Following this disbursement, the regular monthly pay amount may be deposited directly to the student’s bank account. Students should contact the Financial Aid Office for a request form.

**Fee Deferment**

Students who have applied for educational benefits from the Department of Veterans Affairs may defer their tuition and fees UNTIL receipt of those benefits or until the last day of the semester. Pellissippi State’s Veterans Affairs Office can provide additional information and the required deferment forms. Students may also apply for a Student Emergency Loan at the Financial Aid Office to assist with the purchase of books.

**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 DSP (Developmental Studies Program) 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. Most co-op courses are not payable by 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. Students should see the Financial Aid/Veterans Affairs Office for more information.

- Veterans should also apply for other financial aid.

- All benefits recipients should obtain a copy of Pellissippi State’s Veterans Educational Benefits Information brochure at the Financial Aid Office.

- VA benefits are paid for fast track classes only during the enrollment dates for that class.

Attendance

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.

The Veterans Administration regional office may be contacted toll-free by calling 1-800-442-4551. Veteran benefits recipients may also use the Department of Veterans Affairs Web site to correspond about benefits concerns or to find current regulation information. The Web address is not case-specific: www.va.gov

OTHER ASSISTANCE

Vocational Rehabilitation assistance is available to qualified applicants. The Services for Students With Disabilities Office can provide application information.
Student Information & Services

In This Section:

- Counseling Services
- Services for Students With Disabilities
- Tutoring
- Testing
- Student Life and Recreation
- Graduate Placement Services
- Student Disciplinary Rules
- Computer Usage Guidelines
- Student Records
- Smoking and Tobacco Use Policy
- Traffic and Parking Regulations
- Emergencies
- Campus Security Report
- Other Information and 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 Office provide students the opportunity to explore concerns that 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 to work with students in group and individual counseling settings. When additional services are required, counselors make referrals to service centers both on and off campus. The Student Development staff also provides information and guidance to students who wish to transfer to four-year colleges or universities.

Career Counseling. Counselors in the Student Development Office can assist a prospective or enrolled student with tasks such as deciding on a major, researching a career change, or planning a job-seeking strategy. Through both workshops and individual counseling, counselors provide help with career decision-making, resume writing, interviewing, and job-seeking skills. Interest and skill testing, computerized career planning assistance, and career counseling are available by appointment. The Student Development staff maintains a collection of books and pamphlets on career and educational planning, and life coping skills. Students who are planning careers that require completing a four-year college degree can use the collection of college catalogs in the Student Development Office to explore educational possibilities. The Student Development staff maintains files containing information about many companies that may be future employers of Pellissippi State students. The Student Development staff assists alumni in planning job-seeking strategies, learning interviewing techniques, writing an effective resume or reassessing career goals.

Students and prospective students may schedule appointments for career assessment and career counseling through the Student Development Office at the Pellissippi Campus, the Division Street Campus, the Blount County Center, or the Magnolia Avenue Campus. Resources available to help with career decision-making and planning include the following:

• **Self-Directed Search.** This instrument is designed to help people make career decisions based on interests and skills.

• **Campbell Interest and Skill Survey.** This instrument is designed to help people make career decisions based on self-reported interests and skills.

• **PROJECT INFOE (Information Needed for Occupational Education).** This is a computer program developed with the cooperation of the Tennessee Department of Education Division of Vocational-Technical Education. It can guide students toward a career choice or provide them with information about occupations, with an emphasis on the technical fields.
• **JobBank.** This is a computer program that provides information about careers as well as information about positions currently available.

• **Multimedia Guide to Career Exploration.** This is a computer program that guides a student toward a career choice.

**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 Services for Students With Disabilities Office coordinates the services and academic accommodations for all students with disabilities. Academic accommodations are based on documentation of the disability and are determined on a case-by-case basis.

According to the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (ADA), a student with a disability is someone who has a physical or mental impairment; has 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. Personal services are not provided. Students who need support services or accommodations for entrance testing should contact this office prior to enrollment.

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

**TUTORING**

Free academic tutoring is available in math, writing, chemistry, biology, statistics, and other academic subjects in the Learning and Testing Center at all four campuses. The Pellissippi Campus Learning and Testing Center also compiles a list of paid tutors in various subjects to which students can refer.

**TESTING**

The Learning and Testing Center, Room 122, Educational Resources Center, provides a multipurpose testing program, including placement exams, GED tests, makeup tests, and other exams.

**Required Placement Tests.** Pellissippi State serves as an area test center for the ACT. Tests are administered on national and residual test dates. The placement test, which is required by TBR, is administered to incoming freshmen seeking regular admission to a degree program. Materials are available to help students prepare for the placement test.

**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) or on the DANTES subject tests. For a list of accepted general and subject exams, see Advanced Placement Test in the Admissions and Registration section.
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. See Proficiency Credit by Examination in the Admissions and Registration section in this Catalog & Handbook.

Makeup Testing. Students who miss an exam in class, work under an independent study program, or are enrolled in a video or Web-based course may take exams in the Learning and Testing Center. Learning and Testing centers are located in Room 122, Educational Resources Center, Pellissippi Campus; Room 102, Blount County Center; Room 215, Division Street Campus; and Room 148, Magnolia Avenue Campus. 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 credit at Pellissippi State. See Credit for Certified Professional Secretary Examination in the Admissions and Registration section in this Catalog & Handbook.

Adults who have not received a high school diploma can apply for the GED test at Pellissippi State, an official test center. A free computer-based GED preparation course is available through the Learning and Testing Center.

The College Basic Academic Subjects Examination (CBASE) is administered to all graduates in associate’s 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.

Exit exams may also be required in the career/technical programs.

Correspondence testing is available by appointment in the Learning and Testing Center.

STUDENT LIFE AND RECREATION

Pellissippi State supports and encourages participation in co-curricular activities that develop individual and group skills. Student activities programs and student organizations are coordinated through this office. Student representatives are appointed to Pellissippi State advisory boards and standing committees to include the student’s perspective in College decision making.

Council of Student Advocates. (C.O.S.A.) The purpose of the Council of Student Advocates is to represent the interests of the student body and to work in partnership with the administration on decisions pertaining to the processes of education and the future of Pellissippi State. In addition, the Council of Student Advocates offer Pellissippi State students intellectual, social and cultural enrichment opportunities.

Student Organizations and Clubs. Honor, professional, and special interest organizations are organized through Student Life and Recreation. 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. For a list of active organizations, come by Room 162 in the J.L. Goins Administration Building on the Pellissippi Campus.
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 Student Life and Recreation as requested.

**Student Leadership Development.** Student Life and Recreation offers a variety of programs designed to enhance and support the leadership development of Pellissippi State students. The Leadership Program 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 Leadership Program include the following:
- Student Leadership Conference
- Student Leadership Awards Ceremony
- HUM 2100
- Leadership Resource Center

**Application for Starting a New Organization.** Any student or group of students interested in starting a new student organization should contact Student Life and Recreation to obtain a copy of the student organization manual. 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 Student Life and Recreation 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 Student Life and Recreation. All use of campus property and facilities is subject to TBR regulations.

**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 outdoor tennis courts, one outdoor combination basketball/tennis court, one outdoor sand volleyball court, one outdoor soccer field, one outdoor golf area, one outdoor archery area, three indoor tennis courts, one indoor combination volleyball/basketball/badminton court and a softball field. Also included in the Student Recreation Center is a fitness room containing a variety of weight training equipment. The Student Recreation Center facilities, both indoor and outdoor, are open to all Pellissippi State students, faculty, and staff who have paid the student recreation fee, as well as to special guests of the College. Students must also present an ID card validated 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 extended community as well. Volunteerism gives students the opportunity to develop a
sense of community responsibility and to serve the local community while learning about workplaces, 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 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.

**Student Publications.** The Pellissippi Press, 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 located in Room 146B, J.L. Goins Administration Building.

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 Life and Recreation Office encourages all students to get involved. The activities, organizations, and other events sponsored by Student Life and Recreation 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 Student Life and Recreation Office (Goins 162) on the Pellissippi Campus or in the main offices at the Blount County, Division Street, and Magnolia Avenue sites. Items must be no larger than 11 x 17 inches and can be posted for a maximum of 15 schooldays. Attractive, color-coded cards for posting notices are available in the Student Life and Recreation office.

**Ambassador Program.** Each semester the Admissions Office works with students to represent Pellissippi State as public relations officials. These students give campus tours, greet incoming visitors, and assist with various on-campus and off-campus activities. The Ambassador Program is coordinated through the Admissions Office.

**GRADUATE PLACEMENT SERVICES**

Placement Office personnel assist students, recent graduates and alumni of career/technical programs in their job search to help them obtain career positions. Regularly updated job postings are available for all students at all site locations. Placement and Cooperative Education files are maintained and made available to employers in the community.

The Placement Office provides the following services:

- Contacts with representatives of business and industry
- Resume writing assistance
- Interviewing skills assistance, including mock interviews
• Copies of student placement files sent to companies
• Career fairs at all Pellissippi State sites
• Information about potential employers
• Posting of part-time jobs at all Pellissippi State sites

**Placement Office Registration.** Career/technical majors must register with the Placement Office when submitting an Intent to Graduate form.

**Interview Policy.** Students should complete a placement file no later than one semester before graduation containing a personal data record, resume, and instructor and/or employer evaluations. Students are encouraged to attend workshops in the Student Development Office 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 completing state reports.

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 nonstudents. In recognition of the special relationship that exists between the College and the academic community that it seeks to serve, the Tennessee Board of Regents (TBR) 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 that 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, college disciplinary measures shall be imposed for conduct that adversely affects Pellissippi State’s pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or people on college or college-controlled property.

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

- **Conduct dangerous to others.** Any conduct that 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 intentional or reckless act in Tennessee, on or off the property of any higher educational institution, by one student, acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student’s mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

- **Disorderly conduct.** Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that 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 college or college-controlled facilities or blockage of access to or from such facilities.
  - Interference with the right of any college staff member or other authorized person to gain access to any college or college-controlled activity, program, event, or facilities.
  - Any obstruction or delay of a campus security officer, firefighter, or any college official in the performance of his/her 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, college keys, library materials, and/or safety devices; and any such act against a member of the College community or a guest of Pellissippi State.

- **Theft, misappropriation or unauthorized sale of property.** Any act of theft, misappropriation or sale of Pellissippi State property, or any such act against a member of the College community or a guest of Pellissippi State.

- **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 the College.

- **Firearms and other dangerous weapons.** Any 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 that could cause damage by fire or any other means to people or property, or possession of any substance that could be considered to be and used as fireworks.

• **Alcoholic beverages.** The use and/or possession of alcoholic beverages is not allowed 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 College 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. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that 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/she has been erroneously accused of academic misconduct and if his/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 that occur on Pellissippi State-owned, -leased, or otherwise controlled property, or that occur off campus when the conduct impairs, interferes with, or obstructs any College activity or the missions, processes, and functions of the College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, that 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 that follows the end of an academic period that 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.

**Disciplinary Sanctions.** 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/she is being given another chance to conduct himself/herself as a proper member of the College community, but that any further violation will result in more serious penalties. In addition, a reprimand does remain 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, of the use of facilities, of parking privileges, of participation in extracurricular activities, or of full 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/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 does become a part of the student’s permanent record and is a permanent bar to the student’s readmission to Pellissippi State.

• **Interim or summary suspension.** Though as a general rule, the status of a student accused of violations of college 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 dean of Student Affairs or his/her designated representative 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/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.

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

**Disciplinary Procedures.** Admission to Pellissippi State implies that the student agrees to respect the rights of others and observe civil laws. Conduct regarded as dangerous or threatening, which warrants response by local law enforcement officials, will carry an immediate temporary suspension of the student from the College. If the court convicts the student, the College may expel the student solely on the findings of the criminal court. If the College does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

The student defendant shall be afforded all rights required by due process including the following:

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/her choice.

   The right to present evidence on his/her behalf.

   The right to call witnesses on his/her behalf.

   The right to cross-examination.
3. A tape recording or summary transcription of the proceedings shall be kept and made available to the student upon request for the sole purpose of appeal from a decision of suspension or expulsion. The student may also have a verbatim transcript made at his/ her own expense. Pellissippi State shall have this option at its expense.

4. The right to appeal the decision of the Pellissippi State official or the Student Disciplinary Hearing Body to the Pellissippi State president through the chair of the Student Disciplinary Hearing Body.

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 that 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 TBR unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with Pellissippi State procedures established by these rules.

**Due Process Procedures.** 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 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.

3. The student shall be notified in writing by the dean of Student Affairs that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the conference, the student shall be advised of the following:
   - He/she may admit the alleged violation, waive a hearing in writing and request that Pellissippi State officials take appropriate action.
   - He/she may admit the alleged violation in writing and request an adjudication before the Student Disciplinary Hearing Body.
   - He/she may deny the alleged violation in writing and request an adjudication before the Student Disciplinary Hearing Body.
   - 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 signed.
In cases referred to the Student Disciplinary Hearing Body, the dean of Student Affairs shall, at least five 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 that, 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 Student Disciplinary Hearing Body may, for good cause, designate three observers from the faculty and/or student body. The Student Disciplinary Hearing Body, however, may exclude any person who may be reasonably expected to interfere materially with the hearing. Otherwise, the hearing and other deliberations of the Student Disciplinary Hearing Body shall be closed except for appropriate observers from the 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 Student Disciplinary Hearing Body. 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/her right to appeal the decision of the Student Disciplinary Hearing Body to the president of Pellissippi State through the chair of the Student Disciplinary Hearing Body within five days of receipt of the decision. In cases of appeal, any action assessed by the Student Disciplinary Hearing Body shall be suspended pending outcome of the appeal. A copy of the final decision shall be mailed to the student.

**COMPUTER USAGE GUIDELINES**

College-owned or -operated computing resources are provided for use by faculty, students, and staff of Pellissippi State Technical Community College. All faculty, students, and staff are responsible for the use of Pellissippi State’s computing resources in an effective, efficient, ethical, and lawful manner. The following guidelines relate to the use of these computing resources. Additional requirements and procedures may be listed for the authorized use of specific college computing laboratories. (See individual laboratory.) It is each individual’s responsibility to abide by them:

1. Computing resources and accounts are owned by the College and are to be used for College-related activities only. All access to the College’s computer systems must be approved; approvals may include displaying of proper identification to completion of forms when requested. Access to departmental computer systems must be approved by the dean, the department head or an authorized representative. Approvals vary depending upon the unit.

2. Disclaimer: The College makes computing facilities consisting of hardware, software, accounts and communication activities available. The College accepts no responsibility for any loss of data or damage to data or services arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The College makes no warranty, express or implied, regarding the computing services offered or their fitness for any particular purpose.
3. Regular faculty and staff, contracted faculty and staff, and students who are registered for classes and have paid fees for the current semester are considered eligible for computer accounts. Accounts for students are automatically created following registration. Nonpayment of fees or withdrawal from classes will forfeit a student user account.

4. Computing resources and accounts are to be used only for the purpose for which they were assigned and are not to be used for commercial purposes or noncollege-related activities. The prohibition against commercial or noncollege-related purposes also applies to World Wide Web pages written and published from any Pellissippi State user account, and applies to advertisements of products and services or links to advertisements and services to commercial World Wide Web pages from Pellissippi State user Web pages [see Pellissippi State Policy No. 08:13:04, World Wide Web (WWW) Page Development and Use]. Continued use of an account after the student enrollment or faculty/staff employment ends is not permitted.

5. An account assigned to an individual, including student user accounts, must not be used by others. Faculty, students, and staff are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family or co-workers to use accounts either locally or through the Internet is a serious violation of these guidelines. Generic accounts may only be authorized when they are related to official college business and activities. Generic accounts must be approved by the director of Network and Technical Services.

Faculty, students and staff are responsible for choosing an appropriate password that is difficult to guess. If an individual suspects his/her account password has been compromised, he/she should change the password immediately.

An account password for e-mail accounts and other server based resources can be overridden when necessary by authorized administrators including the employee’s supervisor. The dean of Student Affairs may authorize an override of a student account. Passwords, keyboard locking software, or other security measures which are based on individual PC's rather than on servers cannot be as easily overridden.

Therefore, they may be used only with the permission of a supervisor, and only if the supervisor is provided with the password or other unlocking mechanism.

Students cannot call the Helpdesk to have an account password reset. A student must show ID to the Helpdesk personnel before a password can be reset. Faculty or staff may call the helpdesk to change a password. The helpdesk may contact the faculty or staff to verify the request.

6. Users may use programs and files only in their own accounts, unless the programs and files have been explicitly (either by written approval or security systems) made available to others by the custodian of the data. Seeking to gain unauthorized access to files and programs in someone else’s account is a serious violation of the policy.

The College will make reasonable efforts to maintain the integrity and
effective operation of its computer systems including electronic mail, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature of technology, the College can assure neither the privacy of an individual user’s use of the College’s computer system resources nor the confidentiality of particular messages that may be created, transmitted, received or stored thereby. In addition, state law provides that communications of College personnel that are sent by electronic mail constitute “correspondence” and therefore, will be considered public records subject to public inspection under the Open Records Acts. Tennessee’s Open records law requires that computer files be treated as open records. Additionally, files in user accounts are subject to the discovery process or subpoena.

E-mail is stored as files and is therefore subject to the same rules and restrictions as any other files. Additionally, e-mail is very easy to forward and any e-mail sent can easily become a matter of general dissemination. Forwarding e-mail from an account at the College to a private account with an Internet Services Provider may make the private account subject to the same potential for discovery and subpoena during legal actions as is the account at the College. The College reserves the right to inspect and disclose the contents of electronic mail in the following circumstances:

* In the course of an investigation triggered by indications of misconduct or misuse.
* As needed to protect health and safety of the college community.
* As needed to prevent interference with the academic mission.
* As needed to locate substantive information required for college business that is not more readily available by some other means.

7. While the College recognizes and supports the constitutional right to freedom of speech, college computing resources, including the Internet, cannot be used to intimidate or create an atmosphere of harassment—for example, harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation. Fraudulent, threatening, or obscene e-mail or graphical displays used to harass or intimidate are prohibited. Chain letters, mass mailings and repeated sending of e-mail after being requested to stop are also examples of inappropriate uses of college electronic communications resources. The use of the informational college computing resources for the transmission or dissemination of defamatory information is a violation of this policy.

8. Software use must conform to copyright laws and licensing agreements. Software is protected by copyright law whether or not a copyright notice is explicitly stated in the software or in its documentation. It is illegal to make duplicate copies of a single software product unless authorized to do so by the author or publisher of the software product. Computer users have no rights to give or receive duplicates of software without authorization or to install software onto college computing equipment. Software installation may only be performed by authorized college computing systems staff.

9. Plagiarism. Academic penalties for plagiarism are severe. Computing systems staff cooperate with instructors to detect and verify plagiarism. Guilty students
may lose computing privileges, fail their courses and/or be placed on academic probation. Students who complete a course and share assignments and tests with those enrolled in a subsequent semester will also face disciplinary actions. Violation of this policy may subject the accused student to disciplinary action in addition to the other potential action. In order to discourage plagiarism, students should be sure to pick up and discard all printed output.

10. Users may not attempt to circumvent security, to use knowledge of loopholes in computer system security or unauthorized knowledge of a password to damage any computing systems, to obtain extra computing resources, to take resources from another user, to gain access to computing systems, or to use computing systems for which proper authorization has not been given—either on campus or off campus. Any of these attempts are a violation of these guidelines.

11. No one should deliberately attempt to degrade the performance of a computer system (including network resources) or to deprive authorized users of resources or access to any college computer system. When a process is consuming excessive system resources or objectionably degrading system response, it may be terminated or its priority may be altered without notice.

The following is illustrative of unacceptable uses and is not intended to be an inclusive or exhaustive listing: Users may not harass, threaten or defame other users. Attempts to steal, intercept, or attempt to intercept passwords, files, or other user/system information, or attempts to crash or violate the integrity of, or adversely affect, the activities of a computer system violate this policy. Users shall abide by all copyright laws; thus, unauthorized attempts to browse, access, solicit, copy, use, modify, or delete electronic documents or programs belonging to others, whether at the College or elsewhere, are a violation of this policy. Use of the computing resources for any purpose restricted or prohibited by federal or state laws or regulations is prohibited. If activities as described above occur, the account will be disabled.

Disclaimer: Policies are revised on an ongoing basis. For the most current policies on computer usage, go to our Web site: www.pstcc.cc.tn.us/departments/icg/cug.html

STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), also known as FERPA and 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’s policy relating to information practices (Policy 04:03:00, Pellissippi State Policies and Procedures Manual) 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 uni-
versities that 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. 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, documents to verify information on the SAR, contract for work study, Voc-Rehab R5-C Form, 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 that pertains to the student. The director of Financial Aid is responsible for the maintenance and security of these records.

**Placement and Cooperative Education Records.** Placement files and cooperative education files are maintained by the Placement Office. Placement files contain a resume data sheet, resume, recommendation, student agreement and Pellissippi State transcript. Cooperative education (co-op) files contain a resume form, personal resume, faculty recommendation and student agreement. The director of Placement is responsible for the maintenance and security of these records.

**Assessment Records.** Current (within the last two years) ACT, placement test and CBASE student test scores and GED scores (1988 – present) are maintained in the Learning and Testing Center. All test scores are confidential. The director is responsible for the maintenance and security of these documents.

**Services for Students With Disabilities Records.** Student files containing documentation of a disability and accommodation requests are maintained by the Services for Students With Disabilities Office. Disability information is confidential and is released only with the student’s written consent. The coordinator of the Services for Students With Disabilities Office is responsible for the maintenance 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
- E-mail address

A student who does not wish directory information released without consent should provide written notification to the Admissions Office or Records Office.

**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 that 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 FBI 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 TBR 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.
- 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 TBR 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’s record 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 that were placed in the student’s records prior to January 1, 1975, if the following apply:

- The letters and statements were solicited with a written assurance of confidentiality or were sent and retained with a documented understanding of confidentiality.
- 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 placed in the education records of the student after January 1, 1975, that are either about admission to an educational institution, about an application for employment, or about the receipt of an honor or honorary recognition.

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

Student’s Right to Request Amendment. A student may request to amend his or her record if he or she feels it is inaccurate, misleading, or in violation of his or her rights.

The initial request must be submitted to the appropriate official responsible for the record (as indicated above). This official must consider the request and convey the decision to comply or deny within 20 calendar days. If the request is denied, the official must inform the student of his or her right to a hearing. The request for a hearing, which must be submitted to the dean of 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 that 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.

FERPA also affords students certain rights with respect to their education records. They are—

1. The right to inspect and review the student’s education records.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by a state university to comply with the requirements of FERPA.
5. The right to obtain a copy of the state university’s student records policy. You can obtain a copy of the College’s policy (Policy 04:03:00, Policies and Procedures Manual) from the Admissions Office or the Records Office.

**SMOKING AND TOBACCO USE POLICY**

Pellissippi State Technical Community College recognizes the increasing weight of scientific evidence that smoking is harmful not only to the active smoker but also to the “passive” smoker who is exposed to others’ smoke. Furthermore, the Centers for Disease Control has reported that passive tobacco smoke cannot be effectively removed from the workplace by ventilation or by air filtration. Smoking is defined as “the lighting or carrying of a lighted cigarette, pipe, or similar device.”
Effective spring semester 1995, smoking is prohibited in all College buildings and indoor facilities, except designated areas listed below. Additionally, smoking will not be allowed in any campus vehicle. Effective spring semester 1999, all building entrances will be posted as nonsmoking areas. Signs stating “No smoking beyond this point” will be posted at all entrances. Signs will be posted at all exits stating “Smoking prohibited at building entrances.” Where smoking is allowed, the proper disposal of all waste products of tobacco smoking is required.

The use of mouth tobacco (to include dipping, chewing, etc.) is prohibited in all Pellissippi State buildings, facilities, and vehicles.

The policy applies to the entire College community, including employees, students and visitors. It is the responsibility of all faculty, staff, and students to adhere to, to enforce, and to inform visitors of the College’s smoking policy. If a student continues to disregard the posting, he/she will be reported to the dean of Students Affairs. If an employee continues to disregard the posting, he/she will be reported to the director of Human Resources.

**Designated Areas**
Pellissippi Campus: Alexander Building, Room 112—designated smoking lounge
Division Street Campus: Room 136—designated smoking lounge
Blount County Center: Room 117—designated smoking lounge (former gym)
Magnolia Avenue Campus: a smoke-free building

The College will maintain air filtering devices(s) for the above designated areas.

**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 Safety and Security Office, beginning the first day of classes each semester. Brochures on parking regulations are available from the Safety and Security Office.

**Registration of Vehicles.** All vehicles operated at Pellissippi State must be properly registered and have a prescribed hangtag. Vehicles include pickup trucks, vans and jeeps, as well as automobiles. Hangtags are not required for motorcycles, motorbikes and scooters, but those vehicles should only be parked in areas designated for motorcycles. 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. The Department of Motor Vehicle database 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. Hangtags are also available from the Safety and Security Office, and switchboard operator during the entire semester. No student will be permitted to register another student’s vehicle. The parking hangtag must be displayed from the rearview mirror of the vehicle.

Registrants who are unable to drive their own vehicles on a particular day should park in the Open (O) Lots.

Visitors are defined as people not connected with the College but who occa-
sionally have business or other reasons to be on the campus. Designated visitor space will be the Visitors’ Lot in the front of Goins.

**Division Street Parking.** The upper tier parking areas to the left of the Division Street Campus buildings are designated as faculty and staff parking only. Student and disabled parking is located in the remaining parking lots on Pellissippi State property. However, Pellissippi State students may also use the graveled parking lot located across Liberty Street from the Tennessee Technology Center.
**Blount County Parking.** Students may park in all spaces except those designated as faculty, staff, disabled, visitor or other reserved parking.

**Magnolia Avenue Parking.** Students may park in all spaces except those designated as faculty, staff, disabled, visitor or other reserved parking.

**General Traffic and Parking Regulations.**
- Speed limit for all vehicles will not exceed 20 mph unless posted lower.
- 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 (disabled, fire zone, loading zone, cross walks, etc.).
- Parking in a zone other than one designated by hangtag classification.
- Parking on or over lines.
- No Pellissippi State hangtag or expired Pellissippi State hangtag.
- Parking on the wrong side of the street.
- Obstructing the driveway.
- Littering.
- Blocking the path of another vehicle.

**Moving Violations.**
- Speeding (20 mph limit unless posted lower).
- Reckless driving.
- Failure to yield to pedestrians.
- Failure to come to a complete stop at stop signs.
- Driving under the influence of alcohol or narcotics.
- Operating a vehicle causing loud or unnecessary noise, such as loud mufflers, horns, p.a. systems, radios, etc.

**Penalties for Violations of Regulations.**
- For illegal parking in loading zones, parking out of classification: $10 all violations.
- For improper parking in loading zones, parking out of classification: $10 all violations.
- For illegal parking in fire zone: $10 all violations.
- For illegal parking in the disabled zone: $100 all violations. 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 Tennessee Code Annotated Title 55: $15 all violations.
- For failure to display hangtag or failure to remove a hangtag when required: $10 all violations.
- Failure to obey instructions from Security personnel will result in a $15 fine.

All citations must be paid within 14 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 Cashier’s Office, located on the
Academic Information & Services

Whom to Contact if You ...

Need assistance in obtaining a job ................................................................. Placement
Want to drop or add a course ........................................................................ Records
Withdraw from Pellissippi State ...................................................................... Student Development
Want permission for a special event or activity .................................................. Student Life
Have financial obligations to Pellissippi State .................................................. Cashier
Want to put a notice on the bulletin board ..................................................... Student Life
Need a refund from vending machines ......................................................... Cashier
Need to notify someone in case of emergency ................................................. Student Affairs
Want to participate in student activities .......................................................... Student Life
Want to change majors ................................................................................... Records
Want assistance in selecting a career field ...................................................... Student Development
Are in need of a loan or scholarship .............................................................. Financial Aid
Need counseling services .............................................................................. Student Development
Want to schedule a makeup test ..................................................................... Instructor
Need to type a letter or report ........................................................................... Open Computer Labs
Need a letter or report typed ........................................................................... Center for Advanced Office Systems
Need a tutor ....................................................................................................... Learning and Testing Centers
Need accommodations for a disability ............................................................ Services for Students With Disabilities
Feel you have been discriminated against ...................................................... Affirmative Action Officer

In This Section:

- General Academic Policies
- Developmental Studies Program (DSP)
- Developmental Studies Placement
- Weekend College
- Fast Track
- Distance Learning
- Academic Retention Practices
- Academic Probation Standards
- Information Services
- Applications Programming Support
- Library Services
- Educational Technology Services
- Information Technology Support Center Open Lab
- Network Technical Services (NTS)
- Learning and Testing Center
Pellissippi State offers a variety of educational opportunities to meet the needs of students with diverse backgrounds and interests. Each program of study is built on a set of broad educational goals. In addition to program-specific goals, the College expects that all students will be provided a strong general education. College curricula and supporting activities are designed to enhance personal and professional success by developing knowledge and skills in the areas of communication; personal development; problem solving and decision making; cultural diversity and social adaptation; and technological, numerical, and information literacy. As a result of their general education, Pellissippi State graduates shall:

- Record, analyze, interpret, and articulate facts and ideas orally and in writing.
- Possess skills and attitudes necessary for developing and achieving their personal and professional goals.
- Individually and within a team use appropriate methods of inquiry and analysis to define and solve problems and to make effective decisions.
- Respond to diverse personal and professional situations through an understanding of themselves and others within the context of changing local, regional, national, and world communities.
- Understand the role of technology in society and possess the skills necessary to adapt to changing technology.
- Apply mathematical and analytical skills that enhance their effectiveness in communicating, problem solving, and decision making.
- Gather historical and current information in their field of specialization to aid them in making informed decisions.

Pellissippi State operates on the semester system, with the standard academic year consisting of two terms of 16 weeks each. The standard credit is the semester hour.

**Degrees.** Pellissippi State offers the following degrees:

- **Associate of Arts (A.A.)**—refer to College Transfer/University Parallel Programs.

- **Associate of Science (A.S.)**—refer to College Transfer/University Parallel Programs.

- **Associate of Applied Science (A.A.S.)**—refer to Career/Technical Programs.

**Graduation 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. Requirements include:

1. **Minimum residence for associate degrees.** The last 20 credit hours preceding graduation with an associate’s degree must be completed at Pellissippi State. For an active-duty service member, 25 percent of the required credit hours must be completed at Pellissippi State. In addition, at least 12 hours of course work in the major preceding graduation with an associate of applied science degree must be completed at Pellissippi State.

2. **Minimum residence for certificates.** Thirty percent or more of the total credit hours required for certificate completion must be completed at Pellissippi State. For an active-duty service member, 25 percent of the required credit hours must be completed at Pellissippi State.
2. Minimum credit hours. Each candidate must complete at least 60 credit hours to be eligible for the associate’s degree.

3. Minimum grade-point average. A cumulative grade-point average (GPA) of at least 2.0 on all college-level coursework at Pellissippi State is required for graduation.

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

5. Major studies in Career Technical. At least 12 hours of course work in the major preceding graduation with an associate of applied science degree must be completed at Pellissippi State.

6. 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.

7. Catalog option. The student must meet the requirements for graduation under any one catalog in effect during the student’s attendance at Pellissippi State, provided that the catalog used is within six years of the date of graduation. Articulation agreements may specify shorter completion periods. This option does not exempt anyone from the general requirements of Pellissippi State. General requirements are subject to change without notice.

8. Commencement. An annual commencement exercise is scheduled at the end of each spring semester for those certified as completing all requirements during or before the spring semester.

9. Exit testing. As required by public policy, 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. The purpose of such examinations is to evaluate the effectiveness of the College or the program. Participation in testing may be required of all students, in selected programs, and/or of students selected on a sample basis. In order to comply fully with this provision, students must authorize the release of their scores to the College. Unless otherwise provided for in an individual major, however, no minimum score or level of achievement is required for graduation. Individual student scores are confidential. Students not complying with requested testing provisions will have their transcripts and diplomas placed on hold.

**GENERAL ACADEMIC POLICIES**

**Attendance Policy.** Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding videotape and Web 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 and Student Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy can be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal can be addressed to the vice president of Academic and Student Affairs.
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>
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<tr>
<td>B+</td>
<td>3.5</td>
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<tr>
<td>B</td>
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<td>C+</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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 credit hours attempted. For the first semester of attendance, the cumulative GPA is determined by dividing the total quality points earned by the total hours attempted for all semesters. Grades described below are not included in the standard calculation of GPA:

**E (Extension)**—The grade of E is used for developmental studies courses only and does not count as hours attempted in determining the GPA for the semester in which the grade is issued. The extension allows the student to reenroll in the course in the subsequent semester. When the student reenrolls in the course, the final grade is issued for that semester and the previously awarded E grade remains unchanged. An E grade counts as an unsuccessful attempt.

**I (Incomplete)**—An Incomplete or I grade indicates that a student was passing a course at the end of the semester but was unable to complete all the requirements due to uncontrollable circumstances. It also indicates that the instructor approved the student’s request to complete the remaining requirement(s) on or before instructor-specified dates. The instructor and the DSP director must approve the assignment of an I grade in a DSP course. Instructors elect to assign I grades only in highly unusual situations; I grades cannot be assigned to allow students to raise deficient grades by submitting additional work or by repeating any part of a course.

Incomplete grades are replaced with earned course grades when students fulfill instructors’ expectations for course completion; otherwise, students whose academic performance is judged as unsatisfactory by the instructor or who do not submit required assignments in a timely manner are assigned F grades. Unless the I is changed by the instructor prior to the following midterm date published in the College Catalog & Handbook, the I converts to an F grade. Spring and summer Incompletes must be removed by midterm of the following fall; fall semester Incompletes must be removed before midterm of the following spring. Incompletes also become F grades if students enroll in the same course in the semester after an I is received unless the course is dropped before registration ends. An I grade is not counted in the student’s GPA at the time it is received. The grade replacing the I is included in the GPA at midterm of the following semester.

Instead, the grade replacing the I is computed into the GPA by midterm of the next semester or the I 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 to limit the time allowed for completion. If a student receives a grade of I for a course and re-enrolls in 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 I grade may be assigned to a student enrolled in a DSP course with the approval of the instructor and the DSP director.

Warning to financial aid recipients: The I grade is considered an F in determining financial aid eligibility. See Progress Standards under Financial Aid in the Costs & Financial Information section of this Catalog & Handbook.

The I grade may be assigned to a student enrolled in a DSP course with the approval of the instructor and the DSP director.

Warning to financial aid recipients: The I grade is considered an F in determining financial aid eligibility. See Progress Standards under Financial Aid in the Costs & Financial Information section of this Catalog & Handbook.

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, and DSP courses cannot be audited. Audit students must attend class. A student can change from audit to credit or credit to audit through the last day to add a course. (See the Academic Calendar in the front of this Catalog & Handbook.) To audit a course, the student must so indicate on the registration or drop/add form.

W (Withdraw)—A grade of W indicates a student has officially withdrawn from a course after the official add period as published in the Academic Calendar. A student may officially withdraw from any college-level course during the first 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 & Handbook. A W grade will not be computed in the GPA but will be considered an attempt for DSP courses. See Drop, Add, and Withdrawal Standards in the Admissions & Registration section of this Catalog & Handbook.

WD (Withdrawal With DSP Director Approval)—The grade of WD is used for developmental studies courses only. A grade of WD indicates a student has officially withdrawn from a DSP course after the official add period published in the Academic Calendar. WD grades will not be computed in the GPA or counted as an attempt. See Drop, Add, and Withdrawal Standards in the Admissions & Registration section of this Catalog & Handbook.

P (Pass)—This grade indicates a student has been awarded credit by examination or cooperative education credit. This grade is not computed in the GPA.

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 GPA.

*(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 his/her GPA. In computing the GPA 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 GPA. 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 of Academic and Student Affairs.

Veterans or other eligible people repeating courses for which they have passing grades (D or higher) and for which they have been paid are cautioned not to claim these courses for pay.

**Academic 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 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 outstanding graduates as selected by faculty. Developmental studies courses are not considered in determining eligibility for academic awards, honors or dean’s list.

**Course Waiver and Substitution.** Under special circumstances, a course may be waived by the department head with approval from the vice president of Academic and Student Affairs (except developmental studies courses). Waivers are granted when necessitated by course deletions or other curriculum changes. Since no credit is awarded for a course waiver, a course of equal or greater credit must be substituted for a course that has been waived. The student’s academic advisor gives primary consideration to courses from the same discipline as the course waived in identifying an appropriate substitute.

**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. Students in career/technical programs should see the department head responsible for their major. Students in university parallel programs should see their assigned academic advisor; the advisor’s department head will determine 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.

**Independent Study.** Generally only courses that are not offered in the regular class schedule and are required for graduation within one term may be considered for independent studies. Students who can prove to the satisfaction of faculty that they are capable of independently mastering the content of a course may be eligible to enroll in 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 must be granted by the instructor and the department head responsible for the course. Fees for independent study courses are the same as those assessed for traditional courses. Students are given one semester to complete a course taken as independent study.
It is the student’s responsibility to meet with the faculty member to provide progress reports and to arrange examinations throughout the semester so the course material is completed. Examinations will be given by the faculty member as the student progresses through the assigned material.

If the course is passed by independent study, the student is awarded full course credit. If the course is failed, the student may not subsequently request another independent study of that course. Grades of A, B+, B, C+, C, D, F, W or I are assigned. An I grade is possible if circumstances warrant, but is highly discouraged.

**Concerns or Complaints Regarding Instructors or Academic Advisors.** A student who has a concern or complaint regarding a Pellissippi State instructor (or club sponsor, counselor or advisor) should follow these steps:

1. Discuss the concern with the instructor or advisor.
2. If the problem is not solved by a conversation with the instructor or advisor, the student or the instructor/advisor may then contact the appropriate supervisor.
3. If the student continues to be dissatisfied, he or she should ask the supervisor to contact the vice president of Academic and Student Affairs. The vice president of Academic and Student 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.

**DEVELOPMENTAL STUDIES PROGRAM (DSP)**

In order to be successful in college-level courses, students must have adequate foundational 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 placement test.

All TBR colleges and universities require that first-time degree-seeking students undergo placement testing. Transfer students who have not successfully completed English 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, students must enroll in recommended developmental studies courses. Reading and English course placement is verified through a pretest conducted on the first day of class. Math placement may be verified at the student’s request. (See Mandatory Placement of Degree Admission Students for additional information.)

Developmental Studies 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 DSP course only for extraordinary reasons. (See Drop, Add, and Withdrawal Standards in the Admissions & Registration section of this Catalog & Handbook for additional information.)
**Two-Attempt Policy.** Students have only two attempts to complete a DSP course satisfactorily, i.e. by earning a grade of A, B or C. Grades of W and E are considered attempts under this policy. Grades of WD and I are not considered attempts. (See Drop, Add, and Withdrawal Standards in the Admissions & Registration section of this Catalog & Handbook for additional information.) 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 DSP 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.

**English as a Second Language.** If their assessment results indicate the need, students whose first language is not English enroll in the same DSP math courses as do native speakers. However, to help those students with particular skills in learning to write English effectively, the College offers special courses in reading and writing at the basic and developmental levels. To enroll in these courses students must submit minimum TOEFL scores of 450 on the paper-based examination or 133 on the computer-based examination.

### DEVELOPMENTAL STUDIES PLACEMENT

1. Students placing in at least two basic or three basic or developmental areas must take the developmental study skills course (DSPS 0800).
2. Students may take courses listed only for their lowest level of placement.
3. Required developmental studies courses are a priority over other courses listed in the following chart:

<table>
<thead>
<tr>
<th>IF THIS DSP COURSE(S) IS REQUIRED</th>
<th>YOU MAY TAKE THESE COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DSPR 0700 - Basic Reading</strong></td>
<td>DS_PW 0700; DSPM 0700 (NOT DSPM 0800 and 0850); DSP 0800; any studio art 1000-level course (NOT Art History); any MUS 1500-, 1600-, or 1700-level course; any PHED activity course</td>
</tr>
<tr>
<td><strong>DSPW 0700 - Basic Writing</strong></td>
<td>All DSP courses (EXCEPT DSPW 0800); any studio art 1000-level course (NOT Art History); any MUS 1500-, 1600-, or 1700-level course; any PHED activity course; MATH 0990; OST 1100</td>
</tr>
<tr>
<td><strong>DSPR 0800 - Developmental Reading</strong></td>
<td>All DSP courses; any studio art 1000-level course (NOT Art History); any MUS 1500-, 1600-, or 1700-level course; any PHED activity course; EET 1001; IDT 1000, 1030, 2030; MATH 0990; MET 1001, 1010, 1020; OST 1100; VPT 1000</td>
</tr>
<tr>
<td><strong>DSPW 0800 - Developmental Writing</strong></td>
<td>All DSP courses; any studio art 1000-level course (NOT Art History); any MUS 1500-, 1600-, or 1700-level course; any PHED activity course; all college-level math; CET 1010, 1022, 2010; CID 1100, 1110; CHT 1030; EET 1001, 1010, 1310; IDT 1000, 1030, 2030; MATH 0990; MET 1001, 1010, 1020; OST 1100; PHO 1000, 2000</td>
</tr>
</tbody>
</table>
DSPM 0700 - Basic Mathematics

If Catalog & Handbook prerequisites are met, can take all college-level courses EXCEPT ACC, AMT, BIOL, BOT, CID, CHEM, CET, CST, ECN, ECE, EET, ENS, ENV 1500, FIN, GIS, GEOL, MKT 2260, MATH, MET, NETW, PHYS and OST 1003, 1004, 1211, 2014, 2015, 2621

DSPM 0800 - Elementary Algebra

If Catalog & Handbook prerequisites are met, can take all college-level courses EXCEPT ACC, AMT, BIOL, BOT, CID, CHEM, CET (Can take CET 1000 and 1010), CST (Can take CST 1010), ECN, ECE, EET, ENS, ENV 1500, FIN, GIS, GEOL, MKT 2260, MATH, MET, NETW, PHYS and OST 1003, 1004, 2014, 2015, 2621

DSPM 0850 - Intermediate Algebra

If Catalog & Handbook prerequisites are met, can take all college-level courses EXCEPT ACC, AMT, CHEM, CET (Can take CET 1000, 1010, 1210, and 2010), CID (Can take CID 1100), CST (Can take CST 1010 and 1110), ECN, ECE, EET (Can take EET 1310), ENS, ENV 1500, FIN, GIS, GEOL, MKT 2260, MATH, MET, NETW, PHYS

WEEKEND COLLEGE

Weekend College is available for individuals who need an alternative to weekday classes. Classes are held Friday evenings, Saturday mornings, and Saturday afternoons during the fall and spring semesters. Associate’s degrees in some areas can be earned in four calendar years by attending classes only on the weekend. Contact Admissions for a list of the specific majors and a complete description of the program.

FAST TRACK

Fast track courses are offered in abbreviated time periods, usually five weeks. The sessions do not conform to standard semester schedules; the program has its own drop/add dates. Classes are offered year round. An Associate of Arts or an Associate of Science degree can be earned within a calendar year through Pellissippi State’s Fast Track program. Contact Admissions for a list of course offerings and complete program description.

DISTANCE LEARNING

Pellissippi State offers a variety of courses through distance learning formats. Two-way audio/video, telecourses, videotape, and Web-based options are available for career/technical and university parallel students who need flexibility in scheduling and instructional methods. Contact Educational Technology Services for information on distance learning offerings.

ACADEMIC RETENTION PRACTICES

Academic Alert Status. Academic Alert is an academic status indicating that a student should have the assistance of a specially trained advisor and other academic and support services to succeed at Pellissippi State.
Academic Alert Advising. The following applies to students who are on Academic Alert status:

1. Academic Alert Advising Program. Students identified for Academic Alert will participate in the MASTER (Meeting Achievement and Success Through Effective Retention Strategies) advising program for two subsequent semesters, which includes the development of an academic plan prepared by the student and the student’s MASTER advisor and which may include the following conditions:
   a. Repeating courses in which unsatisfactory grades were earned.
   b. Registering for a limited number of credits.
   c. Participating in academic and/or student support services (e.g., tutoring, disabled or minority student services, etc.).
   d. Developing a study schedule.
   e. Participating in an educational and/or career goal assessment.
   f. Meeting other conditions recommended by appropriate academic and support services personnel.

2. Student progress will be monitored, and a midterm progress report will be provided to the student and the student’s MASTER advisor.

ACADEMIC PROBATION STANDARDS

Academic Probation. A student who fails during any term to attain a cumulative GPA 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>Hours Attempted</th>
<th>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, W and WD grades are not used in calculating GPA.)

Academic Suspension. At the end of the probationary term, 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.

Appeals. A student who has been suspended may request continuance because of special circumstances through a counselor in Student Development. 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.

Developmental Studies Standards. Students have only two attempts to complete a developmental studies course satisfactorily, i.e. by earning a grade of A, B or C. Grades of W and E are considered attempts under this policy. Grades of WD and I are not considered attempts. (See Drop, Add, and Withdrawal Standards in the Admissions and Registration section of this Catalog & Handbook for additional information.) 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 DSP course successfully after three attempts will be denied admission to the College for one year.

INFORMATION SERVICES

Information Services provides support of all technology resources of the College. This includes computer labs, telecourses, distance education, online courses, the campus telephone and data networking multimedia services, library services, office computers, and central computing services.

APPLICATIONS PROGRAMMING SUPPORT

Applications Programming supports and maintains the College’s student information, human resource, financial resource, and student tracking systems.

LIBRARY SERVICES

The mission of Library Services is to provide quality academic library support for the college community. Library Services provides access to resources for research, enrichment and general reading. The Library houses a growing collection of approximately 50,000 books, including a thorough and current reference collection, searchable with the Library’s Web-based online catalog. Periodical resources include a print collection of more than 400 current titles, access to online periodical databases, with many including online full-text coverage; additional online resources in specific and general subject areas; and access to Internet resources. Subject guides to resources are available that provide starting points for many research and informational needs. The Library’s Web page at http://www.pstcc.cc.tn.us/library provides access to the online catalog, online databases, World Wide Web search engines and browsing sites, a selection of World Wide Web reference resources, and an Information by Subject page for library and World Wide Web curriculum-related resources. Librarians present in-class instruction in the use of information resources at the request of instructors. In addition, workshops of interest to the college community are scheduled throughout the semester. The Library’s Reference Desk provides research and reference assistance in person, on the telephone, or via the Web. For further information, contact the Reference Desk at 539-7107.

Hours. Library Services hours during the fall and spring semesters are Monday through Friday 7:30 a.m.-9 p.m. and Saturday 8:30 a.m.-4 p.m. Reference services are available 8 a.m.-8:45 p.m. Monday through Friday and 8:30 a.m.-3:45 p.m. Saturday. During summer sessions, the hours are Monday through Thursday 8 a.m.-7:30 p.m., Friday 8 a.m.-4:30 p.m. and Saturday 9 a.m.-4 p.m. For further information, contact the Reference Desk at 539-7107.

Borrowing Privileges. A Pellissippi State identification card with current validation must be presented in order to borrow books, periodicals and reserve materials. Books may be checked out for two weeks; single periodical issues, except the most current issue, may be checked out for three days. Most items on reserve are for two-hour, in-library use only. There is no limit on the number of books and periodicals that may be checked out by students, faculty, or staff. Books may be renewed, provided that no other patron has requested the item, by calling
or stopping by the Circulation Desk. Materials may also be extended online via the Web-based online catalog provided materials are not overdue. Please request renewal of materials before they become overdue. In order to provide maximum availability for all users, periodicals may not be renewed. The Library’s collection of resources and materials is available for the use of all Pellissippi State students and staff members. Students enrolled and staff working at extended campus locations may request circulating books or periodical articles through the intercampus loan service (See entry for Library Services at Extended Campuses) or by visiting the Library at the Pellissippi Campus. Call the Circulation Desk at 694-6516 for further information.

Overdue Material. Overdue items must be returned before additional materials may be checked out. The Library does not charge daily fines for the late return of materials. However, keeping materials past the due date will result in overdue notices. Approximately one month after the due date, library materials are deemed lost and a bill is sent for the replacement cost of each item, plus a per item processing fee of $15 for fully cataloged books or $5 for periodicals and other uncataloged materials. Lost or damaged items will be billed at the same rate. Processing fees are not refundable once a bill has been sent. Payments made for the replacement cost of overdue or lost items are refundable up to one year if an item is returned in good condition. Call the Circulation Desk at 694-6516 for further information.

Online Research Databases and Materials. A diverse set of research resources can be accessed at the Library, at extended campus ERCs, and from the Library’s Web pages (www.pstcc.cc.tn.us/library). Online resources include the Library’s online catalog and the “Tennessee Electronic Library” (TEL) resources, including InfoTrac Expanded Academic ASAP, Business and Company ASAP, and the Academic Health Reference Resource. The TEL databases provide indexing and abstracting to more than 2,000 periodical titles, with full-text coverage of more than 1,000 titles. The Lexis-Nexis database includes news, business, health and reference resources in full text. Of note are the full-text newspaper resources, including national, regional and local newspapers. Full-text literature online resources include Gale’s Literature Resource Center and Twayne’s biographical series, including American, British, and world authors. Online science and history resources include the Gale DISCovering series in Science and U.S. and World History and Access Science, a full-text science encyclopedia and dictionary resource. The CCH Human and Tax Resources databases provide up-to-date full-text information in these subject areas. OCLC’s First Search service provides access to an additional 40 subject- oriented databases. Enter your Pellissippi State user name and password as prompted for access to these resources from home.

Internet resources at the Library’s Web site include Information by Subject pages, selected reference Web sites and a page of recommended search engines and Web directories.

Other electronic resources include CD-ROM products in business, literature, and mapping subjects available in the Library Reference area and at the extended campus ERCs. Contact the Reference Desk at 539-7107 for additional information.

Interlibrary Loan. Books and periodical articles not owned by Library Services but needed to complete research projects can be requested via interlibrary loan. Interlibrary loan services are available only to enrolled students, faculty and staff. Please allow two to three weeks for delivery of requested items. Contact the Circulation Desk at 694-6516 for further information.
Borrowing Agreement, University of Tennessee-Knoxville and other TBR/UT Schools. TBR/UT borrowers’ cards that authorize library borrowing privileges at the University of Tennessee-Knoxville and other participating UT and TBR institutions are available at the Library Circulation Desk at the Pellissippi Campus and at the ERC service desk at other campus locations. The cards are available to currently affiliated Pellissippi State students, faculty and staff members. A valid TBR/UT card and a photo ID must be presented at the lending library in order to check out materials. No other form of ID will be accepted. Borrowers are subject to the rules and policies of the lending library and are responsible for any financial obligation incurred at the lending institution. Contact the Library Circulation Desk at 694-6516 for further information.

Identification Cards. Pellissippi State identification cards are issued and validated at the Library Circulation Desk at the Pellissippi Campus and at the ERC service desk at other campus locations. Distance education students and faculty living farther than 30 miles from Pellissippi State may request that an ID be mailed to their residence. Identification cards are issued to new students approximately one week after the official registration date. In subsequent semesters, the identification card will be revalidated once students complete registration and fee payment.

Identification Card Replacement. The first student identification card is issued to all entering students at no charge. There is a replacement charge of $1 for lost or damaged cards. This fee is paid at the Cashier’s Office during regular business hours. Present receipt at the Library Circulation Desk at the Pellissippi Campus or the ERC at extended campus locations for issuance of a new ID card. It may be requested in order to use other college facilities. Call the Circulation Desk at 694-6516 for further information.

Library Services at Extended Campuses. Access to library services at the Blount County Center, Division Street Campus and Magnolia Avenue Campus is provided by the Educational Resource Centers at these locations. A general circulating collection, providing students with the experience of browsing, is available at each center. An up-to-date reference collection, a selection of newspapers and general interest periodicals, and reserve materials are also available. Current semester textbooks are on reserve for in-house use. Each ERC has access to the Library’s online catalog and all online and CD-ROM resources. Online databases and resources accessed via the Internet are available from any location, on or off campus. An intercampus loan service provides access to the circulating collections at all locations and to periodical articles available in the Library at the Pellissippi Campus. ID cards and UT/TBR borrower cards are issued at each ERC (see earlier Borrower Agreement and Identification Cards sections).

Additional materials in law and photography are available in support of the Paralegal Studies and Photography programs in the ERC at Division Street. Regardless of residence, Blount County Center students have access to the collection and resources of the Blount County Public Library.

For further information and for scheduled hours of operation during the semester, contact the respective campus: Blount County Center ERC: 981-5325; Division Street ERC: 971-5215; Magnolia Avenue ERC: 329-3110; or view the
Library’s Web pages at http://www.pstcc.cc.tn.us/library and select “Hours.” Extended campus ERCs are closed Saturday and Sunday.

EDUCATIONAL TECHNOLOGY SERVICES

Audiovisual software and equipment are available in the Educational Technology Services center (ETS). Experienced personnel are available to explain the operation of the equipment. Audiovisual equipment and software are available for use on campus only.

INFORMATION TECHNOLOGY SUPPORT CENTER OPEN LAB

The Information Technology Support Center Open Lab provides access to word-processing, spreadsheet and academic software. Computer lab guidelines are maintained for continued use of the labs. Users must supply their own floppy disks in order to save their documents. Laser printers are available to provide printed copies of work. Campus computer accounts are available for every Pellissippi State student for e-mail, word-processing and research activities. Personal computers to access these campus accounts are available at the Open Lab and the Learning and Testing Center; library and personal computers for student use are also located at the Division Street, Magnolia Avenue and Blount County sites. Computer resources in the Open Lab are available on a regular schedule. Please call the Open Lab at 539-7116 for the current schedule.

NETWORK AND TECHNICAL SERVICES (NTS)

Network and Technical Services (NTS) is responsible for providing computer and telephone support to the College. There are four functional areas within NTS:

**Information Technology Support Center.** Staffs the Open Lab and HelpDesk, Switchboard.

**Network Support.** Supports voice, video and data network issues.

**Systems and Operations.** Provides support for the College’s administrative and academic computer systems.

**Technical Support.** Maintains microcomputers in offices and labs.

LEARNING AND TESTING CENTER

The Learning and Testing Center offers the following free services:

- Tutoring by faculty in math, writing, chemistry and other subjects
- Mathematics instructional tapes
- Access to computers and printers for e-mail and word processing
- Access to personal computers for tutorials
- CD collection for easy listening or music students
- Excellent group or individual study space
- GED preparation program
- Paid tutor bank for locating a personal tutor
- Makeup testing and standardized testing
- Information Center (We’ll tell you where to find it)

Stop by the center to pick up a schedule of free tutoring times.
College Transfer/University Parallel Programs

In This Section:

- University Parallel Guarantee
- University Parallel Core Curriculum
- Articulation Agreements
- Tennessee Board of Regents’ Minimum Degree Requirements and Transferability of Courses That Fulfill Minimum Degree Requirements
- Regents Online Degree Programs (University Parallel)
- General Associate’s Degrees
- General Associate of Arts and Associate of Science Degree Requirements
Students planning to earn a baccalaureate degree at a four-year college or university 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 60 semester hours. A broad selection of courses is offered that will transfer to four-year institutions. University Parallel program requirements are specified by

• **Articulation agreements.** Prescribed curricula developed cooperatively by Pellissippi State and area four-year colleges and universities

• **General associate’s degree requirements.** Programs designed with the flexibility to allow the student to select courses that parallel the requirements of the four-year institution to which he/she intends to transfer.

University Parallel core curriculum requirements are applicable to associate’s degrees earned by completing the requirements of an articulation agreement or a general associate’s degree. An academic advisor is provided for each University Parallel student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor. The Curriculum Office coordinates transfer student advisement and inter-institutional articulation.

### 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. The transfer guarantee program is limited to those institutions maintaining an articulation agreement with Pellissippi State and to the courses identified in transfer equivalency documents.

### UNIVERSITY PARALLEL CORE CURRICULUM

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences Laboratory Sequence</td>
<td>8</td>
</tr>
<tr>
<td>Computer Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Physical Education (two different activities)</td>
<td>2</td>
</tr>
<tr>
<td>History Sequence</td>
<td>6</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Core</strong></td>
<td><strong>43</strong></td>
</tr>
<tr>
<td><strong>Area of Concentration</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></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 (see Admission of First-time Freshmen for additional information) and to meet minimum
admission requirements effective fall 1990 may not be used to meet the associate’s degree requirements specified above.

Honors courses, enriched versions of traditional college transfer courses, may be used to satisfy course requirements listed in articulation agreements and in the requirements for the general Associate of Arts and Associate of Science degrees.

**ARTICULATION AGREEMENTS**

An articulation agreement is a document that specifies 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 institution. Completion of freshman and sophomore requirements leads to an associate’s degree at Pellissippi State. The remaining requirements for the baccalaureate degree are completed at the four-year institution. Students must successfully complete all courses outlined in a particular program and must satisfy all other academic regulations of Pellissippi State and the receiving institution. Exceptions to the agreement can only be approved by the four-year institution.

Pellissippi State has program-specific articulation agreements with East Tennessee State University, Johnson Bible College, Maryville College, Tennessee Technological University, Tusculum College and the University of Tennessee at Knoxville.

Information on articulation agreement requirements is provided by academic advisors, the Student Development Center, and the Curriculum Office. Program-specific agreements include the following:

- Accounting
- Advertising
- Aerospace Engineering
- African and African-American Studies
- Agribusiness Management
- Agricultural Education
- American Sign Language and Deaf Studies
- American Studies
- Animal Science
- Anthropology
- Art
  - Art Education
  - Art History
- Biochemistry
- Biology
- Biomedical Engineering
- Biosystems Engineering
- Broadcasting
- Business
- Chemical Engineering
- Chemical Physics
- Chemistry
- Child Development
- Civil Engineering
- Community Health Education
- Comparative Literature
- Computer Engineering
- Computer Science
- Early Childhood Education
- Economics
- Electrical Engineering
- Elementary Education
- Engineering Physics
- English
- Environmental Studies
- Exercise Science
- Family Studies
- Finance
- Food and Science and Technology
- Forestry
- French
- French Language and World Business
- General Business
- Geology
- German
- German Language and World Business
- History
- Horticulture
- Hotel and Restaurant
- Administration
- Housing and Design
- Human Resource Development
- Business and Marketing Education
- Family and Consumer Science Education
- Technology Education
- Training and Development
- Human Services
- Industrial Engineering
- International Studies
- Journalism
- Leadership and Ministry Preparation
- Legal Studies
- Linguistics
- Logistics and Transportation
- Management
- Marketing
- Materials Science and Engineering
- Mathematics
- Mechanical Engineering

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MINIMUM DEGREE REQUIREMENTS AND TRANSFERABILITY OF COURSES AMONG TBR AND UT SYSTEM INSTITUTIONS

In an effort to improve transferability among Tennessee Board of Regents (TBR) and the University of Tennessee (UT) institutions, the chart outlined in this section identifies the minimum degree requirements required for PSTCC, TBR and UT institutions. Because each institution has a unique mission and its own distinctive curriculum, an institution may require students to complete additional courses that may comprise an institutional general education program. Students planning to receive a Bachelor of Arts or Associate of Arts degree must demonstrate proficiency in a foreign language as prescribed in the institutional degree requirements.

IDENTIFYING COURSES SATISFYING TBR MINIMUM DEGREE REQUIREMENTS

TBR ensures the transferability of courses fulfilling minimum degree requirements by students transferring to institutions within the TBR system, which eliminates unnecessary repetition of these courses. Courses denoted in the catalog by the ◆ symbol fulfill the minimum degree requirements at all TBR institutions. Although the courses fulfilling the minimum degree requirements may vary in actual design among TBR institutions, many contain similar content. These courses are identified by common course rubrics (prefixes) and numbers in all TBR institutions to facilitate transferability. The actual courses designated by each institution to fulfill the minimum degree requirements, including courses that may not be a part of the common course prefix and numbering pattern, are denoted in catalogs by the ◆ symbol. A complete matrix of courses that satisfy the minimum degree requirements at all TBR institutions and an explanation of
the common course rubric and numbering system are available on the TBR web page: www.tbr.state.tn.us.

**REGENTS ONLINE DEGREE PROGRAMS**

The Tennessee Board of Regents’ (TBR) colleges and universities have joined together in offering Regents Online Degree Programs (RODP). Courses completed in the Regents Online Degree Programs will be entirely online and will be completely transferable among all the participating institutions that are fully accredited. Students will be able to choose the college or university that will award their degree. All thirteen TBR two-year colleges will deliver and award associate degrees, while all six TBR universities will deliver and award bachelor degrees. Two university parallel programs leading to the associate of arts or the associate of science degree in General Studies are available through Pellissippi State. Students can further their education after the associate’s degree by pursuing one of three bachelor degree programs:

- Bachelor of Professional Studies/Information Technology Concentration
- Bachelor of Professional Studies/Organizational Leadership Concentration
- Bachelor of Interdisciplinary Studies (General Studies/Liberal Studies/University Studies)

Students who pursue online programs should be highly motivated, independent, active learners who have good organizational and time management skills. Students should also have the discipline to study without external reminders and be able to adapt to new learning environments. Visit http://www.tn.regentsdegrees.org/ or call 1-888-223-0023 for more information.

**GENERAL ASSOCIATE’S DEGREES**

Students not following an articulation agreement should secure a copy of the receiving institution’s catalog and select courses at Pellissippi State that meet that institution’s four-year degree requirements and that meet Pellissippi State’s University Parallel core curriculum requirements outlined in this section.

Students should plan their program of study in consultation with their Pellissippi State advisor and an advisor at the receiving institution. Tables listing Pellissippi State courses and equivalent courses at four-year colleges and universities in Tennessee are available for use in program planning. Transfer equivalencies have been developed for courses offered at Austin Peay State University, Carson-Newman College, East Tennessee State University, Maryville College, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, Tennessee Wesleyan College, University of Memphis, University of Tennessee at Chattanooga, University of Tennessee at Martin and University of Tennessee at Knoxville.

Because baccalaureate degree program requirements vary at four-year institutions, specific majors are not listed for the general Associate of Arts and Associate of Science degrees. However, the general associate’s degree requirements provide a range of course options that should permit students to design programs of study that closely match the first two years of most baccalaureate degree programs.

Requirements for the general Associate of Arts and Associate of Science degrees are as follows. The Associate of Arts degree includes an intermediate foreign language sequence that is not required for the Associate of Science degree.
In an effort to improve transferability among TBR institutions, many of Pellissippi State’s course prefixes and numbers have been changed to parallel all two- and four-year colleges and universities within the TBR system. To assist students who attended Pellissippi State prior to 2001-02, former course prefixes and numbers are listed in the Course Descriptions section of this Catalog & Handbook.

### GENERAL ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Course Title(s)</th>
<th>Credit Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH COMPOSITION</td>
<td><strong>PSTCC, TBR and UT require two courses in analytic and expository writing. Courses listed below meet the requirement.</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 1010 &amp; 1020</td>
<td>English Composition I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td><strong>PSTCC and TBR require at least one mathematics course. UT requires two mathematics courses. Courses listed below meet PSTCC’s one-course requirement.</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Survey of Mathematics</td>
<td>3-5</td>
</tr>
<tr>
<td>MATH 1130</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH 1410</td>
<td>The Structure of the Number System</td>
<td></td>
</tr>
<tr>
<td>MATH 1420</td>
<td>Geometry/Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH 1630</td>
<td>Finite Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1730</td>
<td>Precalculus</td>
<td></td>
</tr>
<tr>
<td>MATH 1735</td>
<td>Calculus I with Precalculus: Part I</td>
<td></td>
</tr>
<tr>
<td>MATH 1830</td>
<td>Basic Calculus &amp; Modeling</td>
<td></td>
</tr>
<tr>
<td>MATH 1910</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>NATURAL SCIENCES</td>
<td><strong>PSTCC requires a two-course laboratory science sequence. TBR and UT require two science courses. Courses listed below meet the requirement.</strong></td>
<td></td>
</tr>
<tr>
<td>BIOL 1110 &amp; 1120</td>
<td>General Biology I &amp; II</td>
<td>8</td>
</tr>
<tr>
<td>BIOL 2010 &amp; 2020</td>
<td>Human Anatomy &amp; Physiology I &amp; II</td>
<td></td>
</tr>
<tr>
<td>BOT 1010 &amp; 1020</td>
<td>Fundamentals of Botany I &amp; II</td>
<td></td>
</tr>
<tr>
<td>CHEM 1010 &amp; 1020</td>
<td>Principles of Chemistry and Basic Organic &amp; Biochemistry</td>
<td></td>
</tr>
<tr>
<td>CHEM 1110 &amp; 1120</td>
<td>General Chemistry I &amp; II</td>
<td></td>
</tr>
<tr>
<td>GEOL 1040 &amp; 1050</td>
<td>Physical &amp; Historical Geology</td>
<td></td>
</tr>
<tr>
<td>GEOL 1040 &amp; 1300</td>
<td>Physical Geology &amp; The Environment W/ Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS 1310 &amp; 1320</td>
<td>Mechanics &amp; Heat W/ Lab I &amp; II</td>
<td></td>
</tr>
<tr>
<td>PHYS 2010 &amp; 2020</td>
<td>Non-Calculus Based Physics I &amp; II</td>
<td></td>
</tr>
</tbody>
</table>
HISTORY
PSTCC requires a two-course history sequence. Many four-year TBR institutions specify a U.S. History sequence. Students may substitute 3 semester credit hours of Tennessee History for the U.S. History required. Several colleges in the UT system specify a Western or World Civilization sequence. Check your receiving institution’s catalog for the specific requirement for your major. Courses listed below meet the requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1010 &amp; 1020</td>
<td>Western Civilization I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>HIST 1110 &amp; 1120</td>
<td>World Civilization I &amp; II</td>
<td></td>
</tr>
<tr>
<td>HIST 2010 &amp; 2020</td>
<td>U.S. History I &amp; II</td>
<td></td>
</tr>
</tbody>
</table>

HUMANITIES
PSTCC and TBR require three humanities courses with at least one course in literature. UT requires three humanities courses. Courses listed below meet the requirement.

<table>
<thead>
<tr>
<th>Literature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2110</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENGL 2120</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENGL 2210</td>
<td>British Literature I</td>
</tr>
<tr>
<td>ENGL 2220</td>
<td>British Literature II</td>
</tr>
<tr>
<td>ENGL 2310</td>
<td>World Literature I</td>
</tr>
<tr>
<td>ENGL 2320</td>
<td>World Literature II</td>
</tr>
<tr>
<td>ENGL 2331</td>
<td>African-American Literature</td>
</tr>
<tr>
<td>ENGL 2510</td>
<td>Introduction to Poetry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities (Other than Literature)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1720</td>
<td>Western Art I</td>
</tr>
<tr>
<td>ART 1730</td>
<td>Western Art II</td>
</tr>
<tr>
<td>ENGL 2630</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>HUM 2020</td>
<td>Special Topics in the Humanities</td>
</tr>
<tr>
<td>HUM 2100</td>
<td>Leadership Development</td>
</tr>
<tr>
<td>HUM 2810</td>
<td>Introduction to Film Studies</td>
</tr>
<tr>
<td>MUS 1020</td>
<td>History of Rock</td>
</tr>
<tr>
<td>MUS 1030</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>MUS 2000</td>
<td>Introduction to Music Literature</td>
</tr>
<tr>
<td>PHIL 1030</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHIL 1300</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>PHIL 2010</td>
<td>Survey of World Religions</td>
</tr>
<tr>
<td>PHIL 2400</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>PHIL 2420</td>
<td>Ethical Theory &amp; Its Business Applications</td>
</tr>
<tr>
<td>PHIL 2450</td>
<td>Medical Ethics</td>
</tr>
<tr>
<td>THEA 1030</td>
<td>Introduction to Theatre</td>
</tr>
</tbody>
</table>

SOCIAL/BEHAVIORAL SCIENCES
PSTCC and TBR require at least one social/behavioral sciences course. UT requires two social/behavioral sciences courses. Check your receiving institution’s catalog for the specific requirement for your major. Courses listed below meet PSTCC’s one-course requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 1200</td>
<td>Prehistoric Archaeology</td>
<td>3-4</td>
</tr>
<tr>
<td>ANT 1300</td>
<td>Cultural Anthropology</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>CFS 2200</td>
<td>Marriage &amp; Family: Roles &amp; Relationships</td>
<td></td>
</tr>
<tr>
<td>CFS 2400</td>
<td>Human Sexuality</td>
<td></td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>HIST 2040</td>
<td>African-American Studies</td>
<td></td>
</tr>
<tr>
<td>PHED 2910</td>
<td>Sport in American Society</td>
<td></td>
</tr>
<tr>
<td>POL 1010</td>
<td>United States Government &amp; Politics</td>
<td></td>
</tr>
<tr>
<td>POL 1020</td>
<td>Introduction to Political Science</td>
<td></td>
</tr>
<tr>
<td>PSY 1010</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>PSY 2010</td>
<td>Biological Basis of Behavior</td>
<td></td>
</tr>
<tr>
<td>PSY 2100</td>
<td>Psychology of Human Development</td>
<td></td>
</tr>
<tr>
<td>PSY 2200</td>
<td>Behavior &amp; Experience</td>
<td></td>
</tr>
<tr>
<td>SOC 1010</td>
<td>General Sociology</td>
<td></td>
</tr>
<tr>
<td>SOC 1020</td>
<td>Social Problems &amp; Social Change</td>
<td></td>
</tr>
<tr>
<td>SPH 2200</td>
<td>Interpersonal Communication (if not used to satisfy the speech requirement)</td>
<td></td>
</tr>
<tr>
<td>WMN 2200</td>
<td>Women in Society</td>
<td></td>
</tr>
</tbody>
</table>

### MULTICULTURAL/INTERDISCIPLINARY ELECTIVES

PSTCC requires a two-course intermediate foreign language sequence for the Associate of Arts degree only. Many TBR colleges require an intermediate foreign language for the Bachelor of Arts degree. UT requires two multicultural/interdisciplinary electives. Check your receiving institution’s catalog for the specific requirement for your major. Courses listed below meet the requirement.

<table>
<thead>
<tr>
<th>Course Code 1</th>
<th>Course Code 2</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 2010</td>
<td>FREN 2020</td>
<td>French</td>
</tr>
<tr>
<td>GERM 2010</td>
<td>GERM 2020</td>
<td>German</td>
</tr>
<tr>
<td>SPAN 2010</td>
<td>SPAN 2020</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

### PHYSICAL EDUCATION

PSTCC requires two different PE activity courses. TBR requires two one-semester credit hour courses. Institutions may substitute satisfactory participation in ROTC, marching band or armed forces experiences for physical education activity courses. Many UT colleges do not require physical education. Check your receiving institution’s catalog for the specific requirement for your major. Courses listed below meet the requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED 1010</td>
<td>Physical Education Activities</td>
<td>2-4</td>
</tr>
</tbody>
</table>

### PRE-MAJOR/MAJOR ELECTIVES

PSTCC students pursuing the Associate of Arts degree must complete a total of 11 hours of electives and a two-course intermediate foreign language sequence. PSTCC students pursuing the Associate of Science degree must complete a total of 17 hours of electives. Students should choose electives that transfer directly to their receiving institutions. Courses selected as electives may not be used to meet core curriculum requirements.

<table>
<thead>
<tr>
<th>Electives</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>Transferable Electives for Associate of Arts degree 11</td>
</tr>
<tr>
<td>Electives</td>
<td>Transferable Electives for Associate of Science degree 17</td>
</tr>
</tbody>
</table>
## COMPUTER INTRODUCTION

PSTCC requires one computer introduction course. Some TBR and UT colleges require one computer introduction course. Check your receiving institution’s catalog for the specific requirement for your major. Courses listed below meet the requirement. Select one 3- or 4-hour computer course OR approved computer-based-training (CBT) course package.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIT 1020</td>
<td>Introduction to Computer Science</td>
<td>3-4</td>
</tr>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td></td>
</tr>
<tr>
<td>CSIT 1370</td>
<td>Computer Programming for Engineering Transfer</td>
<td></td>
</tr>
<tr>
<td>CSIT 2030</td>
<td>Management Information Systems</td>
<td></td>
</tr>
<tr>
<td>OST 1005</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td>OST 1211</td>
<td>Word/Excel/PowerPoint</td>
<td></td>
</tr>
</tbody>
</table>

### CBT course package (select one 1-hour course from the three groups below):

- **Word Processing Courses (online):**
  - OST 1001 Word I CBT
  - OST 1002 Word II CBT
- **Spreadsheet Courses (online):**
  - OST 1003 Excel I CBT
  - OST 1004 Excel II CBT
- **Applications Courses (online):**
  - OST 1006 PowerPoint CBT
  - OST 1007 Access I CBT
  - OST 1008 Access II CBT
  - OST 1010 Microsoft Outlook CBT

## SPEECH

PSTCC requires one speech course. Some TBR and UT colleges require one speech course. Check your receiving institution’s catalog for the specific requirement for your major. Courses listed below meet the requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2200</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS FOR ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES** 60
Career/Technical Programs

In This Section:

- Career Technical Programs—Associate of Applied Science Degree
- Career/Technical Guarantee
- Regents Online Degree Programs (Career/Technical)
- Career/Technical Program Options
- Career/Technical Core Curriculum
- Career/Technical Program Electives
- Cooperative Education
- Cooperative Education Courses
- Career/Technical Program Descriptions and Requirements
Pellissippi State offers 18 programs preparing students for business and technical careers. These programs are designed for the student whose primary educational goal is entry-level employment or career advancement. The placement rate for career/technical graduates is consistently above 90 percent. The College’s career/technical programs are continually revised to reflect the changes in the skills and knowledge graduates need to be successful in responsible positions in business and industry. These programs are not designed for transfer to baccalaureate institutions; however, general education courses typically transfer to most four-year colleges and universities. Several Engineering and Media Technologies programs are fully transferable to East Tennessee State University.

The degree earned is the Associate of Applied Science. All Associate of Applied Science degree programs offered at Pellissippi State require a minimum of 60 semester hours.

**CAREER/TECHNICAL GUARANTEE**

**The Job Competency Guarantee Program**

The faculty of Pellissippi State guarantee that any graduate of a career/technical Associate of Applied Science degree program judged by his/her employer as lacking in the technical job skills expected of an entry-level employee will be provided additional courses (up to 15 semester hours) by Pellissippi State AT NO CHARGE.

**The Degree**

The graduate must have earned a career/technical Associate of Applied Science degree in June 1988 or thereafter 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 that specifies the course(s) constituting the 15 credit hours of retraining. The graduate must meet all prerequisites, corequi
sites 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.

**REGENTS ONLINE DEGREE PROGRAMS**

The Tennessee Board of Regents’ (TBR) colleges and universities have joined together in offering Regents Online Degree Programs (RODP). Courses completed in the Regents Online Degree Programs will be entirely online and will be completely transferable among all the participating institutions that are fully accredited. Students will be able to choose the college or university that will award their degree. All thirteen TBR two-year colleges will deliver and award associate degrees, while all six TBR universities will deliver and award bachelor degrees. A career/technical program leading to the associate of applied science degree in Professional Studies with a concentration in Information Technology is available through Pellissippi State. Students can further their education after the associate’s degree by pursuing one of three bachelor degree programs:

- Bachelor of Professional Studies/Information Technology Concentration
- Bachelor of Professional Studies/Organizational Leadership Concentration
- Bachelor of Interdisciplinary Studies (General Studies/Liberal Studies/University Studies)

Students who pursue online programs should be highly motivated, independent, active learners who have good organizational and time management skills. Students should also have the discipline to study without external reminders and be able to adapt to new learning environments. Visit [http://www.tn.regentsdegrees.org/](http://www.tn.regentsdegrees.org/) or call 1-888-223-0023 for more information.

**CAREER/TECHNICAL PROGRAM OPTIONS**

Program information is provided in this section for each of the following Career/Technical Programs:

- **Civil Engineering Technology**
- **Communications**
  - **Graphics Technology**
- **Computer Accounting**
- **Computer Integrated Drafting and Design Technology**
- **Computer Science and Information Technology**
- **E-Commerce/Marketing**
- **Early Childhood Education**
- **Electrical Engineering Technology**
- **General Technology**
- **Geographic Information Systems**
  - **Business Concentration**
  - **Technology Concentration**
- **Hospitality**
- **Interior Design Technology**
- **Management**
- **Mechanical Engineering Technology**
  - **Manufacturing Concentration**
  - **Mechanical Concentration**
  - **Quality Control Concentration**
- **Office Systems Technology**
  - **Business Concentration**
  - **Health Care Office**
  - **Administration Concentration**
- **Paralegal Studies**
- **Video Production Technology**
- **Web Development Technology**
  - **Graphics Developer Concentration**
  - **Web Developer Concentration**
### CAREER/TECHNICAL CORE CURRICULUM

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Introduction</td>
<td>3-4</td>
</tr>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Natural Sciences</td>
<td>6-8</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>3-4</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Core:** 21-25  
**Major:** 39+  
**Total:** 60+

### CAREER/TECHNICAL PROGRAM ELECTIVES*

Career/technical programs may require specific courses or elective options to meet core curriculum requirements for Humanities, Social/Behavioral Sciences, Mathematics/Natural Sciences, and Speech. Students should select courses from the following lists when program requirements include electives in these areas.

#### Humanities Electives (3 Credit Hours)
- ART 1720  Western Art I  
- ART 1730  Western Art II  
- HUM 2020  Special Topics in the Humanities  
- MUS 1030  Music Appreciation  
- PHIL 1030  Introduction to Philosophy  
- PHIL 2010  Survey of World Religions  
- PHIL 2400  Introduction to Ethics  
- THEA 1030  Introduction to Theatre

#### Mathematics/Natural Sciences Electives (6-8 Credit Hours)
Depending on the major, either two Mathematics courses or one Mathematics course and one Natural Science course must be taken. Where Mathematics/Natural Sciences electives are required in addition to specific core requirements, students may select science electives in:

- BIOL 1110  General Biology I  
- BIOL 1120  General Biology II  
- BIOL 2010  Human Anatomy & Physiology I  
- BOT 1010  Fundamentals of Botany I  
- BOT 1020  Fundamentals of Botany II  
- CHEM 1010  Principles of Chemistry  
- CHEM 1110  General Chemistry I  
- GEOL 1040  Physical Geology  
- GEOL 1300  The Environment W/Lab  
- PHYS 1310  Mechanics & Heat I W/Lab  
- PHYS 2010  Noncalculus-Based Physics I

Math electives may be selected from MATH courses numbered 1010 or above (except MATH 1720) as long as appropriate prerequisites have been met. Students should consult a program advisor to determine specific requirements.

#### Social/Behavioral Sciences Electives (3-4 Credit Hours)
- ANT 1200  Prehistoric Archaeology
ANT 1300  Cultural Anthropology
ECN 2010  Principles of Economics
HIST Any HIST
POL 1010  United States Government & Politics
POL 1020  Introduction to Political Science
PSY 1010  General Psychology
PSY 2200  Behavior & Experience
SOC 1010  General Sociology
SOC 1020  Social Problems & Social Change
WMN 2200  Women in Society

Speech Electives  (3 Credit Hours)
SPH 2100  Public Speaking
SPH 2200  Interpersonal Communication
SPH 2400  Business & Professional Speaking

* In an effort to improve transferability among Tennessee Board of Regents (TBR) institutions, many of Pellissippi State’s course prefixes and numbers have been changed to parallel all two- and four-year colleges and universities within the TBR system. To assist students who attended Pellissippi State prior to 2001-02, former course prefixes and numbers are listed in the Course Descriptions section of this Catalog & Handbook.

**COOPERATIVE EDUCATION**

The Cooperative Education Program (Co-op) enhances the career/technical programs by offering students the opportunity to integrate classroom theory with practical work experience. Paid work experiences are arranged in career-related 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, and academic credit and income while in school. For the employer, the program provides highly motivated students for entry-level positions and a source for potential employees.

**Eligibility.** To qualify for the Cooperative Education Program, the student must be enrolled in a career/technical program at Pellissippi State, must be in good standing academically, and must have completed 15 or more credit hours of college-level courses in the major. 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.

**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. Once placed in a position by the Co-op Office, the student is required to register for Cooperative Education course credit each semester worked. 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. If a student is registered for 12 credit hours, no additional payment will be required when adding co-op hours during a term. However, students registered for less than 12 credit hours will be required to pay for co-op credit hours.

**Grades.** 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.
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Hours of Work</th>
<th>Credit Hours</th>
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<tr>
<td>COP 1976</td>
<td>Cooperative Education</td>
<td>270</td>
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</tr>
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</table>
CIVIL ENGINEERING TECHNOLOGY

Accreditation: Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-401, (410) 347-7700.

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 of specialization. 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, construction site inspections or 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 able to:

I. Understand and apply the basic principles of Civil Engineering Technology
II. Use creative thinking skills and the tools of Civil Engineering Technology to solve problems with a minimum of assistance and supervision
III. Use reading, writing and speaking skills to communicate effectively
IV. Work in teams to solve problems
V. Demonstrate good personal work habits and professional ethics
VI. Find employment in a related field

Contact(s): Ely Driver, Associate Professor, Program Coordinator, Civil Engineering Technology, 694-6506, edriver@pstcc.cc.tn.us; George Cox, Associate Professor, Civil Engineering Technology, 694-6504, gcox@pstcc.cc.tn.us
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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>CET 1000 CET Seminar .....................................................1</th>
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<tbody>
<tr>
<td>CET 1 Guided Electives ..............................................8</td>
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<tr>
<td>ENGL 1010 English Composition I ....................................3</td>
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<tr>
<td>MATH 1730 Precalculus ..................................................5</td>
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<td>or MATH 1731 Technical Precalculus ..................................</td>
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<th>Semester II (Spring)</th>
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<tr>
<td>CET 1022 Construction Materials W/Lab ................................4</td>
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<td>CET 1210 Surveying Principles W/Lab ..................................5</td>
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<td>MATH 1530 Elementary Probability &amp; Statistics .....................3</td>
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<th>Semester III (Fall)</th>
<th>CET 1 Guided Electives ..................................................5-6</th>
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<tbody>
<tr>
<td>CET 2112 Soil Mechanics W/Lab ........................................4</td>
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<tr>
<td>CET 2212 Advanced Surveying W/Lab .....................................4</td>
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<tr>
<td>MET 1040 Applied Statics ................................................3</td>
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<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
<th>CET 1 Guided Electives ..................................................3-8</th>
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<tbody>
<tr>
<td>CET 2220 Site Planning &amp; Development W/Lab ..........................3</td>
<td></td>
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<tr>
<td>HUM 2 Humanities Elective ..............................................3</td>
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</tr>
<tr>
<td>SBS 3 Social/Behavioral Sciences Elective ............................3</td>
<td></td>
</tr>
<tr>
<td>SPH SPH 2100 or 2200 or 2400 ............................................3</td>
<td></td>
</tr>
</tbody>
</table>

| Total Credit Hours Needed for Graduation: 65-69 |

CET 1 Students planning to pursue a career in a construction field need the following electives in the order listed:

| CET 1010 Construction Methods* ........................................4 |
| CHEM CHEM 1010 or 1110* ...............................................4 |
| CID 1104 Fundamentals of Technical Drawing W/Lab* .................4 |
| CET CET 2010 or 2312 or 2322 or 2710* ............................3 |
| CET 2022 Project Management W/Lab* ...................................2 |
| CID 2150 Advanced AutoCAD W/Lab* ....................................4 |
| PHYS 1010 Applied Physics W/Lab* .....................................4 |

Students planning to pursue a career in an environmental field need the following electives in the order listed:

| GEOL 1300 The Environment W/Lab* ....................................4 |
| CHEM 1110 General Chemistry I* ......................................4 |
| CHEM 1120 General Chemistry II* .....................................4 |
| ENV 2010 Hazardous Waste Safety* ....................................3 |
| CET 2010 Cost Estimating ...............................................3 |
| CET CET 2140 or 2710* .................................................3-4 |

* Scheduling of classes is subject to sufficient enrollment to justify the class.
CAREER/TECHNICAL PROGRAMS

HUM 2 Humanities elective to be chosen from ART 1720, 1730; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.

SBS 3 Social/Behavioral Sciences elective to be chosen from POL 1010, PSY 1010, SOC 1010.

Courses by Subject Area

CIVIL ENGINEERING TECHNOLOGY
- CET 1000 CET Seminar .....................................................1
- CET 1022 Construction Materials W/Lab ..........................4
- CET 1210 Surveying Principles W/Lab .............................5
- CET 2112 Soil Mechanics W/Lab .......................................4
- CET 2212 Advanced Surveying W/Lab .............................4
- CET 2220 Site Planning & Development W/Lab .............. 3
- CET 1 Guided Electives ........................................21-25

ENGLISH
- ENGL 1010 English Composition I.................................3

HUMANITIES
- HUM 2 Humanities Elective ..........................................3

MECHANICAL ENGINEERING TECHNOLOGY
- MET 1040 Applied Statics ..............................................3

MATHEMATICS
- MATH 1730 Precalculus
- or MATH 1731 Technical Precalculus .............................5
- MATH 1530 Elementary Probability & Statistics .............3

SOCIAL/BEHAVIORAL SCIENCES
- SBS 3 Social/Behavioral Sciences Elective .........................3

SPEECH
- SPH SPH 2100 or 2200 or 2400 .................................3

Total Credit Hours Needed for Graduation: 65-69
COMMUNICATIONS GRAPHICS TECHNOLOGY

Program Description: The Communications Graphics Technology program educates students in the art of visual communications. The student receives hands-on training in visual fundamentals; problem-solving; and visual/verbal concept development for advertising, graphic design, and illustration. Emphasis is placed on the use of computer-enhanced technology and contemporary software applications throughout the program to support the development of professional portfolios.

A fully equipped Macintosh lab is available for instruction and for use by students. Equipment includes Apple Power Macintosh computers with dual 17” color monitors, flatbed and film scanners, tabloid capable LaserWriter and color printers. Software applications in the design/illustration classes include Adobe Illustrator, Adobe Photoshop, QuarkXPress, Cinema 4D XL, Macromedia Dreamweaver, Fireworks and Flash.

Upon successful completion of the CGT curriculum, graduates will be prepared to:

I. Successfully enter the job market in the fields of advertising design, graphic design, web design, computer illustration and prepress production

II. Create original concepts and designs for visual communications, incorporating typography, photography and illustration

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

Career Outlook: The CGT program graduates have experienced a high placement rate. Career opportunities typically include work with the following:

Design consulting firms
Advertising agencies
Electronic pre-press service bureaus
Media outlets & printing companies
In-house agencies
Web page design & development firms
Freelance practice

Contact(s): David Gilbert, Associate Professor, Program Coordinator, Communications Graphics Technology, 694-6750, dgilbert@pstcc.cc.tn.us
Communications Graphics Technology—Courses and Course Sequences

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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

**Semester I (Fall)**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 1011</td>
<td>Drawing I</td>
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<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1510</td>
<td>History of Graphic Design &amp; Illustration</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1950</td>
<td>Design Fundamentals</td>
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<td>ENGL 1010</td>
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**Semester II (Spring)**

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<th>Course</th>
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<tr>
<td>CGT 1040</td>
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<td>CGT 1100</td>
<td>Digital Graphic Design I</td>
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<tr>
<td>CGT 1110</td>
<td>Typography</td>
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<td>CGT 1911</td>
<td>Portfolio</td>
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<td>HUM *</td>
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<tr>
<td>MATH</td>
<td>MATH 1010 or 1130 or 1530</td>
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**Semester III (Fall)**

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<td>CGT 2000</td>
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<tr>
<td>CGT 2040</td>
<td>Computer Illustration</td>
<td>3</td>
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<tr>
<td>CGT 2140</td>
<td>Desktop Publishing</td>
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<tr>
<td>MATH/NS *</td>
<td>Mathematics/Natural Sciences Elective</td>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
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<tr>
<td>or SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
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**Semester IV (Spring)**

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<th>Course</th>
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<tr>
<td>CGT 2100</td>
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<tr>
<td>CGT 2160</td>
<td>3-D Modeling</td>
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<tr>
<td>or WEB 2000</td>
<td>Professional Web Development Tools</td>
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</tr>
<tr>
<td>CGT 2998</td>
<td>Internship</td>
<td>2</td>
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<tr>
<td>ELEC 1</td>
<td>Guided Elective</td>
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</tr>
<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
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</table>

**Total Credit Hours Needed for Graduation:** 66-68

ELEC 1 Guided elective to be chosen from ADV 2500; CGT 2045, 2050, 2240; WEB 2110.

* See beginning of this section for electives.
### ART

- **ART 1011** Drawing I ........................................................... 3

### COMMUNICATIONS GRAPHICS TECHNOLOGY

- **CGT 1030** Introduction to Macintosh Graphic Design .......... 3
- **CGT 1040** Digital Photography ........................................... 3
- **CGT 1100** Digital Graphic Design I .................................. 5
- **CGT 1110** Typography ....................................................... 3
- **CGT 1510** History of Graphic Design & Illustration .......... 3
- **CGT 1911** Portfolio ........................................................... 1
- **CGT 1950** Design Fundamentals ......................................... 3
- **CGT 2000** Digital Graphic Design II ................................. 5
- **CGT 2040** Computer Illustration ........................................ 3
- **CGT 2100** Digital Graphic Design III ................................. 5
- **CGT 2140** Desktop Publishing ............................................ 3
- **CGT 2160** 3-D Modeling or **WEB 2000** Professional Web Development Tools .......... 3
- **CGT 2998** Internship .......................................................... 2

### ELECTIVE

- **ELEC 1** Guided Elective ................................................... 3

### ENGLISH

- **ENGL 1010** English Composition I .................................. 3

### HUMANITIES

- **HUM * ** Humanities Elective ........................................... 3

### MATHEMATICS/NATURAL SCIENCES

- **MATH** MATH 1010 or 1130 or 1530 ................................... 3
- **MATH/NS** Mathematics/Natural Sciences Elective .......... 3-4

### SOCIAL/BEHAVIORAL SCIENCES

- **SBS** Social/Behavioral Sciences Elective ......................... 3-4

### SPEECH

- **SPH 2100** Public Speaking or **SPH 2400** Business & Professional Speaking .......... 3

---

**Total Credit Hours Needed for Graduation:** 66-68
COMPUTER ACCOUNTING

Accreditation: Accredited by the Association of Collegiate Business Schools and Programs.

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:

I. Understand the basic principles of financial accounting, managerial and cost accounting, and taxation and apply them to the accounting field
II. Integrate Computer Accounting with other areas in the business environment
III. Identify problems and use appropriate techniques to find solutions
IV. Work independently with a network of individuals and also function within a work team
V. Demonstrate business skills including competencies in mathematics, written and oral communications and a variety of computer applications, including word processing, spreadsheets, accounting software and tax preparation software
VI. Function competently as a citizen and consumer
VII. Develop knowledge/skills as needed in the Computer Accounting field
VIII. Qualify for entry-level positions in accounting

Contact(s): Deanne Pannell, Associate Professor, dpannell@pstcc.cc.tn.us;
Ann Snodgrass, Associate Professor, asnodgrass@pstcc.cc.tn.us;
Rick Oster, Associate Professor, roster@pstcc.cc.tn.us;
Business and Computer Technology, 694-6656
## Computer Accounting—Courses and Course Sequence

**Special Note:** All Business and Computer Technology students who do not type 28 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I</td>
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<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
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<tr>
<td>MATH 1010</td>
<td>Survey of Mathematics</td>
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<tr>
<td>OST 1211</td>
<td>Word/Excel/PowerPoint</td>
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### Semester II (Spring)

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 2120</td>
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<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
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<td>HUM *</td>
<td>Humanities Elective</td>
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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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<tr>
<td>OST 2621</td>
<td>Excel</td>
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<tr>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
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### Semester III (Fall)

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<tr>
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<tbody>
<tr>
<td>ACC 2215</td>
<td>Intermediate Accounting I</td>
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<td>ACC 2360</td>
<td>Cost Accounting</td>
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<td>ACC 2410</td>
<td>Income Taxation</td>
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<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
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<td>MKT 2420</td>
<td>Customer Service</td>
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<tr>
<td>or BCT</td>
<td>Business/Computer Technology Elective</td>
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### Semester IV (Spring)

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<td>ACC 2220</td>
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<tr>
<td>ACC 2500</td>
<td>Special Topics in Accounting</td>
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<tr>
<td>ACC 2530</td>
<td>Accounting Systems</td>
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<tr>
<td>ACC 2571</td>
<td>Computer Accounting Internship</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2000</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2240</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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BCT 1 Business/Computer Technology elective to be chosen from any ACC, CSIT, HSP, LAW, MGT, MKT or OST course (except OST 1100) not listed as a requirement for Computer Accounting majors.

* See beginning of this section for electives.
Courses by Subject Area

**ACCOUNTING**
- ACC 2110 Principles of Accounting I ................................ 3
- ACC 2120 Principles of Accounting II ............................... 3
- ACC 2215 Intermediate Accounting I ................................. 3
- ACC 2220 Intermediate Accounting II ............................... 3
- ACC 2360 Cost Accounting ................................................ 3
- ACC 2410 Income Taxation............................................... 3
- ACC 2500 Special Topics in Accounting ........................... 3
- ACC 2530 Accounting Systems ............................................. 3
- ACC 2571 Computer Accounting Internship ...................... 3

**E-COMMERCE/MARKETING**
- MKT 2200 Principles of Marketing........................................ 3
- MKT 2420 Customer Service
- or BCT 1 Business/Computer Technology Elective .......... 3

**ECONOMICS**
- ECN 2010 Principles of Economics................................... 4

**ENGLISH**
- ENGL 1010 English Composition I................................. 3

**FINANCE**
- FIN 2000 Financial Management........................................ 3

**HUMANITIES**
- HUM * Humanities Elective ........................................... 3

**MANAGEMENT**
- MGT 2000 Principles of Management................................. 3
- MGT 2240 Entrepreneurship ........................................... 3

**MATHEMATICS**
- MATH 1010 Survey of Mathematics ................................. 3
- MATH 1530 Elementary Probability & Statistics................. 3

**OFFICE SYSTEMS TECHNOLOGY**
- OST 1211 Word/Excel/PowerPoint................................. 3
- OST 2621 Excel......................................................... 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, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700.

Program Description: The goals of the CIDD program are to teach basic drafting standards, integration of 3D modeling with the design/manufacturing process and integration of modeling, imaging and animation as a communication and design tool.

Students are taught drafting skills and standards with traditional drafting tools and software used by industry such as AutoCAD and Microstation. Students are also taught the use of 3D modeling software to construct models of parts or assemblies. Students are taught how electronic models speed production by allowing digital testing, downloading to a machining center, and verifying designs. Modeling, imaging, and animation software is taught as a communication and design tool by generating images and animation for design review, marketing and client reviews.

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

Typical Job Opportunities:

Computer Drafting Technician. Operates computer with CAD software applications to produce drawings and other documents required to construct buildings and/or manufacture parts.

After successfully completing the Computer Integrated Drafting and Design program, the graduate will be equipped to:

I. Become technically proficient in a CAD application and knowledgeable in at least one other
II. Use sophisticated graphics and modeling software
III. Use other software, references and resources related to the profession
IV. Demonstrate good verbal, written and graphic communication skills
V. Demonstrate good professional habits
VI. Become employed as a CAD drafter or employed in a related field

Contact(s): Bill Davis, Associate Professor, Program Coordinator, Computer Integrated Drafting and Design Technology, 694-6501, bdavis@pstcc.cc.tn.us
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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

Semester I (Fall)  
CID 1000 Introduction to CID ...........................................1  
CID 1104 Fundamentals of Technical Drawing W/Lab ..................4  
CID 1110 Technical Illustration W/Lab .................................4  
ENGL 1010 English Composition I ......................................3  
MATH 1730 Precalculus

or MATH 1731 Technical Precalculus ..................................  

Semester II (Spring)  
CID 1210 Architectural Drawing W/Lab  

or CID 1220 Advanced Mechanical Drawing ..........................4  
CID 1 CID Elective .....................................................4  
CET/MET 2 Manufacturing Process Elective ..........................3-4  
MATH 1840 Technical Calculus .........................................3  

Semester III (Fall)  
CID 1 CID Electives ....................................................8  
CHEM 1110 General Chemistry I  

or GEOL 1040 Physical Geology .........................................4  
MET 1040 Applied Statics .................................................3  
PHYS 1010 Applied Physics W/Lab .....................................4  

Semester IV (Spring)  
CID 1 CID Elective .....................................................4  
CID 2301 CIDD Project/Internship  

or COP 1912 Cooperative Education ...................................2  
HUM 1 Humanities Elective .............................................3  
SBS 1 Social/Behavioral Sciences Elective ............................3-4  
SPH 1 SPH 2100 or 2200 or 2400 ......................................3  

Total Credit Hours Needed for Graduation: 65-67

CID 1 CID electives to be chosen from CID 1150, 1210, 1220, 2001, 2130, 2150, 2170, 2190, 2230, 2250, 2900.

CET/MET 2 Manufacturing process elective to be chosen from CET 1010, CET 1022, MET 1010, MET 1020.

* See beginning of this section for electives.
### Courses by Subject Area

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHEMISTRY</strong></td>
<td>CHEM 1110 General Chemistry I</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>GEOL 1040 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td><strong>COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY</strong></td>
<td>CID 1000 Introduction to CID</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CID 1104 Fundamentals of Technical Drawing W/Lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CID 1110 Technical Illustration W/Lab</td>
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<tr>
<td></td>
<td>CID 1210 Architectural Drawing W/Lab</td>
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<tr>
<td>or</td>
<td>CID 1220 Advanced Mechanical Drawing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CID 2301 CIDD Project/Internship</td>
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<tr>
<td>or</td>
<td>COP 1912 Cooperative Education</td>
<td>2</td>
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<td></td>
<td>CID Electives</td>
<td>16</td>
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<td><strong>ENGLISH</strong></td>
<td>ENGL 1010 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>HUMANITIES</strong></td>
<td>HUM * Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>MATH 1730 Precalculus</td>
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</tr>
<tr>
<td>or</td>
<td>MATH 1731 Technical Precalculus</td>
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<tr>
<td></td>
<td>MATH 1840 Technical Calculus</td>
<td>3</td>
</tr>
<tr>
<td><strong>MANUFACTURING PROCESS ELECTIVE</strong></td>
<td>CET/MET 2 Manufacturing Process Elective</td>
<td>3-4</td>
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<tr>
<td><strong>MECHANICAL ENGINEERING TECHNOLOGY</strong></td>
<td>MET 1040 Applied Statics</td>
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<tr>
<td><strong>PHYSICS</strong></td>
<td>PHYS 1010 Applied Physics W/Lab</td>
<td>4</td>
</tr>
<tr>
<td><strong>SOCIAL/BEHAVIORAL SCIENCES</strong></td>
<td>SBS * Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>SPEECH</strong></td>
<td>SPH SPH 2100 or 2200 or 2400</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Needed for Graduation:** 65-67
COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Program Description: The Computer Science and Information Technology program offers students opportunities 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 and Information Technology students complement their studies with a 135-hour internship at a selected site, which allows students to gain on-the-job experience prior to graduation. Students completing the Computer Science and Information Technology program can expect to find careers in diverse areas. The curriculum provides an excellent academic and technical foundation for computer careers.

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 and Information Technology program, the graduate will be equipped to do the following:

I. Express ideas and facts in written and verbal communications and work independently or as a team member

II. Effectively operate and use computers, peripherals and related equipment

III. Understand terminology, numeric concepts, social/ethical implications and/or system concepts associated with the information technology field

IV. Understand and use applications software, operating systems and/or system-based products

V. Analyze problems, develop algorithms and implement solutions

VI. Effectively use computer languages, compilers, interpreters and assembler products to produce code and output which meet specified requirements

VII. Understand system and software development cycles and use tools to develop and manage the cycles

VIII. Upgrade and develop skills which represent real-world training standards as established by national tests, state standards, institutional goals and advisory recommendations
IX. Use equipment and resources which are up-to-date, real-world and which represent current trends in the employment field

X. Develop a positive attitude towards standards, rules, expectations, work and learning

XI. Develop specific skills, understanding and knowledge which can be used at articulated institutions and which can be applied to higher levels of learning

XII. Enhance creative and artistic talents appropriate to the computer science field

Contact(s): Greg Walters, Associate Professor, Program Coordinator, Computer Science and Information Technology, 694-6656, gwalters@pstcc.cc.tn.us

**Computer Science and Information Technology—Courses and Course Sequence**

**Special Note:** All Business and Computer Technology students who do not type 28 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td>4</td>
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<tr>
<td>CSIT 1540</td>
<td>Introduction to Programming Using C</td>
<td>4</td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
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<tr>
<td>MATH 1</td>
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<table>
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<th>Semester II (Spring)</th>
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<tr>
<td>CSIT 1410</td>
<td>Machine Organization</td>
<td>4</td>
<td></td>
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<tr>
<td>CSIT 1560</td>
<td>Advanced C Programming</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CSIT 1810</td>
<td>Introduction to Database Design</td>
<td>4</td>
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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
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<tr>
<td>CSIT 2810</td>
<td>Systems Analysis &amp; Design</td>
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<td>CSIT Internship</td>
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<td>ECN 2010</td>
<td>Principles of Economics</td>
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</table>

**Total Credit Hours Needed for Graduation:** 65-66

Mathematics elective to be chosen from MATH 1010, 1130, 1830, 1910.

CSIT After completion of the first two semesters, students will choose one of three specialty areas based on their career goals. The guided electives allow for maximum flexibility within the curriculum while assuring the student has adequate credentials in a particular segment of the information technology field. Any deviation from the programs of study listed below must be approved in advance by the student’s advisor.
Students planning to pursue a career in **database design & development** need the following electives in the order listed:

- **CSIT**    **CSIT Programming Elective*** .................................................. 4
- **CSIT** 2425  **SQL Applications Using Oracle** .................................................. 4
- **CSIT** 2550  **Advanced Database Management Systems** .................................................. 4
- **MGT** 2000  **Principles of Management** .................................................. 3
- **CSIT** 2445 or 2465 .................................................. 4  

* Chosen from CSIT 2610, 2650, 2680, 2690.

Students planning to pursue a career in **Internet software development** need the following electives in the order listed:

- **BA**    **Business Administration Elective*** .................................................. 3
- **CSIT** 2645  **Intro to Internet Software Development** .................................................. 4
- **CSIT** 2650  **Java Programming** .................................................. 4
- **CSIT** 2610 or 2690 .................................................. 4
- **CSIT** 2880  **Advanced Internet Development** .................................................. 4  

* Chosen from any ACC, FIN, MGT or MKT course not listed as a requirement for CSIT majors.

Students planning to pursue a career in **programming** need the following electives in the order listed:

- **CSIT**    **CSIT Application Elective*** .................................................. 4
- **CSIT** **CSIT Programming Electives**** .................................................. 12
- **BA**    **Business Administration Elective***** .................................................. 3  

* Chosen from CSIT 2425, 2460, 2465, 2490.

** Chosen from CSIT 2610, 2625, 2645, 2650, 2655, 2665, 2680, 2690, 2695.

*** Chosen from any ACC, FIN, MGT or MKT course not listed as a requirement for CSIT majors.

* See beginning of this section for electives.
## Courses by Subject Area

### COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
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### ECONOMICS

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<tr>
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<td>Principles of Economics</td>
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### ENGLISH

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<td>English Composition I</td>
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### HUMANITIES

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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
<td>3</td>
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### MATHEMATICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 1</td>
<td>Mathematics Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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### SPEECH

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Needed for Graduation:** 65-66
CRIMINAL JUSTICE

Program Description: Through a cooperative arrangement between Pellissippi State Technical Community College and Walters State Community 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 coursework can be transferred to Walters State to complete requirements for the Associate of Applied Science degree.

E-COMMERCE/MARKETING

Accreditation: Accredited by the Association of Collegiate Business Schools and Programs.

Program Description: The E-Commerce/Marketing curriculum is designed to provide the skills graduates need to enter careers in marketing, customer service and small business management. Coursework focuses on basic marketing principles, including intense work in promotion, e-commerce, customer service, event marketing and sales. Basic understanding of theory and principle is essential, but the program’s emphasis is on practical applications. Courses incorporate realistic projects, case analyses, simulations, presentations, teamwork and internship opportunities.

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 customer questions and orders and solves customer problems.

Director of Marketing. Plans and implements the design, promotion, pricing, and distribution of a company’s products and services.

E-Commerce Coordinator. Assists managers in adding Web marketing to their firm’s distribution strategy. Determines what marketing processes can be digitized and how to implement e-commerce strategies.

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

Marketing Coordinator. Assists marketing department with the planning and implementation of marketing strategies.

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

After successfully completing the E-Commerce/Marketing program, the graduate will:

I. Understand the basic principles of E-Commerce/Marketing and apply them
II. Integrate E-Commerce/Marketing with other disciplines in business
III. Identify problems and use appropriate techniques to find solutions
IV. Work independently and function on a team
V. Demonstrate basic math, verbal and written communications and computer skills
VI. Qualify for entry-level positions in the E-Commerce/Marketing field

**Contact(s):** Anne Swartzlander, Professor, aswartzlander@pstcc.cc.tn.us; Lisa Bogaty, Associate Professor, lbogaty@pstcc.cc.tn.us; Business and Computer Technology, 694-6656

### E-Commerce/Marketing—Courses and Course Sequence

**Special Note:** All Business and Computer Technology students who do not type 28 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>ENGL 1010 English Composition I.................................3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MGT 2000 Principles of Management..................................3</td>
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<tr>
<td></td>
<td>MKT 2200 Principles of Marketing....................................3</td>
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<tr>
<td></td>
<td>MATH 1010 Survey of Mathematics ....................................3</td>
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<td></td>
<td>OST 1211 Word/Excel/PowerPoint ...................................3</td>
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<tr>
<td>Semester II (Spring)</td>
<td>ACC 2110 Principles of Accounting I...............................3</td>
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<tr>
<td></td>
<td>MKT 2260 Marketing Information .....................................3</td>
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<td></td>
<td>MKT 2350 Buyer Behavior.............................................3</td>
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<td></td>
<td>OST 1007 Access I CBT...............................................1</td>
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<tr>
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<td>OST 2801 Web Page Design I—HTML Coding.........................1</td>
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<td>MATH 1530 Elementary Probability &amp; Statistics..................3</td>
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<td>Semester IV (Spring)</td>
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<td>HUM * Humanities Elective...........................................3</td>
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<td>MGT 2240 Entrepreneurship..........................................3</td>
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<td></td>
<td>MKT 2471 E-Commerce/Marketing Internship..........................3</td>
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<td>MKT 2550 Sales/Event Marketing......................................3</td>
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| Total Credit Hours Needed for Graduation: | 62 |

* See beginning of this section for electives.
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<td>Principles of Accounting I</td>
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<td>Marketing Information</td>
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<td>E-COMMERCE/MARKETING</td>
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<td>Buyer Behavior</td>
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<td>Principles of Economics</td>
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<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>FINANCE</td>
<td>FIN 2000</td>
<td>Financial Management</td>
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<tr>
<td>HUMANITIES</td>
<td>HUM *</td>
<td>Humanities Elective</td>
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<td>MANAGEMENT</td>
<td>MGT 2000</td>
<td>Principles of Management</td>
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<td>MANAGEMENT</td>
<td>MGT 2240</td>
<td>Entrepreneurship</td>
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<tr>
<td>MATHEMATICS</td>
<td>MATH 1010</td>
<td>Survey of Mathematics</td>
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<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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<td>OFFICE SYSTEMS TECHNOLOGY</td>
<td>OST 1007</td>
<td>Access I CBT</td>
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<td>OFFICE SYSTEMS TECHNOLOGY</td>
<td>OST 1211</td>
<td>Word/Excel/PowerPoint</td>
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<tr>
<td>SPEECH</td>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 62
Program Description: The primary purpose of this program is to provide a course of study that will enable teachers in Tennessee’s Head Start programs to meet the educational requirements stipulated by federal law. The 1999 Federal Reauthorization Act for Head Start mandates that by 2003 at least 50 percent of all Head Start teachers must have earned an associate’s or higher degree in Early Childhood Education. The federal mandate for Head Start programs is the first step in the process to professionalize the people who care for and educate the very young. This program may also be attractive to other students preparing themselves for careers in entry-level employment within the child care field.

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

Typical Job Opportunities:
- Head Start Worker
- Child Care Worker
- Child Care Center Administrator

After successfully completing the Early Childhood Education program, the graduate will be equipped to do the following:

I. Be prepared for job entry or career advancement in the child care field
II. Use good verbal and written communication skills
III. Demonstrate understanding of fundamental child development principles
IV. Apply on-the-job the principles of good work habits

Contact(s): Betty Dahl, Associate Professor, Program Coordinator, Early Childhood Education, 694-6747, bdahl@pstcc.cc.tn.us
### Early Childhood Education—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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

<table>
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<tr>
<th>Semester I (Fall)</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECEd 1010</td>
<td>Orientation to Early Childhood Education</td>
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</tr>
<tr>
<td>ECEd 1020</td>
<td>Foundations of Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NSC</td>
<td>Natural Sciences Elective</td>
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<tr>
<td>MATH</td>
<td>MATH 1010 or 1130 or 1530</td>
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<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
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<tbody>
<tr>
<td>ECEd 2010</td>
<td>Safe, Healthy Learning Environments</td>
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<tr>
<td>ECEd 2020</td>
<td>Infant, Toddler, Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>SBS</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
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<tr>
<td>SPH</td>
<td>SPH 2100 or 2200 or 2400</td>
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<tr>
<th>Semester III (Fall)</th>
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<tr>
<td>ECEd 2040</td>
<td>Family Dynamics &amp; Community Involvement</td>
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<tr>
<td>ECEd 2050</td>
<td>Psychomotor Development</td>
<td>3</td>
</tr>
<tr>
<td>ECEd 2130</td>
<td>Clinical Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>OST 1005</td>
<td>Word</td>
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<td>or OST 1211</td>
<td>Word/Excel/PowerPoint</td>
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<tr>
<td>HUM</td>
<td>Humanities Elective</td>
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<table>
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<th>Semester IV (Spring)</th>
<th>Course</th>
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<tr>
<td>ECEd 2060</td>
<td>Development of Exceptional Children</td>
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<td>ECEd 2070</td>
<td>Developmental Assessment</td>
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<td>ECEd 2140</td>
<td>Clinical Practicum II</td>
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<tr>
<td>ECEd Electives</td>
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</table>

**Total Credit Hours Needed for Graduation:** 60-61

ECEd Electives should be chosen from ECEd 2030, 2080, 2090, 2100, 2110, 2120.

* See beginning of this section for electives.
## Courses by Subject Area

### EARLY CHILDHOOD EDUCATION
- **ECEd 1010** Orientation to Early Childhood Education ......... 2
- **ECEd 1020** Foundations of Early Childhood Development ............... 3
- **ECEd 2010** Safe, Healthy Learning Environments .................. 3
- **ECEd 2020** Infant, Toddler, Child Development ....................... 3
- **ECEd 2040** Family Dynamics & Community Involvement .................. 3
- **ECEd 2050** Psychomotor Development .................................. 3
- **ECEd 2060** Development of Exceptional Children ..................... 3
- **ECEd 2070** Developmental Assessment .................................. 3
- **ECEd 2130** Clinical Practicum I ....................................... 3
- **ECEd 2140** Clinical Practicum II ....................................... 3
- **ECEd 1** ECEd Electives ............................................. 6

### ENGLISH
- **ENGL 1010** English Composition I ................................ 3
- **ENGL 1020** English Composition II .................................. 3

### HUMANITIES
- **HUM** Humanities Elective ............................................. 3

### MATHEMATICS
- **MATH** MATH 1010 or 1130 or 1530 ...................................... 3

### NATURAL SCIENCES
- **NSC** Natural Sciences Elective ........................................ 4

### OFFICE SYSTEMS TECHNOLOGY
- **OST 1005** Word .................................................. 3
- **OST 1211** Word/Excel/PowerPoint ..................................... 3

### SOCIAL/BEHAVIORAL SCIENCES
- **SBS** Social/Behavioral Sciences Elective ......................... 3-4

### SPEECH
- **SPH** SPH 2100 or 2200 or 2400 ....................................... 3

**Total Credit Hours Needed for Graduation:** 60-61
ELECTRICAL ENGINEERING TECHNOLOGY

Accreditation: Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700.

Program Description: The Electrical Engineering Technology program is designed to train individuals to function effectively as assistants to electrical engineers or independently as 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.

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:

I. Understand fundamental electrical/electronic principles
II. Understand moderately complex electronic systems
III. Acquire test data with numerous electronic instruments and diagnose system performance
IV. Suggest modifications to electronic systems under test to improve performance
V. Maintain and troubleshoot electronic equipment
VI. Breadboard (using wirewrap, soldering, etc.) and test electronic circuits
VII. Develop printed-circuit board layouts, fabricate boards and package the overall electronic circuit
VIII. Program microprocessors, EPROMS, generic logic arrays and programmable logic controllers
IX. Simulate electronic circuits with circuit simulation software on a personal computer
X. Use new hardware/software by studying manuals or following computer instructions
XI. Generate engineering reports

Contact(s): Kenneth Swayne, Assistant Professor, Program Coordinator, Electrical Engineering Technology, 694-6496, keswayne@pstcc.cc.tn.us
### 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

#### Semester I (Fall)

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<tr>
<th>Course</th>
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<td>Introduction to EET</td>
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<tr>
<td>EET 1010</td>
<td>Electric Circuits I W/Lab</td>
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<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab</td>
<td>4</td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>MATH 1730</td>
<td>Precalculus</td>
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<tr>
<td>or MATH 1731</td>
<td>Technical Precalculus</td>
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#### Semester II (Spring)

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<td>EET 1210</td>
<td>Active Devices I W/Lab</td>
<td>4</td>
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<td>EET 2310</td>
<td>Microprocessors I W/Lab</td>
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<tr>
<td>MATH 1830</td>
<td>Basic Calculus &amp; Modeling</td>
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<td>or MATH 1840</td>
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#### Semester III (Fall)

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<tr>
<td>EET 2220</td>
<td>Active Devices II W/Lab</td>
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<td>EET 2</td>
<td>Electrical Engineering Technology Elective</td>
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<tr>
<td>PHYS 1010</td>
<td>Applied Physics W/Lab</td>
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#### Semester IV (Spring)

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<tr>
<td>CHEM 1110</td>
<td>General Chemistry I</td>
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<tr>
<td>EET 2601</td>
<td>Major Projects</td>
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<td>EET 2</td>
<td>Electrical Engineering Technology Elective</td>
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<td>HUM 3</td>
<td>Humanities Elective</td>
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<tr>
<td>SBS 4</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
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</table>

**Total Credit Hours Needed for Graduation: 65-68**

**Notes:**
- COMP 1 Computer elective to be chosen from CSIT 1370; or MET 1002 and an approved EET elective listed in footnote 2.
- EET 2 A minimum of two Electrical Engineering Technology electives to be chosen from EET 2330, 2340, 2900, 2910, 2920; NETW 1000, 1215, 1510 (NETW courses may only be used for one EET elective).
- HUM 3 Humanities elective to be chosen from ART 1720, 1730; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.
- SBS 4 Social/Behavioral Sciences elective to be chosen from ECN 2010, POL 1010, PSY 1010, SOC 1010.
### Courses by Subject Area

**CHEMISTRY**
- CHEM 1110 General Chemistry I ........................................ 4

**COMPUTER ELECTIVE**
- COMP 1 Computer Elective ........................................ 4-5

**ELECTRICAL ENGINEERING TECHNOLOGY**
- EET 1001 Introduction to EET ....................................... 1
- EET 1010 Electric Circuits I W/Lab ................................ 4
- EET 1020 Electric Circuits II W/Lab ............................... 4
- EET 1210 Active Devices I W/Lab .................................. 4
- EET 1310 Digital Fundamentals W/Lab ............................ 4
- EET 2220 Active Devices II W/Lab ................................. 4
- EET 2310 Microprocessors I W/Lab ................................ 4
- EET 2601 Major Projects ............................................ 2
- EET 2  Electrical Engineering Technology Electives .......... 6

**ENGLISH**
- ENGL 1010 English Composition I .................................. 3

**HUMANITIES**
- HUM 3 Humanities Elective .......................................... 3

**MATHEMATICS**
- MATH 1730 Precalculus
  - or MATH 1731 Technical Precalculus ................................ 5
- MATH 1830 Basic Calculus & Modeling
  - or MATH 1840 Technical Calculus .................................. 3-4

**PHYSICS**
- PHYS 1010 Applied Physics W/Lab .................................... 4

**SOCIAL/BEHAVIORAL SCIENCES**
- SBS 4 Social/Behavioral Sciences Elective ...................... 3-4

**SPEECH**
- SPH SPH 2100 or 2200 or 2400 .................................... 3

**Total Credit Hours Needed for Graduation:** 65-68
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. The student will meet with an assigned advisor to develop an individualized sequence of courses.

Certificate of Credit Articulation: Successful completion of technical or institutional certificates of credit from Pellissippi State may apply for credit toward a General Technology degree. Programs that articulate include Advanced Local Area Network Operations/Management, Banking, Basic Local Area Network Operations/Management, Credit Union, Insurance, Office Systems Technology, Photography, Real Estate, Supervision, Surveying and Wide Area Network Operations/Management certificates.

Articulation from Tennessee Technology Centers to Pellissippi State: Students with diplomas from any Tennessee Technology Center (TTC) may apply for articulation into the General Technology program. Upon successful completion of all required placement tests (including the Student Occupancy Competency Test [SOCAT]) and at the discretion of the appropriate department head, the student may receive up to 25 semester hours of credit toward the General Technology degree. Areas at TTCs 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. To be eligible to receive 25 semester hours of credit toward an A.A.S. in General Technology at Pellissippi State through this avenue, the student must first satisfy the following: (1) Earn a diploma at a TTC in one of the areas specified above; (2) demonstrate competency by scoring no less than one standard deviation below the national postsecondary mean on the SOCAT in the occupational area for which the student is requesting credit; (3) successfully complete the placement test requirements (All students will be required to complete all developmental studies courses as indicated by the placement test); and (4) successfully complete 15 semester hours of college-level credit (excluding developmental studies courses) in the A.A.S. in General Technology program. Credit awarded through this articulation must be applied to the major technology category (area of specialization) of the General Technology program. A student completing a diploma program at a TTC who wishes to articulate into the A.A.S. in General Technology program at Pellissippi State must do so within five years of completing the diploma program.
**Alcoa Articulation:** Students who have completed the appropriate portions of the ALCOA Electrical Apprenticeship Program may receive up to 25 semester hours of credit toward an A.A.S. in General Technology. The courses in the apprenticeship program that can be used for articulation are as follows: Welding, Construction Practices, Basic Computers, Basic Electricity, AC Principles, Basic Electronics, Analog Electronics, Digital Electronics, Microprocessors, PLC, Process Control, Process Troubleshooting, Math, Blueprints and Schematics.

**Lockheed Martin Energy Systems (LMES) Articulation:** Students who complete ALL of the LMES 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.

**Contact(s):** Certificate of Credit Articulation, Mike Hudson,  
694-6416, mhudson@pstcc.cc.tn.us  
TTCK Articulation, Eunice Reynolds,  
694-6612, ereynolds@pstcc.cc.tn.us  
LMES Articulation, Terry Sisk,  
694-6513, tsisk@pstcc.cc.tn.us  
Networking & Communications Systems Technology,  
Michael Lusk, Assistant Professor,  
694-6508, jmlusk@pstcc.cc.tn.us  
Jerry Sherrod, Assistant Professor,  
694-6483, jsherrod@pstcc.cc.tn.us  
Photography, K.D. Lawson, Instructor,  
971-5219, kdlawson@pstcc.cc.tn.us  
General Information, Margaret Ann Jeffries,  
694-6483, mjeffries@pstcc.cc.tn.us
**General Technology—Courses and Course Sequence**

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. Specific course sequences and elective choices will vary depending on the student’s educational goals. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>COMP 1</td>
<td>Introductory Computer Course</td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
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<td>MATH *</td>
<td>Mathematics Elective</td>
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<tr>
<td>MAJOR</td>
<td>Major Technology Elective</td>
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### Semester II (Spring)

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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH/NS</td>
<td>Mathematics/Natural Sciences Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>ENGL 2950</td>
<td>Business &amp; Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Major Technology Electives</td>
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</tbody>
</table>

### Semester III (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Major Technology Electives</td>
<td>6</td>
</tr>
<tr>
<td>ELEC 2</td>
<td>Guided Elective</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2</td>
<td>Speech Elective</td>
<td>3</td>
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</tbody>
</table>

### Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>Major Technology Electives</td>
<td>15</td>
</tr>
<tr>
<td>ELEC 3</td>
<td>Guided Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours for Graduation:** 66-69

COMP 1  Introductory computer course to be chosen from CGT 1030; any CSIT; or any OST course (except OST 1100).

SPH 2  SPH 2100 or 2200 or 2400 as determined in the individualized sequence of courses developed by the student and his/her advisor

*See beginning of this section for electives.*
<table>
<thead>
<tr>
<th>Courses by Subject Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPUTER ELECTIVE</strong></td>
</tr>
<tr>
<td>COMP 1  Introductory Computer Course .................. 3-4</td>
</tr>
<tr>
<td><strong>ENGLISH</strong></td>
</tr>
<tr>
<td>ENGL 1010  English Composition I ........................ 3</td>
</tr>
<tr>
<td>ENGL 2950  Business &amp; Technical Writing ................</td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
</tr>
<tr>
<td>ELEC  Guided Electives ...................................... 6</td>
</tr>
<tr>
<td><strong>HUMANITIES</strong></td>
</tr>
<tr>
<td>HUM  Humanities Elective ..................................... 3</td>
</tr>
<tr>
<td><strong>MANAGEMENT</strong></td>
</tr>
<tr>
<td>MGT 2000  Principles of Management........................ 3</td>
</tr>
<tr>
<td>MGT 2030  Team Leadership ................................... 3</td>
</tr>
<tr>
<td><strong>MATHEMATICS/NATURAL SCIENCES</strong></td>
</tr>
<tr>
<td>MATH  Mathematics Elective .................................. 3</td>
</tr>
<tr>
<td>MATH/NS  Mathematics/Natural Sciences Elective ........... 3-4</td>
</tr>
<tr>
<td><strong>MAJOR TECHNOLOGY</strong></td>
</tr>
<tr>
<td>MAJOR  Major Technology Courses ......................... 30</td>
</tr>
<tr>
<td><strong>SPEECH</strong></td>
</tr>
<tr>
<td>SPH  Speech Elective .......................................... 3</td>
</tr>
<tr>
<td><strong>SOCIAL &amp; BEHAVIORAL SCIENCES</strong></td>
</tr>
<tr>
<td>SBS  Social/Behavioral Sciences Elective .................. 3-4</td>
</tr>
<tr>
<td><strong>Total Credit Hours for Graduation:</strong> 66-69</td>
</tr>
</tbody>
</table>
The General Technology degree with Networking and Communications Systems Technology as the major technology offers a core curriculum that provides the academic and technical background for individuals who wish to prepare for successful employment in network design and administration. The focus of the curriculum is on student performance of administration and support for local and wide area networks. Additionally, emphasis is placed on system monitoring and management, network testing and system configuration and implementation. Typical job opportunities include network administrator, technical support specialist and systems administrator.

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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>NETW 1000</td>
<td>A+ Certification Preparation</td>
<td>4</td>
</tr>
<tr>
<td>NETW 1215</td>
<td>Administering Server/Pro (LAN)</td>
<td>4</td>
</tr>
<tr>
<td>NETW 1510</td>
<td>Routing Configuration (WAN)</td>
<td>4</td>
</tr>
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</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC</td>
<td>Guided Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH/NS</td>
<td>Mathematics/Natural Sciences Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>NETW 1220</td>
<td>Admin. Network Infrastructure (LAN)</td>
<td>4</td>
</tr>
<tr>
<td>NETW 2510</td>
<td>Routing, Switching &amp; WAN Services (WAN)</td>
<td>4</td>
</tr>
<tr>
<td>SPH</td>
<td>SPH 2100 or 2200 or 2400</td>
<td>3</td>
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</table>

**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2950</td>
<td>Business &amp; Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1010 or 1130 or 1530</td>
<td>3</td>
</tr>
<tr>
<td>NETW 2000</td>
<td>Admin. Active Directory Services (LAN)</td>
<td>4</td>
</tr>
<tr>
<td>NETW 2</td>
<td>Networking Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC</td>
<td>Guided Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
</tr>
<tr>
<td>NETW 2</td>
<td>Networking Elective</td>
<td>4</td>
</tr>
<tr>
<td>NETW 2900</td>
<td>Networking Internship</td>
<td>3</td>
</tr>
<tr>
<td>SBS 3</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours for Graduation:** 68-69

ELEC 1 Students should choose guided electives in a related discipline in consultation with their advisor. The following electives are recommended: EET 1310 and 2310; GIS 1010 and 1030, GIS 1010 and 1110.
Students planning to pursue a career in **local area networks** need the following electives in the order listed:

- **NETW 2**
  - NETW 2010 or 2020 or 2030 ........................................... 4
  - NETW 2100 or 2110 or 2800 ........................................... 4

Students planning to pursue a career in **wide area networks** need the following electives in the order listed:

- **NETW 2530** Designing Security (WAN) ........................................... 4
- **NETW** NETW 2540 or 2800 ........................................... 4

**SBS 3** Social/Behavioral Sciences elective to be chosen from ANT 1200, 1300; any HIST; POL 1010, 1020; PSY 1010, 2200; SOC 1010, 1020; WMN 2200.

*See beginning of this section for electives.*

---

**Courses by Subject Area**

**ENGLISH**

- ENGL 1010 English Composition I ......................................... 3
- ENGL 2950 Business & Technical Writing ................................. 3

**ELECTIVES**

- ELEC 1 Guided Electives ........................................... 6

**HUMANITIES**

- HUM * Humanities Elective ............................................... 3

**MANAGEMENT**

- MGT 2000 Principles of Management ..................................... 3
- MGT 2030 Team Leadership ................................................. 3

**MATHEMATICS/NATURAL SCIENCES**

- MATH MATH 1010 or 1130 or 1530 ....................................... 3
- MATH/NS * Mathematics/Natural Sciences Elective ................. 3-4

**NETWORKING & COMMUNICATIONS SYSTEMS TECHNOLOGY**

- NETW 1000 A+ Certification Preparation ................................ 4
- NETW 1215 Administering Server/Pro (LAN) ............................. 4
- NETW 1220 Admin. Network Infrastructure (LAN) ................. 4
- NETW 1510 Routing Configuration (WAN) ................................ 4
- NETW 2000 Admin. Active Directory Services (LAN) ............ 4
- NETW 2510 Routing, Switching & WAN Services (WAN) ............. 4
- NETW 2900 Networking Internship ....................................... 3
- **NETW 2** Networking Electives ........................................ 8

**SPEECH**

- SPH SPH 2100 or 2200 or 2400 ........................................ 3

**SOCIAL & BEHAVIORAL SCIENCES**

- SBS 3 Social/Behavioral Sciences Elective ............................ 3

*Total Credit Hours for Graduation: 68-69*
The General Technology degree with Photography as the major technology is designed for the individual interested in a career in photography as a staff photographer for a publication, business or industry, a photofinishing technician, a digital imaging technician, photographic support industry personnel, freelance photographer or studio owner/manager. Electives allow the student to specialize in commercial photography, photojournalism, portraits, weddings or photofinishing.

**General Technology—Photography**

**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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH *</td>
<td>Mathematics Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>PHO 1000</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1500</td>
<td>Black &amp; White Darkroom Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 1</td>
<td>Guided Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MATH/NS *</td>
<td>Mathematics/Natural Sciences Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>PHO 1100</td>
<td>Advanced Photographic Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1600</td>
<td>Color Printing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2100</td>
<td>Introduction to Photoshop</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 1</td>
<td>Guided Elective</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2950</td>
<td>Business &amp; Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1200</td>
<td>Art of Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2060</td>
<td>Advanced Digital Imaging Techniques</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100 or</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>2200 or 2400</td>
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**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2800</td>
<td>Photography Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2</td>
<td>Photography Electives</td>
<td>6</td>
</tr>
<tr>
<td>SBS 3</td>
<td>Social/Behavioral Sciences Elective</td>
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</table>

**Total Credit Hours for Graduation:** 66-69

ELEC 1 Students should choose guided electives in a related discipline in consultation with their advisor.
<table>
<thead>
<tr>
<th>Course Area</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICATIONS GRAPHICS TECHNOLOGY</strong></td>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENGLISH</strong></td>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 2950</td>
<td>Business &amp; Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td>ELEC 1</td>
<td>Guided Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>HUMANITIES</strong></td>
<td>HUM *</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>MANAGEMENT</strong></td>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
</tr>
<tr>
<td><strong>MATHEMATICS/NATURAL SCIENCES</strong></td>
<td>MATH *</td>
<td>Mathematics Elective</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td>MATH/NS *</td>
<td>Mathematics/Natural Sciences Elective</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>PHOTOGRAPHY</strong></td>
<td>PHO 1000</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHO 1100</td>
<td>Advanced Photographic Techniques</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHO 1200</td>
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<td></td>
<td>PHO 1600</td>
<td>Color Printing Techniques</td>
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<td></td>
<td>PHO 2060</td>
<td>Advanced Digital Imaging Techniques</td>
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<tr>
<td></td>
<td>PHO 2</td>
<td>Photography Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>SPEECH</strong></td>
<td>SPH 2100 or 2200 or 2400</td>
<td>Introduction to Photoshop</td>
<td>3</td>
</tr>
<tr>
<td><strong>SOCIAL &amp; BEHAVIORAL SCIENCES</strong></td>
<td>SBS 3</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>WEB DEVELOPMENT TECHNOLOGY</strong></td>
<td>WEB 2100</td>
<td>Introduction to Photoshop</td>
<td>3</td>
</tr>
</tbody>
</table>

*S See beginning of this section for electives.

Total Credit Hours for Graduation: 66-69
GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Program Description: The Geographic Information Technology program offers students opportunities to develop skills useful to engineering, business, science and industry. The technician that completes this program gains competence to work in a variety of applications in this growing field. Geographic Information Systems (GIS) are designed to assist engineering and business decision making by using data that is spatially referenced to the Earth. Modern computer software and related technology make it possible to use this spatial data to solve complex planning and management problems. Students learn to understand various kinds of spatial data, computer tools and data quality considerations that are important to effectively use this technology in making good decisions.

Business Concentration: Provides a course of study for individuals who wish to work as specialists in business, emergency management, logistics, public safety, economic development, site selection and marketing.

Technology Concentration: Provides a course of study for individuals who wish to work as specialists in engineering, surveying, land management, planning and facility management.

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

Typical Job Opportunities:

Engineering and Surveying GIS Specialist: Uses GIS technology to manage survey and engineering data in a geographic database from project planning, through construction, project completion, archiving and revision.

Facility Management GIS Specialist: Designs and implements systems and procedures to combine archived and revised engineering drawings, photographs and other facility data in a geographic database to manage large industrial and service facilities to assure efficiency, control and compliance.

Land Management GIS Specialist: Uses GIS technology to obtain data about land and water resources and uses this data and GIS tools to make day to day and strategic decisions in managing these resources.

County and City Government GIS Specialist: Uses GIS technology to create and manage parcel, deed and property tax databases used in association with other planning, zoning, road, and utility data to assist in managing public facilities.

Site Selection GIS Specialist: Designs and implements procedures to utilize demographic and site comparison data in spatial analysis to make decisions to purchase, develop or sell real estate properties.

Logistics GIS Specialist: Designs and implements procedures to monitor transportation assets and optimize routes to increase efficiency and lower costs of transportation.

Demographic Analyst: Specializes in the understanding and use of spatial information about people, their characteristics and preferences. These data are used in businesses to respond to customers through alternative store locations, product mix, and special marketing efforts.

Public Safety GIS Specialist: Specializes in developing and implementing spatial databases to use in crime and accident analysis, traffic control, emergency response, and disaster planning.

Community Planner: Uses GIS technology to design and develop a community database to assist planning commissions and other government boards to present
alternative plans to the public and make decisions regarding growth plans and planning and zoning decisions.

**Economic Development GIS Specialist:** Uses GIS technology to create and manage regional economic, demographic and resource data to use in evaluating broad development opportunities and to use as a presentation medium to attract investment and development that is desired.

After successfully completing the GIS program, the graduate will be equipped to do the following:

I. Demonstrate understanding of fundamental GIS principles
II. Be prepared for job entry or career advancement in GIS related fields
III. Use good verbal and written communication skills
IV. Demonstrate problem-solving skills

**Contact(s):** F. Paul Baxter, Associate Professor, Geographic Information Systems, 539-7133 or 694-6483, fpbaxter@pstcc.cc.tn.us

**Geographic Information Systems/Business 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>ENGL 1010 English Composition I .................................................3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH 1010 Survey of Mathematics .....................................................3</td>
</tr>
<tr>
<td></td>
<td>OST 1211 Word/Excel/PowerPoint ..........................................................3</td>
</tr>
<tr>
<td></td>
<td>GIS 1010 Fundamentals of GIS ............................................................3</td>
</tr>
<tr>
<td></td>
<td>GIS 1600 Business Geographics ................................................................3</td>
</tr>
<tr>
<td></td>
<td>SPH 2400 Business &amp; Professional Speaking ............................................3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>ECN 2010 Principles of Economics .........................................................4</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MATH 1530 Elementary Probability &amp; Statistics .........................................3</td>
</tr>
<tr>
<td></td>
<td>GIS 1030 GIS Data Sources &amp; Quality ......................................................3</td>
</tr>
<tr>
<td></td>
<td>GIS 1110 Intro to GIS Database Management ............................................3</td>
</tr>
<tr>
<td></td>
<td>GIS 1120 Desktop GIS Software Tools .....................................................3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>MKT 2200 Principles of Marketing ..........................................................3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GIS 2030 Planning &amp; Executing Projects ................................................3</td>
</tr>
<tr>
<td></td>
<td>GIS 2410 GIS Web Applications ................................................................3</td>
</tr>
<tr>
<td></td>
<td>ELEC 1 Guided Electives ............................................................................6</td>
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</table>

<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
<th>ENGL 2950 Business &amp; Technical Writing ................................................3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GIS 2050 Independent GIS Projects .........................................................3</td>
</tr>
<tr>
<td></td>
<td>GIS 2600 Location Based Services ................................................................3</td>
</tr>
<tr>
<td></td>
<td>ELEC 1 Guided Elective ..............................................................................3</td>
</tr>
<tr>
<td></td>
<td>HUM * Humanities Elective ..........................................................................3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Needed for Graduation:** 64

ELEC 1 Guided electives to be chosen from CGT 1040; MGT 2000; MKT 2260, 2450; NETW 1100; OST 2801/2802/2803; or any GIS course not listed as a requirement.

* See beginning of this section for electives.
Courses by Subject Area

E-COMMERCE/MARKETING

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

ECONOMICS

ECN 2010 Principles of Economics ........................................ 4

ELECTIVES

ELEC 1 Guided Electives .................................................. 9

ENGLISH

ENGL 1010 English Composition I ......................................... 3
ENGL 2950 Business & Technical Writing ............................... 3

GEOGRAPHIC INFORMATION SYSTEMS

GIS 1010 Fundamentals of GIS ........................................... 3
GIS 1030 GIS Data Sources & Quality ................................... 3
GIS 1110 Intro to GIS Database Management .......................... 3
GIS 1120 Desktop GIS Software Tools ................................... 3
GIS 1600 Business Geographics ......................................... 3
GIS 2030 Planning & Executing Projects ................................ 3
GIS 2050 Independent GIS Projects ...................................... 3
GIS 2410 GIS Web Applications ......................................... 3
GIS 2600 Location Based Services ...................................... 3

HUMANITIES

HUM * Humanities Elective .............................................. 3

MATHEMATICS

MATH 1010 Survey of Mathematics ...................................... 3
MATH 1530 Elementary Probability & Statistics ........................ 3

OFFICE SYSTEMS TECHNOLOGY

OST 1211 Word/Excel/PowerPoint ....................................... 3

SPEECH

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

Total Credit Hours Needed for Graduation: 64
**Geographic Information Systems/Technology 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

**Semester I (Fall)**

- **ENGL 1010** English Composition I........................................3
- **MATH 1730** Precalculus
  - or **MATH 1731** Technical Precalculus........................................5
- **CSIT 1110** Introduction to Information Technology...........4
- **GIS 1010** Fundamentals of GIS........................................3
- **GIS 1120** Desktop GIS Software Tools .................................3

**Semester II (Spring)**

- **MATH 1530** Elementary Probability & Statistics..............3
- **ENGL 2950** Business & Technical Writing ..........................3
- **GIS 1030** GIS Data Sources & Quality..................................3
- **GIS 1110** Intro to GIS Database Management ..................3
- **WEB 2700** Programming for Web Developers ................3

**Semester III (Fall)**

- **GIS 1020** Digital Images & Base Maps ............................3
- **GIS 1200** Global Positioning Technology..........................3
- **GIS 2030** Planning & Executing Projects ..........................3
- **SPH 2400** Business & Professional Speaking ....................3
- **ELEC 1** Guided Elective ..............................................3-4

**Semester IV (Spring)**

- **GIS 2050** Independent GIS Projects..................................3
- **GIS 2120** Image & Raster GIS Analysis ..............................3
- **GIS 2710** GIS Cartography ...............................................3
- **HUM** * Humanities Elective ........................................3
- **SBS** * Social/Behavioral Sciences Elective .........................3-4

**Total Credit Hours Needed for Graduation:** 63-65

**ELEC 1** Guided elective to be chosen from CGT 1040; NETW 1100; OST 2801/2802/2803; or any GIS course not listed as a requirement.

*See beginning of this section for electives.*
### Courses by Subject Area

**COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**

- **CSIT 1110** Introduction to Information Technology .......... 4

**ELECTIVE**

- **ELEC 1** Guided Elective ............................................ 3-4

**ENGLISH**

- **ENGL 1010** English Composition I .................................. 3
- **ENGL 2950** Business & Technical Writing .................... 3

**GEOGRAPHIC INFORMATION SYSTEMS**

- **GIS 1010** Fundamentals of GIS .................................. 3
- **GIS 1020** Digital Images & Base Maps ............................ 3
- **GIS 1030** GIS Data Sources & Quality .......................... 3
- **GIS 1110** Intro to GIS Database Management .................. 3
- **GIS 1120** Desktop GIS Software Tools ............................ 3
- **GIS 1200** Global Positioning Technology ........................ 3
- **GIS 2030** Planning & Executing Projects ......................... 3
- **GIS 2050** Independent GIS Projects ................................ 3
- **GIS 2120** Image & Raster GIS Analysis ........................... 3
- **GIS 2710** GIS Cartography ......................................... 3

**HUMANITIES**

- **HUM** * Humanities Elective ........................................ 3

**MATHEMATICS**

- **MATH 1730** Precalculus
- or **MATH 1731** Technical Precalculus ......................... 5
- **MATH 1530** Elementary Probability & Statistics ............. 3

**SOCIAL/BEHAVIORAL SCIENCES**

- **SBS** * Social/Behavioral Sciences Elective ................. 3-4

**SPEECH**

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

**WEB DEVELOPMENT TECHNOLOGY**

- **WEB 2700** Programming for Web Developers .................. 3

*Total Credit Hours Needed for Graduation: 63-65*
HOSPITALITY

Program Description: The Hospitality curriculum is designed to provide the skills and knowledge necessary for graduates to succeed in the hospitality management field. Practical applications of basic management theories and principles are stressed. Courses incorporate work-related experiences to simulate realistic management problems and opportunities.

The Hospitality program is directed toward three groups of students. The first group is composed of students who currently work or desire to work in the hospitality industry who want to develop their careers in management. The second group includes students involved in fields outside the hospitality industry who desire new careers more suited to their personal interests. Students in other associate’s degree programs who desire a double major or an introduction to hospitality to complement their current major comprise the third group.

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

Typical Job Opportunities: Organizations in the hospitality industry frequently promote from within. This practice makes the internship portion of the curriculum a significant asset.

Position Titles at the First Level of Hospitality:

Associate Manager. Manages shifts, operational divisions, and/or satellite units or facilities within a larger hospitality company upon completion of the company’s entry-level management trainee program.

Crew Leader. Provides leadership to a work team in an individual area or segment of the hospitality company.

Small-Business Operator. Operates or owns a franchise or individual hospitality business.

Assistant Manager. Manages shifts and units with franchised or multiple-company-owned hospitality units upon completion of management trainee duties.

Functional Assistant Manager. Manages a specialized area such as accounting, marketing, maintenance or security within a hospitality organization.

After successfully completing the Hospitality program, the graduate will be equipped to do the following:

I. Understand the basic principles of Hospitality and apply them within the Hospitality profession
II. Integrate Hospitality with other areas in the business environment
III. Identify problems and use appropriate techniques to find solutions
IV. Work independently with a network of individuals and also function within a work team
V. Demonstrate basic collegiate skills that include competencies in mathematics, computer applications and communications
VI. Comprehend the relationship of the Hospitality industry with the role of the consumer
VII. Continue developing skills as needed in the Hospitality field
VIII. Qualify for entry-level management positions in the Hospitality industry

Contact(s): Tom Gaddis, Assistant Professor, Program Coordinator, Hospitality, 971-5200, tfgaddis@pstäcc.cc.tn.us
### Hospitality—Courses and Course Sequence

**Special Note:** All Business and Computer Technology students who do not type 28 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

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<thead>
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<th>Semester I (Fall)</th>
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<th>Course Title</th>
<th>Credits</th>
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<td>English Composition I</td>
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<td>HSP 1200</td>
<td>Intro to Hospitality I</td>
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<tr>
<td>MATH 1010</td>
<td>Survey of Mathematics</td>
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<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
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<td>OST 1211</td>
<td>Word/Excel/PowerPoint</td>
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<tr>
<td>HSP 2260</td>
<td>Front Office Operations</td>
<td>3</td>
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</tr>
<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT 2030</td>
<td>Team Leadership</td>
<td>3</td>
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<tr>
<td>MGT 2420</td>
<td>Customer Service</td>
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<td>Principles of Accounting I</td>
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<td>HSP 1900</td>
<td>Practicum I</td>
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<td>HSP 2000</td>
<td>Purchasing</td>
<td>3</td>
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<tr>
<td>HSP 2210</td>
<td>Travel/Tourism Administration</td>
<td>3</td>
<td></td>
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<tr>
<td>HSP 2300</td>
<td>Food &amp; Beverage Operation</td>
<td>3</td>
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<tr>
<td>MGT 2050</td>
<td>Human Resources</td>
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<table>
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<tr>
<th>Semester IV (Spring)</th>
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<th>Course Title</th>
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<tbody>
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<td>ECN 2010</td>
<td>Principles of Economics</td>
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<td>Hospitality Elective</td>
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<tr>
<td>HSP 2050</td>
<td>Cost Control</td>
<td>3</td>
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<tr>
<td>HSP 2320</td>
<td>Quantity Food Production</td>
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<tr>
<td>HSP 2900</td>
<td>Practicum II</td>
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**Total Credit Hours Needed for Graduation:** 67

HSP 1 Hospitality elective to be chosen from any HSP course not listed as a requirement for Hospitality majors.

* See beginning of this section for electives.
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<td></td>
<td>MKT 2420</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>ECN 2010</td>
<td>Principles of Economics</td>
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<td>ENGL 1010</td>
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<td>HSP 1200</td>
<td>Intro to Hospitality I</td>
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<td>HSP 2000</td>
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<td>HSP 2320</td>
<td>Quantity Food Production</td>
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<td></td>
<td>HSP 2900</td>
<td>Practicum II</td>
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<td>HSP 1</td>
<td>Hospitality Elective</td>
<td>3</td>
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<tr>
<td>HUMANITIES</td>
<td>HUM *</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
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<td></td>
<td>MGT 2050</td>
<td>Human Resources</td>
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<td>MATHEMATICS</td>
<td>MATH 1010</td>
<td>Survey of Mathematics</td>
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<td></td>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>OFFICE SYSTEMS TECHNOLOGY</td>
<td>OST 1211</td>
<td>Word/Excel/PowerPoint</td>
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</tr>
<tr>
<td>SPEECH</td>
<td>SPH</td>
<td>SPH 2100 or 2200 or 2400</td>
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</tbody>
</table>

Total Credit Hours Needed for Graduation: 67
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, 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—

I. Understand fundamentals of art and design, theories of design and human behavior, and design-related history
II. Apply the knowledge, skills, processes and theories of interior design
III. Communicate effectively
IV. Design within the context of building systems and use appropriate materials and products
V. Apply the laws, codes, regulations, standards, and practices that protect the health, safety, and welfare of the public
VI. Understand the business and professional practice of interior design

Contact(s): Margaret Ann Jeffries, Associate Professor, Program Coordinator, mjeffries@pstcc.cc.tn.us; Catherine Kendall, Instructor, clkendall@pstcc.cc.tn.us; Interior Design Technology, 694-6483
## 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENGL 1010</td>
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</tr>
<tr>
<td>IDT 1000</td>
<td>Introduction to Interior Design</td>
<td>1</td>
</tr>
<tr>
<td>IDT 1050</td>
<td>Design Trends &amp; Techniques</td>
<td>1</td>
</tr>
<tr>
<td>IDT 1100</td>
<td>Materials &amp; Process</td>
<td>3</td>
</tr>
<tr>
<td>IDT 1300</td>
<td>Fundamentals of Architectural Drafting</td>
<td>4</td>
</tr>
<tr>
<td>RCS 1200</td>
<td>Textiles for Interiors</td>
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### Semester II (Spring)

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<tr>
<td>IDT 1030</td>
<td>History of Interiors</td>
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<tr>
<td>IDT 1350</td>
<td>AutoCAD &amp; CAD Applications for Interior Design</td>
<td>4</td>
</tr>
<tr>
<td>IDT 1500</td>
<td>Residential Design &amp; Construction</td>
<td>4</td>
</tr>
<tr>
<td>IDT 1600</td>
<td>Visualization Techniques</td>
<td>3</td>
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<tr>
<td>MATH</td>
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### Semester III (Fall)

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<tbody>
<tr>
<td>CID 1210</td>
<td>Architectural Drawing I W/Lab</td>
<td>4</td>
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<tr>
<td>IDT 2021</td>
<td>Professional Practice</td>
<td>2</td>
</tr>
<tr>
<td>IDT 2022</td>
<td>Portfolio</td>
<td>1</td>
</tr>
<tr>
<td>IDT 2030</td>
<td>Modern Interiors &amp; Architecture</td>
<td>3</td>
</tr>
<tr>
<td>IDT 2100</td>
<td>Health Care, Office &amp; Adaptive Use Design</td>
<td>4</td>
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<tr>
<td>SPH</td>
<td>SPH 2100 or 2200 or 2400</td>
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### Semester IV (Spring)

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<tr>
<td>ELEC 1</td>
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<td>HUM</td>
<td>Humanities Elective</td>
<td>3</td>
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<tr>
<td>IDT 2200</td>
<td>Hospitality &amp; Retail Design</td>
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<tr>
<td>MATH/NS</td>
<td>Mathematics/Natural Sciences Elective</td>
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<tr>
<td>SBS</td>
<td>Social/Behavioral Sciences Elective</td>
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</table>

**Total Credit Hours Needed for Graduation:** 65-69

ELEC 1 Guided elective to be chosen from IDT 2400 or IDT 2500.

* See beginning of this section for electives.
# Courses by Subject Area

## COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY

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<td>CID 1210</td>
<td>Architectural Drawing I W/Lab</td>
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### ELECTIVE

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## INTERIOR DESIGN TECHNOLOGY

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<td>Introduction to Interior Design</td>
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<tr>
<td>IDT 1030</td>
<td>History of Interiors</td>
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<td>IDT 1050</td>
<td>Design Trends &amp; Techniques</td>
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<td>IDT 1100</td>
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## MATHEMATICS/NATURAL SCIENCES

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## RETAIL AND CONSUMER SCIENCES

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## SOCIAL/BEHAVIORAL SCIENCES

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## SPEECH

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<tbody>
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<td>SPH 2100 or 2200 or 2400</td>
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</tbody>
</table>

**Total Credit Hours Needed for Graduation:** 65-69
CAREER/TECHNICAL PROGRAMS

MANAGEMENT

Accreditation: Accredited by the Association of Collegiate Business Schools and Programs.

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.

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

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:

I. Understand the basic principles of Management, both qualitative and quantitative, and apply them to the Management field
II. Integrate Management with other areas in the business environment
III. Identify problems and use appropriate techniques to find solutions
IV. Work independently with a network of individuals and also function within a work team
V. Demonstrate basic skills that include competencies in mathematics, computer applications and communications
VI. Function competently as a citizen and consumer
VII. Continue to develop knowledge skills as needed in the Management field

Contacts: Roger Crowe, Associate Professor, rcrowe@pstcc.cc.tn.us; Bill Hamlin, Associate Professor, bhamlin@pstcc.cc.tn.us; Business and Computer Technology, 694-6656
Management—Courses and Course Sequence

Special Note: All Business and Computer Technology students who do not type 28 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

Semester I (Fall)  
- ENGL 1010 English Composition I .................................................3
- MGT 2000 Principles of Management ...........................................3
- MKT 2200 Principles of Marketing ................................................3
- MATH 1010 Survey of Mathematics ..............................................3
- OST 1211 Word/Excel/PowerPoint ..............................................3
- SPH 2400 Business & Professional Speaking ................................3

Semester II (Spring)  
- ECN 2010 Principles of Economics ..............................................4
- ENGL 2950 Business & Technical Writing .................................3
- MGT 2030 Team Leadership ..........................................................3
- MGT 2050 Human Resources .........................................................3
- MGT 2160 Quality Improvement ..................................................3
- MATH 1530 Elementary Probability & Statistics .............................3

Semester III (Fall)  
- ACC 2110 Principles of Accounting I ............................................3
- HUM * Humanities Elective ..........................................................3
- LAW 2300 Contracts & UCC ..........................................................3
- MGT 2100 Information Systems ....................................................3
- MGT 2120 Production Operations ................................................3

Semester IV (Spring)  
- ACC 2120 Principles of Accounting II ...........................................3
- FIN 2000 Financial Management ..................................................3
- MGT 2180 Team Practicum ...........................................................3
- MGT 2240 Entrepreneurship ..........................................................3
- MGT 2471 Management Internship ...............................................3

Total Credit Hours Needed for Graduation: 67

* See beginning of this section for electives.
Courses by Subject Area

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<td>ACC 2120</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<td>E-COMMERCE/MARKETING</td>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
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<td>MGT 2240</td>
<td>Entrepreneurship</td>
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<td>MGT 2471</td>
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<td>Survey of Mathematics</td>
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<td>OST 1211</td>
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Total Credit Hours Needed for Graduation: 67
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, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700.

Program Description: The Associate of Applied Science degree in Mechanical Engineering Technology offers a core curriculum in engineering technology with multiple concentrations: mechanical, manufacturing and quality control.

Manufacturing Concentration. The Manufacturing concentration is designed for students 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.

Mechanical Concentration. The “traditional” Mechanical concentration is designed for students interested in technical assistance design and maintenance technology. Areas of emphasis include materials, fluid mechanics, power applications and applied mechanics.

Quality Control Concentration. The Quality Control concentration is designed for students interested in 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.

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:

I. Understand and apply the basic theory and concepts of mechanical engineering technology

II. Identify and solve problems with a minimum of assistance and supervision

III. Operate concentration-related equipment with a high degree of manipulative skills

IV. Communicate effectively, which includes reading, oral and written skills

V. Apply on-the-job the principles of good work habits

Contact(s): Mary Kocak, Associate Professor, Program Coordinator, Mechanical Engineering Technology, 694-6512, mkocak@pstcc.cc.tn.us
**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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

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<td>Fundamentals of Technical Drawing W/Lab...4</td>
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<td>ENGL 1010</td>
<td>English Composition I..........................3</td>
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<tr>
<td>MATH 1730</td>
<td>Precalculus</td>
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<tr>
<td>MATH 1731</td>
<td>Technical Precalculus..........................5</td>
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<tr>
<td>MET 1002</td>
<td>Computer Applications for Engineering Technologies...3</td>
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<tr>
<td>MET 1020</td>
<td>Shop Practices......................................4</td>
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<th>Semester II (Spring)</th>
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<tbody>
<tr>
<td>MET 1010</td>
<td>Materials &amp; Manufacturing Processes...........3</td>
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<td>Geometrics &amp; Coordinate Measuring..............4</td>
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<td>Computer Aided Machining I......................4</td>
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<tr>
<td>PHYS 1010</td>
<td>Applied Physics W/Lab............................4</td>
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<td>EET 1010</td>
<td>Electric Circuits I W/Lab........................4</td>
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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
</tr>
<tr>
<td>MATH 1840</td>
<td>Technical Calculus..............................3</td>
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<tr>
<td>MET 1040</td>
<td>Applied Statics....................................3</td>
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<td>MET 2710</td>
<td>Computer Aided Machining II....................4</td>
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<td>MET 1051</td>
<td>Strength of Materials................................4</td>
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<td>MET 2720</td>
<td>Computer Aided Machining III.....................4</td>
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<tr>
<td>SBS 2</td>
<td>Social/Behavioral Sciences Elective................3</td>
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**Total Credit Hours Needed for Graduation:** 69

**HUM 1**    Humanities elective to be chosen from ART 1720, 1730; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.

**SBS 2**    Social/Behavioral Sciences elective to be chosen from, POL 1010, PSY 1010, SOC 1010.
### Courses by Subject Area

**CHEMISTRY**
- CHEM 1110 General Chemistry I ........................................ 4

**COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY**
- CID 1104 Fundamentals of Technical Drawing W/Lab ... 4

**ELECTRICAL ENGINEERING TECHNOLOGY**
- EET 1010 Electric Circuits I W/Lab .................................. 4

**ENGLISH**
- ENGL 1010 English Composition I .................................... 3

**HUMANITIES**
- HUM 1 Humanities Elective ........................................... 3

**MATHEMATICS**
- MATH 1730 Precalculus
  - or MATH 1731 Technical Precalculus ................................ 5
- MATH 1530 Elementary Probability & Statistics
  - or MATH 1840 Technical Calculus .................................... 3

**MECHANICAL ENGINEERING TECHNOLOGY**
- MET 1002 Computer Applications for Engineering Technologies .......................... 3
- MET 1010 Materials & Manufacturing Processes ........... 3
- MET 1020 Shop Practices .................................................. 4
- MET 1040 Applied Statics .................................................. 3
- MET 1051 Strength of Materials ......................................... 4
- MET 2310 Geometrics & Coordinate Measuring .............. 4
- MET 2700 Computer Aided Machining I ......................... 4
- MET 2710 Computer Aided Machining II ......................... 4
- MET 2720 Computer Aided Machining III ....................... 4

**PHYSICS**
- PHYS 1010 Applied Physics W/Lab ..................................... 4

**SOCIAL/BEHAVIORAL SCIENCES**
- SBS 2 Social/Behavioral Sciences Elective ....................... 3

**SPEECH**
- SPH 2100 or 2200 or 2400 ............................................... 3

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**Total Credit Hours Needed for Graduation:** 69
**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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

**Semester I (Fall)**

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<th>Credits</th>
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<tr>
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</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>MATH 1730</td>
<td>Precalculus</td>
<td></td>
</tr>
<tr>
<td>or MATH 1731</td>
<td>Technical Precalculus</td>
<td>5</td>
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<tr>
<td>MET 1002</td>
<td>Computer Applications for Engineering Technologies</td>
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<td>MET 1020</td>
<td>Shop Practices</td>
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**Semester II (Spring)**

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<td>MET 1010</td>
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<td>MET 1040</td>
<td>Applied Statics</td>
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<td>PHYS 1010</td>
<td>Applied Physics W/Lab</td>
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**Semester III (Fall)**

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<td>Strength of Materials</td>
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<td>MET 2020</td>
<td>Fluid Mechanics &amp; Power Applications</td>
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<td>MATH 1840</td>
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**Semester IV (Spring)**

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

- **ET 1** Approval by MET advisor required.
- **HUM 2** Humanities elective to be chosen from ART 1720, 1730; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.
- **SBS 3** Social/Behavioral Sciences elective to be chosen from POL 1010, PSY 1010, SOC 1010.
Courses by Subject Area

CHEMISTRY
CHEM 1110 General Chemistry I ...................................................... 4

COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY
CID 1104 Fundamentals of Technical Drawing W/Lab .... 4

ELECTRICAL ENGINEERING TECHNOLOGY
EET 1010 Electric Circuits I W/Lab ........................................ 4

ENGINEERING TECHNOLOGY
ET 1 Engineering Technology Electives ............................. 6

ENGLISH
ENGL 1010 English Composition I ..................................... 3

HUMANITIES
HUM 2 Humanities Elective .................................................. 3

MATHEMATICS
MATH 1730 Precalculus
or MATH 1731 Technical Precalculus ...................................... 5
MATH 1840 Technical Calculus ........................................... 3

MECHANICAL ENGINEERING TECHNOLOGY
MET 1002 Computer Applications for Engineering Technologies .... 3
MET 1010 Materials & Manufacturing Processes .................. 3
MET 1020 Shop Practices ................................................... 4
MET 1040 Applied Statics .................................................. 3
MET 1051 Strength of Materials .......................................... 4
MET 2020 Fluid Mechanics & Power Applications ............ 4
MET 2025 Applied Mechanics .......................................... 4

PHYSICS
PHYS 1010 Applied Physics W/Lab ........................................ 4

SOCIAL/BEHAVIORAL SCIENCES
SBS 3 Social/Behavioral Sciences Elective ........................... 3

SPEECH
SPH 2100 or 2200 or 2400 .................................................. 3

Total Credit Hours Needed for Graduation: 67
### 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

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<td>Computer Applications for Engineering Technologies</td>
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<td>or MATH 1731</td>
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<td>Fundamentals of Testing</td>
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<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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<td>PHYS 1010</td>
<td>Applied Physics W/Lab</td>
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<td>Applied Statics</td>
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<td>MET 2810</td>
<td>Destructive &amp; Non-Destructive Testing</td>
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<td>MET 1051</td>
<td>Strength of Materials</td>
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<tr>
<td>MET 2310</td>
<td>Geometrics &amp; Coordinate Measuring</td>
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<td>MET 2820</td>
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<tr>
<td>SBS 2</td>
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Total Credit Hours Needed for Graduation: 67

**HUM 1** Humanities elective to be chosen from ART 1720, 1730; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.

**SBS 2** Social/Behavioral Sciences elective to be chosen from, POL 1010, PSY 1010, SOC 1010.
## Courses by Subject Area

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>CHEMISTRY</strong></td>
<td>CHEM 1110 General Chemistry I</td>
<td>4</td>
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<td><strong>COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY</strong></td>
<td>CID 1104 Fundamentals of Technical Drawing W/Lab</td>
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<td><strong>ELECTRICAL ENGINEERING TECHNOLOGY</strong></td>
<td>EET 1010 Electric Circuits I W/Lab</td>
<td>4</td>
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<tr>
<td><strong>ENGLISH</strong></td>
<td>ENGL 1010 English Composition I</td>
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<tr>
<td><strong>HUMANITIES</strong></td>
<td>HUM  Humanities Elective</td>
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<tr>
<td><strong>MATHEMATICS</strong></td>
<td>MATH 1730 Precalculus</td>
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<tr>
<td></td>
<td>or MATH 1731 Technical Precalculus</td>
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<tr>
<td></td>
<td>MATH 1530 Elementary Probability &amp; Statistics</td>
<td>3</td>
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<td><strong>MECHANICAL ENGINEERING TECHNOLOGY</strong></td>
<td>MET 1002 Computer Applications for Engineering Technologies</td>
<td>3</td>
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<td></td>
<td>MET 1010 Materials &amp; Manufacturing Processes</td>
<td>3</td>
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<tr>
<td></td>
<td>MET 1020 Shop Practices</td>
<td>4</td>
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<tr>
<td></td>
<td>MET 1040 Applied Statics</td>
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<tr>
<td></td>
<td>MET 1051 Strength of Materials</td>
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<tr>
<td></td>
<td>MET 2310 Geometrics &amp; Coordinate Measuring</td>
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<tr>
<td></td>
<td>MET 2800 Fundamentals of Testing</td>
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<tr>
<td></td>
<td>MET 2810 Destructive &amp; Non-destructive Testing</td>
<td>3</td>
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<tr>
<td></td>
<td>MET 2820 Statistical Process Control</td>
<td>4</td>
</tr>
<tr>
<td><strong>PHYSICS</strong></td>
<td>PHYS 1010 Applied Physics W/Lab</td>
<td>4</td>
</tr>
<tr>
<td><strong>SOCIAL/BEHAVIORAL SCIENCES</strong></td>
<td>SBS  Social/Behavioral Sciences Elective</td>
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<tr>
<td><strong>SPEECH</strong></td>
<td>SPH  SPH 2100 or 2200 or 2400</td>
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</table>

**Total Credit Hours Needed for Graduation:** 67
OFFICE SYSTEMS TECHNOLOGY

**Program Description:** The 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. During the last semester of the two-year curriculum, office skills will be assessed using an exam, the Office Proficiency Assessment and Certification (OPAC), developed by the International Association of Administrative Professionals. The OPAC exam is nationally normed and validated and measures proficiency in keyboarding, word processing, language arts, records management, and financial applications. Students may choose to certify based on the results of the exam.

Holders of the Certified Professional Secretary (CPS) certification may receive credit for 22 semester hours at Pellissippi State by presenting proof that they have passed all parts of the exam and have successfully completed 12 semester hours at Pellissippi State. 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.

**Business Concentration.** The Business 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 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.

**Health Care Office Administration Concentration.** This curriculum provides a course of study for individuals who wish to prepare for positions in a medical office. Courses allow for specialized training in medical terminology, coding, and insurance using the latest hardware and software for offices as well as professional word processing applications.

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

**Typical Job Opportunities:**

- **Administrative Assistant/Secretary.** 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.

- **Coding, Billing & Insurance Specialist.** Analyzes the data in patients’ charts for the purpose of completing insurance claim forms using the ICD-9-CM and the CPT; obtains reimbursement through accurate claims submission and monitors third party reimbursement while adhering to managed care policies and procedures.

- **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 computer software to produce professional, well-designed documents.

**Medical Office Administrator.** Supervises and coordinates the office activities of a single physician or of a small group practice; activities include bookkeeping, billing and collection, records management, patient data collection, appointment scheduling, budgeting, marketing, health insurance and managed care contract analysis and personnel management.

**Medical Transcriptionist.** Transcribes medical records.

**Office Manager.** Supervises and coordinates activities of clerical staff; assigns duties; directs workers.

**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:

I. Use computer application programs (word processing, spreadsheet, database, presentation, web editors, etc.)
II. Keyboard accurately (i.e. 53 words per minute with one error per minute)
III. Understand and use terminology specific to their field
IV. Communicate effectively
V. Use reference materials
VI. Show a positive attitude and work ethic
VII. Transcribe from machine dictation
VIII. Work independently with a network of individuals and also function within a work team
IX. Use proofreading skills involving grammar, punctuation and language arts
X. Organize work and follow time and records management techniques
XI. Adapt to changes in the work environment; develop problem-solving skills
XII. Use the Internet for research

**Contact(s):** Janice Wade, Associate Professor, Program Coordinator, Office Systems Technology,

694-6656, jwade@pstcc.cc.tn.us
Office Systems Technology/Business Concentration—Courses and Course Sequence

**Special Note:** All Business and Computer Technology students who do not type 28 words per minute must enroll in OST 1100. 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>ENGL 1010 English Composition I</th>
<th>3</th>
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<tbody>
<tr>
<td></td>
<td>HUM * Humanities Elective</td>
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<tr>
<td></td>
<td>MATH 1010 Survey of Mathematics</td>
<td>3</td>
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<tr>
<td></td>
<td>MGT 2000 Principles of Management</td>
<td>3</td>
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<tr>
<td></td>
<td>OST 1005 Word</td>
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<tr>
<td></td>
<td>SPH 2400 Business &amp; Professional Speaking</td>
<td>3</td>
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</table>

| Semester II (Spring)                  | ECN 2010 Principles of Economics | 4 |
|                                       | MKT 2420 Customer Service        | 3 |
|                                       | OST 1006 PowerPoint CBT           | 1 |
|                                       | OST 1105 Keyboarding II/ Speed & Accuracy | 3 |
|                                       | OST 2621 Excel                   | 3 |
|                                       | OST 2801 Web Design I—HTML Coding | 1 |
|                                       | OST 2802 Web Design II—Graphics  | 1 |
|                                       | OST 2803 Web Design III—Site Building | 1 |

| Semester III (Fall)                   | ACC 2110 Principles of Accounting I | 3 |
|                                       | MGT 2100 Information Systems       | 3 |
|                                       | OST 2006 Advanced Word             | 3 |
|                                       | OST 2120 Keyboarding III           | 3 |
|                                       | OST 2340 Records Management        | 3 |

| Semester IV (Spring)                  | MATH 1530 Elementary Probability & Statistics | 3 |
|                                       | OST 2010 Office Proficiency Assessment   | 1 |
|                                       | OST 2015 Office Integration             | 3 |
|                                       | OST 2300 OST Practicum Lecture          | 1 |
|                                       | OST 2301 OST Practicum Lab              | 1 |
|                                       | OST 2302 OST Internship                | 1 |
|                                       | OST 2360 Business Communications        | 3 |
|                                       | OST 2600 Access                        | 3 |

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

*See beginning of this section for electives.*
### Courses by Subject Area

**ACCOUNTING**
- ACC 2110 Principles of Accounting I ........................................ 3

**E-COMMERCE/MARKETING**
- MKT 2420 Customer Service .................................................. 3

**ECONOMICS**
- ECN 2010 Principles of Economics ...................................... 4

**ENGLISH**
- ENGL 1010 English Composition I ........................................ 3

**HUMANITIES**
- HUM * Humanities Elective .................................................. 3

**MANAGEMENT**
- MGT 2000 Principles of Management .................................... 3
- MGT 2100 Information Systems ............................................ 3

**MATHEMATICS**
- MATH 1010 Survey of Mathematics ....................................... 3
- MATH 1530 Elementary Probability & Statistics ....................... 3

**OFFICE SYSTEMS TECHNOLOGY**
- OST 1005 Word .................................................................. 3
- OST 1105 Keyboarding II/Speed & Accuracy ......................... 3
- OST 1006 PowerPoint CBT .................................................. 1
- OST 2006 Advanced Word.................................................. 3
- OST 2010 Office Proficiency Assessment ............................... 1
- OST 2015 Office Integration .............................................. 3
- OST 2120 Keyboarding III .................................................. 3
- OST 2300 OST Practicum Lecture ........................................ 1
- OST 2301 OST Practicum Lab ............................................. 1
- OST 2302 OST Internship ................................................... 1
- OST 2340 Records Management .......................................... 3
- OST 2360 Business Communications .................................... 3
- OST 2600 Access .................................................................. 3
- OST 2621 Excel .................................................................. 3
- OST 2801 Web Design I—HTML Coding ............................... 1
- OST 2802 Web Design II—Graphics ..................................... 1
- OST 2803 Web Design III—Site Building .............................. 1

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

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**Total Credit Hours Needed for Graduation:** 66
**Office Systems Technology/Health Care Office Administration Concentration—Courses and Course Sequence**

**Special Note:** All Business and Computer Technology students who do not type 28 words per minute must enroll in OST 1100. 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MATH 1010</td>
<td>Survey of Mathematics</td>
<td>3</td>
<td></td>
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<td>Word</td>
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<td>OST 2910</td>
<td>Medical Terminology I</td>
<td>4</td>
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<tr>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
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<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
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<td>OST 1003</td>
<td>Excel I CBT</td>
<td>1</td>
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<tr>
<td>OST 1105</td>
<td>Keyboarding II/ Speed &amp; Accuracy</td>
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<td>OST 2921</td>
<td>Medical Terminology II</td>
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<td>MKT 2420</td>
<td>Customer Service</td>
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<th>Semester III (Fall)</th>
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<tbody>
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<td>BIOL 2020</td>
<td>Human Anatomy &amp; Physiology II</td>
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<td>ECN 2010</td>
<td>Principles of Economics</td>
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<tr>
<td>OST 2120</td>
<td>Keyboarding III</td>
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<td>OST 2340</td>
<td>Records Management</td>
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<td>Medical Insurance Coding</td>
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<thead>
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<th>Semester IV (Spring)</th>
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<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I</td>
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<td>OST 2010</td>
<td>Office Proficiency Assessment</td>
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<td>OST 2300</td>
<td>OST Practicum Lecture</td>
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<td>OST 2925</td>
<td>Medical Practicum</td>
<td>2</td>
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<tr>
<td>OST 2935</td>
<td>Medical Transcription</td>
<td>3</td>
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<tr>
<td>OST 2950</td>
<td>Health Care Insurance Survey</td>
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<td></td>
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<tr>
<td>HUM *</td>
<td>Humanities Elective</td>
<td>3</td>
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Total Credit Hours Needed for Graduation: 66
<table>
<thead>
<tr>
<th>Courses by Subject Area</th>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
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<td>ACC  2110</td>
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<td>BIOLOGY</td>
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<td>Human Anatomy &amp; Physiology I</td>
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<td>Human Anatomy &amp; Physiology II</td>
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<td>E-COMMERCE/MARKETING</td>
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<td>ECONOMICS</td>
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<tr>
<td>MANAGEMENT</td>
<td>MGT 2000</td>
<td>Principles of Management</td>
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<td>MATHEMATICS</td>
<td>MATH 1010</td>
<td>Survey of Mathematics</td>
<td>3</td>
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<tr>
<td>OFFICE SYSTEMS TECHNOLOGY</td>
<td>OST 1003</td>
<td>Excel I CBT</td>
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<td>OST 1005</td>
<td>Word</td>
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<td>OST 1105</td>
<td>Keyboarding II/Speed &amp; Accuracy</td>
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<td>OST 2120</td>
<td>Keyboarding III</td>
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<td>Practicum Lecture</td>
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<td>OST 2340</td>
<td>Records Management</td>
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<td>Medical Terminology I</td>
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<td>OST 2935</td>
<td>Medical Transcription</td>
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<td>OST 2940</td>
<td>Medical Insurance Coding</td>
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<td>OST 2950</td>
<td>Health Care Insurance Survey</td>
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<td>SPEECH</td>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
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<td><strong>Total Credit Hours Needed for Graduation:</strong></td>
<td></td>
<td></td>
<td><strong>66</strong></td>
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</table>
CAREER/TECHNICAL PROGRAMS

PARALEGAL STUDIES

Accreditation: The Paralegal Studies program is approved by the American Bar Association.

Program Description: The Paralegal Studies program offers a core of general education courses and a core of legal specialty courses designed for paralegals. Although paralegals 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: Paralegals 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.

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 Paralegal Studies program, the graduate will—

I. Understand and apply principles of law and legal ethics
II. Demonstrate entry-level employment skills acquired through the legal specialty courses
III. Demonstrate analytical and problem-solving skills
IV. Demonstrate effective verbal and written communication
V. Demonstrate an understanding and practical application of law-office management and related computer applications in the legal environment

Contact(s): Arlene Cleveland, Assistant Professor, Program Coordinator, Paralegal Studies,
971-5225, acleveland@pstcc.cc.tn.us
Paralegal Studies—Courses and Course Sequence

**Special Note:** All Business and Computer Technology students who do not type 28 words per minute with five or fewer errors must enroll in OST 1100. Only students with college-level English skills (i.e. those eligible to enroll in ENGL 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 responsibility to determine if prerequisites have been met. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>LAW 1000</td>
<td>Introduction to Law and Ethics</td>
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<tr>
<td>MATH 1010</td>
<td>Survey of Mathematics</td>
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<tr>
<td>OST 1005</td>
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<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
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**Semester II (Spring)**

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<td>Legal Writing &amp; Analysis</td>
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<tr>
<td>+LAW 1060</td>
<td>Legal Research</td>
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<tr>
<td>+LAW 2100</td>
<td>Torts</td>
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</tr>
<tr>
<td>OST 2700</td>
<td>Legal Terminology &amp; Transcription</td>
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<tr>
<td>SPH 2400</td>
<td>Business &amp; Professional Speaking</td>
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**Semester III (Fall)**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I</td>
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<tr>
<td>+LAW 2010</td>
<td>Law Office Computing</td>
<td>3</td>
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<tr>
<td>+LAW 2030</td>
<td>Property Law</td>
<td>3</td>
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<tr>
<td>+LAW 2210</td>
<td>Litigation Skills I</td>
<td>3</td>
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<tr>
<td>+LAW 2300</td>
<td>Contracts &amp; UCC</td>
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**Semester IV (Spring)**

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<tbody>
<tr>
<td>HUM *</td>
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</tr>
<tr>
<td>LAW 1</td>
<td>LAW Elective</td>
<td>3</td>
</tr>
<tr>
<td>+LAW 2220</td>
<td>Litigation Skills II</td>
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<tr>
<td>+LAW 2800</td>
<td>Legal Internship</td>
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<tr>
<td>MATH *</td>
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**Total Credit Hours Needed for Graduation:** 63-66

LAW 1 LAW electives to be chosen from LAW 1020, 2040, 2110, 2120, 2500, 2600, 2620, 2900.

+Law speciality course

* See beginning of this section for electives.
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>Legal Writing &amp; Analysis</td>
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<td>+LAW 2010</td>
<td>Law Office Computing</td>
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<td>+LAW 2030</td>
<td>Property Law</td>
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<td>+LAW 2100</td>
<td>Torts</td>
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<td>+LAW 2210</td>
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<td></td>
<td>+LAW 2220</td>
<td>Litigation Skills II</td>
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**Total Credit Hours Needed for Graduation:** 63-66
VIDEO PRODUCTION TECHNOLOGY

Program Description: The Video Production Technology program offers condensed, but intensive hands-on experience with industry standard equipment and processes. Students learn to work in a broadcast studio and on location. They use commercially popular analog and digital equipment and software including Betacam, DV Cam, Avid, ProTools, Photoshop and more.

Students are offered basic and advanced training in scriptwriting, audio recording and mixing, electronic cinematography and lighting, producing, directing, budgeting, graphics, animation, web media, editing and computer applications.

The Video Production Technology program, guided by working professionals, is designed to prepare students to enter the job market. Graduates will be able to apply their skills in many areas of the telecommunications industry, including broadcast, cable, satellite, corporate, educational and commercial production.

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

Typical Job Opportunities:

Videographer. Employ 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:

I. Understand and apply technology and processes unique to the video production business
II. Apply skills appropriate for employment at an entry level in commercial production firms, broadcasting, corporate production facilities, etc.
III. Complete all phases of a scripted video production, including subject matter research, script writing, shooting, editing, directing and producing
IV. Operate a variety of industry specific equipment, including computers and software
V. Apply good resource management techniques

Contact(s): Ron Bellamy, Associate Professor, Program Coordinator, Video Production Technology, 694-6444, rbellamy@pstcc.cc.tn.us
**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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

**Semester I (Fall)**

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<tr>
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**Semester II (Spring)**

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<td>MATH/NS  *</td>
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<td>VPT 1400</td>
<td>Scriptwriting for Mass Media</td>
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**Semester IV (Spring)**

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<td>VPT 2700</td>
<td>Documentary Production</td>
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<td>Campus Broadcast IV</td>
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<tr>
<td>VPT 2998</td>
<td>Video Production Technology Internship</td>
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</table>

**Total Credit Hours Needed for Graduation:** 66-69
Elective: Complete at least 3 hours from the following:

- **ART 1011** Drawing I .................................................. 3
- **CGT 1040** Digital Photography ........................................ 3
- **CGT 1100** Digital Graphic Design I .................................. 5
- **CGT 1510** History of Graphic Design & Illustration ........... 3
- **CID 2001** Animation .................................................... 4
- **CSIT 2645** Introduction to Internet Software Development .........
- **CMN 1020** Introduction to Mass Communications ............... 3
- **ENGL 1020** English Composition II (computer section) ............. 3
- **ENGL 2630** Introduction to Creative Writing ....................... 3
- **ENGL 2660** Introduction to Playwriting ................................ 3
- **ENGL 2670** Introduction to Screenwriting .......................... 3
- **HUM 2810** Introduction to Film Studies .............................. 3
- **JOU 2000** Newswriting .................................................. 3
- **PHO 1100** Advanced Photographic Techniques ..................... 3
- **PHO 1200** Art of Photography .......................................... 3
- **PHO 2200** Commercial Photography ................................... 3
- **PHO 2400** Photojournalism ............................................ 3
- **THEA 1311** Play Production ............................................. 3
- **THEA 2200** Acting I ...................................................... 3
- **THEA 2210** Acting II ..................................................... 3
- **THEA 2260** Voice and Diction .......................................... 3
- **THEA 2998** Theatre Production Internship .......................... 3
- **VPT 1020** Special Topics in Video .................................... 3
- **VPT 2010** Advanced Sound Production ................................ 4
- **VPT 2400** Advanced Scriptwriting .................................... 3
- **VPT 2600** Independent Video Projects ............................... 4

**NOTE:** Some classes may require prerequisites that will not apply toward the VPT A.A.S. degree.

**SBS 2** Social/Behavioral Sciences elective to be chosen from ANT 1200, 1300; any HIST; POL 1010, 1020; PSY 1010, 2200; SOC 1010, 1020; WMN 2200.

*See beginning of this section for electives.*
### Courses by Subject Area

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<tr>
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<tr>
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<td>MATH/NS Mathematics/Natural Sciences Elective</td>
<td>3-4</td>
</tr>
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<td><strong>SOCIAL/BEHAVIORAL SCIENCES</strong></td>
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<td>3</td>
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<td><strong>SPEECH</strong></td>
<td>SPH SPH 2100 or 2200 or 2400</td>
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<td>VPT 1000 Campus Broadcast I</td>
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<td></td>
<td>VPT 1030 Introduction to Desktop Video/Audio</td>
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<td>VPT 1050 Electronic Cinematography</td>
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<td>VPT 2700 Documentary Production</td>
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<td>VPT 2910 Campus Broadcast IV</td>
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<td></td>
<td>VPT 2998 Video Production Technology Internship</td>
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**Total Credit Hours Needed for Graduation:** 66-69
Program Description: The primary goal of the Web Development Technology program is to provide access to an associate’s degree program that will equip an individual with the knowledge and skills for successful employment in web page design and graphics development. The development of web sites requires creativity and strong technical expertise. As the Internet moves more to supporting electronic commerce, development of web sites will require increasing levels of business and marketing skills. Entry level work in web development can include eliciting relevant content and presentation information from key persons; developing concepts for web design and organization; validation, refinement, and obtaining approval from key persons; designing, building, and testing web pages and links; and updating contents and maintaining a web site.

The program is delivered completely over the Internet, enabling individuals to have greater access and opportunity to fill information technology-based jobs. The first year of the program may be taken through Nashville State Technical Institute, earning a Web Authoring certificate. The two-year degree further articulates to the University of Tennessee, Martin for the four-year bachelor’s of university studies degree. This pathway model is part of a comprehensive United States Department of Education, Fund for the Improvement of Postsecondary Education, Learning Anytime Anywhere Partnership grant known as eLearnIT. The two-year program offers two concentrations: Graphics Developer and Web Developer.

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

Typical Job Opportunities:

- Web Solutions Artist
- Web Graphics Artist
- Web Developer
- Web Interface Designer
- Interface Designer
- Flash Developer
- Database Developer
- Rich Media Developer
- Director of Design
- Web Content Analyst
- Webmaster

After successfully completing the Web Development Technology program, the graduate will be equipped to do the following:

I. Perform content and technical analysis
II. Develop web applications/sites
III. Implement application/site design
IV. Maintain applications
V. Manage web environment
VI. Manage enterprise-wide web activities

Contact(s): Gay Bryant, Associate Professor, Web Development Technology, 694-6488, gbryant@pstcc.cc.tn.us
Web Development Technology/Graphics Developer 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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor. This program may be completed totally online with most of the courses offered in a traditional format as well.

**Semester I (Fall)**

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<td>HUM 2</td>
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<td>SBS *</td>
<td>3-4</td>
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<tr>
<td>OST 2802</td>
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**Semester III (Fall)**

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**Semester IV (Spring)**

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<td>WEB 4</td>
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**Total Credit Hours Needed for Graduation: 60-63**

CSIT/OST 1

Chosen from CSIT 1110; OST 1211, OST 1001/1003/1006.

HUM 2

Chosen from ART 1720, 1730; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.

MATH/NS 3

Chosen from BIOL 1110, 1120; MATH 1630.

WEB 4

Chosen from any CGT; WEB 2811; any PHO; any VPT.
Courses by Subject Area

COMPUTER ELECTIVE
CSIT/OST 1 Computer Elective.............3-4

ENGLISH
ENGL 1010 English Composition .............3
ENGL/JOU ENGL 1020 or JOU 2030 ...........3

HUMANITIES
HUM 2 Humanities Elective ..................3

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

MATHEMATICS/NATURAL SCIENCES
MATH MATH 1010 or 1130 or 1530 ..........3
MATH/NS 3 Mathematics/Natural Sciences Elective ....3-4

OFFICE SYSTEMS TECHNOLOGY
OST 2801 Web Design I—HTML Coding ...1
OST 2802 Web Design II—Graphics .........1
OST 2803 Web Design III—Site Building ..1

SOCIAL/BEHAVIORAL SCIENCES
SBS * Social/Behavioral Sciences Elective ...3-4

SPEECH
SPH 2100 Public Speaking ....................3

WEB DEVELOPMENT TECHNOLOGY
WEB 2000 Professional Web Development Tools ...3
WEB 2100 Introduction to Photoshop ..........3
WEB 2110 Motion Vector Graphics .............3
WEB 2120 Audio/Video for the Web ..........3
WEB 2400 Web Project Management ..........3
WEB 2500 Problem Solving for the Web 
W/E-Commerce ..................................3
WEB 2900 Web Developer Exit Project ..........3
WEB 4 Web Electives ..........9

Total Credit Hours Needed for Graduation: 60-63
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. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor. This program may be completed totally online with most of the courses offered in a traditional format as well.

**Semester I (Fall)**

- **ENGL 1010** English Composition I .................................3  
- **MATH** MATH 1010 or 1130 or 1530 ..............................3  
- **CSIT/OST 1** Computer Elective........................................3-4  
- **HUM 2** Humanities Elective .........................................3  
- **MGT 2000** Principles of Management ..............................3  

**Semester II (Spring)**

- **MATH/NS 3** Mathematics/Natural Sciences Elective ...........3-4  
- **ENGL/JOU** ENGL 1020 or JOU 2030...............................3  
- **SPH 2100** Public Speaking.............................................3  
- **SBS** Social/Behavioral Sciences Elective ..........................3-4  
- **OST 2801** Web Design I—HTML Coding..........................1  
- **OST 2802** Web Design II—Graphics ................................1  
- **OST 2803** Web Design III—Site Building .........................1  

**Semester III (Fall)**

- **WEB 2000** Professional Web Development Tools...............3  
- **WEB 2300** Web Scripting Languages.................................3  
- **WEB 2500** Problem Solving for the Web W/ E-Commerce........3  
- **WEB 4** Web Electives..................................................6  

**Semester IV (Spring)**

- **WEB 2400** Web Project Management.................................3  
- **WEB 2700** Programming for Web Developers......................3  
- **WEB 2800** Database Web Development..............................3  
- **WEB 2900** Web Developer Exit Project..............................3  
- **WEB 4** Web Elective...................................................3  

**Total Credit Hours Needed for Graduation:** 60-63

**Notes:**
- CSIT/OST 1 Chosen from CSIT 1110; OST 1211, OST 1001/1003/1006.
- HUM 2 Chosen from ART 1720, 1730; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.
- MATH/NS 3 Chosen from BIOL 1110, 1120; MATH 1630.
- WEB 4 Chosen from any CGT; WEB 2811; any PHO; any VPT.
### Courses by Subject Area

#### COMPUTER ELECTIVE

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#### ENGLISH

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#### HUMANITIES

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#### MANAGEMENT

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#### MATHEMATICS/NATURAL SCIENCES

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#### OFFICE SYSTEMS TECHNOLOGY

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<tr>
<td>OST</td>
<td>2801</td>
<td>Web Design I—HTML Coding</td>
<td>1</td>
</tr>
<tr>
<td>OST</td>
<td>2802</td>
<td>Web Design II—Graphics</td>
<td>1</td>
</tr>
<tr>
<td>OST</td>
<td>2803</td>
<td>Web Design III—Site Building</td>
<td>1</td>
</tr>
</tbody>
</table>

#### SOCIAL/BEHAVIORAL SCIENCES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBS</td>
<td>*</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

#### SPEECH

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH</td>
<td>2100</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

#### WEB DEVELOPMENT TECHNOLOGY

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB</td>
<td>2000</td>
<td>Professional Web Development Tools</td>
<td>3</td>
</tr>
<tr>
<td>WEB</td>
<td>2300</td>
<td>Web Scripting Languages</td>
<td>3</td>
</tr>
<tr>
<td>WEB</td>
<td>2400</td>
<td>Web Project Management</td>
<td>3</td>
</tr>
<tr>
<td>WEB</td>
<td>2500</td>
<td>Problem Solving for the Web W/E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>WEB</td>
<td>2700</td>
<td>Programming for Web Developers</td>
<td>3</td>
</tr>
<tr>
<td>WEB</td>
<td>2800</td>
<td>Database Web Development</td>
<td>3</td>
</tr>
<tr>
<td>WEB</td>
<td>2900</td>
<td>Web Developer Exit Project</td>
<td>3</td>
</tr>
<tr>
<td>WEB</td>
<td>4</td>
<td>Web Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Credit Hours Needed for Graduation:** 60-63
Certificate Programs

In This Section:
- Technical Certificate Programs
- Institutional 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. A technical certificate program is a college credit program from which, upon completion, the student receives a certificate from the Tennessee Board of Regents. An institutional certificate program is also a college credit program, one from which, upon completion, the student receives a certificate of completion from the College.

Students desiring to enroll in a 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 placement test and/or academic development courses are not required of students in technical and institutional certificate programs. Students enrolled in a certificate program in conjunction with a degree program must meet admission requirements for the degree program. All courses for the certificate program must be taken for credit.

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

Pellissippi State offers the following technical certificate programs:

- Environmental Technology & Safety
- Photography
- Supervision

Pellissippi State offers the following institutional certificate programs:

- Advanced Local Area Network Operations/Management
- Banking
- Basic Local Area Network Operations/Management
- Computer-Aided Manufacturing
- Computer Business Applications
- Computer Integrated Drafting and Design
- Credit Union Management
- Customer Relationship Management
- E-Commerce
- Food and Beverage Service
- Geographic Information Systems/Business
- Geographic Information Systems/Technical
- Industrial Maintenance
- Information Technology Literacy
- Insurance
- Introductory Web
- Legal Secretary
- Lodging
- Medical Transcription
- Microsoft Office User Specialist (MOUS) Preparation
- Quality Control
- Real Estate
- Surveying
- Travel and Tourism
- Wide Area Network Operations/Management
ADVANCED LOCAL AREA NETWORK OPERATIONS/MANAGEMENT (INSTITUTIONAL CERTIFICATE)

The Advanced Local Area Network Operations/Management certificate program is designed to prepare an individual for a career in the complex administration and maintenance of local area networks. Each course in this certificate also prepares the student for either a Microsoft or CompTIA certification examination.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NETW 2010</td>
<td>Designing Directory Services Infrastructure (LAN) or</td>
<td></td>
</tr>
<tr>
<td>NETW 2030</td>
<td>Designing Network Infrastructure (LAN)</td>
<td>4</td>
</tr>
<tr>
<td>NETW 2020</td>
<td>Designing Security (LAN)</td>
<td>4</td>
</tr>
<tr>
<td>NETW 2100</td>
<td>Administering Exchange Server (LAN)</td>
<td>4</td>
</tr>
<tr>
<td>NETW 2110</td>
<td>Administering SQL Server (LAN)</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 16

BANKING (INSTITUTIONAL CERTIFICATE)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>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 &amp; 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>
</tbody>
</table>

TOTAL HOURS REQUIRED: 15

BASIC LOCAL AREA NETWORK OPERATIONS/MANAGEMENT (INSTITUTIONAL CERTIFICATE)

The Basic Local Area Network Operations/Management certificate program is designed to prepare an individual for a career in the operations and management of local area networks. Each course in this certificate also prepares the student for either a Microsoft or CompTIA certification examination. Foundation courses must be completed prior to taking core courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NETW 1000</td>
<td>A+ Certification Preparation or</td>
<td></td>
</tr>
<tr>
<td>NETW 1100</td>
<td>Network + Certification</td>
<td>4</td>
</tr>
<tr>
<td>NETW 1215</td>
<td>Administering Server/Pro (LAN)</td>
<td>4</td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NETW 1220</td>
<td>Administering Network Infrastructure (LAN)</td>
<td>4</td>
</tr>
<tr>
<td>NETW 2000</td>
<td>Administering Active Directory Services (LAN)</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 16
COMPUTER AIDED MANUFACTURING
(INSTITUTIONAL CERTIFICATE)

The Computer Aided Manufacturing certificate program will provide the basic programming setup and operation skills needed to run state-of-the-art CNC machine tools. Emphasis is placed on manual data input and computer-assisted programming methods as they relate to three-axis CNC milling, four-axis EDM wire machining, two-axis CNC tuning, and inspection using both manual and automated coordinate measuring machines. Courses required for this certificate may be applied toward an associate’s degree. High school graduate reading and writing skills are expected, as development of technical reports, use of technical manuals and interpretation of codes are required in these courses. Math skills must include algebra, basic trigonometry and geometry. Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses
CID 1104 Fundamentals of Technical Drawing W/Lab...........................4
MET 1020 Shop Practices* .................................................................4

Core Courses
MET 2310 Geometrics & Coordinate Measuring.................................4
MET 2700 Computer Aided Machining I.............................................4

Advanced Track Courses
MET 2710 Computer Aided Machining II........................................4
MET 2720 Computer Aided Machining III..........................................4

TOTAL HOURS REQUIRED: 24

* May be waived by MET advisor with demonstrated work experience or training.

COMPUTER BUSINESS APPLICATIONS (INSTITUTIONAL CERTIFICATE)

The Computer Business Applications certificate program is provided for students who are seeking entry-level jobs in basic computer skills. Courses required for the certificate may be applied toward an associate’s degree. Foundation courses must be completed prior to taking core courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses
OST 1005 Word.....................................................................................3
OST 1006 PowerPoint CBT .................................................................1
OST 1100 Keyboarding I* .................................................................3

Core Courses
OST 1105 Keyboarding II/Speed & Accuracy ...................................3
OST 2600 Access ...............................................................................3
OST 2621 Excel..................................................................................3

TOTAL HOURS REQUIRED: 13-16

* May be waived if student types 28 wpm.
COMPUTER INTEGRATED DRAFTING & DESIGN (INSTITUTIONAL CERTIFICATE)

This program provides the skills required to operate current, professional-level CAD software. Emphasis is placed on using CAD software to generate quality graphics to professional standards and incorporating the computer in the documentation process. This includes creating three-dimensional computer models and database manipulations and incorporating files from other computer applications into the graphic documents. There are two options. Option 1 is to take a series of mechanics related CAD classes. Option 2 is to take a series of architecture related CAD classes. This series of classes also uses professional CAD programs. High school graduate reading and writing skills are expected, as development of technical reports, use of technical manuals, and interpretation of codes are required in these courses. Math skills must include algebra, geometry and basic trigonometry. Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

MECHANICAL OPTION

Foundation Courses
CID 1104 Fundamentals of Technical Drawing W/Lab* .........................4

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

Advanced Track Courses
CID 2130 Advanced Microstation ..........................................................4

TOTAL HOURS REQUIRED: 12-16

ARCHITECTURAL OPTION

Foundation Courses
CID 1104 Fundamentals of Technical Drawing W/Lab* .........................4

Core Courses
CID 1210 Architectural Drawing W/Lab .................................................4

Advanced Track Courses
CID 2170 Architectural Detailing W/Lab ................................................4  
CID 2190 Structural Detailing W/Lab ......................................................4

TOTAL HOURS REQUIRED: 12-16

* CID 1104 is a prerequisite for all CID computer classes; however, it may be waived at the discretion of the department head.

CREDIT UNION MANAGEMENT (INSTITUTIONAL CERTIFICATE)

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

CUE 1080 Credit Union Marketing ...................................................3  
CUE 2000 History & Philosophy of Credit Unions ..............................2  
CUE 2050 Credit & Collections .........................................................3
CUSTOMER RELATIONSHIP MANAGEMENT
(INSTITUTIONAL CERTIFICATE)

The Customer Relationship Management certificate program is designed to enhance knowledge and skills applicable to the evolving marketing environment and the development of customer loyalty in the 21st century. The courses explore prevailing marketing strategies, investigate and evaluate service performance and customer interaction systems, strengthen customer service and call center communication skills, and improve information acquisition and analysis expertise. Examples of specific topics include e-service, customer complaint management, e-mail strategies, telephone communication skills, information search skills, and the application of customer and trend data to decision making. Completion of the required certificate courses can be applied to the E-Commerce/Marketing A.A.S. degree. **Foundation courses must be completed prior to taking core courses.**

Courses may be taken in whatever sequence chosen within the appropriate grouping.

**Foundation Courses**

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

**Core Courses**

- MKT 2260 Marketing Information* ...................................................... 3
- MKT 2350 Buyer Behavior ................................................................. 3

**TOTAL HOURS REQUIRED:** 12

* OST 1211, the prerequisite for MKT 2260 and 2350, may be waived at the discretion of the lead teacher for certificate students.
E-COMMERCE (INSTITUTIONAL CERTIFICATE)

The E-Commerce certificate program provides an overview of e-commerce and Web page design for use in marketing. This certificate is designed for working professionals who need an update on how the processes of selling and buying goods online impacts marketing efforts. Basics of Web design and an overview of the structure of the Internet (and how to access information thereon) are covered as well. **Foundation courses must be completed prior to taking core courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.**

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2450</td>
<td>E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding I*</td>
<td>3</td>
</tr>
<tr>
<td>OST 1211</td>
<td>Word/Excel/PowerPoint</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2801</td>
<td>Web Design I-HTML Coding</td>
<td>1</td>
</tr>
<tr>
<td>OST 2802</td>
<td>Web Design II-Graphics</td>
<td>1</td>
</tr>
<tr>
<td>OST 2803</td>
<td>Web Design III-Site Building</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 12-15

* May be waived if student types 28 wpm.

ENVIRONMENTAL TECHNOLOGY AND SAFETY (TECHNICAL CERTIFICATE)

The Environmental Technology and Safety technical certificate program provides the basic skills individuals need for a career in environmental technology and safety. The courses required for the certificate may be applied toward an associate’s degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV 1500</td>
<td>Hazardous Waste Disposal</td>
<td>3</td>
</tr>
<tr>
<td>ENV 2000</td>
<td>Environmental Legislation</td>
<td>3</td>
</tr>
<tr>
<td>ENV 2010</td>
<td>Hazardous Waste Safety</td>
<td>3</td>
</tr>
<tr>
<td>ENV 2030</td>
<td>Industrial Hygiene W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 1300</td>
<td>The Environment W/Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 16
**FOOD & BEVERAGE SERVICE (INSTITUTIONAL CERTIFICATE)**

The Hospitality: Food and Beverage Service certificate provides students with the primary skills to understand the managerial principles and operations of all types of food service facilities. Areas of interest include an introduction to the opportunities in the industry as well as the management of such firms. Special emphasis is placed on restaurant operations, facilities operations, cost controls and institutional food production. Completion of the required certificate courses can be applied to the Hospitality A.A.S. degree. **Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.**

**Foundation Courses**

- HSP 1200 Introduction to Hospitality I ....................................................3
- HSP 1300 Facilities Operation & Maintenance........................................3

**Core Courses**

- HSP 2050 Cost Control .............................................................................3
- HSP 2200 Introduction to Hospitality II ...................................................3

**Advanced Track Courses**

- HSP 2300 Food & Beverage Operations ..................................................3
- HSP 2320 Quantity Food Production ........................................................3

**TOTAL HOURS REQUIRED:** 18

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**GEOGRAPHIC INFORMATION SYSTEMS/BUSINESS (INSTITUTIONAL CERTIFICATE)**

The GIS/Business certificate program is designed to prepare business professionals to use geographic information systems (GIS) technology in business applications such as site selection, demographics, customer tracking, logistics and other location-based services. In addition, the program can improve skills of individuals in managerial positions who would like to learn about new opportunities in the application of this technology. Basic computer use knowledge and math and reading skills at the college level are required. Completion of the required certificate courses can be applied to the Geographic Information Systems A.A.S. degree. **Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.**

**Foundation Courses**

- GIS 1010 Fundamentals of GIS ...............................................................3
- GIS 1600 Business Geographics ..............................................................3
- BCT 1 Business Elective .....................................................................3

**Core Courses**

- GIS 2030 Planning & Executing Projects................................................3
- GIS 2 Elective .............................................................................3

**Advanced Track Courses**

- GIS 2050 Independent GIS Projects .......................................................3

**TOTAL HOURS REQUIRED:** 18

1. Chosen from MGT 2000; MKT 2200, 2420; NETW 1100; OST 2801/2802/2803.
2. Chosen from any GIS courses not listed as part of the certificate.
GEOGRAPHIC INFORMATION SYSTEMS/TECHNICAL
(INSTITUTIONAL CERTIFICATE)

The GIS/Technical certificate program is designed to prepare technical professionals to use geographic information systems (GIS) technology in a variety of applications, such as mapping, emergency services, land development, local planning, utility services, facility management and education. Managers can learn about new opportunities in the application of this technology. Basic computer use knowledge and math and reading skills at the college level are required. Completion of the required certificate courses can be applied to the Geographic Information Systems A.A.S. degree. **Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.**

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 1010</td>
<td>Fundamentals of GIS</td>
<td>3</td>
</tr>
<tr>
<td>COMP 1</td>
<td>Computer Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 1110</td>
<td>Intro to GIS Database Management</td>
<td>3</td>
</tr>
<tr>
<td>GIS 2030</td>
<td>Planning &amp; Executing Projects</td>
<td>3</td>
</tr>
<tr>
<td>GIS 2</td>
<td>GIS Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Track Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 2050</td>
<td>Independent GIS Projects</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 18

- **COMP 1** Chosen from NETW 1100; OST 2801/2802/2803; WEB 2700.
- **GIS 2** Chosen from any GIS courses not listed as part of the certificate.
INDUSTRIAL MAINTENANCE (INSTITUTIONAL CERTIFICATE)

The Industrial Maintenance certificate program will provide upgrading of skills for those presently in the manufacturing field or basic skills for those who want to enter the field. The certificate is based on preventive and predictive skills in the following areas: print reading, applied mathematics, hydraulics, pneumatics, power trains, mechanisms, electronics, and PLCs. Courses for this certificate may be applied toward an associate’s degree. High school graduate reading and writing skills are expected, as development of technical reports, use of technical manuals and interpretation of codes are required in these courses. Math skills should include practical knowledge of algebra, basic trigonometry and geometry. Foundation courses must be completed prior to taking core courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1010</td>
<td>Electric Circuits I W/Lab**</td>
<td>4</td>
</tr>
<tr>
<td>MET 1020</td>
<td>Shop Practices*</td>
<td>4</td>
</tr>
<tr>
<td>MET 1060</td>
<td>Maintenance Printreading Applications W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>MET 2020</td>
<td>Fluid Mechanics &amp; Power Applications***</td>
<td>4</td>
</tr>
<tr>
<td>MET 2030</td>
<td>Machine Elements W/Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1210</td>
<td>Active Devices I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 2920</td>
<td>Programmable Controllers</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 20-24

* May be waived by MET advisor with demonstrated work experience or training.
** MATH 1730 or 1731, a corequisite for EET 1010, is not required for certificate students.
*** MATH 1731, a prerequisite for MET 2020, is not required for certificate students.
INSURANCE (INSTITUTIONAL CERTIFICATE)

The Insurance certificate program provides an overview of the insurance business, including agency operations, sales, exposure identification, legal liability, personal lines and commercial insurance, claims adjustment, sales, property insurance, and liability insurance. All courses are approved by the Tennessee State Department of Commerce and Insurance, Agent Licensing Division, for continuing education.

INP 1000 Essentials of Automation .................................................................2
INP 1010 Introduction to Insurance* ..............................................................1.5
INP 1020 Principles of Insurance Production ..................................................3
INP 1030 Multiple Lines Insurance ..................................................................3
INP 1050 Agency Operation & Sales .................................................................3
INP 1070 Property Loss Adjusting .................................................................3
INP 1080 Insurance Claims ............................................................................3
INP 1090 Principles of Property & Liabilities Claims Adjustment ...............3
INP 1100 General Principles of Insurance .......................................................3
INP 1110 Essentials of Risk Management ......................................................3
INP 1120 Essentials of Risk Control ...............................................................3
INP 1200 Property Insurance ...........................................................................3
INP 1300 Casualty Insurance ..........................................................................3
INP 1400 Commercial Property Risk Management & Insurance ...............3
INP 1450 Legal Environment of Insurance .....................................................3
INP 1500 Insurance Management ..................................................................3
INP 1600 Insurance Accounting & Finance ....................................................3
INP 1700 Ethics, Insurance Perspectives &
    Insurance Contract Analysis ........................................................................3
INP 1800 Commercial Liability Risk Management & Insurance ...............3
INP 1850 Insurance Operations .......................................................................3
INP 1900 Insurance Economics .......................................................................3
INP 2000 Liability Insurance Adjusting ..........................................................3
INP 2100 Delivering Insurance Services .......................................................2

TOTAL HOURS REQUIRED: 9

* INP 1010 is not approved for continuing education credit but is a recommended entry-level course.
INFORMATION TECHNOLOGY LITERACY (INSTITUTIONAL CERTIFICATE)

This certificate provides a fundamental level of computer literacy for those individuals wishing to explore Information Technology as a possible career or educational choice. The background and technology covered in the certificate will provide a thorough understanding of the skills and knowledge that are expected of information technology professionals at the introductory level. Students who successfully complete this certificate will be well equipped to pursue a degree in the Computer Science and Information Technology (CSIT) program. All courses are regular curriculum courses in CSIT and may apply toward an associate’s degree in CSIT. Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses
CSIT 1110 Introduction to Information Technology ..............................................4

Core Courses
CSIT 1540 Introduction to Programming Using C ..............................................4

Advanced Track Courses
CSIT 1810 Introduction to Database Design ......................................................4

TOTAL HOURS REQUIRED: 12

INTRODUCTORY WEB (INSTITUTIONAL CERTIFICATE)

The Web is influencing how we learn, how we buy, how we sell and how we entertain ourselves. By completing this certificate, students will learn to

• Write Web pages in HTML code
• Post the pages to the Internet
• Create graphics for Web pages
• Learn what constitutes good Web page design
• Build a Web site
• Create pages in a high-level Web page editor

Students should have completed an introductory computer literacy course and be able to operate a personal computer before signing up for the first course. Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses
OST 1005 Word or
OST 1211 Word/Excel/PowerPoint * .................................................................3
OST 1100 Keyboarding I** ..............................................................................3

Core Courses
OST 2801 Web Design I-HTML Coding.........................................................1
OST 2802 Web Design II-Graphics .................................................................1
OST 2803 Web Design III-Site Building .........................................................1

Advanced Track Courses
WEB 2811 Advanced Computer Graphics .....................................................3

TOTAL HOURS REQUIRED 6-12

* OST 1005 or 1211 may be waived at the discretion of the department head for certificate students.
** May be waived if student types 28 wpm.
LEGAL SECRETARY (INSTITUTIONAL CERTIFICATE)

This certificate program would allow students to understand the legal terminology and to prepare legal documents in a law firm. The students in this program will take two law courses to familiarize them with legal office procedures. They will take a terminology/transcription class that will provide knowledge of the terms used in legal documents and be able to apply those terms when transcribing taped dictation. Formatting, punctuation, writing skills and proof-reading will be stressed. The OST and LAW courses taken for this certificate can be applied toward the respective associate’s degrees in those programs. Foundation courses must be completed prior to taking core courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 1000</td>
<td>Introduction to Law &amp; Ethics**</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2010</td>
<td>Law Office Computing**</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2420</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding I*</td>
<td>3</td>
</tr>
<tr>
<td>OST 1211</td>
<td>Word/Excel/PowerPoint</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 18-21

* May be waived if student types 28 wpm.
** The prerequisite/corequisite for LAW 1000 and LAW 2010 is not required for certificate students.

LODGING (INSTITUTIONAL CERTIFICATE)

The Hospitality: Lodging certificate program provides students with the necessary knowledge and skills to work and professionally develop within the lodging industry. Program emphasis includes an introduction to the segments and opportunities within the industry, as well as facilities operations, cost control, and lodging management. Completion of the required certificate courses can be applied to the Hospitality A.A.S. degree. Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSP 1200</td>
<td>Introduction to Hospitality I</td>
<td>3</td>
</tr>
<tr>
<td>HSP 1300</td>
<td>Facilities Operation &amp; Maintenance</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSP 2050</td>
<td>Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2200</td>
<td>Introduction to Hospitality II</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2260</td>
<td>Front Office Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

Advanced Track Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSP 2010</td>
<td>Lodging Management</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 18
MEDICAL TRANSCRIPTION (INSTITUTIONAL CERTIFICATE)

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

Some of the courses required for the certificate can also be applied toward the associate’s degree, should the student so desire. Students receiving this certificate should be able, after meeting necessary entrance requirements, to pass the AAMT National Certification Examinations and also qualify for membership in the American Health Information Management Association. Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

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

Core Courses
OST 1105  Keyboarding II/Speed & Accuracy ..........................................3
OST 2921  Medical Terminology II...............................................................3

Advanced Track
OST 2120  Keyboarding III .........................................................................3
OST 2935  Medical Transcription .................................................................3

TOTAL HOURS REQUIRED: 19-22

* May be waived if student types 28 wpm.
MICROSOFT OFFICE USER SPECIALIST (MOUS) PREPARATION (INSTITUTIONAL CERTIFICATE)

The MOUS program provides an industry-recognized standard for measuring an individual’s mastery of Microsoft Office applications. By passing one or more MOUS program certification exams, users demonstrate proficiency in a given Microsoft Office application to current and potential employers.

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

Basic computer use knowledge is required, as well as high school graduate reading and writing skills. All courses except MGT 2000, MKT 2420, OST 1100, 2801, 2802, and 2803 require the Computer Based Training (CBT) application. The remaining courses are Web-based courses. Certificates delivered over the Web can be completed at home or work at any time. The student must have the following minimum hardware/software to complete the courses on the Web:

Hardware: Pentium II processor or better, 200 MHz processing speed, 64 Mb RAM, 56K modem for dialup access (cable modem or DSL is highly desirable if available).

Software: An Internet service provider paid for by the student, graphical browser (full version of Netscape 4.7+ or IE 5.0 required), Windows 95 or higher.

Entry-level standards: Keyboard speed of 28 wpm or OST 1100 or equivalent; basic knowledge of the personal computer and its operation. Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Comprehensive MOUS Certificate

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>Core Courses</th>
<th>Advanced Track Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2000</td>
<td>OST 1002</td>
<td>OST 2801</td>
</tr>
<tr>
<td>Principles of Management or</td>
<td>Word II CBT</td>
<td>Web Design I-HTML Coding</td>
</tr>
<tr>
<td>MKT 2420</td>
<td>OST 1004</td>
<td>OST 2802</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Excel II CBT</td>
<td>Web Design II-Graphics</td>
</tr>
<tr>
<td>OST 1001</td>
<td>OST 1008</td>
<td>OST 2803</td>
</tr>
<tr>
<td>Word I CBT</td>
<td>Access II CBT</td>
<td>Web Design III-Site Building</td>
</tr>
<tr>
<td>OST 1003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excel I CBT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 1006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PowerPoint CBT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 1007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access I CBT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 1010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Outlook CBT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 1100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboarding I*</td>
<td></td>
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</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 14-17

* May be waived if student types 28 wpm
MOUS Applications Certificate—Core Level

**Foundation Courses**
- OST 1001 Word I CBT ................................................................. 1
- OST 1003 Excel I CBT ................................................................. 1
- OST 1006 PowerPoint CBT ......................................................... 1
- OST 1100 Keyboarding I* .......................................................... 3

**Core Courses**
- OST 1002 Word II CBT .............................................................. 1
- OST 1004 Excel II CBT ............................................................... 1

**TOTAL HOURS REQUIRED:** 5-8

MOUS Word Certificate—Core Level

**Foundation Courses**
- OST 1001 Word I CBT ................................................................. 1
- OST 1010 MS Outlook CBT ....................................................... 1
- OST 1100 Keyboarding I* .......................................................... 3

**Core Courses**
- OST 1002 Word II CBT .............................................................. 1

**TOTAL HOURS REQUIRED:** 3-6

MOUS Excel Certificate—Core Level

**Foundation Courses**
- OST 1003 Excel I CBT ................................................................. 1
- OST 1010 MS Outlook CBT ....................................................... 1
- OST 1100 Keyboarding I* .......................................................... 3

**Core Courses**
- OST 1004 Excel II CBT .............................................................. 1

**TOTAL HOURS REQUIRED:** 3-6

MOUS Access Certificate—Core Level

**Foundation Courses**
- OST 1007 Access I CBT ............................................................. 1
- OST 1010 MS Outlook CBT ....................................................... 1
- OST 1100 Keyboarding I* .......................................................... 3

**Core Courses**
- OST 1008 Access II CBT ............................................................ 1

**TOTAL HOURS REQUIRED:** 3-6

* May be waived if student types 28 wpm.
PHOTOGRAPHY (TECHNICAL CERTIFICATE)

The Photography Technical certificate program is designed for the individual interested in a career as a staff photographer for business or industry, a photofinishing lab technician, or a digital imaging technician in the photographic support industry, or as the owner of a photography-related business. The certificate is also useful for someone who uses photography as part of his or her profession, such as in the medical industry or law enforcement, but who needs additional photographic skills. All of the courses in the program are hands-on and practical and are taught by experienced professionals. Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses (complete all courses)
PHO 1000 Introduction to Photography ....................................................3

Core Courses (complete all courses)
PHO 1100 Advanced Photographic Techniques .......................................3
PHO 1200 Art of Photography ..................................................................3
PHO 1500 Black & White Darkroom Techniques ....................................3
PHO 1600 Color Printing Techniques .......................................................3
PHO 2800 Photography Portfolio ..............................................................3

Advanced Track Courses (select one course)
CGT 1030 Introduction to Macintosh Graphic Design .........................3
PHO 2060 Advanced Digital Imaging Techniques ..................................3
PHO 2100 Nature & Travel Photography ...............................................3
PHO 2200 Commercial Photography .........................................................3
PHO 2300 Portrait Photography .................................................................3
PHO 2400 Photojournalism ........................................................................3
PHO 2500 Wedding & Retail Photography ...............................................3
PHO 2700 Special Topics in Photography .................................................3
PHO 2900 Photography Internship ............................................................3
PHO 2950 Independent Photographic Projects .........................................3
VPT 1040 Technical Video Production ......................................................4
WEB 2100 Introduction to Photoshop .........................................................3

TOTAL HOURS REQUIRED: 21
QUALITY CONTROL (INSTITUTIONAL CERTIFICATE)
The Quality Control certificate program will provide an individual with basic skills needed for process control, testing and analysis of product quality. Areas of emphasis include testing fundamentals, destructive testing, nondestructive testing, computer-assisted measuring and statistical process control (SPC). Associated lab exercises allow hands-on experience with testing equipment and measuring devices such as ultrasound, magnetic particle, dye penetrant, hardness, Charpy-Izod impact tests, tensile/compression tests, SPC data collection units and software, digital calipers, and coordinate measuring machines. Courses required for this certificate can be applied toward an associate’s degree. High school graduate reading and writing skills are expected, as development of technical reports, use of technical manuals and interpretation of codes are required in these courses. Math skills must include algebra, geometry and basic trigonometry. Foundation courses must be completed prior to taking core courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.

Foundation Courses
CID 1104 Fundamentals of Technical Drawing W/Lab...........................4

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

TOTAL HOURS Required: 18

* MET 1020, a prerequisite for MET 2310, is not required for certificate students.

REAL ESTATE (INSTITUTIONAL CERTIFICATE)
The real estate industry places great emphasis on education and professionalism. The Tennessee Real Estate Commission (TRC), through legislation, requires a prelicensing course and continuing education for practitioners. The certificate program in real estate is an effort to provide high-quality technical training for residents of Knoxville and surrounding counties. Candidates applying to TRC to take the Affiliate Broker Licensing Exam must complete a 60-hour course in basic principles of real estate. The broker’s exam requires 120 hours overall. Thirty hours must include Real Estate Office Management.

FIN 2450 Real Estate Principles & Salesmanship ...............................4
REA 1200 Real Estate Law ..............................................................2
REA 1300 Real Estate Finance ........................................................2
REA 1500 Real Estate Office Management ......................................2
REA 1600 Real Estate Appraising....................................................2

TOTAL HOURS REQUIRED: 12
SUPERVISION (TECHNICAL CERTIFICATE)

Supervisors with solid, up-to-date management skills are critical for a business to be successful. This Certificate Program offers potential supervisors these necessary skills. In addition, the program helps experienced supervisors improve their managerial skills to realize their full potential as managers. **Foundation courses must be completed prior to taking core courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.**

**Foundation Courses**
- MGT 2000 Principles of Management ....................................................... 3

**Core Courses**
- MGT 2030 Team Leadership ...................................................................... 3
- MGT 2050 Human Resources .................................................................... 3

**TOTAL HOURS REQUIRED: 9**

SURVEYING (INSTITUTIONAL CERTIFICATE)

The Surveying certificate program curriculum provides the basic skills needed to enter a career in surveying. Courses are offered at night and normally meet one or two nights each week during the semester.

- CET 0100 Introduction to Surveying ........................................................ 3
- CET 1210 Surveying Principles W/Lab .................................................... 5
- CET 2212 Advanced Surveying Principles W/Lab ................................... 4
- CET 2220 Site Planning & Development W/Lab ..................................... 3
- CET 2240 Legal Aspects of Surveying ................................................... 3

**TOTAL HOURS REQUIRED: 18**

TRAVEL & TOURISM (INSTITUTIONAL CERTIFICATE)

The Hospitality: Travel and Tourism certificate program introduces students to the hospitality industry with particular emphasis on tourism, travel, and hospitality management. Program content emphasizes an understanding of the multifaceted segments of the industry and their respective interactions. Additional topics include travel planning and reservation procedures in conjunction with operational management and destination services. Completion of the required certificate courses can be applied to the Hospitality A.A.S. degree. **Foundation courses must be completed prior to taking core courses. Core courses must be completed prior to advanced track courses. Courses may be taken in whatever sequence chosen within the appropriate grouping.**

**Foundation Courses**
- HSP 1200 Introduction to Hospitality I .................................................... 3
- HSP 1300 Facilities Operation & Maintenance ......................................... 3

**Core Courses**
- HSP 2050 Cost Control ............................................................................. 3
- HSP 2200 Introduction to Hospitality II ................................................... 3

**Advanced Track Courses**
- HSP 2210 Travel/Tourism Administration ................................................ 3
- HSP 2500 Travel Geography ..................................................................... 3

**TOTAL HOURS REQUIRED 18**
Business & Community Services

In This Section:
• Programs and Services
• Non-credit Course Admission
• Non-credit Information and Policies
The mission of Business and Community Services (BCS) is to support economic and community development by providing a range of services, training programs, and cultural activities in response to the needs of the community.

Programs are offered both on and off campus, during the day, evenings, and weekends and in a variety of delivery modes, including Web-based. 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. BCS 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, sports camps, and industrial and economic development.

Most of the continuing education programs offered by BCS are eligible for continuing education units (CEUs). CEUs 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 “10 contact hours of participation in an organized continuing education experience under capable direction and qualified instruction.” Eighty percent attendance is the minimum requirement for awarding CEUs. Permanent individual records are maintained indicating the number of CEUs awarded to each participant. CEU transcripts may be obtained through the Records Office. Certificates of completion are also awarded in certain areas.

Many of the courses offered by BCS are also eligible for continuing professional education (CPE) credits, as well as credit through the American Institute of Architects/Continuing Education System (AIA/CES).

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 that provide opportunities for cultural enrichment, an avocational pursuit, general interest, family and personal growth, fun and recreation, and enhancement of the ability to function effectively in society.

Advanced Technology Programs. Highly specialized, advanced technology programs are available that 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, including AutoCAD and Microstation, are offered through the Computer Training Institute. Pellissippi State is also a FeatureCAM 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. BCS conducts numerous non-credit courses, seminars, and workshops that focus on business/management development and professional continuing education requirements. These program areas include business and management, supervision, customer service and professional examination review, certification, and relicensure.

Computer Training Institute. The Computer Training Institute 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. Hands-on training is emphasized, with each student having access to a computer system. Classes are available during both the day and evening and are offered on a selected basis at all college sites. Courses may be customized to focus on specific company needs and provided in special formats under contract. Classes may also be offered on-site using company facilities.

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 startups, expansion/renovation, work force upgrade, and ongoing employee training and development. The specialized contract training programs provide effective means for skills upgrading, apprenticeships, retraining and cross-training. Subject matter ranges from basic skills and workplace literacy to advanced technical skills. With experienced industrial training instructors, instructional designers, and program coordinators on staff, needs assessment, program design and development, training, and facility and project coordination can be provided in addition to the technical instruction. The contract technical training programs can be and are generally offered on-site, at an off-site training center, or at another convenient community location.

Quality and Productivity. The Quality and Productivity program provides resources through which area business and industry can receive education, training, and leadership in quality management and productivity. Quality development resources include on-site, customized training programs, public seminars and short courses, teleconferences, consulting, and business forums. The program supports companies at all stages of the ISO 9000 and QS 9000 registration process. Productivity programs include training in quality tools, team building and problem solving.

Environmental Training and Safety. The Environmental program assists area business, industry and government in understanding environmental and safety regulations and in meeting compliance requirements. The program also provides retraining and certification opportunities for persons involved in environmental, safety, and waste management occupations. The College also offers courses and assistance for companies planning to implement the ISO 14000 environmental management system.

Community Service/Outreach. BCS provides a variety of programs and services to special community groups and target populations such as the disabled, senior citizens, youth, and K-12 teachers. Some programs are provided at no cost.
Tennessee Small Business Development Center. Partially funded through the U.S. Small Business Administration and operating as part of the Tennessee Small Business Development Network, the Tennessee Small Business Development Center (TSBDC) at Pellissippi State provides counseling and other services to small business in order to promote growth, expansion, innovation, increased productivity, and management improvement. TSBDC offices are located at the Knoxville Area Chamber Partnership, the Blount County Chamber of Commerce and the Technology 2020 building in Oak Ridge.

Teleconferences. Through the resources of the College’s satellite teleconference/video center, live, interactive teleconferences are offered that 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.

Facilities. The College is able to offer state-of-the-art conference facilities and services to the community through BCS. Facilities include a 500-seat Performing Arts Center, a 150-seat auditorium, the 40-seat Executive Seminar Room, and a variety of other meeting and seminar rooms. Services include food service, registration and clerical support, ample parking, and marketing support.

Credit Certificate Programs. Pellissippi State offers high-quality short-term training through its credit Certificate Programs. These programs are designed for working students who wish to update their skills or gain additional certification in a particular area. See the Catalog & Handbook section Certificate Programs for detailed information.

Work Keys Service Center. Pellissippi State is a certified service center for the ACT Work Keys program. Designed to improve the productivity and competitiveness of business and industry, services include job profiling, individual assessments, reports, and training.

NON-CREDIT COURSE ADMISSION

For admission only to non-credit courses for continuing education units (CEUs), an applicant must submit a completed non-credit course registration form with payment 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 listed under the general admissions procedures as applicable.
NON-CREDIT INFORMATION AND POLICIES

Five 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 during office hours: 7:30 a.m. to 4:30 p.m. Monday-Friday, Pellissippi Campus, Room 103, Lamar Alexander Building.

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.

5. Register on the Web: www.pstcc.cc.tn.us/bcs

* The Taxpayer Relief Act of 1997 requires that Social Security number and home address be provided for registration. (Pub. L., No. 105-34, S201 ©111 Stat. 804)

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. Pellissippi State employees are eligible to take non-credit classes through a budget transfer process.

Closing Dates. The closing date for registration is two working days before the start of the class unless otherwise stated. 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.

Cancellations/Postponements. Classes may be canceled for lack of minimum enrollment. In the event a class is canceled 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 Business and Community Services Office and the students. In all instances of postponement, the instructor is responsible for arranging makeup classes.

**Holidays.** Non-credit programs adhere to the College holiday schedule.

**Refunds.** Money will be refunded ONLY if the class is canceled 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. Students may appeal a refund by submitting a written request outlining the basis for the appeal to the executive director of Business and Community Services.

**Parking.** Non-credit students who park on campus must obtain parking permits. There is NO charge for the permit.

**PERFORMING ARTS CENTER**

Pellissippi State’s Performing Arts Center was completed in 1995. Since its opening the theatre has showcased regional, national and international performances. The Performing Arts Center seats 495 people and has the latest in state-of-the-art sound and lighting. Handicap access and free parking make the theatre an enjoyable activity for anyone. If you would like additional information about the Performing Arts Center or are interested in renting the facilities, please contact the Performing Arts Center at 539-PLAY (7529).
Course Descriptions

In This Section:

- General Information
- Changes in Course Prefixes
- Changes in Course Prefixes and Numbers
- Course Descriptions
GENERAL INFORMATION

New Course Numbering. In an effort to improve transferability among Tennessee Board of Regents (TBR) institutions, many of Pellissippi State’s course prefixes and numbers have changed to parallel all two- and four-year colleges and universities within the TBR system. To assist students who attended Pellissippi State prior to 2001-02, former course prefixes and numbers are listed throughout this section.

Developmental Studies Prerequisites. Enrollment in most college-level courses requires completion of developmental studies (DSP) coursework or qualifying placement test scores. Students who have tested into DSP courses should check the DSP placement chart in the Academic Information and Services section of the Catalog & Handbook to determine eligibility for college-level courses.

Term Designations. Term designations appearing after each course description refer to the semester(s) that the course is generally offered. The “On Demand” designation is used when the course is scheduled irregularly. Scheduling of classes depends on sufficient enrollment.

TBR Designations. Courses denoted with the ♦ symbol represent transferable courses within the TBR system. Every TBR institution incorporates a common 32-hour core curriculum into its degree requirements and accepts all courses designated with the ♦ symbol as meeting these requirements at other TBR institutions. A complete matrix of courses that satisfy the minimum degree requirements at all TBR institutions and an explanation of the common course prefix and numbering system are available on the TBR web page (www.tbr.state.tn.us).

University of Tennessee Designations. Courses denoted with the ★ symbol represent Pellissippi State courses that receive direct course equivalency at the University of Tennessee, Knoxville.

CHANGES IN COURSE PREFIXES

ACC .......................................................... Accounting
ADV .......................................................... Advertising
AGR .......................................................... Agriculture
ASL .......................................................... American Sign Language
ANT .......................................................... Anthropology
ART .......................................................... Art
BKG .......................................................... Banking
BIOL (formerly BIO) .................................. Biology
BOT .......................................................... Botany
CHEM (formerly CHM) ......................... Chemistry
CFS .......................................................... Child and Family Studies
CET .......................................................... Civil Engineering Technology
CMN .......................................................... Communications
CGT .......................................................... Communications Graphics Technology
CID .......................................................... Computer Integrated Drafting and Design Technology
CSIT ....................................................... Computer Science and Information Technology
CUE ....................................................... Credit Union Management
DSPS (formerly DSS) ......................... Developmental Study Skills
ECEd ...................................................... Early Childhood Education
ECN ........................................................ Economics
EDU ........................................................ Education
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- ★ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements.
- ★★ Transfers as equivalent course to the University of Tennessee, Knoxville.
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<td>Weight Training</td>
<td>★ PHED 2520</td>
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<td>PED 2560</td>
<td>Lifeguardsing, CPR &amp; First Aid</td>
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<td>PED 2660</td>
<td>Wilderness Orienteering</td>
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<td>PED 2900</td>
<td>Human Motor Behavior</td>
<td>★ PHED 2900</td>
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<td>PED 2910</td>
<td>Sport in American Society</td>
<td>★ PHED 2910</td>
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<td>PHY 1010</td>
<td>Applied Physics W/Lab</td>
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<td>PHY 1310</td>
<td>Mechanics &amp; Heat W/Lab</td>
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<td>PHY 1320</td>
<td>Mechanics &amp; Heat II W/Lab</td>
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<td>PHY 2210</td>
<td>Non-calculus Based Physics I</td>
<td>★ PHYS 2210</td>
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<td>PHY 2220</td>
<td>Non-calculus Based Physics II</td>
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<td>Calculus Based Physics I</td>
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<td>Calculus Based Physics II</td>
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<td>Developmental Reading W/Lab</td>
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<td>RSR 0710</td>
<td>Basic Reading W/Lab</td>
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<td>SPA 1010</td>
<td>Beginning Spanish I</td>
<td>★ SPAN 1010</td>
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<td>SPA 1020</td>
<td>Beginning Spanish II</td>
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<td>SPA 2010</td>
<td>Intermediate Spanish I</td>
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<td>SPA 2020</td>
<td>Intermediate Spanish II</td>
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<td>SPA 2510</td>
<td>Spanish Conversation</td>
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<td>THE 1000</td>
<td>Introduction to Theatre</td>
<td>★★ THEA 1030</td>
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<td>THE 1311</td>
<td>Play Production</td>
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<td>THE 2200</td>
<td>Acting I</td>
<td>★ THEA 2200</td>
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<tr>
<td>THE 2210</td>
<td>Acting II</td>
<td>★ THEA 2210</td>
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<td>THE 2260</td>
<td>Voice &amp; Diction</td>
<td>★ THEA 2260</td>
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<td>THE 2280</td>
<td>Movement for the Stage</td>
<td>THEA 2280</td>
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<tr>
<td>THE 2311</td>
<td>Play Production II</td>
<td>THEA 2311</td>
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<tr>
<td>THE 2998</td>
<td>Theatre Internship</td>
<td>THEA 2998</td>
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</table>

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements.  ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
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. Spring and Fall Corequisite(s): College-level math

★ACC 2120 Principles of Accounting II 3 Credits
A course that includes measuring cash flow, cost accounting systems, budgetary control and standard costing, cost and revenue relationships for management, management reports and special analysis, and cash flow and financial statement analysis. Spring and Fall Prerequisite(s): ACC 2110 and computer literacy course

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. Fall Prerequisite(s): 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. Spring Prerequisite(s): ACC 2215

ACC 2360 Cost Accounting 3 Credits
A study of cost accounting terminology and concepts. Includes job order costing, process costing and standard costing; also includes accounting for overhead and joint processing costs, as well as absorption and variable costing. Fall Prerequisite(s): ACC 2120 Corequisite(s): OST 2621

ACC 2410 Income Taxation 3 Credits
A study of federal income taxation as applied to personal income. Topics include income inclusions and exclusions, adjustments, deductions, taxes and credits. Practice in income tax return preparation. Fall Prerequisite(s): ACC 2110

ACC 2500 Special Topics in Accounting 3 Credits
A study of selected accounting topics including payroll tax accounting, partnership and corporation taxation, financial statement analysis and financial statement presentation techniques. Spring Prerequisite(s): ACC 2215

ACC 2530 Accounting Systems 3 Credits
A study of the flow of documents and information from initial transaction to financial statement preparation. Emphasis is on computer software applications using general ledger software with some coverage of database programs. Topics include internal control, general ledger, accounts receivable, accounts payable, payroll and job order costing. Spring Prerequisite(s): ACC 2215

ACC 2571 Computer Accounting Internship 3 Credits
This course is a supervised work experience requiring a minimum of 135 hours in the accounting field. Individual conferences are arranged instead of class attendance. On Demand Prerequisite(s): Completion of 15 hours of ACC courses with minimum 2.5 GPA in ACC courses; seeking an A.A.S. degree as a Computer Accounting major; and a completed internship application submitted to the Coordinator of BCT Internships prior to enrollment in the course and the beginning of the term. Application is available on the web: www.pstcc.edu/departments/bctpi.

★ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
ADVERTISING

★ADV 2500 Advertising & Promotion 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. Spring and Fall

AGRICULTURE

★AGR 1010 Introductory Agriculture 3 Credits
The history of agriculture, environmental issues and conservation techniques, socioeconomic aspects of agriculture, agricultural products, the application of biotechnology in agriculture, and an exploration of careers in agriculture. Spring and Fall

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. Spring and Fall

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. Spring and Fall Prerequisite(s): ASL 1010

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. Spring and Fall Prerequisite(s): 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. On Demand Prerequisite(s): 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. Spring and Fall

★ANT 1200 Prehistoric Archaeology 3 Credits
Introduction to methods, theory, and techniques used to analyze and date archaeological cultures, past life ways, and cultural evolution. On Demand

★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. Spring and Fall

★ANT 2100 Biological Anthropology 3 Credits
An introduction to human biological variation as a result of evolutionary processes. Examples based upon contemporary, historic, and prehistoric populations are used to introduce anthropological methods for the analysis of variation using living persons, genetic material, and skeletal remains. On Demand Prerequisite(s): ANT 1100 or consent of instructor
ART

★ART 1011 Drawing I 3 Credits
Fundamental aspects of drawing, including line, tone, space, form, and composition utilizing a variety of media. Emphasis placed on development of observational skills and perception of reality. Spring and Fall

★ART 1031 Three-Dimensional Media 3 Credits
Fundamental aspects of three-dimensional design utilizing projects that deal with real space and a variety of three-dimensional materials. Spring and Fall

ART 1610 Basic Printmaking 3 Credits
An introductory survey of printmaking focusing on the basic fundamentals and techniques in relief printing, monoprints and collographs. On Demand

◆★ART 1720 Western Art I 3 Credits
Major movements in Western art, with emphasis on Europe from prehistory through the Middle Ages. Course provides an overview of the predominant artistic/architectural/cultural movements from the Paleolithic to Early Christian/Byzantine period in Mesopotamia, Egypt, the Aegean, Greece, and Italy. Spring and Fall

◆★ART 1730 Western Art II 3 Credits
Major movements in Western art, with emphasis on Europe from the 15th through the 17th century. The course provides an overview of the predominant artists, aesthetic intent, and techniques encountered in the Late Gothic (Proto-Renaissance), Early and High Renaissance, Mannerism, and the Baroque periods. Spring and Fall

★ART 2110 Intermediate Drawing 3 Credits
A continuation of the fundamental concepts of drawing with emphasis on composition, techniques and content. Spring Prerequisite(s): ART 1011

★ART 2120 Life Drawing 3 Credits
Continued development of drawing and observational skills with a concentration on the structure and dynamics of the human form; perception of the figure in conceptual and expressive contexts. Fall Prerequisite(s): ART 2110 or consent of instructor for art majors; no prerequisite for non-art majors

★ART 2130 Painting 3 Credits
Capacities of oil and acrylic painting on canvas. Spring and Fall Prerequisite(s): ART 1011 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. Spring and Fall Prerequisite(s): ART 2130 for art majors; no prerequisite for non-art majors

★ART 2210 Ceramics I 3 Credits
Hand-building techniques, including forming methods, glazing, clay preparation, and firing small and large-scale pieces. Spring and Fall

★ART 2220 Ceramics II 3 Credits
Thrown ceramic forms, including functional pottery techniques, glazing and firing methods. Spring and Fall

★ART 2410 Sculpture 3 Credits
Problems that explore basic materials and techniques, including clay modeling, plaster construction and mold making. Fall Prerequisite(s): ART 1031 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. Spring Prerequisite(s): ART 1031 for art majors—no prerequisite for non-art majors
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 2620</td>
<td>Intaglio Printmaking</td>
<td>3</td>
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<td>Metal plate intaglio printing in traditional and contemporary techniques of etching; soft-ground, drypoint, mezzotint, aquatint, open bite process and collograph plate construction. May be repeated. Maximum 6 hours. Fall Prerequisite(s): ART 1011 for art majors—no prerequisite for non-art majors.</td>
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<tr>
<td>ART 2950</td>
<td>Intermediate Design &amp; Color</td>
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<td>Exploration of the basic principles and concepts of composition in correlation with the elements of design. Emphasis will be placed on color theory, techniques and individual approaches to problem solving. Spring and Fall</td>
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### BANKING

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BKG 2020</td>
<td>Principles of Banking</td>
<td>2</td>
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<tr>
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<td>A study of the language and documents of banking, check processing, teller functions, deposit functions, trust services, bank loans and investments. On Demand</td>
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<tr>
<td>BKG 2060</td>
<td>Marketing for Banking</td>
<td>2</td>
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<tr>
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<td>A study of marketing principles and their practical application in the banking industry. On Demand</td>
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<tr>
<td>BKG 2100</td>
<td>Analyzing Financial Statements</td>
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<td>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. On Demand</td>
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<tr>
<td>BKG 2150</td>
<td>Introduction to Commercial Lending</td>
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<td>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. On Demand</td>
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<tr>
<td>BKG 2200</td>
<td>Consumer Lending</td>
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<td>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. On Demand</td>
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<tr>
<td>BKG 2240</td>
<td>Deposit Operation</td>
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<td>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. On Demand</td>
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<tr>
<td>BKG 2250</td>
<td>Money &amp; Banking</td>
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<td>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. On Demand</td>
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<tr>
<td>BKG 2300</td>
<td>Law &amp; Banking</td>
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<td>A study of law and legal issues, with special emphasis on the Uniform Commercial Code. Topics include contracts, real estate and bankruptcy. On Demand</td>
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<td>BKG 2310</td>
<td>Law Banking Applications</td>
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<td>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. On Demand</td>
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<tr>
<td>BKG 2350</td>
<td>Trust Business</td>
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<td>A study of trust management. Topics include the trust department, trust investments, tax administration, and real estate administration. On Demand</td>
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<tr>
<td>BKG 2400</td>
<td>Commercial Bank Management</td>
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<td>An introduction to daily bank activities, including formulation of objectives and policies, management of assets and liabilities, sources and uses of funds, and the administration of deposits, loans, and other investments. On Demand</td>
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<tr>
<td>BKG 2450</td>
<td>Supervision</td>
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*West Tennessee State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.*
A study of principles of management, including planning, organizing, staffing, directing and controlling. *On Demand*
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. On Demand

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

BIOLOGY

◆★BIOL 1110
(formerly BIO 1010)  General Biology I  4 Credits
Chemical basis of life; cell structure and function, including energy metabolism; cell division; DNA and gene regulation; Mendelian and molecular genetics; evolution. Course includes 3 hours of lecture and 2 hours of laboratory applications each week. Spring and Fall

◆★BIOL 1110
(formerly 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 1120. Courses must be taken in sequence, and both consist of three hours of lecture and two hours of laboratory applications each week. Fall Prerequisite(s): ACT composite of 25 or consent of instructor

◆★BIOL 1120
(formerly BIO 1020)  General Biology II  4 Credits
Plant and animal anatomy (tissues, organs and organ systems), physiology, reproduction, and growth; microorganisms; fungi; ecology. Course includes three hours of lecture and two hours of laboratory applications each week. Spring and Fall

◆★BIOL 1120
(formerly 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. Spring Prerequisite(s): BIOL 1110

BIOL 2000
(formerly 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 four hours of research is required each week. Intended as elective credit and may not be applied toward general education requirements. On Demand

◆★BIOL 2010
(formerly 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 three hours of lecture and laboratory applications each week. Spring and Fall

◆★BIOL 2010
(formerly BIO 2510)  Honors Anatomy & Physiology I  4 Credits
This interactive lecture and laboratory course emphasizes critical thinking through a case studies approach to human anatomy and physiology. Topics include normal structure and function of cells and tissues and integumentary, skeletal, muscular, and nervous systems. Selected dysfunction of cells, tissues, and systems will be used for in-depth study of both health and disease. Students not achieving a C or better in Honors Anatomy and Physiology I must complete the sequence with the traditional Human Anatomy and Physiology II. On Demand Prerequisite(s): ACT composite score of 25 and college-level GPA of 3.2, or consent of instructor

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
◆ ★ BIOL 2020  
(formerly BIO 2320)  Human Anatomy & Physiology II  
(4 Credits)  
A study of the anatomy and physiology of blood and the circulatory, immune, respiratory, digestive, excretory, endocrine, and reproductive systems. Course includes three hours of lecture and laboratory applications each week. Spring and Fall Prerequisite(s): BIOL 2010

◆ ★ BIOL 2020  
(formerly BIO 2520)  Honors Anatomy & Physiology II  
(4 Credits)  
Continuation of Honors Anatomy and Physiology I. Topics include the anatomy and physiology of endocrine, cardiovascular, body defense, respiratory, excretory, and reproductive systems. Selected case studies are used to illustrate normal homeostasis and disease. On Demand Prerequisite(s): Honors Anatomy and Physiology I with a C or better; or the traditional Human Anatomy and Physiology I and college-level GPA of 3.0; or consent of instructor

BIOL 2021  
(formerly BIO 2021)  Careers in Biology  
(2 Credits)  
This course is an exploration of prospective careers for biology-related majors. Students will be required to shadow professionals in several different career fields and give in-class presentations of their experiences. Students will also practice interviewing, writing essays for application to graduate and professional schools, and writing resumes and cover letters. On Demand Prerequisite(s): ENGL 1010 and 1020 Corequisite(s): High school advanced placement biology or BIOL 1110 or 1120 or 2010 or 2020; exceptional high school students may be admitted upon their teachers’ recommendations

★ BIOL 2040  
(formerly BIO 2030)  General Ecology  
(4 Credits)  
Relationships between organisms and their environment, including human environmental problems. Four hours of lecture, with announced field trips. Spring and Fall

★ BIOL 2110  
(formerly BIO 2010)  Cell Biology  
(4 Credits)  
This course is a study of basic biomolecules, cell structure and function, cellular respiration and photosynthesis, molecular genetics, cellular communication, cancer, and evolution of the cell. The course includes 3 hours of lecture and 3 hours of laboratory per week. Spring Prerequisite(s): BIOL 1110 and 1120 and CHEM 1110 and 1120; or two years of high school biology and ACT natural science score of 26 or higher, or consent of instructor

★ BIOL 2120  
(formerly BIO 2020)  General Genetics  
(4 Credits)  
Mendelian genetics, chromosomal inheritance, modified Mendelian ratios, chromosome mapping, linkage, gene and chromosomal mutations, recombination, gene expression, recombinant DNA technology, transposable elements, extranuclear genome, population genetics, and quantitative genetics. Course includes three hours of lecture and three hours of laboratory applications each week. Fall Prerequisite(s): BIOL 1110 and 1120, or two years of high school biology and CHEM 1110 and 1120; or consent of instructor

BIOL 2210  
(formerly 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. Spring

★ BIOL 2230  
(formerly 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. Spring

◆ Meets Pellissippi State and Tennesse Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
BIOL 2400
(formerly BIO 2400) Principles of Nutrition 3 Credits
Human nutrition for the lifespan, including biochemistry of body nutrients, health and disease, government and scientific guidelines. Spring and Fall Prerequisite(s): BIOL 2010 or CHEM 1010

BIOL 2700 Special Topics in Biology 1-4 Credits
Study and discussion of a selected topic in biology. Content will vary, as this course is a means for classes to explore certain biology-related topics in depth. Classes may be taught by visiting professors. May be repeated for credit when a different topic is taught. On Demand Prerequisite(s): Completion of one-year college-level natural sciences laboratory sequence.

BOTANY
◆★BOT 1010 Fundamentals of Botany I 4 Credits
Introduction to taxonomy through tree identification, basic organization and function of cells, respiration, photosynthesis, genetics (including meiosis, mitosis, Mendelian inheritance), survey of plant kingdom (bacteria, algae, fungi, mosses, ferns, conifers, and flowering plants). On Demand

◆★BOT 1020 Fundamentals of Botany II 4 Credits
Plant growth, anatomy, growth regulation; uptake and transport; origin of life and mechanism of evolution; ecology, importance to humans and environmental concerns. On Demand

CHEMISTRY
◆★CHEM 1010 (formerly 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 three hours of lecture and three hours of laboratory applications each week. Spring and Fall Prerequisite(s): Two years of high school algebra and completion of DSP math requirements

◆★CHEM 1020 (formerly 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 three hours of lecture and three hours of laboratory applications each week. Spring and Fall Prerequisite(s): CHEM 1010

◆★CHEM 1110 (formerly CHM 1010) General Chemistry I 4 Credits
Modern atomic theory, chemical bonding, stoichiometry, kinetics. Course includes three hours of lecture and three hours of laboratory applications each week. Spring and Fall Prerequisite(s): Two years of high school algebra and completion of DSP math requirements

◆★CHEM 1110 (formerly CHM 1510) Honors Chemistry I 4 Credits
An advanced investigation of atomic theory, chemical bonding, chemical structure and reactions. Applications are made to current chemistry-related issues of environmental importance. On Demand Prerequisite(s): One year of high school chemistry and completion of DSP requirements; and ACT composite score of 25 or consent of instructor

◆★CHEM 1120 (formerly CHM 1020) General Chemistry II 4 Credits
Chemical equilibrium, thermochemistry, electrochemistry, introduction to organic chemistry. Course includes three hours of lecture and three hours of laboratory applications each week. Spring and Fall Prerequisite(s): CHEM 1110

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
CHEM 1120  
(formerly CHM 1520)  
Honors Chemistry II  
4 Credits  
An advanced investigation of chemical equilibrium and kinetics, electrochemistry, organic molecules, and nuclear reactions. Applications are made to current chemistry-related issues of environmental importance. On Demand Prerequisite(s): A grade of C or better in Honors CHEM 1110

CHEM 2010  
(formerly 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. Spring and Fall Prerequisite(s): CHEM 1120

CHEM 2020  
(formerly CHM 2020)  
Organic Chemistry II  
4 Credits  
Continuation of CHEM 2010. Course includes 3 hours of lecture and 3 hours of laboratory applications each week. Spring and Fall Prerequisite(s): CHEM 2010

CHEM 2310  
(formerly CHM 2310)  
Analytical Chemistry  
4 Credits  
Principles and practices of quantitative measurements in chemical systems are introduced. Chemical equilibria (acid base, complexometric and redox), elementary spectrophotometry; chemical separations—including chromatography, ion exchange and solvent extraction—are discussed. Course includes 3 hours of lecture and 5 hours of laboratory applications each week. Spring Prerequisite(s): CHEM 1120

CHILD AND FAMILY STUDIES

CFS 1100  
Introduction to Early Childhood Education  
3 Credits  
The history and philosophy of the field of early childhood education. Current issues and trends are covered along with educational theories and program models. Spring and Fall

CFS 2110  
Development in Infancy  
3 Credits  
Course will familiarize students with current theories, knowledge, and practices in child development with a focus on conception through the preschool years. Particular emphasis will be placed on development in the physical, cognitive, language and socioemotional domains. Spring and Fall

CFS 2200  
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. Spring and Fall

CFS 2400  
Human Sexuality  
3 Credits  
This course provides a multidimensional framework for understanding the biological, psychosocial, behavioral, clinical and cultural aspects of human sexuality. Spring and Fall

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. Fall

CET 1000  
CET Seminar  
1 Credit  
This course provides the Civil Engineering Technology student an opportunity to observe the organization and function of local industries engaged in the practice of civil engineering and related activities. The student will visit offices, plant sites and construction projects to observe practical work situations. Speakers will be invited to the classroom to discuss topics in the civil engineering technology field. Fall

CET 1010  
Construction Methods  
4 Credits  
The basic techniques and fundamentals essential in erecting wood frame, steel frame and reinforced concrete frame buildings. The study involves the various phases from site investigation through finished work. Fall
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
CET 1022 Construction Materials W/Lab 4 Credits
This is an introductory course in the basic properties, testing and inspection of construction materials and the methods of production of these materials. Topics include an introduction to basic concepts of strength of materials and properties of construction materials such as aggregates, asphalt, steel, and wood; their proper application; performance of standard tests on construction materials and the preparation of proper technical reports on test results. Word processing and spreadsheet software are used to prepare reports that include text, tables, data reduction and graphs. Spreadsheet templates are developed for use in data reduction. Spring

★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. Spring

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. Fall

CET 2022 Project Management W/Lab 2 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. Fall Prerequisite(s): Second-year status

CET 2112 Soil Mechanics W/Lab 4 Credits
This course covers basic soil mechanics including index properties of fine and coarse soil, soil classification, stress analysis, permeability, compaction, strength concepts, and settlement and compressibility. The laboratory covers standard ASTM soil tests. Word processing and spreadsheet software are used to prepare professional technical reports that include text, tables, data reduction and graphs. Spreadsheet templates are developed for use in data reduction. Fall Prerequisite(s): MATH 1730 or 1731

CET 2140 Geohydrology W/Lab 4 Credits
This course covers the basic laws and properties of incompressible fluids, introduction to the hydrological 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. Laboratory exercises demonstrate the principles discussed in lectures. Word processing and spreadsheet software are used to prepare professional technical reports that include text, tables, data reduction and graphs. Spreadsheet templates are developed for use in data reduction. On Demand Prerequisite(s): MATH 1730 or 1731

CET 2212 Advanced Surveying Principles W/Lab 4 Credits
Use of total stations, data collectors, GPS systems, surveying software, and AutoCAD. Field applications of traversing, topo-mapping, profiling and cross-sectioning, and construction stakeout. Related topics in surveying astronomy, photogrammetry, and horizontal and vertical curves. Fall

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. AutoCAD Land Desktop software is taught in the development of a parcel of land. Spring

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. Fall

CET 2311 Mechanical Systems I W/Lab 3 Credits
The basic design principles of hydraulics; water distribution; sewage systems; fire sprinkler systems; and heating, ventilation and air conditioning systems. On Demand Prerequisite(s): Second-year status

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
CET 2321    Mechanical Systems II W/Lab    3 Credits
The basic principles of electricity, wiring principles, multiphase systems, lighting fundamentals and energy management control systems. *On Demand Prerequisite(s): 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. *On Demand Prerequisite(s): MET 1040*

CET 2420    Reinforced Concrete Design    3 Credits
Design of reinforced concrete structures, including beams, columns, floor systems, footings and retaining walls. *On Demand Prerequisite(s): MET 1040*

CET 2710    Special Projects Variable Hours    1-3 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. *On Demand*

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. *Spring and Fall*

COMMUNICATIONS GRAPHICS TECHNOLOGY

★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. A functional lab will be included as a component of the course. *Spring and Fall Corequisite(s): ART 1011 and CGT 1950; no corequisite for non-CGT majors*

CGT 1040    Digital Photography    3 Credits
A study of the fundamentals of photographic concepts, techniques and digital imaging processes for graphic design. Includes skill development with Adobe Photoshop software. *Spring and Fall Prerequisite(s): CGT 1030 or consent of instructor*

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. *Spring and Fall Prerequisite(s): ART 1011 and CGT 1030 and 1950 Corequisite(s): CGT 1110*

CGT 1110    Typography    3 Credits
A study of the basics of typography, including history, font designs, functional and expressive applications for graphic designs. Introduction to use of computerized equipment emphasized. *Spring and Fall Prerequisite(s): CGT 1030 Corequisite(s): CGT 1110 or consent of instructor*

★CGT 1510    History of Graphic Design and History    3 Credits
Major movements and pivotal artists/designers/illustrators/art directors, 1850 to the present, and their effect on current graphic design trends. *Spring and Fall*

CGT 1911    Portfolio    1 Credit
Organization and correct presentation of first-year art and design studio work for critical evaluation. A successful performance review by designated faculty and industry professionals is essential for continuance to second-year CGT course work. *On Demand Prerequisite(s): Completion of or enrollment in first-year CGT course work and consent of instructor*

CGT 1950    Design Fundamentals    3 Credits
A study of visual design fundamentals, creative problem solving techniques, color theory application and concept development for graphic design. Emphasis will be placed on visual literacy development, presentation techniques, craftsmanship and computer skill development using graphic design industry standard software. *On Demand Corequisite(s): ART 1011 and MET 1040*

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CGT 2000</td>
<td>Digital Graphic Design II</td>
<td>5</td>
<td>The study of advertising design, including design research, creative strategies development, visual/verbal concepts and presentation skills. Individual and team projects. <strong>Fall Prerequisite(s):</strong> CGT 1100 and successful portfolio review</td>
</tr>
<tr>
<td>CGT 2040</td>
<td>Computer Illustration</td>
<td>3</td>
<td>Creating electronic renderings for visual communications. Infographics, product, editorial and conceptual imaging are explored. <strong>Spring and Fall Prerequisite(s):</strong> CGT 1040 and 1100 and 1110</td>
</tr>
<tr>
<td>CGT 2045</td>
<td>Advanced Photoshop</td>
<td>3</td>
<td>An advanced study of photographic concepts, image enhancement, digital image editing techniques and processes for visual communication. Includes beyond-the-basics skill development with Adobe Photoshop software. <strong>On Demand Prerequisite(s):</strong> CGT 1040 or WEB 2100; and CGT 2040; or consent of instructor</td>
</tr>
<tr>
<td>CGT 2050</td>
<td>Special Projects</td>
<td>1-3</td>
<td>Special projects and applications in emerging technology and media. May be repeated up to 9 credits. <strong>On Demand Corequisite(s):</strong> CGT 1100 or consent of instructor</td>
</tr>
<tr>
<td>CGT 2100</td>
<td>Digital Graphic Design III</td>
<td>5</td>
<td>Advanced graphic design. Comprehensive projects to include design management, development and production. Professional portfolio/student exhibition. <strong>Spring Prerequisite(s):</strong> CGT 2000 or consent of instructor</td>
</tr>
<tr>
<td>CGT 2140</td>
<td>Desktop Publishing</td>
<td>3</td>
<td>A study of electronic publishing, including the integration of text and graphics. A functional lab will be included as a component of the course. <strong>Spring and Fall Prerequisite(s):</strong> Consent of instructor</td>
</tr>
<tr>
<td>CGT 2160</td>
<td>3-D Modeling</td>
<td>3</td>
<td>A study of advanced three-dimensional design and construction. Exhibition, package design and modeling techniques will be emphasized. <strong>Spring and Fall Prerequisite(s):</strong> CGT 1100 or consent of instructor</td>
</tr>
<tr>
<td>CGT 2240</td>
<td>Advanced Computer Illustration</td>
<td>3</td>
<td>An advanced study in creating electronic renderings for visual communications. Infographics, product, editorial and conceptual imaging are explored in depth. <strong>On Demand Corequisite(s):</strong> CGT 1040 and 1100 and 2040</td>
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<tr>
<td>CGT 2998</td>
<td>Internship</td>
<td>2</td>
<td>Experience working in a professional office, studio or agency. <strong>Spring and Fall Prerequisite(s):</strong> Approval by CGT instructor</td>
</tr>
</tbody>
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**COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY**

<table>
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<tr>
<td>CID 1000</td>
<td>Introduction to CID</td>
<td>1</td>
<td>Course provides an orientation and introduction to Pellissippi State Technical Community College and the Computer Integrated Drafting and Design curriculum; acquaints students with use of e-mail, the Library, and Internet; and exposes students to professional possibilities. <strong>Spring and Fall</strong></td>
</tr>
<tr>
<td>★CID 1101</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
<td>4</td>
<td>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. Word processing and spreadsheet software are also incorporated to prepare professional technical reports. <strong>Spring and Fall</strong></td>
</tr>
</tbody>
</table>

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
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, trimetric and perspective projection methods. Both one-point and two-point perspectives will be covered. Spring and Fall Corequisite(s): CID 1101

CID 1150  Upgrade AutoCAD Skills  2 Credits
This course is designed to convert existing AutoCAD skills to the latest version. It will cover new and changed commands in order to enable a smooth transition. On Demand Prerequisite(s): CID 1101 or AutoCAD experience

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. Spring and Fall Prerequisite(s): IDT 1350 and 1500 for IDT majors; CID 1101 for non-majors Corequisite(s): College level math for IDT majors; MATH 1730 or 1731 for CIDD majors

CID 1220  Advanced Mechanical Drawing  4 Credits
An introduction to Microstation CAD software and a continuation of mechanical drawing practices. This course covers basic commands, 3-D commands, file manipulations, cells, symbology, and dimensioning. Descriptive Geometry (auxiliary views, intersections, developments, and flat pattern layouts), ANSI standard Y.14 dimensioning and tolerancing and simple assembling drawing are also covered. Spring and Fall Prerequisite(s): CID 1101

CID 2001  Animation  4 Credits
Using animation, this class will address a broad range of applications, such as interior design, graphic design, video production, industrial design and architectural presentations. Students will use 3-D Studio MAX to create three-dimensional models, create light schemes, apply lights, create and supply materials, place and manipulate cameras, and animate objects. On Demand Prerequisite(s): 15 hours in major or professional experience

CID 2130  Advanced Microstation  4 Credits
An advanced course in the use of Microstation. Microstation Modeler is taught as a 3-D design tool. The student will be able to construct three-dimensional design models and transfer the model information to two-dimensional files for dimensioning, annotating, and section hatching to create traditional mechanical drawings. Other subjects covered include menu and work-space customizing, rendering, animation and BASIC programming. On Demand Prerequisite(s): CID 1210 or 1220

CID 2150  Advanced AutoCAD W/Lab  4 Credits
Expands the knowledge and use of AutoCAD software commands with the continuation of training begun in CID 1101. The course covers topics involving the creation and manipulation of three-dimensional drawings, introduction to menu customizing, solid modeling, the concept of creation and management of symbol libraries, and an introduction to Autolisp programming language and rendering models. The students will be able to customize a CAD environment to enhance its performance, create a three-dimensional model and turn the model into a fully detailed set of working drawings. Spring and Fall Prerequisite(s): CID 1101

CID 2170  Architectural Detailing W/Lab  4 Credits
A continuation of concepts covered in CID 1210. More detailed drawing requirements will be covered, as well as the need for more specialized drawings. The student will organize and draw a set of detailed drawings consisting of wall sections, large-scale details, isometric details, multiple plans, interiors elevations and details required for special construction. Fall Prerequisite(s): CID 1210

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
CID 2190  Structural Detailing W/Lab  4 Credits
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. Spring Prerequisite(s): CID 1210

CID 2230  Advanced Mechanical Drawing II  4 Credits
An advanced course using Pro/ENGINEER to create parametric, feature-based, three-dimensional solid models. This course covers assemblies, menu customizing, rendering and detailing engineering drawings. Spring and Fall Prerequisite(s): CID 1101

CID 2250  Advanced AutoCAD II  4 Credits
A continuation of training in the use of AutoCAD. This course will cover the customization of AutoCAD menus, Lisp routines, solid modeling with Designer and animation/rendering concepts. On Demand Prerequisite(s): CID 2150

CID 2301  CIDD Project/Internship  2 Credits
The student and the instructor identify a project or outside work experience to be completed by the student. The student is expected to produce sketches, working drawings, details, sections, auxiliary views, etc. as required to completely describe the project to the instructor. Spring and Fall Prerequisite(s): Department head approval and second-year standing

CID 2900  Special Topics  1-4 Credits
Special projects and applications in emerging technology. Content will vary, as this course is a means for classes to explore certain topics in depth not covered in the general curriculum. May be repeated for credit up to 9 hours. On Demand Prerequisite(s): Consent of instructor

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

CSIT 1020  Introduction to Computer Science  4 Credits
Problem solving and algorithm development. Organization and characteristics of modern digital computers. Emphasis on developing good programming habits. Building abstractions with procedures and data. Programming in a modern computing language. Program development using UNIX operating system. This course is intended for University Parallel students. Spring and Fall Corequisite(s): MATH 1730 or equivalent

CSIT 1110  Introduction to Information Technology  4 Credits
A first course in computer science and information technology, providing a comprehensive overview of computer architecture, data organization and communication. This course includes problem solving, logic design, personal computing, operating systems and application software. Spring and Fall Corequisite(s): MATH 1830 or 1910

CSIT 1370  Computer Programming for Engineering Transfer  4 Credits
Application on computers to engineering problem solving. Introduction to computers, operating systems, document preparation, structured programming, spreadsheet, use of the Internet and engineering data plotting. Solutions of engineering problems using existing software packages. Spring and Fall Corequisite(s): MATH 1730 or equivalent

CSIT 1400  Data Structures  4 Credits
Advanced problem solving and algorithm development, structured programming, data structures and applications, I/O techniques, lists, queues, trees, algorithms, and files. Program development using UNIX operating system. This course is intended for University parallel students. Spring Prerequisite(s): CSIT 1020 or department approval

CSIT 1410  Machine Organization  4 Credits
A study of assembly language and computer organization. Topics include organization, architecture, number systems, storage concepts, I/O, memory management and process management. Spring and Fall Prerequisite(s): CSIT 1110 and 1540

CSIT 1540  Introduction to Programming Using C  4 Credits
A study of C programming language, problem solving and algorithm development. Topics include language structure, syntax, I/O techniques, functions, program development and applications. Spring and Fall Corequisite(s): CSIT 1110

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
CSIT 1560  Advanced C Programming  4 Credits
A study in C language techniques beyond the introductory course. Emphasis will include
development environment, code portability, modularity, efficiency, I/O and techniques for
solving common problems. Spring Prerequisite(s): CST 11110 and 1540 or C programming
experience

★CSIT 1600  Computer Organization  4 Credits
Number systems, Boolean algebra, combinational and sequential circuits, processor
functional units and control, pipelining, memory and caching, stored program computing,
memory management, computer system organization, and assembly language programming
are components of the course. Fall Prerequisite(s): CSIT 1020 or department approval

CSIT 1810  Introduction to Database Design  4 Credits
A study of database management systems and their impact on information technology.
Topics include database models, data modeling techniques, conceptual and physical design,
storage techniques, and data administration. Special emphasis will be placed on relational
systems and application of query languages using relational operations. Laboratory exercises
will include database application design and development using desktop development tools.
Spring Prerequisite(s): CST 1110 and 1540

★CSIT 2030  Management Information Systems  4 Credits
Management of information concepts and applications. Using the computer as a tool to
source, organize and analyze data. Designing information systems to meet business needs.
Emphasis on spreadsheets, database management systems, telecommunications and informa-
tion technology. Spring and Fall

CSIT 2425  SQL/Applications Using Oracle  4 Credits
A comprehensive study of SQL using the Oracle relational database management system.
Hands-on training will include the use of SQL*PLUS, database creation, data queries, view
definition and use, operators and functions, security, calculation, indexing, utilities and data
transport. Spring and Fall Prerequisite(s): CSIT 1560 or department approval; and CSIT
1810 or department approval

CSIT 2445  Oracle Application Development  4 Credits
An introduction to database application programming using Oracle development tools
including Oracle Forms, Oracle Reports, Oracle Graphics and advanced PL/SQL procedures.
Hands-on training will include design and development of client-server and three-tiered appli-
cations. Spring Prerequisite(s): CSIT 2425 or department approval

CSIT 2460  Unix Utilities & Shell Programming  4 Credits
A study of the UNIX operating system. Topics include the use of UNIX utilities, electronic
mail, shell programming. On Demand Prerequisite(s): CSIT 1110 and one programming
course

CSIT 2465  Object-Orientated Database Application Development  4 Credits
A study of database program development for business applications using desktop develop-
ment tools. Topics include table creation and maintenance, indexing, data manipulation, forms,
reports, labels, queries, data modules, object-oriented data manipulation (OODML), event-
driven applications, rapid application development (RAD) and client-server development.
Spring Prerequisite(s): CSIT 1560 and 1810

CSIT 2490  Special Topics in Information Technology  4 Credits
A directed study and utilization of specific hardware, applications and software products
within business and industry. This course requires extensive utilization of specific computer
resources. Students may expect a high degree of lab work and documentation. On Demand
Prerequisite(s): CSIT 1110 or department approval

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
CSIT 2550  Advanced Database Management Systems  4 Credits
A study of database management system concepts. Topics include relational and object-oriented models, conceptual design, data structures, storage techniques, data administration, system security, concurrent transactions, distributed systems, multi-tiered architectures, data warehousing, and data mining. Practical application of techniques may include advanced application of query languages, remote access, database administration and user support. Fall  
Corequisite(s)  CSIT 2425 and CSIT programming elective

CSIT 2610  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 usage, and image movements to produce client-based working programs. Emphasis will be on code creation, sound programming practice, window control and graphic design. Development of working client-based products is essential to the completion of this course. Spring and Fall  
Prerequisite(s):  CSIT 1560 or department approval

CSIT 2625  Thinking, Learning & Computing  4 Credits
This course addresses core skills and techniques needed to succeed in computer programming. Topics include a discussion of basic skill sets needed by programmers, approaches to thinking through problems, the lifelong learning demands of the computing field, professional ethics and discipline, problem decomposition, structured design techniques, and individual creativity in programming. On Demand  
Prerequisite(s):  CSIT 1560 or department approval; and ENGL 1010

CSIT 2645  Introduction to Internet Software Development  4 Credits
The history, growth, and use of the Internet are explored, and major Internet protocols are discussed. Students learn the HTML language by creating their own Web pages. Students work in teams to create Web sites, using Dynamic HTML techniques, and learn about the “real world” of Internet software development. Spring and Fall  
Prerequisite(s):  CSIT 1560 or department approval

CSIT 2650  Java Programming  4 Credits
A study of the Java programming language in applications, including business and communications. The emphasis will be on applet development for the World Wide Web (WWW), but stand-alone applications will also be discussed. Concepts of event-driven and object-oriented programming will be an integral part of the course. Spring and Fall  
Prerequisite(s):  CSIT 1560 or department approval

CSIT 2655  Advanced Java Programming  4 Credits
A study of advanced Java programming including advanced GUI components, security, connecting to a database, servlets and JavaBeans. Both applets and applications are covered. Several case studies will be reviewed. A team project that integrates the concepts of the course is required. On Demand  
Prerequisite(s):  CSIT 2650 or department approval

CSIT 2665  Perl Programming  4 Credits
A study of the Perl programming language including regular expressions, objects from Perl library, file handling and networking. Perl and its use in CGI scripts with HTML Web pages are included. On Demand  
Prerequisite(s):  CSIT 1560 or department approval

CSIT 2680  Delphi Program Development  4 Credits
The study of event-driven and rapid application development through the use and practical application of Delphi language. The course covers the conventions and methods of Visual programming and the development of a graphical user interface through the conventional Pascal language and Object Pascal programming. On Demand  
Prerequisite(s):  CSIT 1560 or department approval

CSIT 2690  Object Oriented Programming Using C++  4 Credits
The study of object-oriented programming and design through the practical application of the C++ language. The course covers object-oriented design, data abstraction and encapsulation, operator overloading, inheritance, polymorphism, stream I/O and object-oriented data structures. Spring and Fall  
Prerequisite(s):  CSIT 1560 or department approval
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
CSIT 2695  Foundation Class Programming Using C++  4 Credits
A study of visual programming design and implementation using foundation class components. Topics include C++ support of windows and controls, event handling, images, fonts and colors. This course is a practical application of object-oriented programming concepts. *On Demand* Prerequisite(s): CSIT 2690 or department approval

CSIT 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 the student’s ability to use tools and techniques of systems analysis and design in solving the problems. *Spring and Fall* Prerequisite(s): CSIT 1560 or department approval; and CSIT 1810 and ENGL 1010

CSIT 2880  Advanced Internet Development  4 Credits
This course will provide in-depth lecture and lab experiences with those tools, applications, utilities and languages deemed essential to effective web-based product development. Client-side and server-side elements will be explored and used to produce functional environments compatible with current trends in the online sector. Extensive use of online resources, team-based activities and individual project completion will be the focus of this experience. *Spring* Prerequisite(s): CSIT 1810 and 2645

CST 2911  Computer Science & Information Technology Internship  3 Credits
This course is a supervised work experience requiring a minimum of 135 hours in the field of computer science and information technology. Individual conferences are arranged instead of class attendance. *Spring and Fall* Prerequisite(s): Completion of all courses through the third semester of the CST curriculum with minimum 2.5 GPA in CST courses; seeking an A.A.S. degree as a CST major; and a completed internship application submitted to the Coordinator of BCT Internships prior to enrollment in the course and the beginning of the term. Application is available on the web: www.pstcc.edu/departments/bctpi.

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. *On Demand*

CUE 2000  History & Philosophy of Credit Unions  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. *On Demand*

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. *On Demand*

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. *On Demand*

CUE 2150  Human Resource Management  3 Credits
A study of records management, training, salary administration, job evaluation, performance appraisal and benefit programs. *On Demand*

CUE 2200  Credit Union Management  2 Credits
A study of planning, organizing, leading and controlling as it relates to credit union operation. *On Demand*

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
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. On Demand

CUE 2300 Financial Counseling 2 Credits
A study of financial counseling. Topics include family resource management, consumer credit, budgeting, social security and estate planning. On Demand

CUE 2310 Economics & the Monetary System 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. On Demand

CUE 2350 Money & Banking 3 Credits
A study of financial institution structures and their role in the financial, economic and open market operations. On Demand

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. On Demand

CUE 2450 Financial Management I 3 Credits
An introduction to general concepts in finance and their application to credit union financial management. This is the first in a two-part series on financial management. On Demand

Prerequisite(s): CUE 2450

CUE 2500 Credit Union Finance 3 Credits
Applications and issues in credit union financial management. On Demand

Prerequisite(s): CUE 2450

DEVELOPMENTAL STUDIES ENGLISH (SEE ENGLISH)

DEVELOPMENTAL STUDIES MATH (SEE MATHEMATICS)

DEVELOPMENTAL STUDIES READING (SEE READING)

DEVELOPMENTAL STUDY SKILLS

DSPS 0800 (formerly 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. Spring and Fall

E-COMMERCE/MARKETING

MKT 2200 Principles of Marketing 3 Credits
A study of the function of marketing in businesses and organizations. Topics include target markets, segmentation, product and service analysis, promotion planning, distribution and supply chain management, and pricing strategies within the context of relationship marketing. Spring and Fall

◆ Meets Pellissippi State and Tennesse Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
MKT 2260  Marketing Information  3 Credits
This course focuses on the collection, evaluation and analysis of data and information about the external environment, products and industries and consumer/buyer behavior. It is an analysis of how buying behavior and decision-making affect the development, pricing, distribution and promotion of products. The course will explore the entire range of product types: goods, services, ideas and people. Other topics are the unique challenges of marketing services and customer experience management. The course will culminate in a project in which students develop a situation analysis and a target market and segmentation plan for a specific product. Spring Prerequisite(s): MKT 2200 and OST 1211 Corequisite(s): MKT 2350

MKT 2350  Buyer Behavior  3 Credits
This course addresses the factors that influence the buyer behavior of consumers and business customers. One section will focus on cultural, social, family and individual influences, such as personal motives, perception and attitudes on consumer buying decisions for goods and services. Another section will address business-to-business buying behavior. Spring Prerequisite(s): MKT 2200 and OST 1211 Corequisite(s): MKT 2260

MKT 2420  Customer Service  3 Credits
A practical course designed to prepare students to meet and exceed customers’ expectations. The course focuses on communication, including listening, electronic, verbal, nonverbal, and telephone communication skills and communicating in difficult and diverse customer situations. Techniques for learning involve simulations, observation research and an individual skill-building project. Fall

MKT 2450  E-Commerce  3 Credits
A study of e-commerce and its impact on business. The course provides a framework for understanding e-commerce, including possible marketing opportunities, as well as implementation and organization issues involved in capitalizing on e-commerce. On Demand

MKT 2471  E-Commerce/Marketing Internship  3 Credits
This course is a supervised work experience requiring a minimum of 135 hours in an e-commerce/marketing training capacity. Individual conferences are arranged instead of class attendance. On Demand Prerequisite(s): Completion of 15 hours of MKT courses with minimum 2.5 GPA in MKT courses; seeking an A.A.S. degree as an E-Commerce/Marketing major; and a completed internship application submitted to the Coordinator of BCT Internships prior to enrollment in the course and the beginning of the term. Application is available on the web: www.pstcc.edu/departments/bctpi.

MKT 2550  Sales/Event Marketing  3 Credits
A study of the principles and techniques of effective promotion. Course is designed to provide foundational skills in sales and sales management, public relations and event marketing. Spring Prerequisite(s): ADV 2500 and MKT 2200

EARLY CHILDHOOD EDUCATION

ECEd 1010  Orientation to Early Childhood Education  2 Credits
Introduces the student to the early childhood education profession and the basic skills needed for a successful academic career. Topics include professionalism, family relationships, individual and cultural diversity, child development, developmentally appropriate practice, observation and assessment, learning environment, health and safety, and guidance. Students study the different types of early childhood programs, community resources and professional organizations. On Demand

ECEd 1020  Foundations of Early Childhood Development  3 Credits
Provides a survey of theoretical models and services available to parents and children. Includes a study of developmentally appropriate practices and the teacher’s role in supporting development in the early childhood setting. On Demand
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECEd 2010</td>
<td>Safe, Healthy Learning Environments</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of the basic principles of good health as they relate to the child in the family, child care center, or family child-care home, and the community. Includes child nutrition, growth, disease and accident prevention, and safety. Also included is a study of principles of creating appropriate learning environments for young children. Laboratory observation and interaction.</td>
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<tr>
<td>ECEd 2020</td>
<td>Infant, Toddler, &amp; Child Development</td>
<td>3</td>
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<tr>
<td></td>
<td>The study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child birth to 9. Laboratory observation and interaction.</td>
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<tr>
<td>ECEd 2030</td>
<td>Infant &amp; Toddler Care</td>
<td>3</td>
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<td></td>
<td>A course in methods of providing safe, competent individual and group care, as well as a warm and secure emotional atmosphere for infants and toddlers. Includes procedures for stimulating the intellectual and physical development of infants and toddlers in addition to basic care-giving skills. Course open to non-majors (i.e. parents, parent-to-be, babysitters).</td>
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<tr>
<td>ECEd 2040</td>
<td>Family Dynamics &amp; Community Involvement</td>
<td>3</td>
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<td></td>
<td>The role of the family and community in the physical, cognitive, social, and emotional growth of the child in a diverse society. The areas of professionalism, program management, advocacy, and family development and the structure of the family will be the main topics. Laboratory observation and interaction.</td>
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<tr>
<td>ECEd 2050</td>
<td>Psychomotor Development</td>
<td>3</td>
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<td></td>
<td>The major theories of psychomotor development and the application to the development of the young child. Particular emphasis is placed on the positive development of motor skills. Laboratory observation and interaction.</td>
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<tr>
<td>ECEd 2060</td>
<td>Development of Exceptional Children</td>
<td>3</td>
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<tr>
<td></td>
<td>This course covers physical disabilities, mental retardation, sensory impairment, the gifted child, and the accessing and coordinating of community resources to ensure accurate diagnosis and appropriate treatment and services. Students will learn to interpret diagnostic instruments and to write programs to meet the special needs of exceptional children. Laboratory observation and interaction.</td>
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<tr>
<td>ECEd 2070</td>
<td>Developmental Assessment</td>
<td>3</td>
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<td>A study of the basic instruments and checklists leading to competency in screening children for developmental problems. The course will also consider appropriate community support programs and referral procedures. Laboratory observation and interaction.</td>
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<tr>
<td>ECEd 2080</td>
<td>Children’s Literature</td>
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<td>Examines the criteria for selecting appropriate literature for children. Discussion topics explore age levels, values taught through literature and literary and artistic qualities.</td>
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<tr>
<td>ECEd 2090</td>
<td>Creative Development</td>
<td>3</td>
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<td>A course dealing with theories, teaching techniques, and basic program components of early childhood art instruction. Emphasizes value of art in physical-mental and social-emotional growth of young children. Explores use of art media, creative play activities, and methods of incorporating creativity into other curricular areas.</td>
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<tr>
<td>ECEd 2100</td>
<td>The Mentoring Teacher</td>
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<td>A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff.</td>
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<tr>
<td>ECEd 2110</td>
<td>Advanced Learning Environments</td>
<td>3</td>
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<td></td>
<td>This course focuses on the skill, knowledge, and materials development which are necessary in the provision of a developmentally appropriate environment for young children. Laboratory observation and interaction.</td>
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</tbody>
</table>
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
ECEd 2120 Administration of Child Care Centers 3 Credits
A study of organization and administration practices applicable to the child care center. Topics of special consideration will be staff-management relations, state and local licensing standards, national accreditation, CDA standards, tax laws, legal liabilities, and the effect these topics will have on the care of the child. Laboratory observation and interaction. On Demand

ECEd 2130 Clinical Practicum I 3 Credits
Supervised practicum with a minimum of 15 clock hours in seminar and 90 clock hours in an early childhood program offering practical experiences in a learning environment for young children. A study of the physical and human qualities that combine to create a classroom that is safe and healthy and that promotes optimal learning. On Demand

Prerequisite(s): Department approval

ECEd 2140 Clinical Practicum II 3 Credits
Pre- or in-service supervised clinical experience with a minimum of 15 clock hours in seminar, 45 clock hours in an approved clinical site (NAEYC-, NAFFC-, or NSACA-accredited agency or TECTA-approved site), and 45 clock hours in student’s worksite. On Demand

Prerequisite(s): ECEd 2010, 2020, 2040, 2130, or department approval

ECONOMICS

★ECN 2010 Principles of Economics 4 Credits
A presentation of 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. Spring and Fall

Corequisite(s): College-level math

EDUCATION

EDU 1000 Exploring the Profession 2-3 Credits
This course will provide students the opportunity to view the teaching profession as a possible career option. The course will combine classroom discussion with field observations as a means to analyze the teaching profession as it exists in America today. On Demand

Corequisite(s): ENGL 1010

EDU 1200 Student Leadership 1 Credit
This course is designed to provide a formally structured leadership education program for current student leaders involved in co-curricular programs and potential new student leaders that will engage them in active leadership training and personal development. Course is designed for Student Ambassadors, Tele-counselors, COSA members and other PSTCC student leaders. Registration for the course is by instructor approval only. On Demand

Prerequisite(s): Consent of instructor

EDU 2030 Field Studies in Science Education 2 Credits
Background in elementary science education goals and pedagogies; training in cart demonstrations; design, preparation, implementation and evaluation of hands-on science activities in the elementary schools; and development of family science activities. On Demand

Prerequisite(s): Successful completion of a college-level laboratory science course, or two years of high school science

ELECTRICAL ENGINEERING

★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. Fall

Prerequisite(s): CHEM 1120 and CID 1101 and CSIT 1370 and ENS 1310

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
ECE 2020  Circuits II W/Lab  4 Credits
Average, complex, real and imaginary power; effective value of voltage and current; three-phase circuits; delta and wye connections, power measurement using two wattmeters; complex frequency; sinusoidal forcing functions and natural response; resonance: general case, special cases in series and parallel circuits; scaling: magnitude and frequency; mutual inductance transformers as circuit elements; linear and ideal transformers as circuit elements; linear and ideal transformers; admittance, impedance and hybrid parameters; trigonometric and complex Fourier series. Course includes 3 hours of lecture and 3 hours of laboratory applications each week. Spring Prerequisite(s): ECE 2010 Corequisite(s): MATH 2110 and PHYS 2120

ELECTRICAL ENGINEERING TECHNOLOGY

EET 1001  Introduction to Electrical Engineering Technology  1 Credit
The student is introduced to electronic instrumentation (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. Spring and Fall

EET 1010  Electric Circuits I W/Lab  4 Credits
An introductory course in DC and AC circuits. Topics include atomic structure, current and voltage, resistance and power. Ohm’s Law and series and parallel circuits are covered. Transient response for capacitors and inductors are also discussed. The course includes fundamental AC concepts and phasor calculations for impedance, voltage, and current in RLC circuits. There will also be discussion of ladder logic and introduction to motors and transformers. Spring and Fall Corequisite(s): MATH 1730 or 1731

EET 1020  Electrical Circuits II W/Lab  4 Credits
A continuation of EET 1010. This course extends DC topics to include Network Theorems such as Thevenin and Norton equivalent circuits. AC topics are covered in more detail and include series and parallel resonance, filters, and 3-phase power. Transformers and motors are also covered in more depth than in Circuits I. Spring and Fall Prerequisite(s): EET 1010

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, and operational amplifiers. Spring Prerequisite(s): EET 1010

EET 1310  Digital Fundamentals W/Lab  4 Credits
A study of basic numbering systems, basic computer codes, Boolean algebra, basic logic gates, and 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. Spring and Fall

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. Fall Prerequisite(s): 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 Parallel Interface Adapter (PIA), Asynchronous Communication Interface Adapter (ACIA), programmable timers, and modems. Spring and Fall Prerequisite(s): EET 1310

EET 2330  Advanced Microprocessors I  4 Credits
This course is an extended course in microprocessor technology using modern 16/32 bit microprocessors based primarily on the Motorola 68000 and 68020. Topics include A/D and D/A principles, programmable timers, architecture, 68000 instruction set and processor capabilities. Fall Prerequisite(s): EET 2310

Meeting Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
EET 2340  Advanced Microprocessors II  4 Credits
This course is an extended course in microprocessor technology using modern 16/32 bit microprocessors based primarily on the Motorola 68000 and 68020. Topics include capabilities, exception processing, programming the 68000, IEEE 488 basics and the use of logic analyzers for troubleshooting. On Demand Prerequisite(s): EET 2330

EET 2601  Major Projects  2 Credits
A project course in which the student and instructor identify a 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. Spring Prerequisite(s): EET 2310 Corequisite(s): EET 2220

EET 2900  Special Topics  1-3 Credits
Special projects and applications in emerging technology. Content will vary, as this course is a means for classes to explore certain topics in depth not covered in the general curriculum. May be repeated for credit up to 9 hours. On Demand Prerequisite(s): Consent of instructor

EET 2910  Data Acquisition & Control  2 Credits
LabVIEW will be emphasized in solving problems in instrumentation and control. This course covers basic data acquisition and control techniques. Spring Prerequisite(s): EET 1210 and 2310

EET 2920  Programmable Controllers  2 Credits
An introductory course in programmable logic controllers (PLCs) and basic applications in which they are used. Topics include an overview of PLCs, PLC hardware components, basics of PLC programming, development of fundamental PLC wiring diagrams and ladder programs, programming timers and counters, advanced programming techniques, and PLC control of motors and processes. Spring Prerequisite(s): EET 1010

ENGINEERING SCIENCE

★ENS 1210  Statics  3 Credits
Vectors, forces and moments; equivalent force systems; and free-body diagrams, equilibrium, frames, trusses, and friction. Spring and Fall Corequisite(s): MATH 1910

★ENS 1310  Particle Dynamics  3 Credits
Kinematics, simple harmonic motion; kinetics, Newton’s laws, work-energy, impulse-momentum; impact. Spring and Fall Prerequisite(s): ENS 1210 Corequisite(s): MATH 1920

★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. Spring and Fall Prerequisite(s): ENS 1310 and MATH 1920

ENGLISH

DSPW 0700  (formerly 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. Spring and Fall

DSPW 0800  (formerly 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. Spring and Fall Prerequisite(s): Completion of or exemption from DSPR 0700 (Basic Reading)

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
ENGL 1010 (formerly 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. Spring and Fall Prerequisite(s): Satisfactory placement test scores or satisfactory completion of DSPW 0700 and 0800

ENGL 1010 (formerly ENG 1070) Honors Composition I 3 Credits
Enriched version of ENGL 1010. Study and practice of expository and persuasive writing. Topics include essays, letters, and memos with emphasis on writing processes, logic, and research. Fall Prerequisite(s): ACT English score of 26 or above and permission of the English Department

ENGL 1020 (formerly ENG 1020) English Composition II 3 Credits
Analytic writing based on the study of literature; study and practice of research writing. Spring and Fall Prerequisite(s): ENGL 1010

ENGL 1020 (formerly ENG 1080) Honors Composition II 3 Credits
Enriched version of ENGL 1020. Expository and analytic writing based on the study of literature; study and practice of research writing. Spring Prerequisite(s): ENGL 1010, ACT English score of 26 or above and permission of the English Department

ENGL 1030 (formerly 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. Spring and Fall Prerequisite(s): Enrollment in or completion of ENGL 1010

ENGL 1040 (formerly ENG 1040) Basic Pronunciation—ESL 1 Credit
A course to help international students improve their English speaking skills and master the patterns of English spelling. Students practice the production of English sound patterns and related spelling patterns. Highly recommended to all ESL students who do not have excellent pronunciation. Spring and Fall

ENGL 1050 (formerly ENG 1050) Advanced Speaking—ESL 1 Credit
A course for non-native speakers of English emphasizing vocabulary development in academic content areas, speaking and listening skills. Recommended to all ESL students entering college-level courses. On Demand

ENGL 1221 (formerly 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. Spring and Fall Prerequisite(s): 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.

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
ENGL 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 ENGL 1010. Spring and Fall Prerequisite(s): 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.

◆◆ENGL 2110  American Literature I  3 Credits
A study of the development of American literature from its beginnings to the War Between the States. Spring and Fall Prerequisite(s): ENGL 1020

◆◆ENGL 2120  American Literature II  3 Credits
American literature from the War Between the States to the present. Spring and Fall Prerequisite(s): ENGL 1020

◆◆ENGL 2210  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. Fall Prerequisite(s): ENGL 1020

◆◆ENGL 2220  British Literature II  3 Credits
A study of the development of British literature from three periods: Romantic, Victorian and 20th Century. Spring Prerequisite(s): ENGL 1020

◆◆ENGL 2310  World Literature I  3 Credits
Ancient, Medieval and Renaissance literature. Spring and Fall Prerequisite(s): ENGL 1020

◆◆ENGL 2320  World Literature II  3 Credits
Enlightenment, Romantic and Modern literature. Spring and Fall Prerequisite(s): ENGL 1020

◆◆ENGL 2331  African-American Literature  3 Credits
An introduction to poetry, essays, fiction and drama written by African-American writers during the slavery and freedom, reconstruction, Harlem Renaissance and realism-naturalism-modernism periods; elements of the African-American vernacular tradition. On Demand Prerequisite(s): ENGL 1020

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
ENGL 2510 (formerly ENG 2510) Introduction to Poetry 3 Credits
A study of poetry as a unique genre of literature with an emphasis on the critical tools for reading poetry. Spring and Fall Prerequisite(s): ENGL 1020

ENGL 2630 (formerly ENG 2630) Introduction to Creative Writing 3 Credits
Writing of poetry and short fiction in combination with study of models and techniques. Spring and Fall Prerequisite(s): ENGL 1020

ENGL 2660 (formerly ENG 2660) Introduction to Playwriting 3 Credits
Writing of plays in combination with study of models and techniques. On Demand Prerequisite(s): ENGL 1010 or consent of instructor.

ENGL 2670 (formerly ENG 2670) Introduction to Screenwriting 3 Credits
Writing of screenplays in combination with study of models and techniques. On Demand Prerequisite(s): ENGL 1010 or consent of instructor.

ENGL 2950 (formerly 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. Spring and Fall Prerequisite(s): ENGL 1010

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. Fall

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. On Demand

ENV 2010 Hazardous Waste Safety 3 Credits
This course is a study of job-related safety and hazardous waste legislation. Topics include safety philosophies and engineering factors involved in meeting the safety standards of OSHA, RCRA, SASA and CERCLA. This course covers all the materials for SARA/OSHA 1910. 120 certification. Spring and Fall

ENV 2030 Industrial Hygiene W/Lab 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. On Demand

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 included financial needs, institutions, and instruments; concepts of risk and return; ratio analysis; capital budgeting; interest rates; and liability management. Spring and Fall Prerequisite(s): ACC 2110 and MATH 1530

FIN 2450 Real Estate Principles & Salesmanship 4 Credits
The course examines the fundamental principles underlying real estate brokerage activities, as well as skills needed to sell real estate property. The treatment of these principles in Tennessee law will also be addressed. Spring and Fall

Tennessee law will also be addressed. Spring and Fall

Transfers as equivalent course to the University of Tennessee, Knoxville.
Meet Pellissippi State and Tennesse Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
FRENCH

★FREN 1010
(formerly FRE 1010) Beginning French I 3 Credits
Introduction to reading, writing, speaking and understanding the French language within a cultural context. Language laboratory required; listening and practice materials on tape, coordinated with a workbook and computer exercises. Spring and Fall

★FREN 1020
(formerly FRE 1020) Beginning French II 3 Credits
Vocabulary building, grammar, conversation, and culture. Language laboratory required; listening and practice materials on tape, coordinated with a workbook. Spring and Fall

Prerequisite(s): FREN 1010 or one year of high school French

◆★FREN 2100
(formerly FRE 2100) Intermediate French I 3 Credits
Grammar, conversation, and aspects of French culture. Language laboratory required; listening and practice materials on tape, coordinated with a workbook and computer exercises. Spring and Fall

Prerequisite(s): FREN 1020 or equivalent

◆★FREN 2100
(formerly FRE 2100) Intermediate French II 3 Credits
An introduction to French literature and film and a review of conversation skills. Language laboratory required; listening and practice materials on tape. Spring and Fall

Prerequisite(s): FREN 2010 or equivalent

GEOGRAPHIC INFORMATION SYSTEMS

GIS 1010 Fundamentals of GIS 3 Credits
Presents an overview of the GIS profession and the opportunities available in the field. Presents introductory content on typical business and technical applications, data, software, and techniques used to accomplish GIS projects. When possible, local GIS professionals present seminars on their work. Students receive hands-on experience with global positioning system (GPS) and GIS hardware and software. Students learn the basics needed for advanced GIS courses. This course is also designed for students who want to become generally familiar with GIS technology. Students should have a working knowledge of Microsoft Windows before enrolling in the course. Spring and Fall

GIS 1020 Digital Images & Base Maps 3 Credits
Presents software and techniques used to acquire and manage digital images applied to make GIS base maps. Introduces methods that enable a GIS professional to register and rectify raster data for use in GIS projects. Students learn digital photogrammetric and field GPS methods that make it possible to create an orthophotograph from historical aerial photographs and to mosaic multiple aerial photographs into a seamless image for GIS use. On Demand

GIS 1030 GIS Data Sources & Quality 3 Credits
Provides a rigorous opportunity to become knowledgeable about sources and quality of a variety of commercial and public data available via the Internet. Much GIS data already exists but is difficult to find, often has quality problems and may only be available in certain file formats. The GIS professional must be able to evaluate data problems and be able to efficiently acquire the data and convert it to his/her use. Students examine a variety of GIS data, evaluate the meta-data and determine the quality as related to the expected end use. On Demand

GIS 1040 GIS Customizations Using Visual Basic 3 Credits
Visual Basic is frequently used to automate certain procedures and customize geographic information system software interfaces for many applications. This course introduces the use of Visual Basic for these purposes. On Demand

Prerequisite(s): FREN 1010

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
GIS 1110 Intro to GIS Database Management 3 Credits
Introduces the concept of database structure to GIS projects and provides skill training in the use of relational databases for spatial and multiple table queries. Structured Query Language (SQL) is used. Students design, develop, maintain, query and modify a variety of GIS databases. Database importing, exporting and file conversion are also covered. On Demand Prerequisite(s): GIS 1010

GIS 1120 Desktop GIS Software Tools 3 Credits
Instruction in the use of commercial GIS viewers and associated tools used in various courses and GIS projects. The specific product offered will vary depending on student needs and the commercial success of the software. The course will provide training on the use of products that are currently commercially viable. May be repeated for credit up to 9 hours with consent of GIS coordinator. On Demand Corequisite(s): GIS 1010 or consent of GIS coordinator

GIS 1200 Global Positioning Technology 3 Credits
Provides experience in planning and executing efficient data collection ranging from digitizing existing maps and images to collecting spatial feature attribute data with global positioning technology and creating GIS data layers. Students will become thoroughly familiar with GPS hardware and software and scanning and digitizing techniques to create and update GIS databases. On Demand Prerequisite(s): GIS 1010

GIS 1600 Business Geographics 3 Credits
Focuses on the business applications of GIS primarily concerned with the analysis of customer and demographic data in the context of the physical world. Business applications deal with the analysis of alternative retail locations, the evaluation of market opportunities and practical logistics. Demographic databases are queried and results visualized addressing specific business decisions. On Demand Corequisite(s): GIS 1010 or consent of GIS coordinator

GIS 2030 Planning & Executing Projects 3 Credits
Teaches the reality of contemporary GIS work that requires cost-effective planning and execution of projects that meet client needs and budgets. Student teams plan, bid, and execute small GIS projects and are evaluated on their efficiency and effectiveness in meeting client need, cost, teamwork and profitability criteria. Prepares students for independent work in GIS 2050. On Demand Prerequisite(s): GIS 1010 and 1110

GIS 2050 Independent GIS Projects 3 Credits
This course is carried out independently by the student after consultation with the GIS advisor to specify the project deliverables. Results of the project work are reported as a seminar to simulate delivery of the final product to the client. On Demand Prerequisite(s): GIS 2030

GIS 2120 Image & Raster GIS Analysis 3 Credits
Provides training in the use of advanced image and raster GIS tools, including the analysis of multispectral satellite data now widely available. Students will also be trained to use 3D tools to visualize GIS data. Data from the Endeavor satellite that made the first 3D map of the Earth will also be incorporated. Provides the analytical basis for the preparation of raster data for use in GIS 2510. On Demand Prerequisite(s): GIS 1010 and 1020 or consent of GIS coordinator

GIS 2410 GIS Web Applications 3 Credits
Provides the opportunity for students to use the latest Internet mapping tools to deliver GIS and location-based services via the Internet. Students will be trained to deliver GIS applications on the Internet using a variety of tools and emerging raster and vector standards. On Demand Prerequisite(s): GIS 1010 or consent of GIS coordinator

GIS 2510 GIS Software Systems 3 Credits
Instruction in the use of complete commercial GIS systems used in various GIS courses and projects. The specific system offered will vary depending on student needs and the commercial success of the software system. The course will provide training on the use of systems that are currently commercially viable. May be repeated for credit up to 9 hours with consent of GIS coordinator. On Demand Prerequisite(s): GIS 1010 or consent of GIS coordinator

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
GIS 2600  Location Based Services  3 Credits
Examines the latest trends in business geographics and location-based Services (LBS) and provides students with training in the latest tools and applications products. This technology is developing rapidly as a combination of GIS, GPS, database management, Internet and wireless communication technologies. On Demand Prerequisite(s): GIS 1010 and 1110, and 1600 or consent of GIS coordinator

GIS 2710  GIS Cartography  3 Credits
Combines cartographic principles with GIS technology and practice to provide students with experience in creating their own finished maps. Students learn to prepare their own maps by using GIS map-making tools to apply a variety of vector and raster data. Emphasis is given to the understanding of map source data and the quality of finished GIS cartographic products. Large-format finished cartographic products are required as class projects. On Demand Prerequisite(s): GIS 1010 and 1020 or consent of GIS coordinator

GIS 2810  Special Topics in GIS  1-4 Credits
Study and discussion of a selected topic in geographic information systems. Content will vary, as this course is a means for classes to explore certain GIS topics in depth. Classes may be taught by visiting professors. May be repeated for credit when a different topic is taught. On Demand Prerequisite(s): GIS 1010 or consent of GIS coordinator

GEOL 1040  Physical Geology  4 Credits
An introduction to study of the Earth and the scientific method. Physical processes that continuously change the Earth’s surface and interior are studied to understand the origins of rocks, volcanoes, earthquakes, continents, oceans, and the atmosphere. Course includes three hours of lecture and three hours of laboratory applications each week. Fall

GEOL 1050  Historical Geology  4 Credits
A study of the interrelated physical and biological changes occurring during Earth’s 4.5-billion-year history. Geologic, biologic, and radiometric dating principles are used to interpret the rock and fossil records of change occurring on continents and in ocean basins that have affected the evolution of life on Earth. Course includes three hours of lecture and three hours of laboratory applications each week. Spring Prerequisite(s): GEOL 1040

GEOL 1300  The Environmental W/Lab  4 Credits
A study of the Earth’s environment and the natural and anthropogenic impacts that affect the environment. A review of Earth’s geology provides a basis for discussing environmental issues stemming from the rapid increase in world population and the associated demands for resources and energy. Focus is on current environmental issues such as water and air pollution, global warming, managing waste discharges, energy production, and how to manage change to ensure a high quality environment for generations that follow. Environmental issues will be further explored in weekly laboratory exercises. Spring and Fall

GERMAN

★GERM 1010  Beginning German I  3 Credits
Introduction to German. Fall

★GERM 1020  Beginning German II  3 Credits
Continuation of GERM 1010. Spring Prerequisite(s): GERM 1010 or one year of high school German

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
◆★GERM 2010  
(formerly GER 2010)  Intermediate German I  3 Credits  
Reading, writing and speaking German.  
*Fall Prerequisite(s):* GERM 1020 or equivalent

◆★GERM 2020  
(formerly GER 2020)  Intermediate German II  3 Credits  
Continuation of GERM 2010.  
*Spring Prerequisite(s):* GERM 2010 or equivalent

HISTORY

◆★HIST 1010  
(formerly HIS 2410)  Western Civilization I  3 Credits  
A survey of the ancient Western world to 1715.  
*Spring and Fall*

◆★HIST 1010  
(formerly HIS 2470)  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.  
*Fall Prerequisite(s):* Consent of instructor and ACT composite score of 24

◆★HIST 1020  
(formerly HIS 2420)  Western Civilization II  3 Credits  
A survey of the Western world from 1715 to the present.  
*Spring and Fall*

◆★HIST 1020  
(formerly HIS 2480)  Honors Western Civilization II  3 Credits  
A survey of the modern Western world from 1715 to the present that through use of primary and secondary sources and extensive class discussion seeks to develop a conceptual understanding of the underlying assumptions of our present civilization.  
*Spring Prerequisite(s):* Consent of instructor an ACT composite score of 24

◆★HIST 1110  
(formerly HIS 2610)  World Civilization I  3 Credits  
A survey of world history from the emergence of human civilizations to the 1500s. The course focuses on finding the order, meaning, and purpose in human events through a comparative study of the Western and non-Western historical experiences.  
*Fall*

◆★HIST 1120  
(formerly HIS 2620)  World Civilization II  3 Credits  
A survey of world history from the 1500s to contemporary times. The course focuses on finding the order, meaning, and purpose in human events through a comparative study of the Western and non-Western historical experiences.  
*Spring*

◆★HIST 2010  
(formerly HIS 2210)  U.S. History I  3 Credits  
A survey of U.S. history from settlement to 1877.  
*Spring and Fall*

◆★HIST 2020  
(formerly HIS 2220)  U.S. History II  3 Credits  
A survey of U.S. history from 1877 to the present.  
*Spring and Fall*

HIST 2040  
(formerly HIS 2110 & 2120)  African-American Studies  3 credits  
A multidisciplinary approach to the African-American experience during the 19th and 20th centuries. This course fulfills the Social/Behavioral Sciences requirement for university parallel and career/technical students.  
*On Demand*

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements.  
★ Transfers as equivalent course to the University of Tennessee, Knoxville.
HOSPITALITY

★HSP 1200  Introduction to Hospitality I  3 Credits
This course is an introduction to the hospitality industry, with emphasis on the broad spectrum of hospitality organizations and career opportunities. Spring and Fall

HSP 1300  Facilities Operation & Maintenance  3 Credits
This course is designed to offer information to hospitality managers who manage the physical plant of a hospitality facility. Provides understanding of terminology vital for communication with engineering and maintenance. On Demand

HSP 1900  Practicum I  1 Credit
This course is a supervised entry-level work experience in the hospitality field requiring a minimum of 200 work hours. Individual conferences are arranged instead of class attendance. Spring and Fall Prerequisite(s): HSP 1200; seeking an A.A.S. degree as a Hospitality major; and a completed internship application submitted to the Coordinator of BCT Internships prior to enrollment in the course and the beginning of the term. Application is available on the web: www.pstcc.edu/departments/bctpi. Corequisite(s): HSP 2200

HSP 2000  Purchasing  3 Credits
This course is intended to focus on the principles of how to select and procure items to be utilized in the hospitality industry. Fall Prerequisite(s): HSP 1200

HSP 2010  Lodging Management  3 Credits
This course covers management of the functional areas of lodging establishments, including housekeeping and back office. On Demand Prerequisite(s): HSP 2200

HSP 2050  Cost Control  3 Credits
This course is intended to provide the student with the methodologies and tools to control food, beverage, labor and other costs within a hospitality business. The course regularly uses basic mathematics. Spring Prerequisite(s): HSP 1200

HSP 2100  Professional Beverage Management  3 Credits
This course deals with the management of beverages within the hospitality industry context. The course provides students with a history of beverages within the industry as well as knowledge of the products, facilities, regulations and mixology. On Demand Prerequisite(s): HSP 1200

★HSP 2200  Introduction to Hospitality II  3 Credits
This course is an in-depth introduction to hospitality management with an emphasis on the functions of the hospitality manager. It includes the historical and future perspectives of the hospitality industry. Spring Prerequisite(s): HSP 1200

HSP 2210  Travel/Tourism Administration  3 Credits
This course covers modes of travel and accommodations, travel behavior, the sociology of tourism, tourism components and supply, and tourism marketing and research. Fall Prerequisite(s): HSP 2200

HSP 2250  Professional Catering  3 Credits
This course examines the requirements to start and operate a catering company. Topics of discussion include kitchen equipment, regulations, operations and business planning. On Demand Prerequisite(s): HSP 1200

HSP 2260  Front Office Operations  3 Credits
This course covers front office operations and guest services. Emphasis is placed on procedures and functional applications of the front office with respect to the other hotel departments. Spring Prerequisite(s): HSP 1200

HSP 2300  Food & Beverage Operation  3 Credits
This course covers restaurant and food service operations, including facilities capabilities, personnel management, daily operations, sanitation, and facilities readiness. Fall Prerequisite(s): HSP 2200

◆Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
HSP 2310       Quick-Serve Operation       3 Credits
This course covers the operation of quick-serve facilities, including daily operations
requirements, sanitation, facilities readiness, calibration of equipment, staff training and
recruitment.  On Demand Prerequisite(s): HSP 2200

HSP 2320       Quantity Food Production       3 Credits
This course is a study and application of principles of quantity food production using institutional
equipment and procedures. It includes quantity food planning, procurement and service. Spring Prerequisite(s): HSP 2200

HSP 2500       Travel Geography               3 Credits
This course examines destination geography, including attractions, travel modes and
accommodations. On Demand Prerequisite(s): HSP 2200

HSP 2510       Travel Arrangements            3 Credits
This course examines the principles and methods of scheduling reservations. It includes
simulations of travel reservation systems. On Demand Prerequisite(s): HSP 2200 and 2210

HSP 2900       Practicum II                   2 Credits
This course is a supervised work experience requiring a minimum of 400 work hours in a hotel-
pitality management training capacity. Individual conferences are arranged with the Coordinator
of BCT Internships. Spring and Fall Prerequisite(s): HSP 1900; a minimum 2.5 GPA in HSP
courses; seeking an A.A.S. degree as a Hospitality major; second-year status or consent of
program coordinator; and a completed internship application submitted to the Coordinator of
BCT Internships prior to enrollment in the course and the beginning of the term. Application
is available on the web: www.pstcc.edu/departments/bctpi.

HUMANITIES
◆ HUM 2020       Special Topics in the Humanities       3 Credits
Study and discussion of a selected topic in the humanities. Content varies. May be repeated
for up to 6 hours of credit. Spring and Fall

◆ HUM 2100       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 and implement activities or programs.
Issues of diversity, personal growth and interpersonal relationships are explored within the
context of leadership development. Fall Corequisite(s): ENGL 1010

◆ HUM 2810       Introduction to Film Studies       3 Credits
An overview of film history using selected world cinema feature films. Basic elements of
film expression for understanding and analyzing narrative cinema. Some research is required. On Demand

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. On Demand

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. On Demand

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. On Demand
INP 1030  Multiple Lines Insurance  3 Credits
Course concerned primarily with major commercial lines insurance coverage. Selling tech-
niques successfully used by agents and brokers illustrate the application of coverage knowl-
edge in the sales process. On Demand

INP 1050  Agency Operation & Sales  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 responsibili-
ties are covered. On Demand

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, merchan-
dise and stock losses and business interruption losses. On Demand

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 rela-
tions skills are covered in the contemporary claims context. On Demand

Principles of Property & Liabilities
INP 1090  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. On Demand

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 con-
tracts. On Demand

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. On Demand

INP 1120  Essentials of Risk Control  3 Credits
A focus on three steps of the risk management process: selecting appropriate control tech-
niques, implementing those techniques, and monitoring the results for effective control and
coordination of the organization’s total risk management effort. On Demand

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. On Demand

INP 1300  Casualty Insurance  3 Credits
Coverage, policy provisions and concepts common to liability insurance policies; surety-
ship; liability insurance aspects of multiple-line contracts and life, health and social science.
On Demand

INP 1400  Commercial Property Risk Management & Insurance  3 Credits
Analysis and measurement of commercial property loss and exposure and the examina-
tion 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 man-
agement techniques. On Demand

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. On Demand

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. On Demand

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
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  Insurance Contract Analysis  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.  

INP 2100  Delivering Insurance Services  2 Credits
This course concentrates on the types of knowledge needed to deliver quality insurance services to the consumer. This is accomplished by focusing on terms, tools and ideas of continuous improvement. It is a component of the National Association of Insurance designation program.  

Prerequisite(s): INP 1010  

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

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. Spring  

IDT 1050  Design Trends & Techniques  1 Credit
An introductory course based on the study of components, trends and techniques basic to the art of interior design with emphasis on the principles and elements of design, selection of finishes and furniture and presentation of interior design concepts. Spring and Fall  

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. Spring and Fall Corequisite(s): ENGL 1010  

IDT 1300  Fundamentals of Architectural Drafting  4 Credits
A basic architectural drafting course that covers the fundamental techniques and principles necessary to understand and produce architectural drawings. Spring and Fall  

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
IDT 1350  AutoCAD & CAD Applications for Interior Design  4 Credits
Computer-aided design and drafting skills for interior design applications using AutoCAD and other CAD applications. Word processing and spreadsheet software are also incorporated to prepare professional technical reports. Spring and Fall

IDT 1500  Residential Design & Construction  4 Credits
Principles of spatial organization, creative problem solving and communication techniques in residential design. Integrates working drawings, materials and processes, presentation methods, and residential design. Spring and Fall

IDT 1600  Residential Design & Construction  4 Credits
This course covers a variety of skills, techniques, methods and materials used to visually communicate design concepts. The course is an application of one- and two-point perspectives, rendering techniques using various media, quick sketch techniques and 3-D computer applications to graphically delineate three-dimensional space. On Demand

IDT 2021  Professional Practice  3 Credits
Introduction to the business practices related to the interior design profession. Includes completion of essential forms and documents such as letters-of-agreement, contracts, client inventory forms, billing hours, budgets, purchase orders and other documents necessary to the operation and management of an interior design business. Fall

IDT 2022  Portfolio  1 Credit
Capstone course in which student design projects are reviewed in order to improve presentation techniques and skills for the purpose of employment in the interior design field. Overall professional presentation standards will be covered as well as various methods of portfolio development including photographing and digitizing projects for inclusion in portfolio. May include reworking design projects and presentation concepts. On Demand

IDT 2030  Modern Interiors & 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. Fall

IDT 2100  Health Care, Office & Adaptive Use Design  3 Credits
Complex problems utilizing systematic design methodology and CAD application to design health care, office and historic preservation/adaptive use projects. Fall

IDT 2200  Hospitality & Retail Design  4 Credits
Problem solving and spatial organization of commercial environments, with communication of total design solutions. Design problems will include programming, detailing, and choosing finishes for such projects as hospitality, restaurant, and retail spaces. Spring

IDT 2400  Interior Design Practicum  3 Credits
Course provides actual or realistic work experience. Individual conferences are held in lieu of class attendance. Spring and Fall

IDT 2500  Special Topics  1-3 Credits
Special projects and applications in emerging technology. Content will vary, as this course is a means for classes to explore certain topics in depth not covered in the general curriculum. May be repeated for credit up to 9 hours. On Demand

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
JOURNALISM

★JOU 2000 Newswriting 3 Credits
Writing for print and electronic media under deadline. Gathering information by using records, documents, observation and interviewing. Emphasis on library resources and current events. Basic style and editing based on AP Stylebook and Libel Manual. Spring and Fall Prerequisite(s): CMN 1020 and ENGL 1020 and keyboarding skills

★JOU 2030 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. Spring and Fall Prerequisite(s): ENGL 1010 or JOU 2000

★JOU 2700 Public Relations Principles 3 Credits
Theories and principles of public relations. Overview of public relations in the management of business, government, institutions and organizations. Brief case studies and public relations projects. On Demand Prerequisite(s): CMN 1020

JOU 2998 Journalism Internship 3 Credits
This course is designed to afford students practical work experience in the field of journalism, public relations, broadcasting or advertising. On Demand Prerequisite(s): CMN 1020 and consent of instructor. Corequisite(s): If internship is in a journalism or public relations environment, student must be enrolled in or have already completed JOU 2030 and/or JOU 2700

LAW (SEE PARALEGAL STUDIES)

MANAGEMENT

MGT 2000 Principles of Management 3 Credits
A study of management through analyzing managerial functions of planning, organizing, leading and controlling. Spring and Fall

MGT 2030 Team Leadership 3 Credits
A study of team leadership techniques needed for successful management. Topics include application of modern team management principles to leading, motivating, delegating and disciplining. Spring and Fall Prerequisite(s): MGT 2000 or HSP 1200

MGT 2050 Human Resources 3 Credits
A study of principles of human resource management, including equal employment law, recruitment, selection, and development and maintenance of the human resource. Spring and Fall Prerequisite(s): MGT 2000 or HSP 1200

MGT 2100 Information Systems 3 Credits
An introduction to 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. Fall Prerequisite(s): MGT 2000 and OST 1211 or 1005

MGT 2120 Production Operations 3 Credits
This course is a study of forecasting, capacity planning, materials management, scheduling and other production control techniques. Fall Prerequisite(s): MGT 2000 and MATH 1010 and 1530 and OST 1211

MGT 2160 Quality Improvement 3 Credits
This course is an 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. Spring Prerequisite(s): MATH 1010 Corequisite(s): MATH 1530
MGT 2180  Team Practicum  3 Credits  
A management simulation which is a culmination of the student’s academic studies that gives experience in applying theories and skills from various business disciplines to self-managed team problem solving through the use of readings, case studies, simulations, role plays and guest speakers. Spring Prerequisite(s): MGT 2030 and 2050 and department approval

MGT 2240  Entrepreneurship  3 Credits  
A project-oriented course designed to require students working in cross-functional teams to apply what they have learned in their major curriculum to the development of a complex entrepreneurial project. Emphasizes necessity of informed decision making and planning in all phases of business. Spring Prerequisite(s): ACC 2110 and MGT 2000 and MKT 2200 and department approval

MGT 2471  Management Internship  3 Credits  
This course is a supervised work experience requiring a minimum of 135 hours in a management training capacity. Individual conferences are arranged instead of class attendance. On Demand Prerequisite(s): Completion of 15 hours of MGT courses, with a minimum 2.5 GPA in MGT courses; seeking an A.A.S. degree as a Management major; and a completed internship application submitted to the Coordinator of BCT Internships prior to enrollment in the course and the beginning of the term. Application is available on the web: www.pstcc.edu/departments/bctpi.

MGT 2990  Students in Free Enterprise  3 Credits  
In conjunction with Students in Free Enterprise (SIFE), students will develop and implement a variety of projects that foster the principles of free enterprise while helping local businesses and the community. On Demand Prerequisite(s): Recommendation by Pellissippi State business faculty member

MKT (SEE E-COMMERCE/MARKETING)

MATHEMATICS

DSPM 0700  (formerly RSM 0730)  Basic Mathematics  3 Credits  
This course includes the study of integers, fractions, decimals, percents, ratio, proportions, measurements, equations and related applications. Calculator use is integrated throughout the course. Spring and Fall

DSPM 0800  (formerly DSM 0830)  Elementary Algebra  4 Credits  
This course includes the study of real numbers, algebraic expressions, functions, linear equations and inequalities, graphing, systems of linear equations and inequalities, and related applications. The TI-83 or TI-83 Plus calculator is required and used throughout the course. Spring and Fall Prerequisite(s): DSPM 0700 or equivalent math placement score

DSPM 0850  (formerly DSM 0840)  Intermediate Algebra  5 Credits  
This course includes the study of quadratics, rational and radical functions and their graphs, polynomial expressions, quadratic equations and inequalities, rational expressions and equations, radical expressions and equations, and related applications. The TI-83 or TI-83 Plus calculator is required and used throughout the course. Spring and Fall Prerequisite(s): DSPM 0800 or equivalent math placement score

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
MATH 1010
(formerly MTH 1100)
Survey of Mathematics
3 Credits

Topics include critical thinking skills, problem solving, logic, geometry with some right triangle trigonometry, measurement, consumer math, probability and statistics. Spring and Fall Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score.

MATH 1130
(formerly MTH 1010)
College Algebra
3 Credits

This course is designed for students who are not in university/parallel/transfer programs of science, mathematics, engineering, or computer science. Topics include linear, polynomial, rational, exponential, and logarithmic functions and their graphs and applications; linear and nonlinear models. Spring and Fall Prerequisite(s): Two years of high school algebra and ACT math score of at least 19, or DSPM 0850 or equivalent math placement score.

MATH 1410
The Structure of the Number System
3 Credits

Recommended for prospective elementary education teachers. Topics include problem solving, sets and relations, numeration systems, integers, elementary number theory, rational numbers, decimals and algebraic applications. On Demand Prerequisite(s): High school algebra I and algebra II and geometry and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score.

MATH 1420
Geometry/Statistics
3 Credits

Recommended for prospective elementary education teachers. Topics include elementary probability and statistics, basic plane and 3-space geometry, congruence and similarity, constructions, transformations, area, volume, surface area and measurements. On Demand Prerequisite(s): High school algebra I and algebra II and geometry and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score.

MATH 1530
(formerly MTH 1050)
Elementary Probability & Statistics
3 Credits

Topics include elementary probability theory, concepts of descriptive statistics, discrete and continuous distributions, hypothesis testing, confidence intervals, sample sizes, correlation, regression, multinominal and contingency tables. Noncalculus based. Computer applications will be investigated. Spring and Fall Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19 or DSPM 0850 or equivalent math placement score.

MATH 1630
(formerly MTH 1230)
Finite Mathematics
3 Credits

Linear Functions and applications, to functions, interest, annuities, amortization, systems of linear equations, including Gauss-Jordan elimination, and matrix theory. Linear programming using graphical and simplex methods. ACT math score of at least 21 is recommended. Spring and Fall Prerequisite(s): High school algebra I and algebra II and satisfactory placement test scores; or MATH 1130.

MATH 1720
(formerly 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 MATH 1910 if a high school trigonometry course has not been completed. On Demand Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score.

MATH 1730
(formerly MTH 1020)
Precalculus
5 Credits

Precalculus for students in university parallel/transfer programs of science, mathematics, engineering or computer science. This course prepares students for Calculus I. 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. Spring and Fall Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score.

MATH 1720
(formerly 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 MATH 1910 if a high school trigonometry course has not been completed. On Demand Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score.

MATH 1730
(formerly MTH 1020)
Precalculus
5 Credits

Precalculus for students in university parallel/transfer programs of science, mathematics, engineering or computer science. This course prepares students for Calculus I. 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. Spring and Fall Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score.

MATH 1720
(formerly 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 MATH 1910 if a high school trigonometry course has not been completed. On Demand Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score.
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
MATH 1731
(formerly MTH 1021) Technical Precalculus 5 Credits
Precalculus for engineering technology majors. Topics include systems of equations, complex numbers, determinants, vectors, trigonometric, exponential and logarithmic functions with engineering applications. Spring and Fall Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score

◆ MATH 1735 Calculus I W/Precalculus: Part I 5 Credits
Single variable calculus for students majoring in science, mathematics, engineering, and computer science. Limits and differentiation of polynomial, rational, trigonometric functions and their applications along with a review of algebraic and trigonometric functions. Topics for review include systems of equations and inequalities, maximization, trigonometric definitions, graphs, equations, and identities. On Demand Prerequisite(s): High school algebra I and algebra II and geometry and precalculus and ACT math score of at least 19; or DSPM 0850 and geometry with instructor recommendation

◆ MATH 1830
(formerly MTH 1255) Basic Calculus & Modeling 4 Credits
Topics include differentiation and integration of polynomial, rational, exponential, and logarithmic functions and methods of numerical integration. Topics from business modeling, such as economic applications and case studies, will be explored with computer simulations, computer labs, or calculators. A graphing calculator is required. Spring and Fall Prerequisite(s): High school algebra I and algebra II and precalculus and satisfactory placement scores; or MATH 1130 or 1730 or 1731

MATH 1840
(formerly MTH 1211) Technical Calculus 3 Credits
Analytic geometry, limits, derivatives and integrals of polynomial and rational functions with technical applications. This course is for Engineering Technologies majors. Spring and Fall Prerequisite(s): MATH 1730 or 1731 or MATH 1130 and 1720

◆ MATH 1905 Calculus I W/Precalculus: Part II 4 Credits
Single variable calculus for students majoring in science, mathematics, engineering and computer science. Limits and differentiation of polynomial, rational, trigonometric, exponential and logarithmic functions and their applications. On Demand Prerequisite(s): MATH 1735

◆ MATH 1910
(formerly MTH 1410) Calculus I 4 Credits
Single variable calculus for students majoring in science, mathematics, engineering and computer science. Limits and differentiation of polynomial, rational, trigonometric, exponential and logarithmic functions and applications. ACT math score of at least 26 is recommended. Spring and Fall Prerequisite(s): High school algebra I and algebra II and geometry and trigonometry and satisfactory placement test scores; or MATH 1730

◆ MATH 1920
(formerly MTH 1420) Calculus II 4 Credits
Integral calculus with applications. Topics include methods of integration, sequences, series, polar coordinates and differential equations. Applications include real-world problems in physics, engineering, economics and biology. Spring and Fall Prerequisite(s): MATH 1910

◆ MATH 2010
(formerly MTH 2510) Matrix Algebra 3 Credits
Topics include solutions of systems of linear equations and Euclidean vector operations. Concepts of linear independence, basis and dimension, rank, and nullity are defined and illustrated. Additional topics include eigensystems and general linear transformations. A computer laboratory component is required. On Demand Prerequisite(s): MATH 1920

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
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MATH 2050
(formerly MTH 2010) Introduction to Statistics 3 Credits
Descriptive statistics, including bivariate trends, time series, 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. A computer laboratory component is included. Spring and Fall
Prerequisite(s): MATH 1830 or 1910

MATH 2110
(formerly 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. Spring and Fall
Prerequisite(s): MATH 1920

MATH 2125
(formerly MTH 2420) Differential Equations With Matrices 5 Credits
This course of differential equations merged with matrix math concepts gives meaning to the first and utility to the second. Topics include first-order differential equations; mathematical models and numerical methods; linear equations of higher order; linear systems of differential equations; solutions using matrix calculations, eigenvalues, and eigenvectors; nonlinear systems and phenomena; Laplace transforms; and series solutions. Spring and Fall
Prerequisite(s): MATH 2110

MECHANICAL ENGINEERING TECHNOLOGY

MET 1002 Computer applications for Engineering Technologies 3 Credits
This is an introductory course in computer applications for Engineering Technologies. Topics include work-related safety issues and basic lab report and presentation skills. Hands-on use of Word, WordPerfect, Excel, PowerPoint QuickBasic programming and other program-specific software. Spring and Fall

MET 1010 Materials & Manufacturing Processes 3 Credits
An overview of material science and a survey of traditional and high-tech manufacturing processes. Spring and Fall Prerequisite(s): MET 1002 for MET majors; no prerequisite for non-majors

MET 1020 Shop Practices 4 Credits
An introductory course in the theory, setup and operation of basic machine tools and measuring equipment. Spring and Fall Corequisite(s): CID 1101 for non-majors and MET 1002 for MET majors

MET 1040 Applied Statics 3 Credits
A study of the effects of forces acting on bodies at rest. Topics include moments, equilibrium, simple trusses friction, centroids, center of gravity and moments of inertia. Spring and Fall Prerequisite(s): MATH 1730 or 1731 Corequisite(s): PHYS 1010; no corequisite for CET majors

MET 1051 Strength of Materials 4 Credits
A study of the internal reactions within a body caused by external forces acting on the body. Topics include stress, strain, torsion, bending, deflection, combined stresses and design of columns and connections. Spring and Fall

MET 1060 Maintenance Printreading Applications W/Lab 3 Credits
An introduction to printreading and the mathematical applications in the maintenance field. The purpose of the course is to introduce specialized blueprint reading needed for maintenance workers, with a review of associated math skills and operations. On Demand

MET 2020 Fluid Mechanics & Power Applications 4 Credits
A study of fluids, with hydraulic and pneumatic applications. Topics include pressure, fluid flow, fluid energy, system losses, pumps, control valves system analysis and maintenance. On Demand Prerequisite(s): MATH 1731

★ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
MET 2025  Applied Mechanics  4 Credits
A study of the forces acting on bodies in motion and the dynamic analysis of the basic elements common to most machine designs.  On Demand  Prerequisite(s): MET 1020 and MET 1051

MET 2030  Machine Elements W/Lab  3 Credits
A study in the selection and application of basic elements common to most machinery. Topics include drivetrains, power transmissions, couplings, friction reducers, maintenance and troubleshooting.  On Demand

MET 2040  Thermodynamics & Heat Transfer  3 Credits
Study of the basic laws of thermodynamics and heat transfer and their application to practical problems.  On Demand  Prerequisite(s): 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).  Spring and Fall  Prerequisite(s): CID 1101 and MET 1020

MET 2610  Special Projects: MET  2-4 Credits
A project-based course in which the students and instructor identify a research design problem to be pursued by the students.  May be repeated for credit up to 8 hours.  On Demand  Prerequisite(s): Consent of instructor

MET 2700  Computer-Aided Machining I  4 Credits
A state-of-the-art machining course in three-axis CNC milling.  On Demand  Prerequisite(s): MET 1020 and CID 1101  Corequisite(s): 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.  On Demand  Prerequisite(s): MET 2700

MET 2720  Computer-Aided Machining III  4 Credits
A state-of-the-art machining course in two-axis CNC turning.  On Demand  Prerequisite(s): MET 2700

MET 2800  Fundamentals of Testing  3 Credits
An introductory course in the development, procedure and analysis of various testing procedures.  Spring

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

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

MILITARY SCIENCE—AIR FORCE

★MSAF 1010  The Air Force Today I  1 Credit
This is a survey course that focuses on the organizational structure and missions of the Air Force; officership and professionalism; and includes an introduction to communicative skills.  A weekly leadership laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies is mandatory.  On Demand  Prerequisite(s): Permission from ROTC program at the University of Tennessee, Knoxville,  Corequisite(s): MSAF 1040

★MSAF 1020  The Air Force Today II  1 Credit
This course is a continuation of MSAF 1010 that focuses on the organizational structure and missions of the Air Force; officership and professionalism; and includes an introduction to communicative skills.  A weekly leadership laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies is mandatory.  On Demand  Prerequisite(s): Permission from ROTC program at the University of Tennessee, Knoxville,  Corequisite(s): MSAF 1040

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements.  ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
★MSAF 1030  Leadership Laboratory I  1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. On Demand Prerequisite(s): Permission from ROTC program at the University of Tennessee, Knoxville, Corequisite(s): MSAF 1010

★MSAF 1040  Leadership Laboratory II  1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. Prerequisite(s): Permission from ROTC program at the University of Tennessee, Knoxville, Corequisite(s): MSAF 1020

★MSAF 2010  The Development of Air Power I  1 Credit
This course focuses on factors contributing to the development of air power from its earliest beginnings through two world wars; the evolution of air power concepts and doctrine; and an assessment of communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies, Air Force environment, drill and ceremonies; and field training orientation is mandatory. On Demand Prerequisite(s): Permission from ROTC program at the University of Tennessee, Knoxville, Corequisite(s): MSAF 2030

★MSAF 2020  The Development of Air Power II  1 Credit
This course is a continuation of MSAF 2010 that focuses on factors contributing to the development of air power from its earliest beginnings through two world wars; the evolution of air power concepts and doctrine; and an assessment of communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies, Air Force environment, drill and ceremonies; and field training orientation is mandatory. On Demand Prerequisite(s): Permission from ROTC program at the University of Tennessee, Knoxville, Corequisite(s): MSAF 2040

★MSAF 2030  Leadership Laboratory III  1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. On Demand Prerequisite(s): Permission from ROTC program at the University of Tennessee, Knoxville, Corequisite(s): MSAF 2010

★MSAF 2040  Leadership Laboratory IV  1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. On Demand Prerequisite(s): Permission from ROTC program at the University of Tennessee, Knoxville, Corequisite(s): MSAF 2020

MILITARY SCIENCE—ARMY

★MSCI 1100  Basic Military Science I  2 Credits
Formation and functioning of the American defense establishment and its relationship with American society, customs and traditions of the Army, aspects of military physical fitness training, selected topics dealing with current world affairs, challenges facing the military in the future. Introduces rifle marksmanship, mountaineering, drill and ceremony and optional field training exercises. On Demand Prerequisite(s): Permission from ROTC program at the University of Tennessee, Knoxville and U.S. citizenship

US Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
### MSCI 1200  
**Basic Military Science II**  
2 Credits  
Introduction of basic leadership theory, principles and skills, with emphasis on effective oral communications. Students present a military skill subject briefing. Skills taught include rifle marksmanship, small unit communications and land navigation. Leadership lab focuses on rappelling, tactical formations, drill and ceremony and optional field training exercises.  
*On Demand Prerequisite(s):* Permission from ROTC program at the University of Tennessee, Knoxville and U.S. citizenship

### MSCI 1300  
**Army Conditioning Program**  
1 Credit  
Challenging instruction that concentrates on students’ individual weaknesses and directly applies exercises designed to increase flexibility, muscular strength, and cardiorespiratory endurance. Student also develops the ability to design and lead a fitness program. May be repeated for up to 6 hours. This course is open to University of Tennessee, Knoxville, ROTC students only.  
*On Demand Prerequisite(s):* Permission from ROTC program at the University of Tennessee, Knoxville

### MSCI 2100  
**Basic Officer Skills I**  
2 Credits  
Practical application of small unit operating techniques and training to include first aid, evacuating casualties, marksmanship and weapons familiarization, map reading and land navigation, drill and ceremony, and customs and traditions. This course is open to University of Tennessee, Knoxville, ROTC students only.  
*On Demand Prerequisite(s):* Permission from ROTC program at the University of Tennessee, Knoxville and U.S. citizenship and three years remaining to complete degree

### MSCI 2200  
**Basic Officer Skills II**  
2 Credits  
Introduction to Army values, ethics, equal opportunity, and sexual harassment training; counseling techniques; problem solving; career decision making; motivating subordinates; developing and leading a physical fitness program; and military common task training. This course is open to University of Tennessee, Knoxville, ROTC students only.  
*On Demand Prerequisite(s):* Permission from ROTC program at the University of Tennessee, Knoxville and MSCI 2100 or consent of instructor

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

### 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.  
*Spring and Fall*

### MUS 1030  
**Music Appreciation**  
3 Credits  
Developing listening skills and an understanding of Western music from the ancient world through the 20th century.  
*Spring and Fall*

### 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.  
*Fall Corequisite(s):* MUS 1300

### MUS 1120  
**Music Theory II**  
3 Credits  
Continuation of MUS 1110.  
*Spring Prerequisite(s):* MUS 1110  
*Corequisite(s):* MUS 1400

### 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.  
*Fall Corequisite(s):* MUS 1110

### MUS 1400  
**Ear Training II**  
1 Credit  
Development of proficiency in identifying and notating melodic, harmonic and rhythmic models. Includes computer lab.  
*Spring Prerequisite(s):* MUS 1300  
*Corequisite(s):* MUS 1120

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
MUS 2000 Introduction to Music Literature 3 Credits
Study of basic forms of music and accepted masterworks through chronological approach. Spring Prerequisite(s): Permission of program coordinator for non-music majors; no prerequisite for music majors.

MUS 2110 Music Theory III 3 Credits
Materials of music, with emphasis on the analysis of literature of Classic, Romantic and contemporary periods. Exercises in writing and analysis. Fall Corequisite(s): MUS 2300

MUS 2120 Music Theory IV 3 Credits
Continuation of MUS 2110. Spring Prerequisite(s): MUS 2110 Corequisite(s): MUS 2400

MUS 2300 Ear Training III 1 Credit
Development of skill in identifying and notating complex melodic, harmonic and rhythmic models. Must be taken in sequence. Fall Prerequisite(s): MUS 1400 Corequisite(s): MUS 2110

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. Spring Prerequisite(s): MUS 2300 Corequisite(s): MUS 2120

MUS 2500 Special Topics in Music 3 Credits
The study and discussion of a selected topic with emphasis on technological advances and the application of computer-assisted concepts in music. Content will vary, as the course is a vehicle for classes of special interest developed to explore nontraditional topics within the college music curriculum. Spring Prerequisite(s): Consent of instructor

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 6 or more credit hours. All voice majors must be enrolled in Concert Chorale or Variations. A student may accumulate up to 6 credit hours in each 1-credit-hour ensemble, 12 credit hours in each 2-credit-hour ensemble.

MUS 1511 Concert Chorale 1 Credit
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. Spring and Fall

MUS 1521 Variations 1 Credit
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. Spring and Fall Prerequisite(s): 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. Spring and Fall Prerequisite(s): Consent of instructor

MUS 1550 Small Ensembles—Guitar, Brass, Celtic 1 Credit
This course includes ensembles consisting of two to eight brass, woodwind or stringed instruments; music played will be appropriate to size of the group (trio, quartet, quintet). The course may be repeated for credit. When registering, note section number(s) assigned to course number and title to ensure correct ensemble registration. Spring and Fall
Applied Music: Class Instruction

Class instruction in music is available to any student.

★MUS 1610  Class Piano I  1 Credit
Class instruction in basic techniques for students with no prior training in piano. Daily practice required. Spring and Fall

★MUS 1620  Class Piano II  1 Credit
Continuation of MUS 1610. Spring and Fall Prerequisite(s): MUS 1610

Applied Music: Individual Instruction

Students may accumulate up to 8 credit hours at each level of individual instruction.

MUS 1710  Piano/Nonmajor (half-hour lesson)  1 Credit
Private instruction in piano beginning at student’s entering level of proficiency. May be repeated for credit. On Demand

MUS 1711  Piano/Nonmajor (one-hour lesson)  2 Credits
Private instruction in piano beginning at the student’s level of proficiency. May be repeated for credit. On Demand

MUS 1712  Piano/Music Major (one-hour lesson)  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. On Demand Corequisite(s): MUS 1511 or 1521 or 1540

MUS 1720  Voice/Nonmajor (half-hour lesson)  1 Credit
Private instruction in voice beginning at student’s entering level of proficiency. May be repeated for credit. On Demand

MUS 1721  Voice/Nonmajor (one-hour lesson)  2 Credits
Private instruction in voice beginning at the student’s level of proficiency. May be repeated for credit. On Demand

MUS 1722  Voice/Music Major (one-hour lesson)  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. On Demand Corequisite(s): MUS 1511 or 1521

MUS 1730  Guitar/Nonmajor (half-hour lesson)  1 Credit
Private instruction in guitar beginning at the student’s entering level of proficiency. May be repeated for credit. On Demand

MUS 1731  Guitar/Nonmajor (one-hour lesson)  2 Credits
Private instruction in guitar beginning at the student’s level of proficiency. May be repeated for credit. On Demand

MUS 1732  Guitar/Music Major (one-hour lesson)  2 Credits
Private instruction in guitar for the student majoring in music with concentration in guitar. May be repeated for credit. Solo class attendance required. On Demand Corequisite(s): MUS 1540 or 1550

MUS 1740  Woodwind/Nonmajor (half-hour lesson)  1 Credit
Private instruction in woodwind beginning at student’s level of proficiency. May be repeated for credit On Demand

MUS 1741  Woodwind/Nonmajor (one-hour lesson)  2 Credits
Private instruction in woodwind beginning at the student’s level of proficiency. May be repeated for credit. On Demand

MUS 1742  Woodwind/Music Major (one-hour lesson)  2 Credits
Private instruction in woodwind for the student majoring in music with concentration

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
in woodwinds. May be repeated for credit. Solo class attendance required. On Demand Corequisite(s): MUS 1511 or 1521 or 1540 or 1550
MUS 1750   Brass/Nonmajor (half-hour lesson) 1 Credit
Private instruction in brass beginning at student’s entering level of proficiency. May be repeated for credit. *On Demand*

MUS 1751   Brass/Nonmajor (one-hour lesson) 2 Credits
Private instruction in brass beginning at the student’s level of proficiency. May be repeated for credit. *On Demand*

MUS 1752   Brass/Music Major (one-hour lesson) 2 Credits
Private instruction in brass for the student majoring in music with concentration in brass. May be repeated for credit. Solo class attendance required. *On Demand Corequisite(s): MUS 1511 or 1521 or 1540 or 1550*

MUS 1760   String/Nonmajor (half-hour lesson) 1 Credit
Private instruction in string beginning at student’s entering level of proficiency. May be repeated for credit. *On Demand*

MUS 1761   String/Nonmajor (one-hour lesson) 2 Credits
Private instruction in string beginning at the student’s level of proficiency. May be repeated for credit. *On Demand*

MUS 1762   String/Music Major (one-hour lesson) 2 Credits
Private instruction in string for the student majoring in music with concentration in strings. May be repeated for credit. Solo class attendance required. *On Demand Corequisite(s): MUS 1511 or 1521 or 1540 or 1550*

MUS 1770   Percussion/Nonmajor (half-hour lesson) 1 Credit
Private instruction in percussion beginning at student’s entering level of proficiency. May be repeated for credit *On Demand*

MUS 1771   Percussion/Nonmajor (one-hour lesson) 2 Credits
Private instruction in percussion beginning at the student’s level of proficiency. May be repeated for credit. *On Demand*

MUS 1772   Percussion/Music Major (one-hour lesson) 2 Credits
Private instruction in percussion for the student majoring in music with concentration in percussion. May be repeated for credit. Solo class attendance required. *On Demand Corequisite(s): MUS 1511 or 1521 or 1540*

MUS 1781   Contemporary Piano Styles/Nonmajor (one-hour lesson) 2 Credits
Individual instruction in keyboard jazz, blues, pop and rock for students with intermediate piano skills. Daily practice and workbook assignments are required. May be repeated for credit. *On Demand Prerequisite(s): Consent of instructor and audition may be required.*

MUS 1782   Contemporary Piano Styles/Music Major (one-hour lesson) 2 Credits
Private instruction in piano for the student majoring in music with a concentration in keyboard jazz. May be repeated for credit. Solo class attendance required. *On Demand Prerequisite(s): Consent of instructor Corequisite(s): MUS 1540*

**NATURAL SCIENCES**

NSC 1040   Dosage Calculations 1 Credit
This course focuses on the necessary steps involved in solving clinically oriented calculations. A basic math review includes number systems, conversion of systems, fractions, decimals, ratios and proportions, and percentages. Methods of dosage calculations are included as a prerequisite to solving practical calculation problems for oral, injectable and intravenous medications. *On Demand*
NETWORKING & COMMUNICATIONS SYSTEMS TECHNOLOGY

NETW 1000  A+ Certification Preparation  4 Credits
A study of the function and purpose of hardware and software, system board components and memory management, working with floppy and hard drives, supporting input and output devices, multimedia technology, troubleshooting fundamentals and disaster recovery techniques, supporting printers and computers, and working with networks and the Internet. On Demand

NETW 1100  Network + Certification  4 Credits
This course is designed for information systems personnel who install, support and manage computer networks. Topics covered include network designs, architectures, standards and protocols. This course is designed for students who plan to take the CompTIA Network+ Exam and/or the Microsoft Networking Essentials Certification Exam.

NETW 1215  Administering Server/Pro (LAN)  4 Credits
Topics include the installation of Windows; installing, configuring and troubleshooting access to resources; configuring and troubleshooting hardware devices and drivers; managing, monitoring and optimizing system performance, reliability and availability; managing, configuring and troubleshooting storage use; configuring and troubleshooting Windows network connections; and implementing, monitoring and troubleshooting security. On Demand

NETW 1220  Administering Network Infrastructure (LAN)  4 Credits
This course is designed to provide instruction in implementing and administering a Windows 2000 network infrastructure. Topics include installing, configuring, managing, monitoring, and troubleshooting DNS, WINS, network address translation, and certificate services. On Demand Prerequisite(s): NETW 1215 or consent of instructor

NETW 1510  Routing Configuration (WAN)  4 Credits
Topics include functions of the OSI model, data link and network addresses, internetworking functions of the OSI model, data encapsulation conversion, IP addressing and subnetting, TCP/IP network layer protocols, router elements, network service, TCP/IP transport-layer protocols, managing configuration files, IOS software commands, protocol address resolution, router topology, and access list operations. On Demand

NETW 2000  Administering Active Directory Services (LAN)  4 Credits
A study of installing, configuring, and troubleshooting Active Directory; installing, configuring, managing, monitoring, and troubleshooting DNS for Active Directory; change and configuration management, managing, monitoring, and optimizing the components of Active Directory; and configuring, managing, monitoring, and troubleshooting Active Directory security solutions. On Demand Prerequisite(s): NETW 1215 or consent of instructor

NETW 2010  Designing Directory Services Infrastructure (LAN)  4 Credits
This course provides instruction in the analysis of business requirements for directory services resources in a Windows 2000 network operating system. Topics include analyzing business and technical requirements and designing directory service architecture. On Demand Prerequisite(s): NETW 1220

NETW 2020  Designing Security (LAN)  4 Credits
This course provides instruction in the analysis of business requirements for resource security and the designing of security solutions in a Windows 2000 network operating system. Topics include analyzing business and security requirements and designing security solutions for Windows 2000 for access between networks and for communication channels. On Demand Prerequisite(s): NETW 1215 or consent of instructor

NETW 2030  Designing Network Infrastructure (LAN)  4 Credits
A study of analyzing business requirements for network infrastructure and designing appropriate network infrastructures. Topics include analyzing business and technical requirements, designing Windows 2000 network infrastructures, Internet connectivity solutions, wide area network infrastructures, and management implementation strategies for Windows 2000 networking. On Demand Prerequisite(s): NETW 1215 or consent of instructor

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NETW 2100</td>
<td>Administering Exchange Server (LAN)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course covers the implementation, administration and troubleshooting of the Microsoft messaging system Exchange Server. Topics include the architecture, communication ability, installation, client configuration, management, intersite connectors, the Internet mail service and protocols, security, performance monitoring, maintenance procedures, and troubleshooting issues of Exchange Server. <em>On Demand Prerequisite(s):</em> NETW 1215 or consent of instructor</td>
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<tr>
<td>NETW 2110</td>
<td>Administering SQL Server (LAN)</td>
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<td>Topics include planning Microsoft SQL server capacity and security, installing and configuring the SQL server, security configuration and management, data maintenance and management, monitoring performance, and troubleshooting various problems. <em>On Demand Prerequisite(s):</em> NETW 1215 or consent of instructor</td>
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<tr>
<td>NETW 2510</td>
<td>Routing, Switching &amp; WAN Services (WAN)</td>
<td>4</td>
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<td>Topics include address and encapsulation, access lists, Novell protocol and interfaces, LAN segmentation and internetworking devices, switching methods, Ethernet operation, Fast Ethernet, LAN switching and virtual LANs. Other topics include differentiating WAN services, frame relay features and sub-interfaces, frame relay router operation, PPP operations, and ISDN implementation. <em>On Demand Prerequisite(s):</em> NETW 1510 or consent of instructor</td>
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<tr>
<td>NETW 2530</td>
<td>Designing Security (WAN)</td>
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<td>This course provides instruction in understanding and implementing a comprehensive WAN level security alternative. While many knowledgeable information system professionals are aware of risks and threats, the nature and available defense tools and techniques are often a great mystery. Topics include security architecture, PIX firewalls, router-based firewalls, encryption, IPSecs and VPNs. <em>On Demand Prerequisite(s):</em> NETW 1510 or consent of instructor</td>
<td></td>
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<tr>
<td>NETW 2540</td>
<td>Building Scalable Networks (WAN)</td>
<td>4</td>
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<td>This course offers lectures, hands-on labs, case studies and written exercises to the student all the advanced skills needed to configure Cisco routers. Students will learn the complex concepts and commands necessary to configure Cisco routers for scalable operation in large and/or growing internetworks. This course replaces the training included in the Advanced Cisco Router Configuration (ACRC) course. <em>On Demand Prerequisite(s):</em> NETW 1510 or consent of instructor</td>
<td></td>
</tr>
<tr>
<td>NETW 2800</td>
<td>Special Topics in Networking</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course provides an avenue to present state-of-the-art technology courses in a timely manner. Content will vary, as this course is a means for classes to explore certain topics in depth not covered in the general curriculum. May be repeated for credit up to 8 hours. <em>On Demand Prerequisite(s):</em> Consent of instructor</td>
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<tr>
<td>NETW 2900</td>
<td>Networking Internship</td>
<td>3</td>
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<tr>
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<td>Supervised work experience. Individual conferences are arranged instead of class attendance. <em>On Demand Prerequisite(s):</em> Completion of 24 hours of NETW courses with minimum overall GPA of 2.5 and consent of department head</td>
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</tbody>
</table>

**OFFICE SYSTEMS TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST 1001</td>
<td>Word I CBT</td>
<td>1</td>
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<td></td>
<td>Fundamental concepts and applications of Microsoft Word for Windows for professional and/or personal use, emphasizing commonly used commands and strategies for formatting, editing and revising text. The course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. <em>Spring and Fall Prerequisite(s):</em> OST 1100 or equivalent</td>
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</tr>
<tr>
<td>OST 1002</td>
<td>Word II CBT</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Advanced concepts and applications of Microsoft Word for Windows for professional and/or personal use, emphasizing commonly used commands and strategies for formatting, editing and revising text. The course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. <em>Spring and Fall Prerequisite(s):</em> OST 1001 or equivalent</td>
<td></td>
</tr>
</tbody>
</table>
Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
OST 1003 Excel I CBT 1 Credit
Basic spreadsheet applications emphasizing formatting procedures in generating reports; fundamentals of creating, entering data into spreadsheet, storing, using formulas and printing a spreadsheet. The course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. Spring and Fall Prerequisite(s): OST 1100 or equivalent

OST 1004 Excel II CBT 1 Credit
Intermediate spreadsheet applications emphasizing financial functions and data tables; creating, sorting and filtering lists; and working with multiple worksheets and workbooks. The course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through computer based training materials; some basic computer-use knowledge is required. Spring and Fall Prerequisite(s): OST 1003 or equivalent

OST 1005 Word 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. Timed theory/production tests will be included. Spring and Fall Prerequisite(s): OST 1100 or equivalent

OST 1006 PowerPoint CBT 1 Credit
Features, commands and capabilities of PowerPoint; fundamentals of creating business presentations for delivery via overhead transparencies, electronic slide shows and paper-based printouts. This course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. Spring and Fall Prerequisite(s): OST 1100 or equivalent

OST 1007 Access I CBT 1 Credit
Introduction to basic database features of Microsoft Access. Skills to create databases and tables, enter and update display, print records, create forms, restructure databases, use forms and sub-forms, use charts, create reports and sub-reports are developed. The course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. Spring and Fall Prerequisite(s): OST 1100 or equivalent

OST 1008 Access II CBT 1 Credit
Advanced database features and applications used to search through databases, create reports, queries, macro and Internet features will be presented. The course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. On Spring and Fall Prerequisite(s): OST 1007 or equivalent

OST 1010 Microsoft Outlook CBT 1 Credit
Fundamental concepts and applications of Microsoft Outlook delivering integrated electronic mail, information management, and collaboration among work groups. This course is created specifically to meet the MOUS program guidelines. This course is delivered through computer-based training materials; some basic computer use knowledge is required. On Demand Prerequisite(s): OST 1100 or equivalent

OST 1100 Keyboarding I on the Computer 3 Credits
A study of alpha-numeric keyboard used on personal computers. Basic document formatting is taught. Speed and accuracy are emphasized as well as basic operating systems features. Spring and Fall

OST 1105 Keyboarding II/Speed & Accuracy 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 gain competencies for employment testing. Spring and Fall Prerequisite(s): OST 1100 or equivalent and OST 1005

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
OST 1211  Word/Excel/PowerPoint  3 Credits
A computer literacy course introducing personal computers and computer applications software used in business. Emphasis is on developing computer operation skills using basic operating systems and Word, Excel, and PowerPoint (Microsoft Office) software applications. Spring and Fall Prerequisite(s): OST 1100 or equivalent

OST 2006  Advanced Word  3 Credits
A study of the advanced features of Microsoft Word. Topics will include managing long documents, mail merges, tables, and concepts and applications using electronic publishing. Timed theory/production tests will be included. Fall Prerequisite(s): OST 1005

OST 2010  Office Proficiency Assessment  1 Credit
An application-oriented assessment of entry-level skills for OST students. The course is an open-exit evaluation of students’ proficiency in keyboarding, word processing, language arts skills, records management, financial recordkeeping and spreadsheets. Must be enrolled in final semester of OST and have filed an Intent to Graduate form. Spring and Fall Corequisite(s): OST 2300

OST 2015  Microsoft Office Integration  3 Credits
A study of the advanced features of Microsoft Office as used in business. Major emphasis will be on integration and streamlining of tasks in Microsoft Office applications Spring Prerequisite(s): OST 1006 and 2006 and 2621 Corequisite(s): OST 2600

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 53 wpm with five errors or fewer on a five-minute timed writing in order to advance to OST 2300. Spring and Fall Prerequisite(s): OST 2120

OST 2300  OST Practicum Lecture  1 Credit
Lecture series includes interviewing skills, mock interviews, creation of resume and professional portfolio, customer service skills, and promotion of work ethic. Spring and Fall Prerequisite(s): OST 2120 and 2006 and minimum GPA in OST courses; or department approval

OST 2301  OST Practicum Lab  1 Credit
Provides on-the-job work experience in general office support skills and document production. OST majors in their last semester before graduation will work on site in the Center for Advanced Office Systems. Spring and Fall Prerequisite(s): OST 2120 and 2006 and minimum GPA in OST courses; or department approval

OST 2302  OST Internship  1 Credit
This course is a supervised work experience for OST majors to gain office support skills working with area employers. Individual conferences are arranged instead of class attendance. Spring and Fall Prerequisite(s): OST 2006 and 2120; must be an OST major seeking an A.A.S. degree and have a minimum GPA of 2.5 in OST courses; and complete a internship application submitted and approved by the Coordinator of BCT Internships prior to enrollment in the course and the beginning of the term. Application is available on the Web: www.pstcc.edu/departments/bctpi.

OST 2340  Records Management  3 Credits
A study of various filing methods, including alphabetic, numeric, subject and geographic. Topics include storage, control, retrieval, transfer, retention, and disposal of records with emphasis on electronic storage and retrieval using a database. Fall Prerequisite(s): OST 1100 and 1005

OST 2360  Business Communications  3 Credits
Transcription of business communications from voice dictation using computers and transcribers. Students build on skills learned in keyboarding and word processing courses. Language arts skills, including punctuation, spelling, editing, proofreading and vocabulary, are reviewed and stressed. Spring Prerequisite(s): OST 1105 and 2006 and ENGL 1010

Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
COURSE DESCRIPTIONS

OST 2600 Access 3 Credits
A study of database applications and maintenance including customizing forms and reports, querying and integrating with other software programs using Microsoft Access. Spring Prerequisite(s): OST 1211 or 1005 or equivalent

OST 2621 Excel 3 Credits
A study to provide fundamentals of spreadsheet applications including entering, formatting, charting, managing, and analyzing data using Excel software. Spring and Fall Prerequisite(s): OST 1211 or 1005 or equivalent

OST 2700 Legal Terminology & Transcription 3 Credits
Transcription of legal documents from voice dictation using computers and transcribers. The coordination of keyboarding, transcribing and decision-making skills in the production of legal documents will be emphasized. Students will understand the purpose and function of each legal document and use accurate legal terminology. On Demand Prerequisite(s): LAW 1000 and OST 1005

OST 2801 Web Design I-HTML Coding 1 Credit
Creation of Web pages using HTML code. Covers the basics of writing HTML code to produce Web pages and posting pages to the Web; specifically covered are text tag elements, hypertext links, color, basic images, forms and tables. Spring and Fall Prerequisite(s): OST 1005 or 1211 or equivalent

OST 2802 Web Design II-Graphics 1 Credit
Developing graphics for use in Web pages. Use of scanner, graphics program, Internet browser and related software to produce Web pages and post the pages to the Web. Spring and Fall Prerequisite(s): OST 2801

OST 2803 Web Design III-Site Building 1 Credit
Web page design and research skills are developed; building of a well-designed Web site is covered. Spring and Fall Prerequisite(s): OST 2802

★OST 2910 Medical Terminology I 4 Credits
An introduction to medical terminology through the study of anatomy and physiology, pathology with diagnostic terms relating to signs and symptoms, surgical and diagnostic procedures, pharmacological terms, and abbreviations. The importance of medical ethics and accuracy in documentation are also emphasized. Spring and Fall

OST 2921 Medical Terminology II 3 Credits
A continuation of the study of medical terminology of anatomy and physiology through symptomatology, diagnostic terms, operative procedures, special procedures, and other medical therapies. Pharmacological terminology, legal terminology and ethics related to the medical field are also included. Proper medical document formatting is emphasized. Spring and Fall Prerequisite(s): OST 2910

OST 2925 Medical Practicum 2 Credits
This course is a supervised work experience for OST majors with a concentration in Health Care Office Administration (HCOA) to work with area employers in the medical office field. Individual conferences are arranged instead of class attendance. Spring and Fall. Prerequisite(s): Completion of all course work through the third semester; a minimum GPA of 2.5 in the HCOA curriculum; seeking an A.A.S. degree as an OST major; and prior to enrollment in the course and the beginning of the term, an application must be submitted and approved by the Coordinator of BCT Internships. Application is available on the Web at www.pstcc.edu/departments/bctpi.

OST 2935 Medical Transcription 3 Credits
Transcription of medical communications from voice dictation using computers and transcribers. Terminology and document formats are emphasized. Spring and Fall Prerequisite(s): OST 1005 and 1105 and 2921

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
OST 2940 Medical Insurance Coding  3 Credits
Introduction to insurance coding guidelines developed for use with the International Classification of Disease (ICD-9-CM), Current Procedural Terminology (CPT-4) and Health Care Financing Common Procedure Coding System (HCPCS). Fall Prerequisite(s): OST 2921 or department approval

OST 2950 Health Care Insurance Survey  3 Credits
Introduction to the practical knowledge of health care insurance as it relates to accreditation, licensure, certification, regulatory and mandatory governmental guidelines. The basics of health care insurance standards and managed care will be presented. Spring Prerequisite(s): OST 2921 or department approval

PARALEGAL STUDIES

LAW 1000 Introduction to Law & Ethics  3 Credits
Introduction to the work performed by legal assistants, regulation of the profession, legal and paralegal ethics and professional responsibility. Organization of legal institutions, introduction to legal procedure, survey of substantive law areas of practice. Spring and Fall Corequisite(s): ENGL 1010

LAW 1020 Law in Society  3 Credits
Law as a process through which social problems are addressed in the United States. Introduction to the Constitution, and to its interpretation by the Supreme Court in case law. Exploration of factors affecting decisions of lawmakers, both legislative and administrative, and of law enforcement agencies. Introduction to the adversarial system. On Demand

+LAW 1050 Legal Writing & Analysis  3 Credits
An exploration of the details of objective legal writing designed to prepare students to articulate legal concepts and to draft documents in a manner reflecting legal analysis; overview of the elements of legal memoranda; introduction to reading and briefing legal opinion and persuasive writing. Spring Prerequisite(s): LAW 1000 and ENGL 1010

+LAW 1060 Legal Research  3 Credits
A study of necessary materials for legal research, codes, reporter systems, digests practice manuals and Westlaw. Methods of legal citation are studied. Spring Prerequisite(s): LAW 1000 and ENGL 1010

+LAW 2010 Law Office Computing  3 Credits
Introduction to law office management and computer hardware, peripherals, and CD-ROM used in local law offices; software applications including word processing, file (database) management, document management/control, time and billing, calendar and deadline control, spreadsheets and Internet. Fall Prerequisite(s): LAW 1000 and OST 1005

LAW 2020 Advanced Legal Research & Writing  3 Credits
A study of the format and organization of legal memoranda and briefs, common writing problems, citation and computerized legal research. On Demand Prerequisite(s): LAW 1050 and 1060

+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. Fall Prerequisite(s): LAW 1050 and 1060

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. On Demand Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060
Faculty & Staff

PRESIDENT’S STAFF

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President

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JANE GILBERT
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SARAH SMITH
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Director, Institutional Effectiveness, Research and Planning

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LOIS REYNOLDS
Department Head, English

BEVERLY BURDETT
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CATHERINE WILLIAMS
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- Faculty and Staff Names, Titles, Departments and Degrees
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Master of Music, North Texas State University

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Master of Mathematics, University of Tennessee

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Ph.D., University of Illinois
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B.F.A. in Painting and Printmaking, University of Miami
M.F.A. in Painting, University of Miami

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Ph.D., University of Tennessee

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M.S. in Mathematics, University of Tennessee
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M.S. in Communications,
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Ph.D. in Education, University of Tennessee

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M.A. in Higher Education/Developmental Studies, Appalachian State University

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M.S. in Botany and Plant Pathology,
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Ph.D. in Biology, Tulane University

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M.Ed. in Educational Administration and Supervision, Lincoln Memorial University

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M.S. in Library and Information Science,
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M.A. in English,
Stephen F. Austin State University
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M.Ed. in English, Wright State University

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Master of Library Science,
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A.E. in Mechanical Engineering Technology,
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Don Amos—Coordinator
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Cynthia Atchley—Coordinator, Recruitment
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Randolph Atkins—Maintenance Worker
Facilities

Barbara Bailes—Graduation Analyst Lead Worker
Records

Margaret Bailes—Testing Technician
Learning and Testing Center

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JAMES BALDWIN—Maintenance Supervisor
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GINGER BANE—Counselor
Student Development

KIMBERLY BARNES—Technical Clerk
Admissions

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Applications Programming Support

SHIRLEY BATES—Mail Service Machine Operator
Facilities

DEWEY BATSON—Registrar
Records

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Facilities/Safety and Security

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Educational Technology Services

SCOTT BELL—Maintenance Scheduler
Educational Technology Services

JAMES BENDER—Teacher, Adult Education
Learning and Testing Center

ANDREW BEVERS—Computer Technician
Network Support

DALE BOHANAN—Information Systems Coordinator
Business Services

DEBORAH BOLTON—Manager
Computer Training Institute

JACK BOPP—Financial Aid Officer
Financial Aid

ALBERTA BORING—Secretary 3
Student Development

PAMELA BOROVY—Coordinator
Blount County Career Center
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Glossary

Academic Calendar. A list of dates found at the beginning of each college Catalog & Handbook. It includes dates for official registration, early registration, drop deadlines, holidays, exams and fee deadlines.

Academic Dishonesty/Classroom Misconduct/Cheating Policy. Plagiarism, cheating and other forms of academic misconduct are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that 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.

Advisor. A 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.

Area of Concentration. A combination of courses and curricular requirements that serves as an area of specialization within the major.

Articulation Agreement. A document that 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. Pellissippi State has articulation agreements with Devry Institute, East Tennessee State University, Johnson Bible College, Knoxville College, Lincoln Memorial University, Maryville College, Tennessee Technological University, Tusculum College and the University of Tennessee, Knoxville. Pellissippi State is currently working on new articulation agreements with Carson-Newman College and Tennessee Wesleyan College. To be eligible for articulation to UTK, students cannot have attempted more than 12 college-level hours from any other school other than Pellissippi State. Exceptions to the agreement can only be approved by the four-year institution.

Associate of Applied Science Degree. The degree awarded upon completion of a two-year career/technical degree program. This degree is designed for students who seek immediate employment after graduation and is generally not designed for transfer to a four-year institution.

Associate of Arts Degree. The degree awarded upon completion of the core curriculum for the Associate of Arts degree. Differs from an Associate of Science degree because it requires 6 hours of an intermediate foreign language sequence. This degree is generally designed for students who intend to transfer
to a four-year institution. Students who are ineligible to articulate can graduate with a general Associate of Arts or Science degree.

**Associate of Science Degree.** The degree awarded upon completion of the core curriculum for the Associate of Science degree. Differs from an Associate of Arts degree because it requires six hours of electives instead of an intermediate foreign language sequence. This degree is generally designed for students who intend to transfer to a four-year institution. Students who are ineligible to articulate can graduate with a general Associate of Arts or Science degree.

**Attendance Policy.** Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding videotape and Web 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 and Students Affairs, may have requirements that are more stringent.

**Audit.** The taking of a course 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.

**C–BASE Exam.** The general education exit exam required by all associate degree graduates to be taken during the last semester of course work. No minimum score or level of achievement is required for graduation. The exam is used to evaluate the effectiveness of the College or the program of study.

**Career/Technical Program.** A curriculum that prepares students to begin a particular type of career immediately after graduating from Pellissippi State with an Associate of Applied Science degree.

**Career/Technical Guarantee.** A document that states that 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).

**College Transfer/University Parallel Program.** A curriculum designed for transfer to a four-year college or university after graduating with an Associate of Arts or Science Degree.

**Common Course Numbering, TBR.** See TBR Common Course Numbering.

**Community College Guarantee.** A document that states that 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.

Course Waiver/Substitution. Under special circumstances, a course may be waived by the department head (except developmental studies courses). Waivers are granted when necessitated by course deletions or other curriculum changes. Since no credit is awarded for a course waiver, a course of equal or greater credit may be substituted for a course that has been waived. Exceptions to the agreement can only be approved by the four-year institution.

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

Credit Hours. The number of hours awarded for a particular course. A minimum number of credit hours is required for graduation. A minimum number of credit hours in a variety of courses is required for graduation.

Curriculum. A particular plan of study.

Degree. Official recognition for completion of a curriculum.

Degree Audit. Provides a complete record of student progress toward a particular degree (chosen by the major code); Part 1 of the audit lists courses remaining to fulfill the degree requirements; Part 2 lists courses completed toward the degree or courses in progress; Part 3 lists any courses not applicable to the degree program.

Developmental Studies Program (DSP) Courses. 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 areas based on the results of the placement test. Students in DSP courses may be restricted from taking other college-level courses until the DSP course is successfully completed.

Distance Learning. Courses that are delivered in an alternative format that include two-way audio/video, telecourses, videotape, and Web-based options. It is designed for students who need flexibility in scheduling and instructional methods.

Drop/Add. A period of time at the beginning of each semester when students can drop and/or add classes to their schedules without having a W (withdrawal grade) appear on their transcripts.

Early Registration. The earliest opportunity to register for classes. Check the academic calendar in the Catalog & Handbook or the Schedule of Classes for dates.
**Elective.** A subject or course that may be chosen from a specific discipline to complete degree requirements.

**Fast Track.** Courses that are offered in abbreviated time periods, usually five weeks. The sessions do not conform to standard semester schedules and the program has its own drop/add dates. An Associate of Arts degree can be earned within a calendar year through Pellissippi State’s Fast Track program.

**Fees.** The amount of money owed to Pellissippi State for courses taken. Fee payment deadlines must be met or schedules will be dropped.

**Full-time Student.** A student enrolled in 12 or more credit hours during any semester.

**Grade-Point Average (GPA).** An 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 developmental studies courses.

**Graduation Requirements.** In order to obtain a degree or certificate, students must complete the general requirements as prescribed by Pellissippi State and specific requirements set for the program. Requirements include: (1) The last 20 hours preceding graduation with an associate’s degree must be completed at Pellissippi State. (2) Each candidate must complete at least 60 credit hours to be eligible for the associate’s degree. (3) A cumulative grade-point average (GPA) of at least 2.0 on all college-level course work at Pellissippi State is required for graduation. (4) Completion of the curriculum for the major subject chosen is required. (5) 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. (6) The student must meet the requirements for graduation under any one catalog in effect during the student’s attendance at Pellissippi State, provided that the catalog used is within six years of the date of graduation. Articulation agreements may specify shorter completion periods. (7) A student may, as prerequisite for graduation, be required to take one or more tests designed to measure achievement in general education and in the major. No minimum score or level of achievement is required for graduation.

**Grant.** Financial assistance that does not have to be paid back.

**High School Deficiencies (A89).** 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 the appropriate courses at Pellissippi State, for elective credit only, to remove any deficiency. Deficiencies in high school requirements must be removed within the first 30 hours of college-level course work to prevent students from being placed on registration hold. For a list of courses that remove high school deficiencies, see your advisor.
Holds. A block that prevents students from registering, requesting transcripts, and/or receiving financial aid awards. Holds can be placed on student accounts for various reasons, including returned checks, failure to complete a financial aid exit interview, failure to submit a complete application, or failure to provide documentation for MMR vaccine.

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.

Learning and Testing Center. Located in the ERC (Library), the center provides free tutoring in a variety of subjects. They also provide makeup and standardized testing for students.

Loan. Financial assistance that must be paid back, usually within a specified time.

Major. The student’s program of study. Students whose primary goal is to transfer to a four-year college or university enroll in the college transfer/university parallel program. Students whose primary goal is to seek immediate employment after graduation enroll in a career/technical program.

Non-credit Course. Any course that does not offer college credit upon completion.

Part-time Student. A student enrolled in fewer than 12 credit hours during any semester.

Placement. The College Placement Office. Placement can help career/technical graduates find jobs after graduation. This office may also be able to help students find jobs while enrolled.

Placement Test. If current ACT/SAT scores are not available or if transcripts are not available showing college-level coursework in math and/or English, students may be required to take the placement test to determine level of proficiency.

Preregistration. The earliest opportunity to register for classes. Check the academic calendar in this Catalog & Handbook or the Schedule of Classes for dates (also called early registration).

Prerequisite. A requirement that must be met before enrolling in certain courses.

P.S. ... Connect. The telephone registration system where students can find out their grades and register for classes after advisement. The number is 694-0191.

P.S. ... Web. The Web registration system where students can find out information such as the name of their advisor and their grades. Students can also register for classes after advisement, view their transcripts, and run a degree audit.

Scholarship. Financial assistance that does not have to be paid back. Most scholarships have specific application criteria.
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NOTICE TO STUDENTS
The Family Education Rights and Privacy Act (Public Law 93-380) includes provisions that protect your privacy as a student. Among those provisions is the requirement that educational institutions allow you to suppress certain information regarded as public directory information. Pellissippi State defines the following as public directory information: name; address; telephone numbers; e-mail address; major field of study; date of birth; dates of attendance; enrollment status (full- or part-time, hours enrolled or completed); degrees, honors, certificates received or anticipated; and colleges previously attended. You may suppress the above public information items by completing and submitting a Public Directory Information Form prior to the first day of class. Forms may be obtained from Admissions, 102 Goins Building.

PELLISIPPI STATE TECHNICAL COMMUNITY COLLEGE is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, 13 community colleges and 27 Tennessee Technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education. PELLISIPPI STATE TECHNICAL COMMUNITY COLLEGE is an Affirmative Action/Equal Employment Opportunity college. Any person having questions about services and facilities for people with disabilities should contact the Services for Students With Disabilities Office at (865) 694-6751 (Voice/TDD). PSTCC 1012040

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