PELLISSIPPI STATE IS A
TENNESSEE BOARD OF REGENTS
INSTITUTION

(865) 694-6400
www.pstcc.edu
EQUAL OPPORTUNITY AND NONDISCRIMINATION
IN EDUCATION AND EMPLOYMENT

Pellissippi State Technical Community College is committed to equal employment and educational opportunities. No person on the basis of race, color, 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, color, 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, College Advancement/
Affirmative Action Officer, ADA, 504,
Titles VI & IX Coordinator,
Executive Director, Foundation
Pellissippi State Technical Community College
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:

Ann Satkowiak
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/TTY)

NOTICE ON CHANGES

The course offerings and requirements of the institution are continually under examination and revision. This Catalog and 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 and 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 and Records
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, close to 8,000 credit students, as well as more than 14,500 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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- Mission
- Campuses and Maps
- Telephone and Room Numbers
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MISSION

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 development, 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
- Remedial and 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 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.
THE AREA CODE FOR ALL LOCATIONS IS 865.

Pellissippi Campus

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Division Street Campus
For general information: 971-5200

Blount County Center
For general information: 681-1064

Magnolia Avenue Campus
For general information: 329-3100
Academic Calendar
The Pellissippi State Academic Calendar is subject to change at any time prior to or
during an academic term because of emergencies or causes beyond the reasonable control of the College, including severe weather, loss of utility services, or orders by federal or state agencies. In addition to the full-term calendars listed below, Pellissippi
State offers mini sessions during each of the fall, spring and summer semesters. Consult
the current semester’s Schedule of Classes for mini-session dates, payment deadlines,
registration days and other important due dates.

FALL SEMESTER 2004
Returning Student Advising . . . . . . . . . . . . . . . . . . . . . . . .March 29-April 8
Priority Registration (all campuses). . . . . . . . . . . . . . . .March 29-August 17
New Faculty Report . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .August 16
Last Day to Pay Fees for Priority Registration
(Registration that occurred on or prior to August 17) . . . . . . . . .August 17
All Faculty Report . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .August 18
Final Registration &
LAST DAY TO APPLY AND REGISTER . . . . . . . . . . . . . . . . .August 25
Last Day to Take Placement Test . . . . . . . . . . . . . . . . . . . . . . . . . .August 25
Last Day to Pay Fees for Final Registration . . . . . . . . . . . . . . . . . .August 25
Last Day for 100% Refund . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .August 27
Classes Begin . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .August 30
Last Day to Add a Class, Change to or From
Audit, or Drop Without a Grade of W . . . . . . . . . . . . . . . . . . .September 4
Holiday, Labor Day, College Closed . . . . . . . . . . . . . . . . . . . . .September 6
Last Day for 75% Refund . . . . . . . . . . . . . . . . . . . . . . . . . . . . .September 10
Last Day to Submit Waiver or Discount Forms . . . . . . . . . . . . .September 10
Last Day for 25% Refund . . . . . . . . . . . . . . . . . . . . . . . . . . . . .September 24
Spring & Summer
“I” Grades (Incompletes) Change to F’s . . . . . . . . . . . . . . . . . .October 15
Fall Break . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .October 17-19
Last Day to Drop/Withdraw . . . . . . . . . . . . . . . . . . . . . . . . . . . .November 5
Priority Registration for Spring 2005 . . . . . . . . . . . . .November 8-January 6
Priority Registration for Summer 2005 . . . . . . . . . . . . .November 8-May 23
Advisor/Student Completion of Intent to Graduate Forms &
Follow Monday Class Schedule . . . . . . . . . . . .Wednesday, November 17
Holiday, Thanksgiving, College Closed . . . . . . . . . . . . . . . .November 25-28
Last Day of Classes . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .December 11
Exam Period . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .December 13-16
Grades Due in the Admissions and Records Office . .4:30 p.m, December 17

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**SPRING SEMESTER 2005**

Returning Student Advising ............................................ November 8-19
Priority Registration (all campuses) .............................. November 8-January 6
Last Day to Pay Fees for Priority Registration
(Registration that occurred on or prior to January 6) .... January 6
Faculty Report ............................................................... January 10
Last Day to Take Placement Test ................................. January 12
Final Registration &
LAST DAY TO APPLY AND TO REGISTER ..................... January 12
Last Day to Pay Fees for Final Registration .................... January 12
Last Day for 100% Refund ............................................... January 14
Holiday, Martin Luther King Jr.'s Birthday, College Closed .... January 17
Classes Begin ............................................................... January 18
Last Day to Add a Class, Change to or From Audit, or Drop Without a Grade of W ......................... January 24
Last Day for 75% Refund ................................................ January 31
Last Day to Submit Waiver or Discount Forms .............. January 31
Last Day for 25% Refund ................................................ February 11
Fall “I” Grades (Incompletes) Change to F’s .............. March 4
Spring Break for Students .............................................. March 6-13
Foundation Scholarship Application Deadline for Fall 2005 .... March 15
Holiday, College Closed .............................................. March 25-27
Last Day to Drop/Withdraw ............................................. March 30
Priority Registration for Summer 2005 ......................... April 4-May 23
Priority Registration for Fall 2005 ................................. April 4-August 16
Advisor/Student Completion of Intent to Graduate Forms &
Certificate Applications for Summer & Fall 2005 ............ April 4-15
Last Day of Classes ......................................................... April 30
Exam Period ................................................................. May 2-5
Grades Due in the Admissions and Records Office ........ 4:30 p.m., May 6
Commencement ............................................................. TBA
SUMMER SESSION 2005/FULL TERM (EIGHT WEEKS)

In addition to the eight-week session listed below, the College offers four-week and five-week sessions during the summer, beginning on May 31 and July 5. See the Spring/Summer Schedule of Classes for details.

Returning Student Advising ....................................... April 4-15
Priority Registration (all campuses) .......................... April 4-May 23
Last Day to Pay Fees for Priority Registration
  (Registration that occurred on or prior to May 23) ........... May 23
Final Registration &
  LAST DAY TO APPLY AND REGISTER ....................... May 26
Last Day to Take Placement Test for Full-Term Courses ......... May 26
Last Day to Pay Fees for Final Registration .................... May 26
Last Day for 100% Refund for Full-Term Courses .............. May 27
Holiday, Memorial Day, College Closed ........................ May 30
Classes Begin ............................................................ May 31
Last Day to Add a Class, Change to or From
  Audit, or Drop Without a grade of W for Full-Term Courses .... June 1
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 Day, College Closed ..................... July 4
Last Day to Drop/Withdraw From Full-Term Courses .......... July 6
Last Day of Classes for Full-Term Courses ..................... July 25
Grades Due in the Admissions and Records Office .......... 4:30 p.m., July 27
FALL SEMESTER 2005

Returning Student Advising ........................................... April 4-15
Priority Registration (all campuses) ............................ April 4-August 16
New Faculty Report .................................................. August 15
Last Day to Pay Fees for Priority Registration
   (Registration that occurred on or prior to August 16) .... August 16
All Faculty Report .................................................... August 17
Final Registration &
   LAST DAY TO APPLY AND REGISTER ...................... August 24
Last Day to Take Placement Test ................................... August 24
Last Day to Pay Fees for Final Registration ...................... August 24
Last Day for 100% Refund ........................................... August 26
Classes Begin ............................................................. August 29
Last Day to Add a Class, Change to or From
    Audit, or Drop Without a Grade of W ....................... September 3
Holiday, Labor Day, College Closed .............................. September 5
Last Day for 75% Refund ............................................. September 9
Last Day to Submit Waiver or Discount Forms ............... September 9
Last Day for 25% Refund ............................................. September 23
Spring & Summer
   “I” Grades (Incompletes) Change to F’s ....................... October 14
Fall Break ................................................................. October 16-18
Last Day to Drop/Withdraw ........................................... November 8
Priority Registration for Spring 2006 ........................ November 14-January 5
Priority Registration for Summer 2006 ......................... November 14-May 22
Advisor/Student Completion of Intent to Graduate Forms &
   Certificate Applications for Spring & Summer 2006 .... November 14-23
Follow Monday Class Schedule ..................... Wednesday, November 16
Holiday, Thanksgiving, College Closed ......................... November 24-27
Last Day of Classes .................................................. December 10
Exam Period .............................................................. December 12-15
Grades Due in the Admissions and Records Office ....... 4:30 p.m, December 16
SPRING SEMESTER 2006

Returning Student Advising .......... November 14-23
Priority Registration (all campuses) .......... November 14-January 5
Last Day to Pay Fees for Priority Registration
   (Registration that occurred on or prior to January 5) .......... January 5
Faculty Report .......... January 9
Last Day to Take Placement Test .......... January 11
Final Registration &
   LAST DAY TO APPLY AND TO REGISTER .......... January 11
Last Day to Pay Fees for Final Registration .......... January 11
Last Day for 100% Refund .......... January 13
Holiday, Martin Luther King Jr.’s Birthday, College Closed .. January 16
Classes Begin .......... January 17
Last Day to Add a Class, Change to or From
   Audit, or Drop Without a Grade of W .......... January 23
Last Day for 75% Refund .......... January 30
Last Day to Submit Waiver or Discount Forms .......... January 30
Last Day for 25% Refund .......... February 13
Fall “I” Grades (Incompletes) Change to F’s .......... March 3
Spring Break for Students .......... March 5-12
Foundation Scholarship Application Deadline for Fall 2006 .......... March 15
Last Day to Drop/Withdraw .......... March 30
Priority Registration for Summer 2006 .......... April 3-May 22
Priority Registration for Fall 2006 .......... April 3-August 15
Advisor/Student Completion of Intent to Graduate Forms &
   Certificate Applications for Summer & Fall 2006 .......... April 3-13
Holiday, College Closed .......... April 14-16
Last Day of Classes .......... April 29
Exam Period .......... May 1-4
Grades Due in the Admissions and Record Office .......... 4:30 p.m., May 5
Commencement .......... TBA
SUMMER SESSION 2006/FULL TERM (EIGHT WEEKS)

In addition to the eight-week session listed below, the College offers four-week and five-week sessions during the summer, beginning on May 30 and July 5. See the Spring/Summer Schedule of Classes for details.

Returning Student Advising .................................................. April 3-13
Priority Registration (all campuses) ................................. April 3-May 22
Last Day to Pay Fees for Priority Registration
   (Registration that occurred on or prior to May 22) ................. May 22
Final Registration &
   LAST DAY TO APPLY AND REGISTER ................................. May 25
Last Day to Take Placement Test for Full-Term Courses .......... May 25
Last Day to Pay Fees for Final Registration .......................... May 25
Last Day for 100% Refund for Full-Term Courses ................. May 26
Holiday, Memorial Day, College Closed ............................. May 29
Classes Begin ................................................................. May 30
Last Day to Add a Class, Change to or From
   Audit, or Drop Without a Grade of W for Full-Term Courses .... May 31
Last Day for 75% Refund for Full-Term Courses ..................... June 12
Last Day to Submit Waiver or Discount Forms
   for Full-Term Courses .................................................. June 12
Holiday, Independence Day, College Closed ......................... July 3-4
Last Day to Drop/Withdraw from Full-Term Courses ............. July 6
Last Day of Classes for Full-Term Courses ......................... July 26
Grades Due in the Admissions and Records Office .............. 4:30 p.m., July 28
Admissions & Registration

In This Section:

• Degree Admission
• 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
• Keyboarding Proficiency
• Academic Advisement
• Registration Procedures
• Priority Registration
• Final Registration
• Official Enrollment
• Cancellation of Scheduled Classes
• Drop, Add and Withdrawal Standards
• Dismissals
Prospective students should write, phone or visit Admissions and Records to obtain an application for admission. An online application is available on the Pellissippi State home page: www.pstcc.edu. Admission to Pellissippi State does not guarantee admission to all programs.

DEGREE ADMISSION

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

- Complete an application for admission; this includes paying a nonrefundable application fee.
- Provide official academic transcripts and test results as applicable. All required documents should be received in Admissions and Records two weeks prior to Final Registration.

ADMISSION OF FIRST-TIME FRESHMEN

Graduation from high school. Except as provided for below in the section on General Educational Development (GED), applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. The transcript of graduates of Tennessee public high schools must include a notation that the student passed the required proficiency examination.

GED (General Educational Development) certificate. Applicants for degree admission as first-time freshmen may present a GED certificate in lieu of a high school diploma provided that their composite GED score is at least 450, with no individual score below 410.

Standardized Examination Scores. Applicants for admission as first-time freshmen who are under 21 years of age must present valid ACT or Scholastic Aptitude Test (SAT) scores. Applicants for admission as first-time freshmen who are 21 years of age or older on the first day of class must complete the placement test. Students with valid ACT or SAT scores on the first day of class may elect to submit their scores as the basis for placement decisions. Valid ACT/SAT scores are those earned within three years prior to the first day of the first term of enrollment. Pellissippi State will not use the scores for admission purposes but shall use them for advisement purposes, as well as for a component in placement decisions.

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

- English .............................................................................................................. 4
- Algebra I ........................................................................................................... 1
- Algebra II .......................................................................................................... 1
- Geometry or other advanced math course with geometry component .......... 1
- Natural Sciences
  One must be a laboratory course in biology, chemistry or physics ........ 2
- United States History ..................................................................................... 1
- Social Studies ................................................................................................... 1
- Foreign Language .............................................................................................. 2 in same language
- Visual/Performing Arts ..................................................................................... 1

Limitations of Applicability (University Parallel Program)

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

- Applicants who graduated from high school or who received a GED certificate prior to 1989 are admissible without regard to the high school unit requirements. However, GED recipients who have not taken American history in high school must complete a semester of American history before receiving a degree at any four-year public college or university in Tennessee.
- Applicants who received a GED certificate in 1989 and thereafter or an American Council on Education External diploma (ACE) are considered to have met all high school unit requirements except those in foreign language and visual/performing arts. Deficiencies in those units must be removed within the first 30 college-level semester hours after initial enrollment or the student will not be allowed to register for the following semester.
- Applicants with an Honors Diploma in General Education from a Tennessee public high school (Rules, Regulations and Minimum Standards for the Governance of Public Schools in the State of Tennessee, Book One, Chapter 0520-1-3-06(1)(e) are considered to have met all high school unit requirements.
- Applicants who graduated from high school and have a valid ACT composite score of 26 or higher are considered to have met all high school unit requirements except those in foreign language and visual/performing arts. Deficiencies in those units must be removed within the first 30 college-level semester hours after initial enrollment or the student will not be allowed to register for the following semester.
- The qualifications and needs of applicants who volunteer information about a disabling condition will be assessed on an individual basis. Assessment includes an evaluation of the applicant’s potential for success in college and of any exceptions that may be warranted.
- Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.
- International applicants who graduated from a foreign high school are admissible without regard to the high school unit requirements.
ADMISSION OF TRANSFER STUDENTS

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

• Upon completion of a student’s file and the receipt of all college transcripts, Admissions and Records and the respective academic departments will evaluate courses taken. No transfer credit will be processed until all official transcripts from each school attended by the student are received by Admissions and Records. Transfer credit will not be computed in a student’s grade-point average at Pellissippi State. Transfer credit is awarded for individual courses that parallel Pellissippi State requirements for course content, level of instruction, and preparation of faculty teaching courses for which transfer credit is requested, provided a grade of C or better was made in each course. The following information may be required to evaluate the comparability of courses for the purpose of awarding transfer credit:

1. Course syllabus—photocopy of the syllabus used at the time the course was taken. A determination of the comparability of course content and level of instruction is made through a comparison of the following syllabus elements: course prefix, number, and title; lecture/lab contact hours and credit hours; course description; prerequisite/corequisite courses; course objectives/course goals; grading scale; required textbook and other instructional materials; and methods of evaluation.

   If the syllabus does not contain the information specified above, supplemental documentation (e.g., assignment schedules, grading policy statements) should be submitted along with the course syllabus.

2. Faculty credentials—verification that faculty teaching the course(s) for which credit is requested meet the following academic and/or professional experience qualifications:

   Courses designed for transfer to four-year colleges and universities—master’s degree and at least 18 graduate hours in the discipline.

   Courses not designed for transfer to four-year colleges and universities—master’s degree and at least 18 graduate hours in the discipline or bachelor’s degree and work experience in a related field.

3. If applicable, the name of relevant specialized or program agencies/boards may be submitted along with the above information.

   • Determined by the transfer intent of comparable Pellissippi State courses.

   • The applicant’s grade-point average on transferable courses must be at least equal to that which Pellissippi State requires for the readmission of its own students. Applicants who do not meet the College’s standards will be admitted on scholastic probation.

   • Applicants with college credit earned prior to fall 1989 are admitted without regard to the minimum high school unit requirements.

   • Applicants with 60 or more transferable semester hours are eligible for degree admission without regard to the minimum high school unit requirements.
• Applicants with an associate’s degree (A.A., A.S.) designed for transfer to baccalaureate institutions are eligible for degree admission without regard to the minimum high school unit requirements.
• Applicants who enrolled in college for the first time in fall 1989 or thereafter and who have 59 or fewer semester hours of transferable credit are eligible for degree admission provided that any high school unit deficiency be removed within the first 30 college-level semester hours after initial enrollment.
• Prospective students must submit an application with a non-refundable application fee and must submit official transcripts from all previously attended colleges/universities by midterm of their first semester at Pellissippi State. A student cannot register for a second semester without having submitted all previous college transcripts.

The transfer credit appeal process may be used by students to request reconsideration of transfer credit decisions. Steps in the appeal process are as follows:
1. The student contacts Admissions and Records and requests a reevaluation of transfer credit. The student may ask that particular courses be reconsidered for approval.
2. Course descriptions, course syllabi and other documentation as described in the transfer credit policy must be provided by the student or by the institution where the courses were taken.
3. Copies of college transcripts and supporting documentation are sent to the appropriate academic department head for review.
4. The department head informs Admissions and Records of the transfer credit decision. Department head decisions regarding the awarding of transfer credit are final.
5. The Admissions and Records Office notifies the student of the transfer credit decision.

The appeals process is the same for students transferring from regionally and nonregionally accredited colleges and universities. Students transferring from international colleges and universities follow the same steps, with the additional requirement that supporting documents, e.g., course syllabi, must be provided with English translations.

**READMISSION TO PELLISSIPPI STATE**

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

**ACADEMIC FRESH START: CRITERIA**

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

Students who were formerly enrolled at Pellissippi State and who have been separated from all institutions of higher education for a minimum of four calendar years from last date of attendance are eligible for the Fresh Start program. A transfer applicant’s grade-point average on transferable courses must be at least equal to that which Pellissippi State requires for the readmission of its own students. Applicants who do not meet the Pellissippi State standards may be admitted on scholastic probation or other appropriate status.

**Student Requirements**

1. Separation from all collegiate institutions for at least four calendar years
2. At the time of readmission or admission as a degree student or after the time of readmission but prior to completion of 15 hours of degree coursework, formal application to Admissions and Records requesting Fresh Start and describing an academic plan
3. Completion of at least 15 semester hours of earned degree course work with a minimum QPA of 2.0 for all work attempted

**Terms of Academic Fresh Start**

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

The student should also signify understanding that non-TBR institutions may not accept the QPA as it is calculated with the Fresh Start.

**Mandatory Placement of Degree Admission Students**

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

- If the applicant is under 21 years of age on the planned first day of class, the applicant must submit valid ACT or SAT scores. Placement in appropriate
academic courses is based on ACT test scores and high school transcripts. If a student’s high school transcript has not been received in Admissions and Records, the student will be advised based on ACT test scores.

- Student applicants who have never attended college and who are 21 years of age or older on the first day of class must complete the placement test. Students with valid ACT or SAT scores that are less than three years old on the first day of class may elect to submit their scores as the basis for placement decisions.

- Based on test scores, student applicants who do not show proficiency in basic academic competencies in mathematics, English and/or reading are required under controlled admission to take appropriate Developmental Studies Program (DSP) coursework. Such students may not be enrolled in a regular college-level course that requires that competency as a prerequisite until they have satisfactorily met the exit criteria of the appropriate developmental studies course(s).

- Transfer students whose previous academic records from a college or university indicate appropriate English and/or mathematics proficiency will be considered for regular admission. Students whose records do not include such transfer credit in English and mathematics must establish proficiency in the basic academic competencies by test scores according to conditions explained above.

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

NON-DEGREE ADMISSION

SPECIAL ADMISSION

General requirements for all non-degree applicants

An undergraduate special student is one who is not working toward a degree. To be admitted as an undergraduate special student, a person must hold a regular high school diploma or a GED certificate or have the approval of the director of Admissions and Records. Exceptions may be made as listed in the high school section below. Special students must (1) meet entry-level standards for each course in which they enroll, (2) be able to complete assignments, and (3) be able to read and write at the required level.

There are no maximum number of hours per term and no maximum number of cumulative hours that apply to an undergraduate special student. However, if a student wishes to change to degree-seeking status, the student must meet the mandatory placement criteria for degree-seeking students and must complete the final 24 hours of the degree program after changing to degree-seeking status. Undergraduate special students must (1) satisfy all DSP requirements indicated by the placement test or (2) provide evidence that they have successfully completed all college-level prerequisites or (3) provide evidence of other equivalent experiences before enrolling in regular college-level English or mathematics.
courses or other college-level courses that are the second course in a two-course sequence (e.g., Accounting I and II). Any student wishing to change his or her status from degree-seeking student to special student must receive approval for the change from the director of Admissions and Records.

Requirements for high school students

Early admission of first-time freshmen

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

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

Joint enrollment of high school students

Joint enrollment is the enrollment of a high school student in one or more college courses for which the student will earn only college credit. High school students who meet the following criterion as specified in Chapter 395 of the Public Acts of 1983 are eligible for special admission:

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

Dual enrollment of high school students

The dual enrollment program is a cooperative effort between Pellissippi State and Knox and Blount Counties. Qualified high school students may accelerate their college education through dual enrollment courses. Courses are offered at selected high schools during the school day at high school campuses.

Dual enrollment is the enrollment of a high school student in one or more specified college courses for which the student will be awarded both high school and college credit; all requirements of both the high school and Pellissippi State must be met by students participating in a dual enrollment program. The minimum requirements for admission of this category of applicants shall be the following:

• Completion of grades 9 and 10 with a minimum grade-point average of 3.2 on a 4.0 scale or the equivalent.
• A student enrolling in ENGL 1010 English Composition I must have an ACT English subscore of 22 or higher and must be classified as a senior.
Students enrolling in all other college-level courses must meet the requirements specified for admission of degree-seeking students and the requirements of the appropriate course syllabus available at www.pstcc.edu/departments/adv/syllabi.

Requirements for people who have attended other colleges but have not earned a degree

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

Requirements for people with a college degree or certificate

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

Requirements for senior citizens and people with disabilities

Tennessee Code Annotated (T.C.A.) 49-7-113 provides special legislation for people with permanent disabilities and for Tennessee residents 60 or older and for Tennessee residents 65 or older.

Eligibility to audit courses. 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 registration fees. The application fee and all applicable special course fees will be charged. Special students may not audit developmental studies courses.

Eligibility to take courses for credit. People with permanent disabilities and Tennessee residents 65 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 registration fees. A service fee not to exceed $75 per semester will be charged. The application fee and all applicable special course fees will be charged. Special students may not audit developmental studies courses.

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 Financial Aid Office to be certified as eligible for either program.

GENERAL PROVISIONS

Residency Classification

Upon admission to the College, Admissions and Records classifies each student as resident or nonresident.

Any person who has established a permanent dwelling place in Tennessee and shows evidence of long-term intent to remain within the state is generally classified as a resident. Ordinarily it is presumed that a person entering Tennessee from another state or country to attend college does so intending to remain only for the period of attaining his or her educational goals.
Admissions and Records may require proof of relevant facts regarding residency. Students who disagree with the initial decision may appeal to the director of Admissions and Records for reclassification. Students who still disagree may appeal in writing to the dean of Student Affairs.

Proof of Language Proficiency by Non-native Speakers

An applicant whose native language is not English must satisfy one of the following prerequisites:

1. Submit a minimum score of 450 on the paper-based Test of English as a Foreign Language (TOEFL) or a 133 on the computer-based TOEFL and take English placement tests. Students with valid ACT or SAT scores that are less than three years old on the first day of class may elect to submit their scores as the basis for placement decisions.

2. Submit a transcript showing graduation from an American high school.

3. Submit a transcript showing satisfactory completion (a grade of at least C) of college-level English Composition I from a U.S. college or university.

Admission of International Applicants

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

1. All transcripts, test scores, and other credentials must be written in English or accompanied by an English translation and certified as official copies. Students who have attended international colleges or universities and petition to be awarded transfer credit must have their academic transcripts evaluated by an educational credential service. Copies of the credit recommendations from the educational credential service must be provided, in addition to copies of English-translated transcripts from colleges/universities attended. Transfer credit awarded will take into consideration the credit recommendations provided by the educational credential service. Students should contact the international student admissions coordinator regarding which educational credential service can be accepted by Pellissippi State to determine transfer credit to be awarded.

2. International applicants must

   • Provide evidence of sufficient resources to pay fees in current U.S. dollars. Verification must be current and must be made by a financial institution.
   • Provide documentation substantiating official status with the United States Immigration Service.
   • Provide a copy of their Form I-94.
   • Submit within 30 days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student’s compliance with any prescribed medical treatment program.
• As a condition of admission and continued enrollment, enroll in the TBR Student/Scholar Health and Accident Insurance Plan (students with J, F or M visas; students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents). Enrollment in the insurance plan will take place no later than at the time of class registration, and the cost of the coverage will be added to the student’s registration fees.

• Meet with the international student admissions coordinator in Admissions and Records on arrival in the United States.

Advanced Standing

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

College-Level Examination Program (CLEP). Pellissippi State recognizes and accepts credit derived from general and subject area examinations of the College Entrance Examination Board (CEEB). The Learning and Testing Center administers the CLEP exams on an individual basis. The CLEP subject and general examinations are listed below with required scores:

<table>
<thead>
<tr>
<th>CLEP Subject Exam</th>
<th>Minimum Acceptable Score</th>
<th>Credit Hours Awarded</th>
<th>Semester Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPOSITION, LANGUAGE AND LITERATURE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL2110, 2120</td>
</tr>
<tr>
<td>Freshman College Comp (with essay)</td>
<td>50</td>
<td>3</td>
<td>ENGL1010</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2210, 2220</td>
</tr>
<tr>
<td>English Composition (with essay)</td>
<td>50</td>
<td>3</td>
<td>FREN1010</td>
</tr>
<tr>
<td>French Levels I and II</td>
<td>50</td>
<td>6</td>
<td>FREN 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>62</td>
<td>12</td>
<td>FREN 1010, 1020, 2010, 2020</td>
</tr>
<tr>
<td>German Levels I and II</td>
<td>50</td>
<td>6</td>
<td>GERM 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>63</td>
<td>12</td>
<td>GERM 1010, 1020, 2010, 2020</td>
</tr>
<tr>
<td>Spanish Levels I and II</td>
<td>50</td>
<td>6</td>
<td>SPAN 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>66</td>
<td>12</td>
<td>SPAN 1010, 1020, 2010, 2020</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>MATH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus With</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elem Functions</td>
<td>50</td>
<td>4</td>
<td>MATH 1910</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>MATH1130</td>
</tr>
<tr>
<td>College Algebra/Trigonometry</td>
<td>50</td>
<td>5</td>
<td>MATH 1730</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
<td>MATH1130</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>3</td>
<td>MATH 1720</td>
</tr>
<tr>
<td>BUSINESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>50</td>
<td>6</td>
<td>ACC 2110, 2120</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3</td>
<td>MGT 2000</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>MKT 2200</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>4 for both</td>
<td>ECN 2010</td>
</tr>
<tr>
<td>and Microeconomics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Must take both economics tests for credit)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DANTES Test. DANTES (Defense Activity for Nontraditional Education Support) subject standardized tests are also used to award college credit to students who can demonstrate knowledge of subjects commonly taught in introductory college courses. The Learning and Testing Center also administers DANTES on an individual basis. The subject tests, required scores and credits awarded are listed below.

<table>
<thead>
<tr>
<th>Test Number</th>
<th>Test Title</th>
<th>Minimum Score</th>
<th>Credit Hours Awarded</th>
<th>Semester Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF 450</td>
<td>Principles of Statistics</td>
<td>48</td>
<td>3</td>
<td>MATH 1530</td>
</tr>
<tr>
<td>SE 461</td>
<td>Art/Western World</td>
<td>48</td>
<td>3</td>
<td>ART 1730</td>
</tr>
<tr>
<td>SF 474</td>
<td>Ethics in America</td>
<td>46</td>
<td>3</td>
<td>PHIL 2400</td>
</tr>
<tr>
<td>SF 496</td>
<td>Intro World Religions</td>
<td>48</td>
<td>3</td>
<td>PHIL 2010</td>
</tr>
<tr>
<td>SF 498</td>
<td>Criminal Justice</td>
<td>49</td>
<td>3</td>
<td>SOC 1100</td>
</tr>
<tr>
<td>SF 524</td>
<td>Principles of Finance</td>
<td>46</td>
<td>3</td>
<td>FIN 2000</td>
</tr>
<tr>
<td>SG 525</td>
<td>Principles of Finance Acct</td>
<td>47</td>
<td>3</td>
<td>ACC 2110</td>
</tr>
<tr>
<td>SG 530</td>
<td>Human Resources Management</td>
<td>46</td>
<td>3</td>
<td>MGT 2050</td>
</tr>
<tr>
<td>SF 532</td>
<td>Principles of Supervision</td>
<td>46</td>
<td>3</td>
<td>MGT 2030</td>
</tr>
<tr>
<td>SE 815</td>
<td>Principles of Public Speaking</td>
<td>47</td>
<td>3</td>
<td>SPH 2100</td>
</tr>
</tbody>
</table>

Advanced Placement Test. Pellissippi State offers course credit and advanced placement for successful completion of Advanced Placement examinations administered by the CEEB to high school students. The subject tests, required scores and credits awarded are listed below. Specific information can be obtained from Admissions and Records.

<table>
<thead>
<tr>
<th>Subject Test</th>
<th>Minimum Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio Art—General or Drawing Portfolio</td>
<td>4 or 5</td>
<td>ART 1011</td>
</tr>
<tr>
<td>Biology</td>
<td>3 or above</td>
<td>BIOL 1110-1120</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4 or above</td>
<td>CHEM 1110-1120</td>
</tr>
<tr>
<td>Computer Science</td>
<td>5</td>
<td>CSIT 1020</td>
</tr>
</tbody>
</table>
Tech Prep Articulation Credit. After successfully completing 12 college credits at Pellissippi State, students who have graduated from high school within the past two years and who are pursuing a Career/Technical degree (Associate of Applied Science degree program) may apply for additional college credit based on high school courses. The high school course must be aligned with a Pellissippi State course and meet established sets of criteria that include the mastery of competency-based skills. The specific courses approved for credit in Career/Technical programs are subject to change during the academic year. Students may apply for these course credits by signing the Articulation Application for the specific Career/Technical area. The application may be obtained from the high school instructor or counselor or by contacting the Tech Prep Office at (865) 694-6612. The student is responsible for

- Securing the Articulation Application(s).
- Securing the required signatures on the application(s).
- Securing validation of the competencies from the high school teacher.
- Securing a copy of the official high school transcript and four-year (grades 11-14) or six-year (grades 9-14) program/plan of study from the high school counselor.
- Submitting the application to the Tech Prep Office.
- Completing 12 college credits with a C or better.
Military Service Credit. Pellissippi State will grant credit for appropriate educational experiences in the armed services in accordance with the American Council on Education Guide to the Evaluation of Education Experience in the Armed Services. Veterans should apply to Admissions and Records with supporting documents of previous training.

Credit for Extra-institutional Learning. Pellissippi State may award credit for extra-institutional learning according to the American Council on Education Guide to Educational Credit for Training Programs.

Credit for Certified Professional Secretary (CPS) Examination. People passing the Certified Professional Secretary examination will be granted 16 semester hours of credit at Pellissippi State for the following courses, which will apply to a certificate or degree. These credits will be awarded after 12 semester hours have been earned at Pellissippi State.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I 3</td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics 4</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management 3</td>
</tr>
<tr>
<td>MKT 2420</td>
<td>Customer Service 3</td>
</tr>
<tr>
<td>OST 1211</td>
<td>Word/Excel/PowerPoint I 3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 16

In addition to the 16 semester credit hours that are granted upon completion of the CPS examination, additional credit will be awarded for passing the Certified Administrative Professional examination as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2010</td>
<td>Office Proficiency Assessment 1</td>
</tr>
<tr>
<td>OST 2302</td>
<td>OST Internship 2</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3

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

To receive credit for these courses, the person passing the exam should have successfully completed 12 semester hours at Pellissippi State and should apply to Admissions and Records. Proof should be presented at this time that all parts of the examination have been passed.

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

Proficiency Credit by Examination. A student with a minimum grade-point average of 2.5 may apply for credit by examination for any college-level course at Pellissippi State on the basis of experience or training. A student may apply for credit by examination no later than the first two weeks of the term (no later than the first week for OST courses). MATH and OST credit by examinations are given only in the fall and spring semesters. The student’s application for credit by examination must be approved by the department head and the vice president of Academic and Student Affairs.
The examination criteria will be determined by the department head and may consist of a comprehensive written test and/or an oral test that is usually administered in the Learning and Testing Center. A laboratory examination may be given when necessary.

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

A student must register for credit by examination by completing the required form and paying fees accordingly. A student who has already taken a course and received a grade may not apply for credit by examination in a later semester.

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

**Credit for Life Experience.** Credit for life experience may be petitioned for courses for which credit cannot feasibly be granted by other means, such as advanced standing, CLEP, credit by examination or transfer credit. Credit for life experience may be granted by verification of college credit recommendation in the Directory of the National Program on Noncollegiate Sponsored Instruction or by approval by the vice president of Academic and Student Affairs, the department head and an appropriate faculty committee.

A request to petition for credit for life experience will be approved by the appropriate department head (or designee) prior to the student’s submission of a portfolio documenting professional experience that directly relates to the content of a specific course at Pellissippi State.

Credit for life experience may be granted for up to 25 percent of the credit applied toward the degree. In exceptional individual cases, however, up to 30 credit hours may be awarded if justified by the special nature and content of the learning experience. The student must also meet the College’s graduation residency requirement as specified in the Academic Information and Services section of this Catalog and Handbook.

**KEYBOARDING PROFICIENCY**

All Business and Computer Technology students who do not keyboard 28 words per minute with five or fewer errors must enroll in OST 1100.

**ACADEMIC ADVISEMENT**

Academic advisement is a communication and information sharing process during which students make planned decisions about their educational goals. The Student Assistance Center serves as the advisement center for new students. During the first semester of enrollment, students are assigned a faculty advisor who works closely with them in planning their program and course sequence. All full-time faculty are available to students for consultation and maintain regular office hours for this purpose. Students needing academic assistance are encouraged to seek help before their problems become critical.
Student responsibilities:

- You are responsible for knowing the graduation requirements for your major. If you are transferring to a college or university with which Pellissippi State does not have an articulation agreement, you need to know the requirements for graduation for that school.
- You are responsible for providing the appropriate test scores and transcripts.
- You are responsible for obtaining the name of your advisor from P.S. .... Web.
- You are responsible for verifying your major for advisement.
- You are responsible for making an appointment with your advisor and keeping it.
- You are responsible for knowing important dates on the Academic Calendar (registration dates, schedule change deadlines, etc.).
- You are responsible for supplying current information about your address, phone number and major to Admissions and Records.
- You are responsible for obtaining a current Catalog and Handbook and being familiar with its contents. If you entered Pellissippi State during a previous year, you are responsible for following the Catalog and Handbook curriculum requirements for that year.
- You are responsible for checking your registration status (holds, standing, etc.) prior to registration.
- You are responsible for registering and making schedule changes in a timely manner.
- You are responsible for paying all fees in a timely manner.
- You are responsible for learning to access your e-mail account.
- You are responsible for treating others with courtesy and respect.

REGISTRATION PROCEDURES

Fall, Spring and Summer Terms

A student may register for both day and evening classes at the beginning of the term with the understanding that the Pellissippi State policy regarding refunds and registration fees will apply.

PRIORITY REGISTRATION

Priority Registration occurs each term. To priority register, students should obtain the next semester’s Schedule of Classes and instruction sheets from Admissions and Records or other designated areas and consult with their advisor to plan the following term’s schedule.

All registration requirements may be completed during Priority Registration. Students who priority register must pay fees prior to the Final Registration period or their schedules will be deleted. Refer to the Academic Calendar for the last day to pay for Priority Registration each semester. Students who priority register and are then suspended after grades for the current semester are processed will be notified of a change of status before the next term’s Final Registration period. Schedules of suspended students will be dropped.
**FINAL REGISTRATION**

The General Assembly of the state of Tennessee mandates that each public or private postsecondary institution provide information concerning hepatitis B infection to all students entering Pellissippi State for the first time. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about the disease. In addition, state law (Tenn. Code 49-6-5001) requires proof of immunization with two doses of measles, mumps and rubella vaccines, administered on or after the first birthday for attendance to all universities and colleges. The Certificate of Immunization form must be completed. Entering or readmitted full-time students who do not have acceptable documentation or waivers on file in Admissions and Records will not be allowed to register for subsequent semesters.

Final Registration will be held at the beginning of each term (see Academic Calendar). Payment of fees is required of all students at the time of Final Registration. If students have not paid fees by the end of Final Registration (prior to the first day of classes), they will be administratively dismissed. Former students who have not attended for three or more terms must apply for readmission prior to Final Registration. New freshmen and transfer students will be advised according to the requirements of their courses of study and will be invited to attend an orientation session. The minimum load for full-time attendance is 12 credit hours.

**OFFICIAL ENROLLMENT**

Students are officially enrolled when all assessed fees have been paid. Cash, checks, credit cards, federal financial aid and commitments from outside agencies are accepted. Students must sign documents in the Cashier’s Office to accept federal financial aid or sponsorship from outside agencies to process payment. Pellissippi State also offers a deferred payment program. Students enrolling in this program are officially enrolled when the initial minimum payment due has been paid.

Credit will be granted only for courses in which the student is officially registered. Students officially registered for a class they do not attend or stop attending and do not officially drop or withdraw from the class will receive an F for the course. Following any change in registration, it is the student’s responsibility to check the change(s) for accuracy of the revised schedule. Students may be placed on the hold list for registration if any of the following applies:

- They owe fees or other charges to the Business Office.
- They are on academic suspension from previous attendance.
- They owe reimbursement to the financial aid program.
- They fail to submit all required admission documents.
- They fail to complete a loan exit interview.
- They have overdue library books or materials.
- They have not removed high school unit deficiencies within the allotted time frame.
- They owe traffic fines.
- They are subject to previous disciplinary action taken by Pellissippi State.

The proper action must be taken as indicated, or the dean of Student Affairs should be contacted for further information before a student can be considered for readmission.
CANCELLATION OF SCHEDULED CLASSES

Any scheduled class may be canceled by Pellissippi State. Refunds will be made in the event classes are canceled and the student’s credit hour load drops below 12 semester hours. Any student receiving financial assistance may need to add a class. Failure to do so could result in the student’s owing a repayment of a federal grant or, if the student drops below 6 credit hours, being ineligible for a student loan.

DROP, ADD AND WITHDRAWAL STANDARDS

After the Final Registration period is over, students may make adjustments in their schedules by adding and/or dropping courses. A student may drop or add courses for spring and fall semesters during the drop/add period (first seven calendar days of the semester beginning with the first day of classes). For other session drop/add dates, refer to the Schedule of Classes. Courses dropped within the drop/add period are not recorded on the student’s transcript. Following the last day to add and not later than two-thirds of the term beginning with the first day of classes, a student may officially drop courses or withdraw from Pellissippi State and receive W’s. Drop/Withdrawal forms may be secured from Admissions and Records and must be returned to that office for data entry after proper approvals have been received. A student who stops attending class and does not officially drop or withdraw from class will receive an F.

Students enrolled in Developmental Studies Program (DSP) courses must meet with a counselor or DSP director to request approval to drop those courses. Students may not drop DSP courses without the approval of the DSP director. Students may drop DSP courses only under serious circumstances. Serious circumstances may include a death in the family, long-term illness or similar instances.

Beyond the last day to drop/withdraw, students may drop/withdraw if it can be demonstrated that unusual conditions or hardships exist. Unusual conditions or hardships may include extensive illness, unexpected relocation of residence or place of employment, or other legitimate reasons that may be approved by the vice president of Academic and Student Affairs or designee.

DISMISSALS

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

• Failing to meet minimum academic standards.
• Violating codes as set forth in the Student Information & Services section of this Catalog and Handbook.
• Exhibiting conduct of an unacceptable nature, including the violation of local, state or national laws but not necessarily restricted to the violations of such laws or ordinances.
• Giving false information on the admissions application form.
• Possessing, selling, furnishing or using illegal drugs on or off campus.
• Possessing, selling, furnishing or using alcoholic beverages on campus.
• Failing to meet financial obligations to Pellissippi State.
Costs & Financial Information

Cashier’s Hours
Pellissippi Campus
(865) 694-6605
Monday, 8 a.m.- 6 p.m.
Tuesday-Friday, 8 a.m.-4:30 p.m.

Please call the branch campus for Cashier’s hours:

Division Street Campus
(865) 971-5212

Blount County Center
(865) 981-5334

Magnolia Avenue Campus
(865) 329-3100

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
- 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
- Continuing Education Program Costs
- 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/departments/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

COLLEGE 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.

Visit the Cashier’s Office Web page at www.pstcc.edu/departments/business_finance/cashier, or call the Cashier at (865) 694-6606 to confirm current rates.

A $20 nonrefundable late fee will be charged to all accounts not paid in full or accepted on the payment plan by the end of the Final Registration period.

REGENTS ONLINE DEGREE COSTS
Fees for Regents Online Degree courses are charged separately, and charges are in addition to fees for other courses. Maintenance and online degree fees are charged for Regents courses. Out-of-state tuition charges may also apply.

OUT-OF-STATE TUITION
Students are classified as resident or nonresident by Admissions and Records 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 Final Registration.

Information about residency classification may be obtained from Admissions and Records. Students have the right to appeal the assignment of residency status to the director of Admissions and Records.

REGISTRATION AND ENROLLMENT FEES

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.

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

Maintenance Fee. This fee is charged to all students enrolled in credit, audit or Regents Online Degree courses. It is calculated based on the number of hours for which the student is enrolled.

Out-of-State Tuition. This is an additional fee charged to students classified as nonresidents of Tennessee who are enrolled in courses for credit, audit or Regents Online Degree courses. It is calculated based on the number of hours for which the student is enrolled.

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.

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.

COURSE FEES

Activity Fees

Music Fee. This fee is charged to all students who receive individual instruction. The charge is $55 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.

TEST FEES

Challenge Test Fee. This nonrefundable fee is charged to all students who take the challenge test.

Placement Test Fee. This nonrefundable fee is charged to all students who take the college placement test.

ACT Test Fee. This fee is charged to all persons who take the ACT test. The fee is paid at the Cashier’s Office when the ACT packet is received by the student.

GED Test Fee. This 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 (865) 694-6454 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.

OPAC Test Fee. This 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 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 fee is charged to all persons taking the DANTES test. The fee must be paid before taking the test.

MISCELLANEOUS FEES AND FINES

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 receipt at the Library Circulation Desk at the Pellissippi Campus or the Educational Resources Center at any satellite campus location for issuance of a new ID card. The card may be requested for use at other College facilities. Call the Library Circulation Desk at (865) 694-6516 for further information.

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 Safety and Security Office.

Late Payment Fee. This nonrefundable fee is charged to all students enrolled in courses for credit, audit or Regents Online Degree who pay registration fees or join the payment plan after the Final Registration period.

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 nonrefundable 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.

 Collection Costs. This fee is added to accounts submitted to an outside agency for collection.

 Library Fines

 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 (re-binding) 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.

### Fee and Fine Amounts

<table>
<thead>
<tr>
<th>Fee and Fine Amounts</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Student Medical Insurance</td>
<td>Per brochure</td>
</tr>
<tr>
<td>Course Fees</td>
<td></td>
</tr>
<tr>
<td>Private Music Fee</td>
<td>$55 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>
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<tr>
<td>Deferred Payment Service Charge</td>
<td>$20</td>
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<tr>
<td>Deferred Payment Late Fee</td>
<td>$25</td>
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<tr>
<td>Collection Costs</td>
<td>23-30 percent</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$20</td>
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<tr>
<td>Graduation Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Identification Card Replacement</td>
<td>$1</td>
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<tr>
<td>Traffic Fines</td>
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</tr>
<tr>
<td>Parking (restricted)</td>
<td>$15</td>
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<tr>
<td>Moving Violation</td>
<td>$15</td>
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<tr>
<td>Handicapped 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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee and Fine Amounts</th>
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<tbody>
<tr>
<td>Library Fines</td>
<td></td>
</tr>
<tr>
<td>Replacement Fines</td>
<td>Replacement cost + $15 or $5</td>
</tr>
<tr>
<td>Repair Fines</td>
<td>Repair cost + $5</td>
</tr>
<tr>
<td>Telecourse Fines</td>
<td></td>
</tr>
<tr>
<td>Audiovisual Equipment</td>
<td>Replacement cost + $5</td>
</tr>
<tr>
<td>Telecourse Materials</td>
<td>Replacement &amp; dubbing cost + $5</td>
</tr>
<tr>
<td>Test Fees</td>
<td></td>
</tr>
<tr>
<td>Placement Test Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Challenge Test Fee</td>
<td>$10</td>
</tr>
<tr>
<td>ACT Test Fee</td>
<td>$26</td>
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<tr>
<td>GED Test Fee</td>
<td>$55</td>
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<tr>
<td>GED Retest Fee</td>
<td>$11 per section</td>
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<tr>
<td>OPAC Test Fee</td>
<td>$25</td>
</tr>
<tr>
<td>CLEP Test Fee</td>
<td>$65</td>
</tr>
<tr>
<td>DANTES Test Fee</td>
<td>$60</td>
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</tbody>
</table>

NOTE: The fees listed above are subject to change. Please refer to the Cashier’s Web page: www.pstcc.edu/departments/business_finance/cashier to confirm fee amounts.
FEE PAYMENT OPTIONS

Fees must be paid by the established deadlines or the class schedule will be deleted. Students will 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 deadlines and other 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 or Campuswide ID on the face of the check.

**Web check.** Students may log on to P.S. ... Web (https://psweb.pstcc.edu/ahomepg.htm), available 8 a.m. to 10 p.m., and pay fees with 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. or call the Cashier at (865) 694-6606 between 8 a.m. and 4:30 p.m. to charge fees to VISA, Mastercard or Discover.

**Financial Aid Credits.** Payment of fees with financial aid is authorized by the student’s acceptance of his or her award via the Web or the student’s signature on an award notification. 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’s Office. Federal Pell Grant, Federal SEOG, Foundation scholarships and academic work scholarships are credited to the student account within three working days of award acceptance. Stafford Loan funds received by electronic transfer will be credited to the student’s account within three days of receipt of funds. Scholarships from outside sources are not automatically credited to the student’s account. Students must see the Cashier’s Office to process these scholarships. Refer to Financial Aid in this section of the Catalog and 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 not to exceed $75 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’s Office to be certified as eligible for either program.

People with 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 the 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 Final Registration period (refer to the Academic Calendar) through the first day of the class. Employees registering into a course prior to the Final 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 at www.pstcc.edu/departments/business_finance/cashier.

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. The deferred payment plan applies to all fee charges and requires an initial payment equal to a $20 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’s 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, technology, special course 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, 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., Vocational Rehabilitation, 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 completing a Refund Appeal form outlining the basis for the appeal, attaching supporting documentation when applicable and submitting the form to the director of Business Services. Refund requests will be decided by the director of Business Services. The student will be notified of the decision within 15 working days of receipt of the request. The Refund Appeal form can be accessed on the Cashier’s Office Web page at www.pstcc.edu/Departments/business_finance/cashier or at the Cashier’s Office at any campus. The Refund Appeal form with supporting documentation can be delivered to the Cashier’s Office at any campus, mailed to the College, faxed to (865) 539-7041 or e-mailed to rproffitt@pstcc.edu.

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 the 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 8 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 $300 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 of 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.

Textbooks may be purchased online on the Campus Bookstore Web site at www.pstcc.bkstr.com. Textbook prices, store hours, and software special orders are also available on the Web site.

Bookstore Refund Policy

New Textbooks
New textbooks may be returned for a full refund or exchange within 15 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 15 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 and U.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 tear-out pages that cannot be reused or textbooks with excessive cribbing or highlighting that would make the textbook useless to the next potential purchaser.

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

The basis for determining financial need is the result of an analysis of the parents’ and/or student’s resources as provided by the Free Application for Federal Student Aid (FAFSA). This application may be completed on the Web at www.fafsa.ed.gov, or the paper form 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. Complete the Free Application for Federal Student Aid (FAFSA) to determine financial need.
2. Apply for admission to Pellissippi State as a regular, degree-seeking student.
3. Submit documentation (tax returns, verification forms, etc.) to the Pellissippi State Financial Aid Office if requested.
4. Have official academic transcripts sent to the Pellissippi State Admissions and Records Office from all postsecondary institutions previously attended.
5. Meet Pellissippi State’s satisfactory academic progress standards for financial aid recipients.

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 institutional and 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.

**GRANTS**

**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 April 1.
WORK-STUDY

Federal Work-Study Program
The Federal Work-Study Program provides part-time employment opportunities to students. To be eligible, a student must be accepted to the College or be currently enrolled. If currently enrolled, the student must be in good standing academically. Student eligibility further depends upon financial need as determined by the Free Application for Federal Student Aid, with preference given to applicants from low-income families. In addition to the FAFSA, a separate application must be submitted early each year, as awards are considered on a first-come basis.

LOANS

Federal Stafford Loan Program
The Federal Stafford Loan is a low-interest loan initiated by the student through a bank or lending agency. Application is required each year and MUST be certified by the Financial Aid Office prior to being submitted to the lender. All recipients must be enrolled at least half time (6 semester hours).

In addition to a master Promissory Note (MPN) and loan request form, a student must complete the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA to apply for a Federal Stafford Loan. The FAFSA information will determine whether the student is eligible for a subsidized or unsubsidized Stafford Loan (or a combination of the two).

Students are eligible to receive no more than two full loans at freshman status and two full loans at sophomore status. Loans received at previous institutions are included in the total. Students must have completed a minimum of 30 regular hours, including transfer hours accepted, to be considered a sophomore.

* Subsidized Federal Stafford Loan. Awarded on the basis of financial need. The federal government pays interest on the loan while the student is in school and during authorized period of deferment thereafter.

* Unsubsidized Federal Stafford Loan. Not based on financial need. Student must pay the interest from the time the loan is disbursed until it is paid in full.

Federal regulations stipulate that entrance counseling must be conducted before release of the first disbursement of the first Federal Stafford Loan made to a borrower at Pellissippi State. Federal regulations also state that first-time, first-year borrowers cannot pick up (or have credited to their account) the first disbursement of their student loan until 30 days following the first day of class.

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

Student Emergency Loan Program
The Student Emergency Loan Program was established by the Pellissippi State Foundation 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.

**SCHOLARSHIPS**

Pellissippi State awards numerous scholarships based on talent, academic achievement and/or financial need. In order to be considered for scholarships at Pellissippi State, you must first submit an Application for Admission and an official high school transcript or the equivalent, then submit a Scholarship Application. By submitting an Scholarship Application, you will be considered for any scholarship for which you qualify.

Upon completion, Scholarship Applications must be submitted to the Financial Aid Office, along with recommendations and essays, if required. High school graduates must submit a Scholarship Letter of Recommendation Form from their high school guidance counselor, a teacher or a recognized professional person such as their employer. Returning students must submit a Scholarship Letter of Recommendation Form from their faculty advisor, a teacher or a recognized professional person such as their employer. Some scholarships may require two Letter of Recommendation Forms and a written essay. In addition, most of scholarships require that you complete the Free Application for Federal Student Aid (FASFA).

**Priority deadline for Scholarship Applications is March 15.** Applications received after March 15 will be considered if funds remain available. For applications and information on specific scholarships, visit the Financial Aid Office or the Financial Aid Web site: www.pstcc.edu/departments/financial_aid.

**Geier African-American Scholarship for New Students**

Geier African-American Scholarships for New Students are one-year, $1000 scholarships awarded to African-American students attending Pellissippi State for the first time. Applicants must submit a Pellissippi State Scholarship Application, along with a letter of recommendation from a high school counselor, teacher, employer or minister. Preference is given to full-time students. Applications are accepted until all funds are expended.

**Geier Minority Scholarships**

Geier Minority Scholarships are awarded to selected African-American students enrolled in eligible degree programs. In addition to a Pellissippi State Scholarship Application, students are required to complete the Free Application for Federal Student Aid (FAFSA). Awards will be made based on unmet need.

**National Science Foundation Scholarship**

The National Science Foundation Scholarship is a program established to assist students enrolled in selected majors. Maximum scholarships are $3125 per academic year, and recipients must meet the following criteria:

- Be a U.S. citizen, national or alien admitted on refugee status at time of application.
- Have unmet financial need as determined by the Free Application for Federal Students Aid (FAFSA).
- Be accepted for admission to Pellissippi State.
- Be enrolled full time in Computer Science, Computer Science Technology, Pre-engineering, Engineering Technology or Mathematics degree programs.
• Demonstrate academic merit by GPA, standardized test scores and class rank. Priority is given to applications with supporting information received by March 15. Applications received after that date will be considered only if funds remain available.

**Pellissippi State Academic Service Scholarships**

Academic Service scholarships are tuition-fees-only scholarships based on scholastic achievement and the fulfillment of a 75-hour work obligation. They are available as funded for tuition and mandatory fees to first-time, full-time students who graduated from high school within the previous 12 months with a minimum grade point average of 2.9 or the equivalent. Awards to GED and home-school students will be based upon evidence of comparable scholastic ability.

Scholarships are limited to two years and continuation is evaluated at the end of each semester. Priority is given to applications received by March 15. Applications received after that date will be considered only if funds remain available.

**Pellissippi State Foundation Scholarships**

The Pellissippi State Foundation provides numerous scholarships on an annual basis to students currently enrolled or preparing to enroll at Pellissippi State. These awards are made possible through donations from the community, faculty and staff. To learn more about Foundation scholarships, visit the Pellissippi State Foundation Web page: www.pstcc.edu/foundation/index.html.

**Tennessee Education Lottery Scholarship Program**

Students attending Pellissippi State are eligible to apply for the Tennessee Education Lottery Scholarship. For more information on this program, go to the Pellissippi State Financial Aid Web page: www.pstcc.edu/departments/financial_aid/scholarships.htm.

**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 IIV 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 not 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 reestablished 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 90 hours attempted toward a degree and 30 hours of required developmental studies courses, for a maximum of 120 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 Admissions and Records 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 and VA Form 22-1999 and submit the 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 and 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 disbursed 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.

Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits

Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Pellissippi State’s Financial Aid/Veterans Affairs Office can provide additional information and the required forms. Students may also apply for a Student Emergency Loan 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 Developmental Studies Program (DSP) courses if testing determines a need for the courses. The VA requires that students attend classroom instruction for DSP courses. Distance learning for these courses is not payable. 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 Financial Aid/Veterans Affairs 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 accelerated 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 1-888-442-4551. 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.gbill.va.gov or www.va.gov. Hours carried during a semester must be reported to the VA at 877-823-2378 at the end of each month for which pay will be received.

CONTINUING EDUCATION PROGRAM COSTS

For non-credit information and policies see the Business and Community Services section of the Catalog and Handbook.

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
- Student Support Services (TRIO)
- Graduate Placement Services
- Student Disciplinary Rules
- Computer Usage Guidelines
- Student Records
- Minors on Campus
- Smoking and Tobacco Use Policy
- Traffic and Parking Regulations
- Emergencies
- Campus Security Report
- Campus Sex Crimes Prevention Act
- Other Information and Services
Students are the College’s first priority and reason for existence. Counseling 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 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. Counseling staff also provide information and guidance to students who wish to transfer to four-year colleges or universities.

Career Counseling. Counselors 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. Counseling staff maintain 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 Assistance Center to explore educational possibilities. Counseling staff also assist 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 Counseling 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.

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 Services for Student With Disabilities may request 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 Services for Students With Disabilities, J.L. Goins Administration Building, Room 131, (865) 694-6751 (Voice/TDD).

**STUDENT SUPPORT SERVICES (TRIO)**

The Student Support Services (TRIO) program is committed to helping students develop the skills to attain academic, social and personal success during their college career. Services include assistance with selecting a career, peer tutoring, educational seminars, cultural activities and assistance in selecting a four-year college to transfer to after completing studies at Pellissippi State. Leadership opportunities are available through TRIO’s Student Leadership Team and Peer Tutoring program.

The TRIO Student Support Services program is available to students who have an academic need and meet enrollment guidelines. The academic need requirement can be met by having been assigned to take developmental courses, having a below average grade-point average or ACT test score, or having been out of school for five or more years. Enrollment guidelines specify inclusion of first-generation students whose parents have not graduated from a four-year college or university, low-income student who are receiving a federal Pell grant and/or students with disabilities.

TRIO Student Support Services is sponsored by a grant from the U.S. Department of Education, with funding provided by the grant and Pellissippi State. The program is located in the Educational Resources Center, Room 218, on the Pellissippi Campus. Staff can be contacted for additional information at (865) 539-7265.

**TUTORING**

Free academic tutoring is available in math, writing, chemistry, biology, statistics, and other academic subjects in the Learning and Testing Centers. Check the Learning and Testing Centers for a list of tutors available at each site. The Pellissippi Campus Learning and Testing Center (Room 330, Educational Resources Center) also compiles a list of paid tutors in various subjects to which students can refer.

**TESTING**

The Learning and Testing Center, Room 330, 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. Other placement tests as required by TBR are administered to incoming freshmen who are over 21 years of age seeking regular admission to a degree program. Materials are available to help students prepare for placement testing.
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 Standing 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 and 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. Prometric tests (e.g., Microsoft certification exams) are administered on campus.

Adults who have not received a high school diploma can apply for the GED test at Pellissippi State, an official test center. A free 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

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. (COSA) 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. Honor, academic, 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 workshops and training
- Academic and Leadership Awards Ceremony
- HUM 2100—leadership development class
- EDU 1200—class for student leaders
- “Breakfast of Champions”

**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 Procedures for Forming a New Student Organization.

**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 are available throughout the year. The Student Recreation Center (SRC) on the Pellissippi Campus has outdoor facilities that include a combination basketball/tennis court, a sand volleyball court, a soccer field, a golf area, an archery area and a softball field. Inside are located three tennis courts and a combination volleyball/basketball/badminton court. The SRC also has a fitness room containing a variety of weight training and cardio equipment. The SRC facilities 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 present a current validated ID card to use any of the facilities.
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. Please look for the Pellissippi Press online at www.pstcc.edu/pellissippi_press/.

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 school days.

Ambassador Program. Each year the College works with student leaders 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 Student Life and Recreation.

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
• Information about potential employers
• Posting of full- and 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. 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 non-students. 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
Theft, misappropriation or unauthorized sale of property.

• Explosives, fireworks, and flammable materials.

• Gambling.

• Misuse of documents or identification cards.

• 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.

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

• Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments

• Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source

• Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work

• Taking an exam for another student

• Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor
• Any of the above occurring within the Web or distance-learning environment.

Pellissippi State instructors are responsible for communicating information to their students about college and classroom requirements meant to promote academic honesty. Included in this information should be a discussion of the College’s Statement of Academic Honesty. Instructors also have the responsibility to insure that exams, etc. are appropriately proctored to discourage instances of academic misconduct.

Upon discovery of a student’s participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign either (1) an F or zero for the assignment or (2) an F for the course.

Pellissippi State students accept full responsibility for the quality and authenticity of submitted course work. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. The instructor will inform the department head of the violation, and the department head will forward written notice of the violation to the dean of Student Affairs, who will keep records of the incident.

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 following procedures:

• The student may discuss the case with the department head for that discipline.
• If the student seeks further appeal, he/she may ask the department head to contact the vice president of Academic and Student Affairs, who will determine any additional steps to be taken.

**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.

• In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action. The dean of Student Affairs will notify the student, and a hearing shall be afforded the student according to the procedures outlined in the college catalog and handbook.
• Students found guilty of repeated academic misconduct may receive one of the following sanctions:
  * Second offense: Suspension for the semester with possible referral for additional sanctions
  * Third offense: Expulsion from the college

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:

- Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
- 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 photo 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.edu/departments/itsc/cug.html.

STUDENT RECORDS

Admission Records. Admission files are maintained in Admissions and Records and on an imaging system. Each file 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 colleges and universities that the student previously attended, and miscellaneous working papers and letters as required. The director of Admissions and Records is responsible for the maintenance and security of files in the Admissions and Records Office.

Academic Records. Permanent record cards are maintained on an imaging system. The student permanent record card lists academic credit accepted by Pellissippi State from colleges and universities and credit earned at Pellissippi State. The director of Admissions and Records 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 Information Report (ISIR), award information, conditions pertaining to awards, documents such as federal income tax forms used to verify information on the ISIR, 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 file folders contain a data form, resume, recommendations, student agreement and Pellissippi State transcript. Cooperative education (Co-op) file folders contain a data form, 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 of the Learning and Testing Center 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 director of Services for Students With Disabilities 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 Admissions and Records.

**Disclosure of Directory Information.** Except as provided below, Pellissippi State may disclose directory information consistent with this policy 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
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended
- E-mail address

Students who do not wish directory information released without consent should provide written notification to Admissions and Records prior to the first day of classes each semester.

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

**Disclosure Within the Institution.** Only Pellissippi State administrators, faculty and staff with a genuine need to know based on a legitimate educational interest may have access to a student’s records. A legitimate educational interest is one 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 Admissions and Records to check such details as terms attended, courses taken, degree, grade-point average, date of birth, place of birth, and home address. Personnel in Admissions and Records may identify the name and location of faculty members who taught the student in question.

Before any information is released from Admissions and Records, 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 reasonable 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 of Deceased Student Records.** Pellissippi State does not permit the release of educational records of a deceased student without the written permission of the executor/executrix (or parents/next of kin, if an executor/executrix has not been appointed) of the deceased student.
**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 Admissions and Records. 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.

**Student Rights.** 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 affords students—or their parents, if the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code—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 a complaint with the dean of Student Affairs and, beyond that, with the U.S. Department of Education concerning alleged failures by Pellissippi State to comply with the requirements of FERPA.

5. The right to obtain a copy of Pellissippi State’s student records policy. Students can obtain a copy of the College’s policy (Policy 04:03:00, Policies and Procedures Manual) from Admissions and Records at no charge for a single copy.

MINORS ON CAMPUS

Students, faculty and staff may not bring minors to campus, except for acceptable visitation purposes. Minors may not be cared for on the campus while their parent(s) or guardian(s) is in class or engaged in other college business. Neither may a minor be left unsupervised.

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.”

Smoking is prohibited in all College buildings and indoor facilities. Additionally, smoking is prohibited in any campus vehicle. All building entrances are posted as nonsmoking areas. Signs stating “No smoking beyond this point” are posted at all entrances. Signs are posted at all exits stating “Smoking prohibited at building entrances.”

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.

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. 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.

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

Division Street Parking. The upper tier parking area in front of the building, the lower parking lot on the west side of the building, and parking spaces in back of the building are designated as faculty, staff, and visitor parking only. Those parking areas may be used by students only after 5 p.m. Disabled parking is available in the upper parking area on the west side of the building. Students may use the remaining parking areas.

Pellissippi State students are allowed to park on the far side of the Tennessee Technology Center, in the large parking lot closest to the interstate. They are not allowed to park in Tennessee Technology Center visitor or staff parking areas.

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, crosswalks, etc.). Individuals with a state of Tennessee disabled hangtag or license plate may park in any legal parking space in the Open, Visitor’s or Faculty parking areas. They cannot park in fire lanes, loading zones or reserved spaces.
- Parking in a zone other than one designated by hangtag classification.
- Parking on or over lines.
- 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: $15 all violations.
• For improper parking in loading zones, parking out of classification: $15 all violations.
• For illegal parking in fire zone: $15 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.
• 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 second floor of the J.L. Goins Administration Building on the Pellissippi Campus, or in the main office of the Division Street Campus, Blount County Center, or the Magnolia Avenue Campus.

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

• The person receiving a citation may obtain an appeal form from the Safety and Security Office or access the form online at www.pstcc.edu/security.
• The appeal will be held at the campus where the citation was issued.
• The appeal request must be presented within 14 days of the date on the citation.
• The person will present his or her case to the committee.
• The committee will make a determination of the case by secret ballot.
• Failure to appear before the committee at the appropriate time shall be considered a waiver of the right to a hearing.
• Each person is allowed one appeal per citation unless the Security supervisor deems otherwise.

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

EMERGENCIES

Emergency phone calls will be taken only when the emergency is of a health- or accident-related nature. Emergency calls are referred in order to the following:
1. Student Affairs – (865) 539-7188 or (865) 694-6552
2. Safety and Security (24 hours/seven days) – (865) 694-6649

Calls to the Division Street Campus, Blount County Center, or the Magnolia Avenue Campus should be directed to the central office.
Emergency Health Procedures. In case of an illness or accident requiring a student to be taken to a hospital emergency room, the following procedures will be followed:

1. Faculty or staff in the immediate area call (865) 694-6649 (Safety and Security) to request that an officer be dispatched to the specific location of the patient.

2. The security officer takes charge of the emergency situation while an ambulance is on the way. If the situation requires, Safety and Security personnel will notify Student Affairs personnel. In the absence of Safety and Security personnel at the Division Street Campus, Blount County Center, or the Magnolia Avenue Campus, the assistant dean will take charge.

Note: Pellissippi State is not responsible for the corresponding charges in the event that an ambulance must be called.

CAMPUS SECURITY REPORT

A copy of the annual Campus Security Report is available from the Safety and Security Office upon request. The report contains security policies, procedures and guidelines. Crime statistics for this year and the previous three years are included in the report. These statistics are based on incidents reported at all four campuses. To obtain a copy, call or come by the Safety and Security Office, (865) 694-6649, 141 Goins, Pellissippi Campus, or visit the Safety and Security Web site: www.pstcc.edu/security. You may also obtain a copy at the main offices of the Division Street Campus, Blount County Center or the Magnolia Avenue Campus.

CAMPUS SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at the College, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville.

As defined in Section 40-39-102 of the Tennessee Code, a “sexual offender” means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is, or has been, convicted in a federal or military court of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under College or Tennessee Board of Regents policies or procedures.

OTHER INFORMATION AND SERVICES

Evening Student Services. Evening students at the Pellissippi Campus who need counseling, assistance or information concerning available services should contact the Student Assistance Center in Room 123, J.L. Goins Administration
Building, (865) 694-6556, prior to 6 p.m. Monday and Thursday and prior to 4:30 p.m. Tuesday, Wednesday, and Friday.

Evening students at site campuses who need counseling, assistance or information should contact a counselor at the Blount County Center, (865) 681-1064, the Division Street Campus, (865) 971-5200, or the Magnolia Avenue Campus, (865) 329-3100, prior to 4:30 p.m. Monday-Friday.

**Food Service.** The Pellissippi Campus Cafeteria is located on the first floor of the J.L. Goins Building. The cafeteria provides hot line and grill services to students, faculty, staff, and visitors. Vending services are also available at each campus.

**Housing.** Pellissippi State is primarily concerned with serving area students who live at home and commute. However, because many students from more distant areas do attend Pellissippi State, housing information is available in Admissions and Records. Financial arrangements for rooms and apartments are between the student and the landlord.

**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 final registration date. In subsequent semesters, the identification card will be revalidated once students have completed registration and fee payment.

**Inclement Weather.** Classes at Pellissippi State Technical Community College may be canceled due to excessive snow, ice or other severe weather conditions. The College will notify local radio and television stations if classes are canceled or if they will meet at a time other than normally scheduled. Students should tune in to Knox and Blount County radio and/or television stations for the announcement.

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

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

**Lounge and Snack Areas.** Student lounges are provided for between-class relaxation and recreation. Students who wish to study may use the tables provided but may prefer the quieter study areas in the ERC. There is also a game room located on the Pellissippi Campus for students to enjoy video games and pool tables.

**Telephones.** House telephones are located in the lobby areas for student use. Students are not authorized to use faculty and staff telephones. Those using the student telephones should limit calls to three minutes in consideration of the needs of others. A TDD (Telephone Device for the Deaf) is available in the Safety and Security Office at the Pellissippi Campus. A TDD is also available at the Division Street Campus, the Blount County Center, and the Magnolia Avenue Campus.
Whom to Contact if You ...

Need assistance in obtaining a job.............................................................Placement
Want to drop or add a course .................................................................Admissions and Records
Withdraw from Pellissippi State..............................................................Student Assistance Center
Want permission for a special event or activity..............................Student Life and Recreation
Have financial obligations to Pellissippi State........................................Cashier
Want to put a notice on the bulletin board..............................Student Life and Recreation
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 and Recreation
Want to change majors ........................................................................Admissions and Records
Want assistance in selecting a career field .....................................Student Assistance Center
Are in need of a loan or scholarship ..................................................Financial Aid
Need counseling services ......................................................................Student Assistance Center
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
• Alternative Class Schedules
• Distance Learning
• Academic Retention Practices
• Academic Probation Standards
• Library Services
• Educational Technology Services
• Open Lab
• Helpdesk
• Learning and Testing Center

Academic Information & Services
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, humanities/fine arts, social/behavioral sciences, history, natural sciences, mathematics and technological literacy. Goals for student learning in each of these areas have been developed in conjunction with other Tennessee Board of Regents (TBR) institutions and the TBR system. These include

**Communication** – Enhance the effective use of the English language essential to success in school and in the world by way of learning to read and listen critically and to write and speak thoughtfully.

**Humanities/Fine Arts** – Enhance the understanding of students, who as citizens and educated members of their communities need to know and appreciate their own human cultural heritage and its development in a historical and global context.

**Social/Behavioral Sciences** – Develop an understanding of self and the world by examining the content and processes used by social and behavioral sciences to discover, describe, explain, and predict human behavior and social systems; enhance knowledge of social and cultural institutions and the values of this society and other societies and cultures in the world; and understand the interdependent nature of the individual, family, and society in shaping human behavior and determining quality of life.

**History** – Develop an understanding of the present that is informed by an awareness of past heritages, including the complex and interdependent relationships between cultures and societies.

**Natural Sciences** – Enhance abilities to define and solve problems, reason with an open mind, think critically and creatively, suspend judgment, and make decisions that may have local or global significance.

**Mathematics** – Expand understanding of mathematics beyond the entry-level requirements for college, and extend knowledge through relevant mathematical modeling with applications, problem solving, critical thinking skills, and use of appropriate technologies.

**Technological Literacy** – Understand the role of technology in society and possess the skills necessary to adapt to changing computer and information technologies.

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

**Degrees.** 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’s 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.

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 course work at Pellissippi State is required for graduation.

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

5. Degree application. Each prospective candidate must file an Intent to Graduate form during the semester preceding the semester of anticipated graduation and pay a $25 graduation fee. Forms may be obtained in the Cashier’s Office.

6. 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.

7. Commencement. An annual commencement exercise is scheduled at the end of each spring semester.

8. 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.
9. Candidates for a second associate’s degree must meet the following requirements:
   A. The first degree must have been awarded by Pellissippi State or another associate’s degree-granting institution of higher learning.
   B. A minimum of 20 semester hours of coursework must have been completed at Pellissippi State after requirements for the first associate’s degree.
   C. All curriculum requirements for Pellissippi State must be met.
   D. A 2.0 grade point average must be attained on all college-level coursework.

**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 distance learning 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.

**Attendance Recording.** Financial aid recipients are advised that attendance must be reported by the instructor for each course in which the student is enrolled by the end of the add period in order for the student to receive his/her full financial aid award. Attendance for veterans receiving benefits is reported during the add period and monthly thereafter. Students enrolled in distance learning courses must meet instructor requirements for communication and completion of assignments to be reported as attending. (See also Return of Title IV Funds in the Financial Aid section of this Catalog and Handbook.)

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

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

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 quality hours attempted for all semesters. Grades described as follows 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.

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 program coordinator 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 and 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. The instructor has the prerogative to limit the time allowed for completion. 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.

Warning to financial aid recipients: The I grade is considered an F in determining financial aid eligibility.

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 are expected 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 and Handbook.) To audit a course, the student must so indicate on the Registration Form 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 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 and Handbook. A W grade will not be computed in the GPA. See Drop, Add, and Withdrawal Standards in the Admissions and Registration section of this Catalog and 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 full-time student per semester during the academic year 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.

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 club sponsor, counselor or advisor).
2. If the problem is not solved by a conversation with the instructor, sponsor, counselor or advisor, the student or the instructor/sponsor/counselor/advisor may then contact the appropriate department head/supervisor.
3. If the student continues to be dissatisfied, he or she should ask the department head/ 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 Academic Affairs. The vice president of Academic Affairs will determine any additional steps to be taken.

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.

First-time degree-seeking students who are under 21 years of age must present valid ACT or SAT scores for placement decisions. First-time degree-seeking students who are over 21 years of age must undergo placement testing or provide valid ACT or SAT scores. 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 or provide valid ACT or SAT scores. 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 DSP courses. A student may appeal placement in a DSP course by meeting with a counselor or the DSP director. If the appeal is approved, additional testing may be required. All challenge testing must be completed before the first day of classes. (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. 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 to work toward the completion of the course. Students may withdraw
from a DSP course only for extraordinary reasons. (See Drop, Add, and Withdrawal Standards in the Admissions and Registration section of this Catalog and Handbook for additional information.)

DSP courses are available in many formats. Accelerated formats (e.g., DSPW0700 Basic Writing and DSPW0800 Developmental Writing taught in one semester) are available for most DSP courses. Other alternative DSP options and DSP and college-level course combinations are also offered. These accelerated and combined courses have been developed to enable students to complete their developmental studies requirements in less time.

**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 into any combination of two or more subject areas must take the developmental studies skills course DSPS 0800. Any student enrolled in at least one DSP course may elect to take DSPS 0800.
2. Students may take courses listed only for their lowest level of placement.
3. Required developmental studies (DSP) 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>
</table>
| **DSPR 0700-Basic Reading**  
(Must be taken first semester) | DSPW 0700; DSPM 0800 (NOT DSPM 0800 and 0850); DSPS 0800; any studio art 1000-level course (NOT Art History); any MUS 1500-, 1600- or 1700-level course; any PHED activity course |
| **DSPR 0800-Developmental Reading** | All DSP courses; any studio art 1000-level course (NOT Art History); any MUS 1500-, 1600- or 1700-level course; any PHED activity course; CET 1000, 1010, 1210; EET 1001; FREN 1010, 1020; GERM 1010, 1020; HPC1010, 1020; IDT 1000, 1030, 1050, 2030; MET 1002, 1010, 1020; OST 1100, 1211; SPAN 1010, 1020; SOC 1010; VPT 1000 |
| **DSPW 0700-Basic Writing** | 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; OST 1100 |
| **DSPW 0800-Developmental Writing** | All DSP courses; any studio art course (NOT Art History); any MUS 1500-, 1600- or 1700-level course; any PHED activity course; all college-level math; ASL; CET 1000, 1010, 1022, 1210, 2010; CID 1104, 1110; EET 1001, 1010, 1310; FREN 1010, 1020; GERM 1010, 1020; GIS 1010, 1120, 1600; HPC 1010, 1020; IDT 1000, 1030, 1050, 2030; MET 1002, 1010, 1020, 2800; NETM; OST 1005, 1100, 1211; PHI 1000, 1500, 1600; PHYS; RCS 1200; SPAN 1010, 1020; SPH 2800; SOC 1010; THEA 1030, 2200, 2210; VPT 1000, 1040, 1210, 1500 |
| **DSPM 0700-Basic Mathematics** | If Catalog prerequisites are met, can take all college-level courses EXCEPT ACC; BOT; CID; CHEM; CET (Can take CET 1000); CSIT; ECE; EET; ENS; ENV 1500; FIN; GIS (Can take GIS 1010, 1120, 1600); GEOG; HPC (Can take HPC 1010, 2300); MKT 2260; MATH; MET (Can take MET 1002, 1010); MUS 1000, 1110, 1120, 1300, 1400, 2000, 2110, 2120, 2300, 2400, 2500; PHYS; OST 1003, 1004, 1211, 2014, 2015, 2621 |
| **DSPM 0800-Elementary Algebra** | If Catalog prerequisites are met, can take all college-level courses EXCEPT ACC; BIOL; BOT; CID; CHEM; CET (Can take CET1000 and 1010); CSIT; ECE; EET; ENS; ENV 1500; FIN; GIS (Can take GIS 1010, 1120, 1600); GEOG; HPC (Can take HPC 1010, 1020, 2000, 2300); MKT 2260; MATH; MET (Can take MET 1002, 1010); OST 1003, 1004, 2014, 2015, 2621; PHYS |
| **DSPM 0850-Intermediate Algebra** | If Catalog prerequisites are met, can take all college-level courses EXCEPT ACC; CHEM; CET (Can take CET 1000, 1010, 1022, 1210, 2010, 2022, 2240); CID (Can take CID 1104); CSIT (Can take CSIT 1110); ECE; EET (Can take EET 1001, 1310); ENS; FIN; GIS (Can take GIS 1010, 1020, 1110, 1120, 1200, 1600); GEOG; HPC (Can take HPC1010, 1020, 2000, 2007, 2300); MKT 2260; MATH; MET (Can take MET 1002, 1010, 1020, 2800); PHYS |
ALTERNATIVE CLASS SCHEDULES

Fall and spring classes typically follow a standard 15-week schedule. Weekend classes meet within this time frame on Friday evenings, Saturday mornings and Saturday afternoons.

Classes are offered in abbreviated time periods during the fall and spring, usually five or seven weeks. During the summer semester, classes are offered in four-, five- and eight-week periods. All abbreviated time periods have their own drop/add dates that do not conform to the standard-schedule drop/add dates. See the current Schedule of Classes for the specific payment and drop/add dates.

DISTANCE LEARNING

Pellissippi State offers a variety of courses through distance learning formats. Two-way audio/video, 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 distance learning offerings and orientation information, or visit webct.pstcc.edu.

Through combining Web courses and videotaped instruction offered at Pellissippi State, students may complete 58 of the 60 hours required for a general AA/AS degree (two hours of physical education must be taken on-site at Pellissippi State or through another college on-line). These University Parallel degrees are intended for transfer to a four-year college or university. For information visit www.pstcc.edu/ets/dist_learn/index.html.

ACADEMIC RETENTION PRACTICES

Academic Support Services. Pellissippi State is committed to providing services needed to support students’ academic success. Students who are experiencing difficulties in meeting the requirements of their program of study are encouraged to meet with a counselor. Counselors can identify available resources and services to assist students in achieving their educational goals by (1) making referrals to appropriate offices or agencies to address students’ individual needs, (2) helping with the selection of a major based on career interests and abilities, and (3) providing personal counseling and personal development workshops. Personal and academic counseling for students on academic probation or post-suspension probation and students enrolled in developmental classes is also available through student retention services in the Admissions and Records Office. In addition, tutoring services and multimedia learning aids are available to students through the Learning and Testing Center, (865) 694-7079.

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>Total Hours Attempted</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 and under</td>
<td>No minimum</td>
</tr>
<tr>
<td>Over 14 to 26</td>
<td>1.0</td>
</tr>
<tr>
<td>Over 26 to 40</td>
<td>1.4</td>
</tr>
<tr>
<td>Over 40 to 48</td>
<td>1.7</td>
</tr>
<tr>
<td>Over 48 to 56</td>
<td>1.9</td>
</tr>
<tr>
<td>Over 56</td>
<td>2.0</td>
</tr>
</tbody>
</table>

(E, I, P, NP and W grades are not used in calculating GPA.)
**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 student retention services in the Admissions and Records Office. A student allowed to continue will receive academic counseling and will develop an academic intervention plan that could result in a reduction in course load; redirection in program selection, testing, and/or course placement; and required attendance at workshops on topics relating to academic planning and goal setting. Students should call (865) 539-7160 for additional information.

**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 collection of approximately 54,000 books in print and 17,000 electronic books, searchable through the Library’s Web-based online catalog. Periodical resources include a print collection of more than 400 current titles and online periodical databases providing full-text coverage to more than 2,000 journals. Online research databases in specific and general subject areas and access to Internet resources are available. The Library has Subject Guides that provide starting points for research and informational needs.

The Library’s Web page—www.pstcc.edu/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 Subject Guide pages 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, and via the Web. For scheduled hours of operation during the semester, check the Library’s Web site, www.pstcc.edu/library, or contact the Reference Desk, (865) 694-7107, for assistance.

**Borrowing Privileges.** The Library’s collection of resources and materials is available for the use of all Pellissippi State students and staff members. 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. 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. 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 Satellite Campuses) or by visiting the Library at the Pellissippi Campus. Call the Circulation Desk at (865) 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 (865) 694-6516 for further information.

**Online Research Databases and Materials.** A diverse set of online research resources is available. These resources can be accessed at the Library, at satellite campus ERCs and from the Library’s Web pages (www.pstcc.edu/library). Resources include the Library’s online catalog, full text access to netLibrary’s eBooks collection and additional full text databases in a variety of subject areas. To access these resources from off campus, enter your Pellissippi State user name and password as prompted. Internet resources at the Library’s Web site include Subject Guide pages, selected reference Web sites, and a page of recommended search engines and Web directories.

Other electronic resources include CD-ROM products available in the Library Reference area and at the satellite campus ERCs. Contact the Reference Desk at (865) 694-7107 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 (865) 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 (865) 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 final 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 satellite 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 (865) 694-6516 for further information.

Library Services at Satellite 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 each location 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).

Additional materials in hospitality, law, and photography are available in support of the Hospitality, 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: (865) 981-5325; Division Street ERC: 971-5215; Magnolia Avenue ERC: 329-3110; or view the Library’s Web pages at www.pstcc.edu/library and select “Hours.” Extended campus ERCs are closed Saturday and Sunday.

EDUCATIONAL TECHNOLOGY SERVICES

Audiovisual and projection equipment is available in Educational Technology Services (ETS). Experienced personnel are available to explain the operation of the equipment and may be contacted at (865) 694-6593. Audiovisual equipment and software are available for use on campus only.

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 mail and class activities. Personal computers to access these campus accounts are available at the Open Lab and the Learning and Testing Center at the Pellissippi Campus; 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 (865) 694-7116 for the current schedule.
HELPDESK

The Helpdesk provides computer assistance to students, faculty and staff of Pellissippi State. Call the Helpdesk at (865) 694-6537 or e-mail helpdesk@pstcc.edu for assistance.

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 and basic skills preparation program
• Paid tutor bank for locating a personal tutor
• Preparation for the college placement test
• Makeup testing and standardized testing

Stop by the center to pick up a schedule of free tutoring times.
General Education Courses

In This Section:
• General Education Course Listings
Courses designated to fulfill general education at Pellissippi State Technical Community College are listed below. See the College Transfer/University Parallel Programs section and the Career/Technical Programs section of this Catalog and Handbook for the number of credit hours required for each category.

<table>
<thead>
<tr>
<th>Course Prefix/Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICATION CATEGORY</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
</tr>
<tr>
<td><strong>HUMANITIES/FINE ARTS CATEGORY</strong></td>
<td></td>
</tr>
<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 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>
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<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>
<tr>
<td>ENGL 2520</td>
<td>Introduction to Drama</td>
</tr>
<tr>
<td>HUM 2500</td>
<td>Exploring Art &amp; Music</td>
</tr>
<tr>
<td>HUM 2810</td>
<td>Introduction to Film Studies</td>
</tr>
<tr>
<td>MUS 1030</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>PHIL 1030</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHIL 2100</td>
<td>Survey of World Religions</td>
</tr>
<tr>
<td>PHIL 2400</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>THEA 1030</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td><strong>SOCIAL/BEHAVIORAL SCIENCES CATEGORY</strong></td>
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</tr>
<tr>
<td>ANT 1300</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>GEOG 1000</td>
<td>Introduction to Geography</td>
</tr>
<tr>
<td>HIST 2040</td>
<td>African-American Studies</td>
</tr>
<tr>
<td>POL 1010</td>
<td>U.S. Government &amp; Politics</td>
</tr>
<tr>
<td>POL 1020</td>
<td>Introduction to Political Science</td>
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<tr>
<td>PSY 1010</td>
<td>General Psychology</td>
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<tr>
<td>PSY 2100</td>
<td>Psychology of Human Development</td>
</tr>
<tr>
<td>PSY 2400</td>
<td>Human Development Through the Lifespan</td>
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<td>SOC 1010</td>
<td>General Sociology</td>
</tr>
<tr>
<td>SOC 1020</td>
<td>Social Problems &amp; Social Change</td>
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<tr>
<td>WMN 2200</td>
<td>Women in Society</td>
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### HISTORY CATEGORY

<table>
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<tr>
<td>HIST 1010</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>HIST 1020</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>HIST 1110</td>
<td>World Civilization I</td>
</tr>
<tr>
<td>HIST 1120</td>
<td>World Civilization II</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>U. S. History I</td>
</tr>
<tr>
<td>HIST 2020</td>
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### NATURAL SCIENCES CATEGORY

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</tr>
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<td>BIOL 1120</td>
<td>General Biology II</td>
</tr>
<tr>
<td>BIOL 1310</td>
<td>Concepts of Biology</td>
</tr>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BIOL 2020</td>
<td>Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BOT 1010</td>
<td>Fundamentals of Botany I</td>
</tr>
<tr>
<td>BOT 1020</td>
<td>Fundamentals of Botany II</td>
</tr>
<tr>
<td>CHEM 1010</td>
<td>Principles of Chemistry</td>
</tr>
<tr>
<td>CHEM 1020</td>
<td>Basic Organic &amp; Biochemistry</td>
</tr>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CHEM 1120</td>
<td>General Chemistry II</td>
</tr>
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<td>CHEM 1310</td>
<td>Concepts of Chemistry</td>
</tr>
<tr>
<td>GEOL 1040</td>
<td>Physical Geology</td>
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<td>GEOL 1050</td>
<td>Historical Geology</td>
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<tr>
<td>GEOL 1300</td>
<td>The Environment W/ Lab</td>
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<tr>
<td>GEOL 1310</td>
<td>Concept of Earth Science</td>
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<tr>
<td>PHYS 1300</td>
<td>Concepts of Physics</td>
</tr>
<tr>
<td>PHYS 2010</td>
<td>Non-Calculus Based Physics I</td>
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<td>PHYS 2020</td>
<td>Non-Calculus Based Physics II</td>
</tr>
<tr>
<td>PHYS 2110</td>
<td>Calculus Based Physics I</td>
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### MATHEMATICS CATEGORY

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<tr>
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<td>Survey of Mathematics</td>
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<tr>
<td>MATH 1130</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 1410</td>
<td>The Structure of the Number System</td>
</tr>
<tr>
<td>MATH 1420</td>
<td>Geometry/Statistics</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
</tr>
<tr>
<td>MATH 1630</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>MATH 1730</td>
<td>Precalculus</td>
</tr>
<tr>
<td>MATH 1830</td>
<td>Basic Calculus &amp; Modeling</td>
</tr>
<tr>
<td>MATH 1910</td>
<td>Calculus I</td>
</tr>
</tbody>
</table>
College Transfer/University Parallel Programs

In This Section:

- University Parallel Guarantee
- Articulation Agreements
- Regents Online Degree Programs (University Parallel)
- General Associate’s Degrees
- Minimum Degree Requirements and Transferability of Courses Among TBR Institutions
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.

**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, Lincoln Memorial University, 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 Assistance Center and the Curriculum Office. Program-specific agreements include the following:
Accounting  Finance  Philosophy  Physics  Plant Sciences and Landscape Systems  • Agronomy  • Business Management  • Horticulture  • Landscape Design  • Turfgrass Management  Political Science  • Public Administration  • Pre-professional  • Science-Medical Technology

ATHELEN CEEN 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 are entirely online and are completely transferable among all the participating institutions that are accredited. Students are able to choose the college or university that will award their degree. All 13 TBR two-year colleges deliver and award associate’s degrees, and all six TBR universities deliver and award bachelor’s 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’s 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 www.tn.regentsdegrees.org/, or call 1-888-223-0023 for more information.

**GENERAL ASSOCIATE’S DEGREES**

Students not following an articulation agreement 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, Tusculum 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.

**MINIMUM DEGREE REQUIREMENTS AND TRANSFERABILITY OF COURSES AMONG TBR INSTITUTIONS**

Effective fall semester 2004, each institution in the State University and Community College System of Tennessee (The Tennessee Board of Regents System) will share a common lower-division general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. Lower-division means freshman and sophomore courses. The courses comprising the general education curriculum are contained within the following subject categories:

<table>
<thead>
<tr>
<th>Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>9 hours**</td>
</tr>
<tr>
<td>Humanities and/or Fine Arts</td>
<td>9 hours</td>
</tr>
<tr>
<td>(At least one course must be in literature.)</td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>6 hours</td>
</tr>
<tr>
<td>History</td>
<td>6 hours***</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>8 hours</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>41 hours</strong></td>
</tr>
</tbody>
</table>
* Foreign language courses are an additional requirement for the Associate of Arts (A.A.) and Bachelor of Arts (B.A.) degrees. The B.A. degree requires proficiency in a foreign language equivalent to completion of two years of college-level work. The A.A. degree requires proficiency in a foreign language equivalent to completion of one year of college-level work.

** Six hours of English composition and 3 hours in English oral presentational communication are required.

*** Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take 6 hours of United States history (3 hours of Tennessee history may substitute). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

Although the courses designated by Tennessee Board of Regents (TBR) institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

- Upon completion of an A.A or A.S. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.
- If an A.A. or A.S. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight hours in the category of Natural Sciences are complete, then this “block” of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Institutional/departmental requirements of the grade of C will be honored. Even if credit is granted for a course, any specific requirements for the grade of C by the receiving institution will be enforced.
- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

Courses designated to fulfill general education requirements by Pellissippi State Technical Community College are published in the General Education Courses section in this Catalog and Handbook. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR Web site (www.tbr.state.tn.us) under Transfer and Articulation Information.
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
- Cooperative Education
- Cooperative Education Courses
- Career/Technical Program Descriptions and Requirements
Pellissippi State offers 20 programs that prepare 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, corequisites and other admission requirements for retraining courses. Failure, withdrawal or audit of a retraining course(s) is creditable to the 15 credit hour limit.

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

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 are entirely online and are completely transferable among all the participating institutions that are accredited. Students are able to choose the college or university that will award their degree. All 13 TBR two-year colleges deliver and award associate’s degrees, and all six TBR universities deliver and award bachelor’s 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’s 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 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:

<table>
<thead>
<tr>
<th>Civil Engineering Technology</th>
<th>Interior Design Technology</th>
</tr>
</thead>
<tbody>
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<td>Computer Accounting</td>
<td>Management</td>
</tr>
<tr>
<td>Computer Integrated Drafting and Design Technology</td>
<td>Mechanical Engineering Technology</td>
</tr>
<tr>
<td>Computer Science and Information Technology</td>
<td>Manufacturing Concentration</td>
</tr>
<tr>
<td>Computer Support Concentration</td>
<td>Mechanical Concentration</td>
</tr>
<tr>
<td>Database Design and Development Concentration</td>
<td>Quality Control Concentration</td>
</tr>
<tr>
<td>Internet Software Development Concentration</td>
<td>Media Technologies</td>
</tr>
<tr>
<td>Internet Software Programming Concentration</td>
<td>Communications Graphics Technology</td>
</tr>
<tr>
<td>E-Commerce/Marketing</td>
<td>General Technology—Photography</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Video Production Technology</td>
</tr>
<tr>
<td>Electrical Engineering Technology</td>
<td>Web Technology</td>
</tr>
<tr>
<td>General Technology</td>
<td>Networking and Communications Systems Technology</td>
</tr>
<tr>
<td>Geographic Information Systems Business Concentration</td>
<td>Office Systems Technology</td>
</tr>
<tr>
<td>Business Concentration</td>
<td>Business Concentration</td>
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<tr>
<td>Technology Concentration</td>
<td>Health Care Office</td>
</tr>
<tr>
<td>High Performance Computing</td>
<td>Administration Concentration</td>
</tr>
<tr>
<td>Hospitality</td>
<td>Paralegal Studies</td>
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</table>
CAREER/TECHNICAL CORE CURRICULUM*

Courses Credit Hours
English Composition I ......................................................... 3
Humanities and/or Fine Arts ................................................... 3
Mathematics/Natural Sciences .............................................. 3-5
Social/Behavioral Sciences ................................................. 3-4
General Education Elective .................................................. 3-5
Total Core: 15+
Major: 45+
Total: 60+

* Courses designated to fulfill general education at Pellissippi State Technical Community College are published in the General Education Courses section of this Catalog and 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>COP1913</td>
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<td>3</td>
</tr>
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<td>180</td>
<td>4</td>
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<tr>
<td>COP1915</td>
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<td>225</td>
<td>5</td>
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<tr>
<td>COP1918</td>
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<td>COP1922</td>
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</tr>
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<td>Cooperative Education</td>
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<td>COP1933</td>
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<td>COP1934</td>
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<tr>
<td>COP1935</td>
<td>Cooperative Education</td>
<td>45</td>
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</tr>
<tr>
<td>COP1936</td>
<td>Cooperative Education</td>
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<td>COP1937</td>
<td>Cooperative Education</td>
<td>135</td>
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</tr>
<tr>
<td>COP1938</td>
<td>Cooperative Education</td>
<td>180</td>
<td>4</td>
</tr>
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<td>COP1939</td>
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<td>225</td>
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</tr>
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<td>COP1942</td>
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<td>COP1976</td>
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<td>270</td>
<td>6</td>
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</tbody>
</table>
CAREER/TECHNICAL PROGRAM DESCRIPTIONS AND REQUIREMENTS

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, Program Coordinator, (865) 694-6506, edriver@pstcc.edu; George Cox, (865) 694-6504, gcox@pstcc.edu
**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>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>CET 1000</td>
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<tr>
<td>CET 1*</td>
<td>Guided Elective</td>
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<td>4</td>
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<tr>
<td>CHEM 1110</td>
<td>General Chemistry I</td>
<td></td>
<td>4</td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<td>MATH 1730</td>
<td>Precalculus</td>
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<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
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<td>CET 1*</td>
<td>Guided Elective</td>
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<td>3</td>
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<tr>
<td>CET 1022</td>
<td>Construction Materials W/Lab</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>CET 1212</td>
<td>Surveying Principles W/Lab</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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<thead>
<tr>
<th>Semester III (Fall)</th>
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<th>Course Name</th>
<th>Credit Hours</th>
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<td>3</td>
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<tr>
<td>CET 2112</td>
<td>Soil Mechanics W/Lab</td>
<td></td>
<td>4</td>
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<tr>
<td>CET 2212</td>
<td>Advanced Surveying W/Lab</td>
<td></td>
<td>4</td>
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<tr>
<td>MET 1040</td>
<td>Applied Statics</td>
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<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1*</td>
<td>Guided Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>CET 2220</td>
<td>Site Planning &amp; Development W/Lab</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2010</td>
<td>Noncalculus Based Physics I</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td></td>
<td>3-4</td>
</tr>
</tbody>
</table>

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

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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
- CID 1100 Fundamentals of Technical Drawing W/Lab** ..................... 4
- CET 2010 or 2312 or 2322 or 2710** .................................. 3
- CET 2021 Project Scheduling W/Lab** .................................. 3
- CID 2155 Advanced AutoCAD I W/Lab** .................................. 3

CET 1 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
- ENV 2010 Hazardous Waste Safety* ..................................... 3
- CET 2142 Geohydrology W/Lab** ....................................... 3
- CHEM 1120 General Chemistry II** .................................. 4
- CET 2710 Special Projects* ........................................... 2

* See the General Education Courses section of this Catalog and Handbook for electives.

** Scheduling of classes is subject to sufficient enrollment to justify the class.

** COMMUNICATIONS GRAPHICS TECHNOLOGY**

(SEE MEDIA TECHNOLOGIES)
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 be equipped to do the following:
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, dpannell@pstcc.edu; Ann Snodgrass, asnodgrass@pstcc.edu; Rick Oster, roster@pstcc.edu; Mark Fuentes, mhfuentes@pstcc.edu; Business and Computer Technology, (865) 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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Course Code</th>
<th>Course 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>
<td>3</td>
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<td>MKT 2200</td>
<td>Principles of Marketing</td>
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<td></td>
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<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
<td></td>
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<tr>
<td>OST 1211</td>
<td>Word/Excel/PowerPoint</td>
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<th>Semester II (Spring)</th>
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<tr>
<td>ACC 2120</td>
<td>Principles of Accounting II</td>
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<td>ACC 2410</td>
<td>Income Taxation</td>
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<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
<td>4</td>
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<td>OST 2621</td>
<td>Excel</td>
<td>3</td>
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<td>SPH 2100</td>
<td>Public Speaking</td>
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<th>Semester III (Fall)</th>
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<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 2500</td>
<td>Special Topics in Accounting</td>
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<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
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<th>Course Code</th>
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<tr>
<td>ACC 2220</td>
<td>Intermediate Accounting II</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>
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<td>FIN 2000</td>
<td>Financial Management</td>
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<td>MGT 2240</td>
<td>Business Capstone</td>
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*See the General Education Courses section of this Catalog and Handbook for electives.*

Total Credit Hours Needed for Graduation: **61**
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.

The CIDD program offers an institutional certificate with four different options that students may earn in addition to the associate’s degree. The options include Architectural, AutoCAD, Mechanical and Microstation.

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, Program Coordinator, (865) 694-6501, bdavis@pstcc.edu
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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>CID 1100 Fundamentals of Technical Drawing W/Lab</th>
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<tr>
<td></td>
<td>CID 1105 Engineering Drawing W/Lab</td>
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<td>ENGL 1010 English Composition I</td>
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<td>MATH 1730 Precalculus</td>
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<table>
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<tr>
<th>Semester II (Spring)</th>
<th>CID 1110 Technical Illustration W/Lab</th>
<th>4</th>
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<tbody>
<tr>
<td></td>
<td>CID 1210 Architectural Drawing W/Lab</td>
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</tr>
<tr>
<td></td>
<td>CID 1220 Advanced Mechanical Drawing W/Lab</td>
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<td></td>
<td>CET/MET Manufacturing Process Elective</td>
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<td></td>
<td>MATH 1530 Elementary Probability &amp; Statistics</td>
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<td></td>
<td>or MATH 1840 Technical Calculus</td>
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<th>Semester III (Fall)</th>
<th>CID Electives</th>
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<td>CID Electives</td>
<td>CHEM 1110 General Chemistry I</td>
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<td>or GEOL 1040</td>
<td>Physical Geology</td>
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<td>MET 1040</td>
<td>Applied Static</td>
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<th>Semester IV (Spring)</th>
<th>CID Elective</th>
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<tr>
<td>CID Elective</td>
<td>CET/MET Manufacturing process elective to be chosen from CET 1010, 1022; MET 1012, 1020.</td>
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<tr>
<td>CID 2301</td>
<td>CIDD Project/Internship</td>
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<td>HUM * Humanitas/Fine Arts Elective</td>
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</tr>
<tr>
<td>PHYS 2010</td>
<td>Noncalculus Based Physics I</td>
<td>4</td>
</tr>
<tr>
<td>SBS * Social/Behavioral Sciences Elective</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

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

CID Electives to be chosen from CID 2004, 2115, 2155, 2175, 2195, 2235, 2255, 2900; COP 1914.

* See the General Education Courses section of this Catalog and Handbook for electives.
COMPUTER SCIENCE AND INFORMATION TECHNOLOGY


Program Description: The student who pursues Computer Science and Information Technology studies and gains experience with a variety of systems, applications, languages, and products. Graduates of any of the three concentrations will benefit from sustained growth in demand for highly skilled information technology workers. The concentrations allow for maximum flexibility within the curriculum while ensuring the student has adequate credentials in a particular segment of the information technology field. 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.

Computer Support Concentration. The Computer Support concentration equips students for successful employment in a computer support-intensive environment. Areas of emphasis include application development, information support services and desktop system administration.

Database Design and Development Concentration. The Database Design and Development concentration equips students for successful employment in a database-intensive environment. Areas of emphasis include database design, Oracle applications and database management.

Internet Software Development Concentration. The Internet Software Development concentration equips students for successful employment in a commercial Web-based Internet environment. Areas of emphasis include Internet design, Internet hardware/software products and Internet development.

Programming Concentration. The Programming concentration equips students for employment in a programming-intensive environment. Areas of emphasis include programming languages such as Visual Basic, Java, Object-Oriented C++, Delphi and Perl.

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.

Computer Support Specialist. Provides internal technical support in the form of Helpdesk operations.

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, Program Coordinator, (865) 694-6656, gwalters@pstcc.edu

Computer Science and Information Technology/Computer Support 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 1 (Fall)  |  Course Code  |  Course Title  |  Credits
-----------------|--------------|----------------|---------
CSIT 1110        |  Introduction to Information Technology  |  4
CSIT 1200        |  Application Development  |  4
                     |  Using Visual Basic  |  4
ENGL 1010        |  English Composition I  |  3
HUM *            |  Humanities/Fine Arts Elective  |  3
MATH 1530        |  Elementary Probability & Statistics  |  3
Semester II (Spring)  
- CSIT 1810 Introduction to Database Design .................4  
- MKT 2420 Customer Service .....................................3  
- NETW 1020 PC Operating System Software (A+ Certification) .................4  
- OST 2801 Web Design I—HTML Coding .........................1  
- OST 2802 Web Design I—Graphics ................................1  
- OST 2803 Web Design I—Site Building .........................1  

Semester III (Fall)  
- CSIT 2100 Information Support Services ..........................4  
- CSIT 2480 Desktop System Administration .......................4  
- CSIT 1  CSIT Elective ...............................................4  
- SPH 2100 Public Speaking .........................................3  

Semester IV (Spring)  
- CSIT 1  CSIT Elective ...............................................4  
- CSIT 2911 CSIT Internship .........................................3  
- ECN 2010 Principles of Economics ...............................4  
- ELEC 2 Guided Elective ...........................................3-4  

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

CSIT 1  CSIT electives to be chosen from CSIT 2425, 2460, 2461, 2465, 2490, 2610, 2625, 2645, 2650, 2665, 2680, 2690.  
ELEC 2 Guided elective to be chosen from any CGT, EET, GIS, HPC, MGT, NETW, VPT or WEB or OST 2621.  

* See the General Education Courses section of this Catalog and Handbook for electives.

**Computer Science and Information Technology/Database Design and Development 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)  
- CSIT 1110 Introduction to Information Technology .............4  
- CSIT 1540 Introduction to Programming Using C ...............4  
- ENGL 1010 English Composition I .................................4  
- HUM 1  Humanities/Fine Arts Elective ............................3  
- SPH 2100 Public Speaking .........................................3  

Semester II (Spring)  
- CSIT 1410 Machine Organization ....................................4  
- CSIT 1560 Advanced C Programming .............................4  
- CSIT 1810 Introduction to Database Design ....................4  
- MATH 1530 Elementary Probability & Statistics ...............3  

Semester III (Fall)  
- BA 1 Business Administration Electives .......................6  
- CSIT 2425 SQL Applications Using Oracle ......................4  
- CSIT 2550 Advanced Database Management Systems ..........4  

Semester IV (Spring)  
- CSIT 2445 Oracle Application Development ....................4  
- or CSIT 2465 Object Oriented Database Application Development ........................................4  
- CSIT 2810 Systems Analysis & Design .............................4  
- CSIT 2911 CSIT Internship .........................................3  
- ECN 2010 Principles of Economics ...............................4  

**Total Credit Hours Needed for Graduation:** 61
BA 1 Business administration electives to be chosen from any ACC, FIN, MGT, MKT or OST 2801, 2802, 2803.

* See the General Education Courses section of this Catalog and Handbook for electives.

**Computer Science and Information Technology/Internet Software Development**

**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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1540</td>
<td>Introduction to Programming Using C</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
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**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIT 1410</td>
<td>Machine Organization</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1560</td>
<td>Advanced C Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1810</td>
<td>Introduction to Database Design</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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**Semester III (Fall)**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 1</td>
<td>Business Administration Electives</td>
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<tr>
<td>CSIT 2645</td>
<td>Introduction to Internet/Software Development</td>
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<tr>
<td>CSIT 2650</td>
<td>Java Programming</td>
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**Semester IV (Spring)**

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>CSIT 2810</td>
<td>Systems Analysis &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 2880</td>
<td>Advanced Internet Development</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 2911</td>
<td>CSIT Internship</td>
<td>3</td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
</tbody>
</table>

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

BA 1 Business administration electives to be chosen from any ACC, FIN, MGT, MKT or OST 2801, 2802, 2803.

* See the General Education Courses section of this Catalog and Handbook for electives.

**Computer Science and Information Technology/Programming 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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1540</td>
<td>Introduction to Programming Using C</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>
**CAREER/TECHNICAL PROGRAMS**

**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.

### Total Credit Hours Needed for Graduation: 61

### Semester II (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSIT 1410</td>
<td>Machine Organization</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1560</td>
<td>Advanced C Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1810</td>
<td>Introduction to Database Design</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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### Semester III (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 1</td>
<td>Business Administration Elective</td>
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<tr>
<td>CSIT 2</td>
<td>CSIT Application Elective</td>
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</tr>
<tr>
<td>CSIT 3</td>
<td>CSIT Programming Electives</td>
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### Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BA 1</td>
<td>Business Administration Elective</td>
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</tr>
<tr>
<td>CSIT 2810</td>
<td>Systems Analysis &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 2911</td>
<td>CSIT Internship</td>
<td>3</td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
</tbody>
</table>

*S See the General Education Courses section of this Catalog and Handbook for electives.*
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, awartzlander@pstcc.edu; Lisa Bogaty, lbogaty@pstcc.edu; Business and Computer Technology, (865) 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 OST1100.

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>
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<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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<td>MKT 2420 Customer Service .................................... 3</td>
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<td></td>
<td>OST 1211 Word/Excel/PowerPoint ................................ 3</td>
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<thead>
<tr>
<th>Semester II (Spring)</th>
<th>ACC 2110 Principles of Accounting I .......................... 3</th>
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<tr>
<td></td>
<td>MKT 2350 Customer Behavior .................................... 3</td>
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<tr>
<td></td>
<td>OST 1007 Access I CBT ........................................... 1</td>
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<td></td>
<td>OST 2801 Web Page Design I—HTML Coding .................... 1</td>
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<tr>
<td></td>
<td>OST 2802 Web Page Design II—Graphics ........................ 1</td>
</tr>
<tr>
<td></td>
<td>OST 2803 Web Page Design III—Site Building ................ 1</td>
</tr>
<tr>
<td></td>
<td>SPH 2100 Public Speaking ........................................ 3</td>
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</table>
Semester III (Fall)  
- ADV 2500 Advertising & Promotion .............................................. 3
- ECN 2010 Principles of Economics .............................................. 4
- MKT 2260 Marketing Information .................................................. 3
- MKT 2450 E-Commerce .............................................................. 3
- MATH 1530 Elementary Probability & Statistics ............................... 3

Semester IV (Spring)  
- FIN 2000 Financial Management ................................................... 3
- HUM * Humanities/Fine Arts Elective ............................................. 3
- MGT 2240 Business Capstone ....................................................... 3
- MKT 2471 E-Commerce/Marketing Internship ................................... 3
- MKT 2570 Sales/Event Marketing ................................................... 4

Total Credit Hours Needed for Graduation: 60

* See the General Education Courses section of this Catalog and Handbook for electives.

EARLY CHILDHOOD EDUCATION

Program Description: The primary purpose of this program is to prepare students to enter the workforce in the field of early childhood education with the credential of being “highly qualified” as determined by the No Child Left Behind Act. The program includes theoretical and practical elements and features supervised classroom teaching to prepare early childhood education professionals to work effectively with children age birth to 9. The program continues to serve the educational needs stipulated by federal law for Tennessee’s Head Start teachers. The 1999 Federal Reauthorization Act for Head Start mandated that by 2003, at least 50 percent of all Head Start teachers have earned an associate’s or higher degree in Early Childhood Education.

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

Typical Job Opportunities:

The U.S. Department of Labor has stated that openings for preschool teachers and child-care workers will increase faster than the average for all occupations through the year 2008. Men or women who obtain an associate’s degree are considered “highly qualified” by federal standards and have a greater advantage when seeking employment opportunities. Typical job opportunities are as follows:

- Head Start Teacher or Assistant Teacher
- Child-Care Center Teacher or Assistant Teacher
- Child-Care Center Administrator
- Kindergarten or Elementary School Assistant
- Family Child-Care Center Teacher

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): Lynn Weems, (865) 539-7229, lcweems@pstcc.edu
**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>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECEd 1010</td>
<td>Orientation to Early Childhood Education</td>
<td>2</td>
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<td>ECEd 2010</td>
<td>Safe, Healthy Learning Environments</td>
<td>3</td>
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<tr>
<td>ECEd 2130</td>
<td>Clinical Practicum I</td>
<td>2</td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
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<tr>
<td>MATH *</td>
<td>Mathematics Elective</td>
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<table>
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<tr>
<th>Semester II (Spring)</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>ECEd 2015</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
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<tr>
<td>ECEd 2020</td>
<td>Infant, Toddler, Child Development</td>
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<td>ECEd 1</td>
<td>ECEd Elective</td>
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<td>ENGL 1020</td>
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<td>NSC *</td>
<td>Natural Sciences Elective</td>
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<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECEd 2040</td>
<td>Family Dynamics &amp; Community Involvement</td>
<td>3</td>
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<tr>
<td>ECEd 2060</td>
<td>Development of Exceptional Children</td>
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<td>ECEd 2085</td>
<td>Math &amp; Science in Early Childhood</td>
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<tr>
<td>ECEd 2095</td>
<td>Language &amp; Literacy Development in Early Childhood</td>
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<td>ECEd 2140</td>
<td>Clinical Practicum II</td>
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<th>Semester IV (Spring)</th>
<th>Course Code</th>
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<td>ECEd 2070</td>
<td>Developmental Assessment</td>
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<tr>
<td>ECEd 2150</td>
<td>Clinical Practicum III</td>
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<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
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<tr>
<td>OST 1005</td>
<td>Word</td>
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<tr>
<td>or OST 1211</td>
<td>Word/Excel/PowerPoint</td>
<td>3</td>
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<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
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</tbody>
</table>

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

ECEd 1 ECEd electives to be chosen from ECEd 2030, 2050, 2080, 2090, 2100, 2110, 2120.

* See General Education Courses section of this Catalog and Handbook for electives.
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. Upon completion of this program, the student will receive an Associate of Applied Science (A.A.S.) in Electrical Engineering Technology. 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 wire-wrap, 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, Program Coordinator, (865) 694-6496, keswayne@pstcc.edu

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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
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<tr>
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<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab</td>
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</tr>
<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab</td>
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<td>ENGL 1010</td>
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<td>MATH 1730</td>
<td>Precalculus</td>
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<tr>
<th>Semester II (Spring)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EET 1022</td>
<td>Electrical Circuits II W/Lab</td>
<td>5</td>
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<tr>
<td>EET 1210</td>
<td>Active Devices I W/Lab</td>
<td>4</td>
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<tr>
<td>EET 2310</td>
<td>Microprocessors I W/Lab</td>
<td>4</td>
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</tr>
<tr>
<td>MATH 1830</td>
<td>Basic Calculus &amp; Modeling</td>
<td>3</td>
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</tr>
<tr>
<td>or MATH 1840</td>
<td>Technical Calculus</td>
<td>3-4</td>
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<th>Semester III (Fall)</th>
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<tbody>
<tr>
<td>ENGT 1000</td>
<td>Technical Communications &amp; Computer Programming</td>
<td>4</td>
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<tr>
<td>EET 2220</td>
<td>Active Devices II W/Lab</td>
<td>4</td>
<td></td>
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<tr>
<td>EET 1</td>
<td>EET Electives</td>
<td>6-8</td>
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<tr>
<td>PHYS 2010</td>
<td>Noncalculus Based Physics I</td>
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<th>Semester IV (Spring)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I</td>
<td>4</td>
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<tr>
<td>EET 2601</td>
<td>Major Projects</td>
<td>2</td>
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<tr>
<td>EET 1</td>
<td>EET Elective</td>
<td>2</td>
<td></td>
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<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
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<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 64

EET 1 Electrical Engineering Technology electives to be chosen from CID 1100; EET 2715, 2900, 2910, 2920; HPC 1010, 1020; NETW 1200, 1210 (Courses outside of EET may only be used for one elective).

* See the General Education Courses section of this Catalog and Handbook for electives.
GENERAL TECHNOLOGY
(SEE MEDIA TECHNOLOGIES FOR PHOTOGRAPHY MAJOR 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 Local Area Network Operations/Management, Banking, Credit Union, Office Systems Technology, Photography, Real Estate, Supervision and Surveying 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 Occupational Competency Test [SOCAT], if applicable), and at the discretion of the appropriate department head, the student may receive up to 25 semester hours of credit in specific courses toward the General Technology degree. Areas at TTCs included in this articulation program are business and office, electrician, industrial electronics, drafting and machine tool/machine shop. 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, if required, in the occupational area for which the student is requesting credit; and (3) successfully complete the placement test requirements. All students will be required to complete all developmental studies courses as indicated by the placement test. 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: 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, (865) 694-6416, m hudson@p st cc.edu; TTCK Articulation: Cynthia Atchley, (865) 539-7174, catchley@p stcc.edu; LMES Articulation: Terry Sisk, (865) 694-6513, tsisk@p stcc.edu; General Information: Margaret Ann Jeffries, (865) 694-6483, mjeffr ies@p stcc.edu

**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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Semester II (Spring)</th>
<th>Semester III (Fall)</th>
<th>Semester IV (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BA 1</strong></td>
<td><strong>ENGL 2950</strong></td>
<td><strong>HUM 1</strong></td>
<td><strong>MAJOR 1</strong></td>
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<tr>
<td>Business Adminis tration Elective .................3</td>
<td>Business &amp; Technical Writing .................3</td>
<td>Humanities/Fine Arts Elective .................3</td>
<td>Major Technology Electives .................6</td>
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<tr>
<td><strong>COMP 2</strong></td>
<td><strong>MATH/NS</strong></td>
<td><strong>MAJOR 2</strong></td>
<td><strong>ELEC 1</strong></td>
</tr>
<tr>
<td>Introductory Computer Course ......................3-4</td>
<td>Mathematics/Natural Sciences Elective .......3-5</td>
<td>Major Technology Electives ....................6</td>
<td>Guided Elective .............................3</td>
</tr>
<tr>
<td><strong>ENGL 1010</strong></td>
<td><strong>SBS</strong></td>
<td><strong>ELEC 2</strong></td>
<td><strong>SPH 1</strong></td>
</tr>
<tr>
<td>English Composition I ................................3</td>
<td>Social/Behavioral Sciences Elective ..........3-4</td>
<td>..........................3</td>
<td>2100 Public Speaking ..........................3</td>
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<tr>
<td><strong>MAJOR</strong></td>
<td></td>
<td><strong>SPH 2</strong></td>
<td></td>
</tr>
<tr>
<td>Major Technology Electives .........................6</td>
<td></td>
<td>2100 Public Speaking ..........................3</td>
<td></td>
</tr>
<tr>
<td><strong>MAJOR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Technology Electives .........................6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ELEC</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guided Elective .....................................3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1. Business administration elective to be chosen from any ACC, ADV, FIN, MGT or MKT courses.
2. Introductory computer course to be chosen from CGT 1030, CID 1100, any CSIT, any OST (except OST 1100) or VPT 1030.

* See General Education Courses section of this Catalog and Handbook for electives.
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, (865) 539-7133 or 694-6483, fpbaxter@pstcc.edu

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>Course Code</th>
<th>Course Title</th>
<th>Credits</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>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GIS 1010</td>
<td>Fundamentals of GIS</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GIS 1120</td>
<td>Desktop GISSoftware Tools</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
<td>4</td>
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<tr>
<td>MATH *</td>
<td>Mathematics Elective</td>
<td>3-5</td>
<td></td>
</tr>
<tr>
<td>GIS 1030</td>
<td>GIS Data Sources &amp; Quality</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GIS 1110</td>
<td>Intro to GIS Database Management</td>
<td>3</td>
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<td>GIS 1600</td>
<td>Business Geographics</td>
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<tbody>
<tr>
<td>GIS 2030</td>
<td>Planning &amp; Executing Projects</td>
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<tr>
<td>GIS 2410</td>
<td>GIS Web Applications</td>
<td>3</td>
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<tr>
<td>GIS 2810</td>
<td>Special Topics in GIS</td>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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<th>Semester IV (Spring)</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 2950</td>
<td>Business &amp; Technical Writing</td>
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<tr>
<td>GIS 2050</td>
<td>Independent GIS Projects</td>
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<tr>
<td>GIS 2600</td>
<td>Location Based Services</td>
<td>3</td>
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<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
<td></td>
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<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
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</tbody>
</table>

Total Credit Hours Needed for Graduation: 60

* See the General Education Courses section of this Catalog and Handbook for electives.
### 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.

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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GIS 1010</td>
<td>Fundamentals of GIS</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GIS 1120</td>
<td>Desktop GIS Software Tools</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH *</td>
<td>Mathematics Elective</td>
<td>3-5</td>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 2950</td>
<td>Business &amp; Technical Writing</td>
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<tr>
<td>GIS 1020</td>
<td>Digital Images &amp; Base Maps</td>
<td>3</td>
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</tr>
<tr>
<td>GIS 1110</td>
<td>Intro to GIS Database Management</td>
<td>3</td>
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</tr>
<tr>
<td>GIS 1200</td>
<td>Global Positioning Technology</td>
<td>3</td>
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</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<th>Semester III (Fall)</th>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>GIS 1030</td>
<td>GIS Data Sources &amp; Quality</td>
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<td>GIS 2030</td>
<td>Planning &amp; Executing Projects</td>
<td>3</td>
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<td>GIS 2410</td>
<td>GIS Web Applications</td>
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<th>Semester IV (Spring)</th>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GIS 2050</td>
<td>Independent GIS Projects</td>
<td>3</td>
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<tr>
<td>GIS 2120</td>
<td>Image &amp; Raster GIS Analysis</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GIS 2710</td>
<td>GIS Cartography</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

| Total Credit Hours Needed for Graduation: | 60 |

### Notes

- * See the General Education Courses section of this Catalog and Handbook for electives.
- **Guided electives to be chosen from any GIS, HPC or WEB courses not listed as a requirement.**

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HIGH PERFORMANCE COMPUTING

Program Description: The High Performance Computing (HPC) program provides educational opportunities for future HPC field engineers in medicine, gaming, imaging, business and other areas. High performance computers such as PC clusters are a collection of interconnected computers working together as a single computing resource to accomplish tasks that otherwise would take long periods of time to complete. The goal of the HPC degree program is to cater to the emerging trends in advanced computing as well as the contemporary and futuristic human resource requirements of the information technology industry. The program offers courses suitable for a range of users from beginners to working professionals who wish to upgrade and enhance their knowledge.

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

Typical Job Opportunities:
- High Performance Computing Programming Assistant
- High Performance Computing Field Engineer
- Security Administration Technician

After successfully completing the HPC program, the graduate will be equipped to do the following:
I. Effectively operate and use computers, peripherals, and related equipment
II. Be prepared for job entry or career advancement in HPC-related fields
III. Use good verbal and written communication skills
IV. Demonstrate problem-solving skills

Contact(s): Michael Lusk, jmlusk@pstcc.edu, (865) 694-6483; F. Paul Baxter, fpbaxter@pstcc.edu, (865) 694-6483

High Performance Computing—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>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CSIT 2461</td>
<td>Linux/Unix Systems &amp; Administration</td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HPC 1010</td>
<td>HPC Internetworking Security</td>
<td>4</td>
</tr>
<tr>
<td>HPC 2300</td>
<td>HPC Architecture &amp; System Administration</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HPC 1</td>
<td>HPC Guided Electives</td>
<td>8</td>
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<td>HUM</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics Elective</td>
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<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab</td>
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<tr>
<td>HPC 1</td>
<td>HPC Guided Electives</td>
<td>8</td>
</tr>
<tr>
<td>SBS</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
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</table>
Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET 2715</td>
<td>Microcomputer Architecture</td>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>HPC 2800</td>
<td>HPC Image Processing &amp; Analysis</td>
<td>3</td>
</tr>
<tr>
<td>HPC 2950</td>
<td>HPC Practicum</td>
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<tr>
<td>HPC 1</td>
<td>HPC Guided Elective</td>
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</tbody>
</table>

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

After completion of the first semester, students will choose one of three interest 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 HPC field. Any deviation from the programs of study listed below must be approved by the student’s advisor.

Students planning to pursue careers as HPC programming assistants need the following electives in the order listed:

- CSIT 1541 C++: An Introduction to Programming ..........4
- HPC 2400 Introduction to Parallel Programming ..........4
- HPC 2500 MPI Programming ....................................4
- HPC 2600 High Performance & Distributed Computing ..4
- HPC 2700 HPC Data Mining......................................4

Students planning to pursue careers as HPC field engineers need the following electives in the order listed:

- HPC 1020 HPC Internetworking & Grid Technology........4
- HPC 2020 Advanced HPC Internetworking & Grid Technology ..........4
- HPC 2400 Introduction to Parallel Programming ..........4
- HPC 2000 or 2007 or 2010 (Security Elective)..................4
- CSIT/HPC CSIT/HPC Programming Elective or HPC 2900.................................4

Students planning to pursue careers as security administration technicians need the following electives in the order listed:

- HPC 1020 HPC Internetworking & Grid Technology........4
- HPC 2000 HPC Security Management .........................4
- HPC 2007 HPC Intrusion Detection & Countermeasures........4
- HPC 2010 HPC Security Applications & Technology........4
- HPC 2020 Advanced HPC Internetworking & Grid Technology.................................4

* See the General Education Courses section of this Catalog and Handbook for electives.
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, Program Coordinator, (865) 971-5246, tfgaddis@pstcc.edu
**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.

<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>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HSP 1200</td>
<td>Intro to Hospitality I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 1211</td>
<td>Word/Excel/PowerPoint</td>
<td>3</td>
<td></td>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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<thead>
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<th>Semester II (Spring)</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HSP 2200</td>
<td>Intro to Hospitality II</td>
<td>3</td>
<td></td>
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<tr>
<td>HSP 2260</td>
<td>Hotel Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts 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>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
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<thead>
<tr>
<th>Semester III (Fall)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 2110</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>HSP 1900</td>
<td>Practicum I</td>
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<tr>
<td>HSP 2000</td>
<td>Purchasing</td>
<td>3</td>
<td></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>
<td></td>
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<tr>
<td>MGT 2050</td>
<td>Human Resources</td>
<td>3</td>
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<thead>
<tr>
<th>Semester IV (Spring)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics</td>
<td>4</td>
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<tr>
<td>HSP 1</td>
<td>Hospitality Elective</td>
<td>3</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>
<td>3</td>
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<tr>
<td>HSP 2900</td>
<td>Practicum II</td>
<td>2</td>
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</tr>
</tbody>
</table>

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

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

* See General Education Courses section of this Catalog and Handbook for electives.
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 of interior design. 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 be equipped to do the following:

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, Program Coordinator, mjeffries@pstcc.edu, (865) 539-7084; Catherine Kendall,clkendall@pstcc.edu, (865) 694-6505
# 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.

<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>IDT 1000 Introduction to Interior Design</td>
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<tr>
<td></td>
<td>IDT 1100 Materials &amp; Process</td>
<td>3</td>
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<tr>
<td></td>
<td>IDT 1250 Computer Aided 2D Design</td>
<td>3</td>
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<tr>
<td></td>
<td>IDT 1310 Fundamentals of Architectural Drafting</td>
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<tr>
<td></td>
<td>RCS 1200 Textiles for Interiors</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>IDT 1030 History of Interiors</th>
<th>3</th>
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<tbody>
<tr>
<td></td>
<td>IDT 1050 Design Trends &amp; Techniques</td>
<td>1</td>
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<tr>
<td></td>
<td>IDT 1360 AutoCAD &amp; CAD Applications for Interior Design</td>
<td>3</td>
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<tr>
<td></td>
<td>IDT 1500 Residential Design &amp; Construction</td>
<td>4</td>
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<tr>
<td></td>
<td>IDT 1600 Visualization Techniques</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>GEN ED 1 General Education Elective</th>
<th>3-5</th>
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<tbody>
<tr>
<td></td>
<td>IDT 2021 Professional Practice</td>
<td>2</td>
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<tr>
<td></td>
<td>IDT 2022 Portfolio</td>
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<tr>
<td></td>
<td>IDT 2030 Modern Interiors &amp; Architecture</td>
<td>3</td>
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<tr>
<td></td>
<td>IDT 2050 Contract Design</td>
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<td></td>
<td>IDT 2110 Health Care, Office &amp; Adaptive Use Design</td>
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<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
<th>ELEC 2 Guided Elective</th>
<th>3</th>
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<tbody>
<tr>
<td></td>
<td>HUM * Humanities/Fine Arts Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>IDT 2210 Hospitality &amp; Retail Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH/NS * Mathematics/Natural Sciences Elective</td>
<td>3-5</td>
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<td></td>
<td>SBS * Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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

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**GENED 1** General education elective to be chosen from one unduplicated course in the categories of communication, humanities/fine arts, mathematics/natural sciences, or social/behavioral sciences in the General Education Courses section of this Catalog and Handbook.

**ELEC 2** Guided elective to be chosen from IDT 2400 or IDT 2500.

* See the General Education Courses section of this Catalog and Handbook for electives.
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.

Human Resources Assistant. Assists human resources managers with tasks such as benefit administration, EEOC compliance and hiring.

Small Business Manager/Owner. Manages and/or owns a small business.

Management Trainee. Completes a management training program in a larger organization.

Branch Manager. Manages a branch location of a larger organization.

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

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

Contact(s): Roger Crowe, rcrowe@pstcc.edu; Bill Hamlin, bhamlin@pstcc.edu; Business and Computer Technology, (865) 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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>ENGL 1010 English Composition I .................................. 3</th>
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<tbody>
<tr>
<td></td>
<td>MGT 2000 Principles of Management ................................ 3</td>
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<td></td>
<td>MKT 2200 Principles of Marketing .................................... 3</td>
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<td>OST 1211 Word/Excel/PowerPoint .................................... 3</td>
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<td></td>
<td>SPH 2100 Public Speaking ........................................... 3</td>
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<tr>
<td>Semester II (Spring)</td>
<td>ECN 2010 Principles of Economics.................................... 4</td>
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<td></td>
<td>MGT 2030 Team Leadership ............................................ 3</td>
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<td>MGT 2050 Human Resources ........................................... 3</td>
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<td>MGT 2160 Quality Improvement ....................................... 3</td>
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<td>MATH 1530 Elementary Probability &amp; Statistics................... 3</td>
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<tr>
<td>Semester III (Fall)</td>
<td>ACC 2110 Principles of Accounting I ................................ 3</td>
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<td>HUM * Humanities/Fine Arts Elective ................................ 3</td>
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<td></td>
<td>LAW 2300 Contracts &amp; UCC ............................................ 3</td>
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<td>MGT 2100 Information Systems ....................................... 3</td>
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<td>MGT 2170 Project Management ........................................ 3</td>
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<td>Semester IV (Spring)</td>
<td>ACC 2120 Principles of Accounting II................................ 3</td>
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<td>FIN 2000 Financial Management ....................................... 3</td>
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<td>MGT 2180 Team Practicum ............................................. 3</td>
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<td>MGT 2240 Business Capstone ......................................... 3</td>
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<td>MGT 2471 Management Internship ................................... 3</td>
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</tbody>
</table>

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

*See the General Education Courses section of this Catalog and Handbook for electives.*
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): Terry Sisk, Program Coordinator, (865) 694-6513, tsisk@pstcc.edu
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.

**Semester I (Fall)**
- CID 1100 Fundamentals of Technical Drawing W/Lab ........3
- ENGT 1000 Technical Communications & Computer Programming..............4
- ENGL 1010 English Composition I ..................................3
- MATH 1730 Precalculus ...........................................5
- MET 1020 Shop Practices..........................................4

**Semester II (Spring)**
- MET 1012 Materials & Manufacturing Processes ..........4
- MET 2310 Geometrics & Coordinate Measuring..........4
- MET 2700 CNC Milling...............................................4
- PHYS 2010 Noncalculus Based Physics I ..................4

**Semester III (Fall)**
- MATH 1530 Elementary Probability & Statistics or MATH 1840 Technical Calculus ................................3
- MET 1040 Applied Statics ........................................3
- MET 2720 CNC Turning ............................................4

**Semester IV (Spring)**
- CHEM 1110 General Chemistry I .................................4
- HUM * Humanities/Fine Arts Elective ....................3
- MET 1051 Strength of Materials ...............................4
- MET 2740 Advanced CNC Machining ..........................2
- SBS * Social/Behavioral Sciences Elective............3-4

Total Credit Hours Needed for Graduation: 64

* See the General Education Courses section of this Catalog and Handbook for electives.

Mechanical Engineering Technology/Engineering 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)**
- CID 1100 Fundamentals of Technical Drawing W/Lab ........3
- ENGT 1000 Technical Communications & Computer Programming..............4
- ENGL 1010 English Composition I ..................................3
- MATH 1730 Precalculus ...........................................5
- MET 1020 Shop Practices..........................................4

**Semester II (Spring)**
- ET 1 Engineering Technology Elective.........................3
- MET 1012 Materials & Manufacturing Processes ..........4
- MET 1040 Applied Statics ........................................3
- PHYS 2010 Noncalculus Based Physics I ..................4
Semester III (Fall)  
EET 1012 Electrical Circuits I W/Lab .......................... 3  
MET 1051 Strength of Materials .................................. 4  
MET 2020 Fluid Mechanics & Power Applications ............ 4  
MATH 1840 Technical Calculus .................................... 3

Semester IV (Spring)  
CHEM 1110 General Chemistry I .................................. 4  
ET 1 Engineering Technology Elective ......................... 3  
HUM * Humanities/Fine Arts Elective .......................... 3  
MET 2025 Applied Mechanics ..................................... 4  
SBS * Social/Behavioral Sciences Elective ..................... 3-4

Total Credit Hours Needed for Graduation: 64

Approval by MET advisor required.

* See the General Education Courses section of this Catalog and Handbook for electives.

**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.

Semester I (Fall)  
CID 1100 Fundamentals of Technical Drawing W/Lab .......... 3  
ENGT 1000 Technical Communications & Computer Programming .................. 4  
ENGL 1010 English Composition I ............................... 3  
MATH 1730 Precalculus ............................................. 5  
MET 1020 Shop Practices .......................................... 4

Semester II (Spring)  
MET 1012 Materials & Manufacturing Processes .............. 4  
MET 2800 Fundamentals of Testing ................................ 3  
MATH 1530 Elementary Probability & Statistics ................ 3  
PHYS 2010 Noncalculus Based Physics I ....................... 4

Semester III (Fall)  
EET 1012 Electrical Circuits I W/Lab .......................... 3  
HUM * Humanities/Fine Arts Elective .......................... 3  
MET 1040 Applied Statics ........................................... 3  
MET 2810 Destructive & Nondestructive Testing ............. 3

Semester IV (Spring)  
CHEM 1110 General Chemistry I .................................. 4  
MET 1051 Strength of Materials .................................. 4  
MET 2310 Geometrics & Coordinate Measuring ............... 4  
MET 2820 Statistical Process Control ........................... 4  
SBS * Social/Behavioral Sciences Elective ..................... 3-4

Total Credit Hours Needed for Graduation: 64

* See the General Education Courses section of this Catalog and Handbook for electives.
MEDIA TECHNOLOGIES

The Engineering and Media Technologies Department houses several related Career/Technical programs in the field of media. Communications Graphics Technology, General Technology—Photography, Video Production Technology and Web Technology all provide hands-on training using industry-standard software and equipment. Because of the interdisciplinary nature of the programs and students’ specific career objectives, students may want to consult with an advisor before determining which career program is right for them. Media Technologies also offers optional certificate programs to broaden students’ experience in related media fields. See the Certificate Programs section of this Catalog and Handbook for more information.

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 prepress service bureaus
Media outlets & printing companies
In-house agencies
Web page design & development firms
Freelance practice

Contact(s): David Gilbert, Program Coordinator, (865) 694-6750, dgilbert@pstcc.edu
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)
- ART 1011 Drawing I .......................................................... 3
- CGT 1030 Introduction to Macintosh Graphic Design ...... 3
- CGT 1510 History of Graphic Design & Illustration .......... 3
- CGT 1950 Design Fundamentals ........................................ 3
- ENGL 1010 English Composition I ...................................... 3

Semester II (Spring)
- CGT 1040 Digital Photography .......................................... 3
- CGT 1105 Digital Graphic Design I .................................. 4
- CGT 1110 Typography...................................................... 3
- CGT 1911 Portfolio ............................................................ 1
- HUM * Humanities/Fine Arts Elective .......................... 3

Semester III (Fall)
- CGT 2005 Digital Graphic Design II.................................. 4
- CGT 2040 Computer Illustration ........................................ 3
- CGT 2140 Desktop Publishing ............................................. 3
- GEN ED 1 General Education Elective .................. 3-5
- MATH/NS * Mathematics/Natural Sciences Elective ........ 3-5

Semester IV (Spring)
- CGT 2105 Digital Graphic Design III ............................... 4
- CGT 2160 3D Modeling
  or WEB 2000 Professional Web Development Tools .......... 3
- CGT 2998 Internship ...................................................... 2
- ELEC 2 Guided Elective .................................................. 3
- SBS * Social/Behavioral Sciences Elective ............. 3-4

Total Credit Hours Needed for Graduation: 60

GEN ED 1 General education elective to be chosen from one unduplicated course in the categories of communication, humanities/fine arts, mathematics/natural sciences, or social/behavioral sciences in the General Education Courses section of this Catalog and Handbook.

ELEC 2 Guided elective to be chosen from ADV 2500; CGT 2045, 2050, 2240; WEB 2110.

* See the General Education Courses section of this Catalog and Handbook for electives.
Program Description: 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.

Contact(s): KD Lawson, (865) 971-5219, kdlawson@pstcc.edu

Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>or VPT 1030</td>
<td>Intro to Desktop Video/Audio</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH/NS *</td>
<td>Mathematics/Natural Sciences Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>PHO 1000</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1200</td>
<td>Art of Photography</td>
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Semester II (Spring)

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<thead>
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<th>Title</th>
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<tbody>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
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<tr>
<td>PHO 1100</td>
<td>Advanced Photographic Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1</td>
<td>Photography Electives</td>
<td>6</td>
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<tr>
<td>WEB 2100</td>
<td>Photoshop Essentials</td>
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Semester III (Fall)

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<thead>
<tr>
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<th>Title</th>
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<tr>
<td>ELEC 2</td>
<td>Guided Elective</td>
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<tr>
<td>ENGL 2950</td>
<td>Business &amp; Technical Writing</td>
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<tr>
<td>PHO 2060</td>
<td>Advanced Digital Imaging Techniques</td>
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<td>PHO 1</td>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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Semester IV (Spring)

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<tr>
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<tr>
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<tr>
<td>ELEC 2</td>
<td>Guided Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2800</td>
<td>Photography Portfolio</td>
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</tr>
<tr>
<td>PHO 1</td>
<td>Photography Elective</td>
<td>3</td>
</tr>
<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 60
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. Employs techniques basic to the motion image process; image composition, lighting, shooting for editing.

Editor. Edits and electronically manipulates recorded images for video productions for commercial, broadcast, corporate and institutional media operations.

Video Illustrator. Develops graphic depictions of process operations with cameras, recorders, and/or computer generated art and creates video sequences to demonstrate those processes.

Production Assistant. Assists producer and/or director in varied assignments, including managing continuity, organizing catering services, notation of script revisions, teleprompter operation, set decoration, makeup, etc.

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

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, Program Coordinator, (865) 694-6444, rbellamy@pstcc.edu
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)
- ENGL 1010 English Composition I (computer section) .......... 3
- VPT 1010 Sound Production ............................................. 4
- VPT 1030 Introduction to Desktop Video/Audio .............. 3
- VPT 1040 Technical Video Production .............................. 4
- VPT 1090 Campus Broadcast I ........................................... 3

Semester II (Spring)
- HUM * Humanities/Fine Arts Elective ......................... 3
- VPT 1050 Electronic Cinematography .............................. 3
- VPT 1210 Video Editing .................................................... 4
- VPT 1400 Scriptwriting for Mass Media ............................ 3
- VPT 1500 Campus Broadcast II ......................................... 3

Semester III (Fall)
- MATH/NS * Mathematics/Natural Sciences Elective ..........3-5
- VPT 2210 Advanced Editing .............................................. 4
- VPT 2330 Budgeted Production ........................................ 3
- VPT 2500 Campus Broadcast III ........................................ 3

Semester IV (Spring)
- GEN ED 1 General Education Elective ......................... 3-5
- SBS * Social/Behavioral Sciences Elective ..................... 3-4
- VPT 2770 Documentary Production .................................. 3
- VPT 2910 Campus Broadcast IV ....................................... 3
- VPT 2998 Video Production Technology Internship .......... 2

Total Credit Hours Needed for Graduation: 60

PHO 1 General education elective to be chosen from one unduplicated course in the categories of communication, humanities/fine arts, mathematics/natural sciences or social/behavioral sciences in the General Education Courses section of this Catalog and Handbook.

* See the General Education Courses section of this Catalog and Handbook for electives.
Web Technology

Program Description: The primary goal of the Web 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 program curriculum is based around the Certified Internet Webmaster (CIW) certification program, enabling students to attain national certification as a CIW Master Designer. Pellissippi State also serves as the regional online CIW Faculty Institute to train teachers in Web design courses.

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 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 enterprisewide Web activities

Contact(s): Gay Bryant, Program Coordinator, (865) 694-6488, bryant@pstcc.edu
**Web 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. This program may be completed totally online with most of the courses offered in a traditional format as well.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>ENGL 1010 English Composition I................................. 3</th>
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<tbody>
<tr>
<td></td>
<td>CSIT/OST ¹ Computer Elective.................................. 3-4</td>
</tr>
<tr>
<td></td>
<td>HUM ¹ Humanities/Fine Arts Elective.................................. 3</td>
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<tr>
<td></td>
<td>SBS ¹ Social/Behavioral Sciences Elective............................. 3-4</td>
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<tr>
<td></td>
<td>WEB 2200 CIWFoundations........................................ 3</td>
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<td>WEB 2291 CIW Foundations Certification Exam.................... 1</td>
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<th>Semester II (Spring)</th>
<th>MATH/NS ¹ Mathematics/Natural Sciences Elective.............. 3-5</th>
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<tbody>
<tr>
<td></td>
<td>OST 2801 Web Design I—HTML Coding.................................. 1</td>
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<td>OST 2802 Web Design II—Graphics.................................. 1</td>
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<td>OST 2803 Web Design III—Site Building............................... 1</td>
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<td>SPH 2100 Public Speaking............................................ 3</td>
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<tr>
<td></td>
<td>WEB 2210 CIW Site Design Methodology &amp; Technology.................. 3</td>
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<td>WEB 2292 CIW Site Designer Certification Exam.................... 1</td>
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<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>WEB 2000 Professional Web Development Tools..................... 3</th>
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<tbody>
<tr>
<td></td>
<td>WEB 2100 Photoshop Essentials...................................... 3</td>
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<tr>
<td></td>
<td>WEB 2120 Audio/Video for the Web.................................... 3</td>
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<tr>
<td></td>
<td>WEB 2300 CIW JavaScript Foundations.................................. 3</td>
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<td>WEB 2500 Problem Solving for the Web W/E-Commerce.................. 3</td>
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<table>
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<tr>
<th>Semester IV (Spring)</th>
<th>WEB 2110 Motion Vector Graphics................................. 3</th>
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<tr>
<td></td>
<td>WEB 2220 CIW E-Commerce Design Strategy &amp; Practices............... 3</td>
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<td></td>
<td>WEB 2293 CIW E-Commerce Designer Certification Exam............... 1</td>
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<td>WEB 2400 Web Project Management.................................... 3</td>
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<td>WEB 2811 Advanced Computer Graphics.................................. 3</td>
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<tr>
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<td>WEB 2812 Advanced Web Page/Site Design............................. 3</td>
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</tbody>
</table>

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

¹ CSIT/OST Computer elective to be chosen from CSIT 1110; OST 1211, OST 1001/1003/1006.

* See the General Education Courses section of this Catalog and Handbook for electives.
NETWORKING AND COMMUNICATIONS SYSTEMS TECHNOLOGY (New)

Program Description: The Networking and Communications Systems Technology program 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 administrative functions and support for local and wide area networks. Additionally, emphasis is placed on system monitoring and management, network testing, and system configuration and implementation. The Networking and Communications Systems Technology students complement their studies with an internship at a selected site that allows students to gain on-the-job experience prior to graduation.

Typical Job Opportunities:

Network Engineer/Administrator. Performs requirements analysis for new and existing networks and designs, installs, tests, and documents networks; develops maintenance and upgrade plans; schedules and coordinates network installations, changes, and maintenance and documents changes; manages inventory, documents network activities, and defines and documents test specifications and interprets results; and provides security analysis, planning, and operational support for networked computer systems.

Technical Support Specialist. Sets up and maintains user accounts, provides Helpdesk support, applies upgrades, performs system backups, and restores data; provides customer support for network engineering departments.

Systems Engineer/Administrator. Reports component, security, and connectivity problems; performs system and security audits; makes recommendations for system optimization/improvement/security; and documents and establishes security measures.

After successfully completing the Networking and Communications Systems Technology program, the graduate will be equipped to do the following:

I. Demonstrate problem-solving skills.
II. Secure employment within the information technology industry.
III. Implement problem solutions.

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

Contact(s): Jerry Sherrod, (865) 694-6637, jsherrod@pstcc.edu

Networking and Communications Systems 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>ENGL 1010 English Composition I</th>
<th>HUM * Humanities/Fine Arts Elective</th>
<th>NETW 1010 PC Hardware (A+ Certification)</th>
<th>NETW 1020 PC Operating System Software (A+ Certification)</th>
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<tbody>
<tr>
<td></td>
<td>English Composition I</td>
<td>Humanities/Fine Arts Elective</td>
<td>PC Hardware (A+ Certification)</td>
<td>PC Operating System Software (A+ Certification)</td>
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### Semester II (Spring)

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<tr>
<td>NETW 1100</td>
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<td>ELEC 1</td>
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### Semester III (Fall)

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<td>GEN ED 2</td>
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<tr>
<td>ELEC 1</td>
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<td>NETW 2800</td>
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### Semester IV (Spring)

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<td>NETW 2900</td>
<td>3</td>
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<tr>
<td>SBS *</td>
<td>3-4</td>
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</table>

#### Total Credit Hours Needed for Graduation:
- 60

**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 16 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, desktop publishing applications and Web pages.

**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 and Web pages.

**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 be equipped to do the following:

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 his/her 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, Program Coordinator, (865) 694-6656, jwade@pstcc.edu

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.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
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<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
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<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>OST 1005</td>
<td>Word</td>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
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**Semester II (Spring)**

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<th>Title</th>
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<tbody>
<tr>
<td>ECN 2010</td>
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<td>MKT 2420</td>
<td>Customer Service</td>
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<tr>
<td>OST 1006</td>
<td>PowerPoint CBT</td>
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<tr>
<td>OST 1105</td>
<td>Keyboarding II/ Speed &amp; Accuracy</td>
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<tr>
<td>OST 2621</td>
<td>Excel</td>
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<td>OST 2801</td>
<td>Web Design I—HTML Coding</td>
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<tr>
<td>OST 2802</td>
<td>Web Design II—Graphics</td>
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**Semester III (Fall)**

<table>
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<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>
<td>3</td>
</tr>
<tr>
<td>MGT 2100</td>
<td>Information Systems</td>
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<tr>
<td>OST 2006</td>
<td>Advanced Word</td>
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<tr>
<td>OST 2120</td>
<td>Keyboarding III</td>
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<tr>
<td>OST 2340</td>
<td>Records Management</td>
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**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1530 Elementary Probability &amp; Statistics</td>
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<tr>
<td>OST 2010 Office Proficiency Assessment</td>
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<td>OST 2015 Office Integration</td>
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<tr>
<td>OST 2302 OST Internship</td>
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<tr>
<td>OST 2360 Business Communications</td>
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<tr>
<td>OST 2600 Access</td>
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</table>

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

* See the General Education Courses section of this Catalog and Handbook for electives.

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**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 OST1100. 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.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530 Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>OST 1005 Word</td>
<td>3</td>
</tr>
<tr>
<td>OST 2910 Medical Terminology I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 2010 Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>MKT 2420 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>OST 1003 Excel I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1105 Keyboarding II/ Speed &amp; Accuracy</td>
<td>3</td>
</tr>
<tr>
<td>OST 2920 Medical Terminology II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2110 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2120 Keyboarding III</td>
<td>3</td>
</tr>
<tr>
<td>OST 2340 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST 2940 Medical Insurance Coding</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM * Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>OST 2010 Office Proficiency Assessment</td>
<td>1</td>
</tr>
<tr>
<td>OST 2925 Medical Practicum</td>
<td>2</td>
</tr>
<tr>
<td>OST 2935 Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OST 2945 Insurance Billing &amp; Coding</td>
<td>3</td>
</tr>
<tr>
<td>OST 2950 Health Care Insurance Survey</td>
<td>3</td>
</tr>
</tbody>
</table>

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

* See the General Education Courses section of this Catalog and Handbook for electives.
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 be equipped to do the following:

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, Program Coordinator, (865) 971-5225, acleveland@pstcc.edu; Elizabeth McCowan, eimccowan@pstcc.edu; Paralegal Studies, (865) 971-5217

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 1 (Fall)  
ENGL 1010 English Composition I ...........................................3
LAW 1000 Introduction to Law & Ethics..................................3
MATH * Mathematics Elective.................................................3-5
OST 1211 Word/Excel/PowerPoint..........................................3
SPH 2100 Public Speaking....................................................3
<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>LAW 1</th>
<th>LAW Elective ................................................. 3</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>+LAW 1050</td>
<td>Legal Writing &amp; Analysis .................................. 3</td>
</tr>
<tr>
<td></td>
<td>+LAW 1060</td>
<td>Legal Research ................................................ 3</td>
</tr>
<tr>
<td></td>
<td>+LAW 2100</td>
<td>Torts ................................................................ 3</td>
</tr>
<tr>
<td></td>
<td>OST 2700</td>
<td>Legal Terminology &amp; Transcription ....................... 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>ACC 2110</th>
<th>Principles of Accounting I .................................. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+LAW 2030</td>
<td>Property Law ..................................................... 3</td>
</tr>
<tr>
<td></td>
<td>+LAW 2210</td>
<td>Litigation Skills I ............................................. 3</td>
</tr>
<tr>
<td></td>
<td>+LAW 2300</td>
<td>Contracts &amp; UCC .................................................. 3</td>
</tr>
<tr>
<td></td>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective ........................ 3-4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
<th>HUM *</th>
<th>Humanities/Fine Arts Elective ................................ 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAW 1</td>
<td>LAW Elective ..................................................... 3</td>
</tr>
<tr>
<td></td>
<td>+LAW 2220</td>
<td>Litigation Skills II .......................................... 3</td>
</tr>
<tr>
<td></td>
<td>+LAW 2800</td>
<td>Legal Internship ................................................ 3</td>
</tr>
<tr>
<td></td>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective ........................ 3-4</td>
</tr>
</tbody>
</table>

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

LAW 1 LAW electives to be chosen from LAW 1020, 2020, 2040, 2110, 2120, 2500, 2600, 2620, 2900.

+Law specialty course

* See the General Education Courses section of this Catalog and Handbook for electives.

**PHOTOGRAPHY (GENERAL TECHNOLOGY)**  
(SEE MEDIA TECHNOLOGIES)

**VIDEO PRODUCTION TECHNOLOGY**  
(SEE MEDIA TECHNOLOGIES)

**WEB TECHNOLOGY**  
(SEE MEDIA TECHNOLOGIES)
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. Accumulative 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:

- Local Area Network Operations/Management
- Photography (See Media Technologies)
- Supervision

Pellissippi State offers the following institutional certificate programs:

- Accounting Proficiency
- Banking
- Computer Aided Manufacturing
- Computer Business Applications
- Computer Integrated Drafting and Design
- Cost Accounting
- Credit Union Management
- Customer Relationship Management
- E-Commerce
- Electronics Technician
- Food and Beverage Service
- Geographic Information Systems/Business
- Geographic Information Systems/Technical
- High Performance Computing/Security
- Industrial Maintenance
- Information Technology Literacy
- Introductory Web
- Legal Secretary
- Lodging
- Manufacturing Automation Technician
- Media Technologies
- Medical Insurance Coding & Reimbursement
- Medical Transcription
- Microsoft Office User Specialist (MOUS) Preparation
- Payroll/Taxation Accounting
- Project Management
- Quality Control
- Real Estate
- Surveying
- Travel & Tourism
ACCOUNTING PROFICIENCY (INSTITUTIONAL CERTIFICATE)

The Accounting Proficiency certificate program is designed to prepare students to quickly enter the accounting job market or update their technology and accounting skills for their current jobs. The certificate includes basic and advanced topics in financial and cost accounting as well as individual tax preparation, payroll and accounting software. Students will improve their technology skills as they use software packages such as Quickbooks, Peachtree, Excel, TurboTax and the Internet. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
ACC 2110 Principles of Accounting I ....................................................... 3

Core Courses
ACC 2120 Principles of Accounting II ...................................................... 3
ACC 2410 Income Taxation ................................................................. 3
ACC 2500 Special Topics in Accounting ................................................... 3

Advanced Track Courses
ACC 2215 Intermediate Accounting I ....................................................... 3
ACC 2360 Cost Accounting ................................................................. 3
ACC 2530 Accounting Systems ............................................................. 3

TOTAL HOURS REQUIRED: 21

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.

BKG 2005 Accounting for Bankers ........................................................... 3
BKG 2020 Principles of Banking ............................................................ 2
BKG 2060 Marketing for Banking ........................................................... 2
BKG 2100 Analyzing Financial Statements .............................................. 2
BKG 2150 Introduction to Commercial Lending ...................................... 2
BKG 2200 Consumer Lending ............................................................... 2
BKG 2240 Deposit Operation ................................................................. 2
BKG 2250 Money & Banking ................................................................. 3
BKG 2300 Law & Banking .................................................................. 2
BKG 2310 Law & Banking Applications .................................................. 2
BKG 2350 Trust Business .............................................................. 3
BKG 2400 Commercial Bank Management ........................................... 3
BKG 2420 Introduction to Mortgage Lending ......................................... 2
BKG 2450 Supervision ................................................................. 3
BKG 2600 Bank Investments & Funds Management ................................ 2
BKG 2700 Financial Planning ............................................................ 2

TOTAL HOURS REQUIRED: 15

COMMUNICATIONS GRAPHICS TECHNOLOGY
(INSTITUTIONAL CERTIFICATE) (SEE MEDIA TECHNOLOGIES CERTIFICATES)
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.

Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
- ENGT 1000 Technical Communications & Computer Programming........... 4
- CID 1100 Fundamentals of Technical Drawing W/Lab............................. 3
- MET 1020 Shop Practices*................................................................. 4

Core Courses
- MET 2310 Geometrics & Coordinate Measuring................................... 4
- MET 2700 CNC Milling ...................................................................... 4

Advanced Track Courses I
- MET 2720 CNC Tuning................................................................. 4

Advanced Track Courses II
- MET 2740 Advanced CNC Machining............................................. 2

TOTAL HOURS REQUIRED: 21-25

* MET 1020 may be waived at the discretion of the program coordinator with demonstrated competence.

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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
- OST 1005 Word.................................................................................. 3
- OST 1006 PowerPoint CBT................................................................. 1
- OST 1100 Keyboarding 1*................................................................. 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 drafting software to generate quality graphics to professional standards and incorporate 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 four options for the certificate. The architectural option focuses on architectural drafting using AutoCAD, Architectural Desktop and Microstation. The AutoCAD option covers element creation, modification and manipulation of tools, 3D models, Paperspace/Modelspace, and printing using other specialized AutoCAD software. The mechanical option covers entry-level mechanical drafting/modeling and a substantial amount of 3D operations. The Microstation option covers 2D and 3D elements, manipulations, dimensioning, levels, reference files and printing using Microstation software. 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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Architectural Option

**Foundation Courses**
- CET 1010 Construction Methods
- or CET 1022 Construction Materials W/Lab
- CID 1100 Fundamentals of Technical Drawing W/Lab*
- CID 1105 Engineering Drawing W/Lab*

**Core Courses**
- CID 1210 Architectural Drawing W/Lab

**Advanced Track Courses**
- CID 2115 Architectural Desktop W/Lab
- CID 2175 Architectural Detailing W/Lab
- or CID 2195 Civil Drawing W/Lab

**TOTAL HOURS REQUIRED: 14-21**

AutoCAD Option

**Foundation Courses**
- CID 1100 Fundamentals of Technical Drawing W/Lab*
- CID 1105 Engineering Drawing W/Lab*

**Core Courses**
- CID 1210 Architectural Drawing W/Lab
- CID 2155 Advanced AutoCAD I W/Lab

**Advanced Track Courses**
- CID 2115 Architectural Desktop W/Lab
- CID 2255 Advanced AutoCAD II W/Lab

**TOTAL HOURS REQUIRED: 13-20**
### Mechanical Option

**Foundation Courses**
- CID 1100 Fundamentals of Technical Drawing W/Lab*.......................... 3
- CID 1105 Engineering Drawing W/Lab*........................................... 4
- MET 1012 Materials & Manufacturing Processes
  or MET 1020 Shop Practices.......................................................... 4

**Core Courses**
- CID 1220 Advanced Mechanical Drawing W/Lab .................................. 4
- CID 2155 Advanced AutoCAD I W/Lab............................................. 3

**Advanced Track Courses**
- CID 2235 Parametric Modeling W/Lab
  or CID 2255 Advanced AutoCAD II W/Lab ..................................... 3

**TOTAL HOURS REQUIRED:** 14-21

### Microstation Option

**Foundation Courses**
- CID 1100 Fundamentals of Technical Drawing W/Lab*......................... 3
- CID 1105 Engineering Drawing W/Lab*........................................... 4

**Core Courses**
- CID 1220 Advanced Mechanical Drawing W/Lab .................................. 4

**Advanced Track Courses**
- CID 2175 Architectural Detailing W/Lab** ......................................... 3
- CID 2195 Civil Drawing W/Lab** ...................................................... 3

**TOTAL HOURS REQUIRED:** 10-17

* CID 1100 and 1105 may be waived at the discretion of the program coordinator with demonstrated competence.

** The prerequisite for CID 2175 and CID 2195 is not required for certificate students.

### COST ACCOUNTING (INSTITUTIONAL CERTIFICATE)

The Cost Accounting certificate program is designed to prepare students for an accounting position in a manufacturing company or to enhance skills for their current jobs. The foundation includes basic accounting principles. Advanced cost accounting concepts are then introduced to help students understand the procedures used to account for manufacturing costs. Students will also improve their computer skills in the Excel course. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Courses**
- ACC 2110 Principles of Accounting I............................................... 3
- OST 2621 Excel*................................................................. 3

**Core Courses**
- ACC 2120 Principles of Accounting II.......................................... 3

**Advanced-Track Courses**
- ACC 2360 Cost Accounting.......................................................... 3

**TOTAL HOURS REQUIRED:** 12

* The prerequisite for OST 2621 is not required for certificate students.
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
CUE 2100 Credit Union Accounting I .................................................... 3
CUE 2150 Human Resource Management ............................................. 3
CUE 2200 Credit Union Management .................................................... 2
CUE 2250 Risk Management & Insurance ............................................ 2
CUE 2300 Financial Counseling ............................................................ 2
CUE 2310 Economics & the Monetary System ....................................... 3
CUE 2350 Money & Banking ................................................................. 3
CUE 2400 Business Law ...................................................................... 2
CUE 2450 Financial Management I ....................................................... 3

TOTAL HOURS REQUIRED: 15

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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
MKT 2200 Principles of Marketing ........................................................... 3
MKT 2420 Customer Service ................................................................. 3

Core Courses
MKT 2260 Marketing Information* .......................................................... 3
MKT 2350 Customer Behavior ............................................................... 3

TOTAL HOURS REQUIRED: 12

* The prerequisite for MKT 2260 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. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Courses**

- MKT 2200 Principles of Marketing ........................................................... 3
- MKT 2450 E-Commerce............................................................................ 3
- OST 1100 Keyboarding 1*........................................................................ 3
- OST 1211 Word/Excel/PowerPoint .......................................................... 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

**TOTAL HOURS REQUIRED: 12-15**

* May be waived if student types 28 wpm.

ELECTRONICS TECHNICIAN (INSTITUTIONAL CERTIFICATE)

The Electronics Technician certificate program provides upgrading of skills for those presently in the electronics and computer related fields or basic skills for those who want to enter these fields. The certificate is based on the skills required of an electronics technician including soldering, electronic devices, electronic repair and troubleshooting, microcomputer programming and troubleshooting, and computer repair. Students are encouraged to pursue A+ certification or CET certification upon completion of this program. High school graduate reading and writing skills are expected, as development of technical reports and use of technical manuals are required in these courses. Math skills should include practical knowledge of algebra, basic trigonometry and geometry. All courses may be applied toward the associate’s degree in EET. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Courses**

- EET 1001 Introduction to EET................................................................. 1
- EET 1012 Electrical Circuits I W/Lab...................................................... 3
- EET 1310 Digital Fundamentals W/Lab................................................... 4

**Core Courses**

- EET 1210 Active Devices I W/Lab ......................................................... 4
- EET 2715 Microcomputer Architecture................................................... 4

**Advanced Track Courses**

- EET 2220 Active Devices II W/Lab......................................................... 4

**TOTAL HOURS REQUIRED: 20**
FOOD & BEVERAGE SERVICE  (INSTITUTIONAL CERTIFICATE)

The 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. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**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
- HSP 2300 Food & Beverage Operations .................................................. 3

**Advanced Track Courses**
- HSP 2320 Quantity Food Production........................................................ 3

**TOTAL HOURS REQUIRED:** 18

GEOPHYSIC 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. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Foundation Courses**
- GIS 1010 Fundamentals of GIS............................................................... 3
- GIS 1120 Desktop GIS Software Tools ................................................... 3
- GIS 1600 Business Geographics.............................................................. 3

**Core Courses**
- GIS 1110 Intro to GIS Database Management......................................... 3
- GIS 2030 Planning & Executing Projects*.............................................. 3

**Advanced Track Courses**
- GIS 2050 Independent GIS Projects ........................................................ 3
- GIS 2600 Location Based Services............................................................ 3

**TOTAL HOURS REQUIRED:** 21

* The prerequisite for GIS 2030 may be taken simultaneously with GIS 2030 for certificate students.
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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
- GIS 1010 Fundamentals of GIS .......................................................... 3
- GIS 1120 Desktop GIS Software Tools ................................................ 3

Core Courses
- GIS 1020 Digital Images & Base Maps .............................................. 3
- GIS 1110 Intro to GIS Database Management ...................................... 3
- GIS 1200 Global Positioning Technology ............................................ 3
- GIS 2030 Planning & Executing Projects*......................................... 3

Advanced Track Courses
- GIS 2050 Independent GIS Projects .................................................. 3

TOTAL HOURS REQUIRED: 21

* The prerequisite for GIS 2030 may be taken simultaneously with GIS 2030 for certificate students.

HIGH PERFORMANCE COMPUTING/SECURITY
(INSTITUTIONAL CERTIFICATE)

High performance computers such as PC clusters are a collection of interconnected computers working together as a single computing resource to accomplish tasks that otherwise would take a long period of time to complete. While many knowledgeable information systems professionals are aware of risks and threats to these networks, the available defensive tools and techniques are often a great mystery. This certificate targets network professionals in the computing field who would like to add security training to their skills when communicating between PC clusters. It helps these professionals understand the risks to modern networks and how to maintain network defenses. Completion of the required certificate courses can be applied to the High Performance Computing A.A.S. degree. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
- HPC 1010 HPC Internetworking Security ......................................... 4
- HPC 1020 HPC Internetworking & Grid Technology ............................. 4

Core Courses
- HPC 2000 HPC Security Management ............................................... 4
- HPC 2007 HPC Intrusion Detection & Countermeasures ....................... 4
- HPC 2010 HPC Security Applications & Technology .......................... 4
- HPC 2020 Advanced HPC Internetworking & Grid Technology .......... 4

TOTAL HOURS REQUIRED: 24
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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab**</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 1000</td>
<td>Technical Communications &amp;Computer Programming</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>
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</thead>
<tbody>
<tr>
<td>EET 2920</td>
<td>Programmable Controllers</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 24-28

* MET 1020 may be waived at the discretion of the program coordinator with demonstrated competence.

** The corequisite for EET 1012 is not required for certificate students.

*** The prerequisite for MET 2020 is not required for certificate students.

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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1540</td>
<td>Introduction to Programming Using C</td>
<td>4</td>
</tr>
</tbody>
</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIT 1810</td>
<td>Introduction to Database Design</td>
<td>4</td>
</tr>
</tbody>
</table>

**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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
OST 1005 Word
or OST 1211 Word/Excel/PowerPoint * ........................................................ 3
OST 1100 Keyboarding 1** ..................................................................... 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 program coordinator with demonstrated competence.
** 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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
LAW 1000 Introduction to Law & Ethics** ............................................. 3
LAW 1020 Law in Society or
LAW 2210 Litigation Skills I ................................................................. 3
MKT 2420 Customer Service............................................................... 3
OST 1005 Word ..................................................................................... 3
OST 1100 Keyboarding 1* ................................................................. 3
Core Courses
OST 1105  Keyboarding II/Speed & Accuracy ................................................................. 3
OST 2700  Legal Terminology & Transcription ............................................................. 3

**TOTAL HOURS REQUIRED:** 18-21

* May be waived if student types 28 wpm.
** The prerequisite/corequisite for LAW1000 and LAW2010 is not required for certificate students.

LOCAL AREA NETWORK OPERATIONS/MANAGEMENT
(TECHNICAL CERTIFICATE)
The 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. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

Foundation Courses
NETW1010  PC Hardware (A+ Certification) ................................................................. 4
NETW1020  PC Operating System Software (A+ Certification) ................................... 4
NETW1100  Networking Fundamentals (Network+ Certification) ............................... 4

Core Courses
NETW1200  Windows Professional ................................................................. 4

Advanced Track Courses I
NETW1210  Windows Server ................................................................. 4

Advanced Track Courses II
NETW1220  Administering Network Infrastructure ............................................. 4

**TOTAL HOURS REQUIRED:** 24

LODGING (INSTITUTIONAL CERTIFICATE)
The 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. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

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
HSP 2260  Hotel Operations ............................................................................. 3

Advanced Track Courses
HSP 2010  Lodging Management ....................................................................... 3

**TOTAL HOURS REQUIRED:** 18
MANUFACTURING AUTOMATION TECHNICIAN  
(INSTITUTIONAL CERTIFICATE)

The Manufacturing Automation Technician certificate program provides upgrading of skills for those presently employed in manufacturing as instrument and electrical technicians or basic skills for those who want to enter these fields. The certificate is based on the skills required to troubleshoot and maintain PLC and CNC control systems and Data Acquisition systems. High school graduate reading and writing skills are expected, as development of technical reports and use of technical manuals are required in these courses. Math skills should include practical knowledge of algebra, basic trigonometry and geometry. All courses may be applied toward the associate’s degree in EET and MET. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CID 1100</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>EET 2910</td>
<td>Data Acquisition &amp; Control*</td>
<td>2</td>
</tr>
<tr>
<td>MET 1020</td>
<td>Shop Practices</td>
<td>4</td>
</tr>
</tbody>
</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 2920</td>
<td>Programmable Controllers</td>
<td>2</td>
</tr>
<tr>
<td>MET 2700</td>
<td>CNC Milling**</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** **18**

* The prerequisites for EET 2910 are not required for certificate students.

** The corequisite for MET 2700 is not required for certificate students.

MEDIA TECHNOLOGIES

The Media Technologies certificates are designed for the professional to complement a degree program in another media field, such as Communications Graphics Technology, Photography, Video Production Technology or Web Technology. They are also designed for those professionals who need to add a new skill set or update skills where industry standards may have changed. Media Technologies certificates are not designed to replace a degree but rather to enhance one.

**Communications Graphic Technology (INSTITUTIONAL CERTIFICATE)**

The Communications Graphics Technology certificate program is targeted toward degreed individuals, visual communications professionals, and current students in Media Technologies who wish to update or expand upon the technical skills needed for success within the field of graphic design and related industries. Throughout all required courses, emphasis is placed on developing proficiency with industry standard software. There are three options for the certificate: Graphic Design, Illustration and Web Visuals. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.
### Graphic Design Option

**Foundation Courses**
- CGT 1030 Introduction to Macintosh Graphic Design*........................... 3

**Core Courses**
- CGT 1040 Digital Photography*............................................................... 3
- CGT 1105 Digital Graphic Design I.......................................................... 4
- CGT 1110 Typography.............................................................................. 3
- CGT 1950 Design Fundamentals*............................................................. 3

**Advanced Track Courses**
- CGT 2005 Digital Graphic Design II ........................................................ 4
- CGT 2040 Computer Illustration............................................................... 3
- CGT 2140 Desktop Publishing................................................................ 3

**TOTAL HOURS REQUIRED:** 17-26

### Illustration Option

**Foundation Courses**
- CGT 1030 Introduction to Macintosh Graphic Design*........................... 3

**Core Courses**
- CGT 1040 Digital Photography*............................................................... 3
- CGT 1105 Digital Graphic Design I.......................................................... 4
- CGT 1110 Typography.............................................................................. 3
- CGT 1950 Design Fundamentals*............................................................. 3

**Advanced Track Courses I**
- CGT 2040 Computer Illustration............................................................... 3

**Advanced Track Courses II**
- CGT 2045 Advanced Photoshop ............................................................... 3
- CGT 2160 3D Modeling........................................................... 3
- CGT 2240 Advanced Computer Illustration............................................. 3

**TOTAL HOURS REQUIRED:** 19-28

### Web Visuals Option

**Foundation Courses**
- CGT 1030 Introduction to Macintosh Graphic Design*........................... 3

**Core Courses**
- CGT 1040 Digital Photography*............................................................... 3
- CGT 1105 Digital Graphic Design I.......................................................... 4
- CGT 1110 Typography.............................................................................. 3
- CGT 1950 Design Fundamentals*............................................................. 3

**Advanced Track Courses**
- CGT 2040 Computer Illustration............................................................... 3
- WED 2000 Professional Web Development Tools**................................. 3
- WEB 2110 Motion Vector Graphics**......................................................... 3
- or WEB 2811 Advanced Computer Graphics**......................................... 3

**TOTAL HOURS REQUIRED:** 16-25

* CGT 1030, 1040 and 1950 may be waived at the discretion of the program coordinator with demonstrated competence.

** The prerequisites for the WEB courses are not required for certificate students.
Photography (TECHNICAL CERTIFICATE)

The Photography Technical certificate program is designed for the media professional interested in adding photography skills. It is also a career option for someone interested in working as a photofinishing lab technician or digital imaging technician in the photographic support industry or in owning a photography-related business. The certificate is 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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

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 2060 Advanced Digital Imaging Techniques .................................... 3
PHO 2800 Photography Portfolio .............................................................. 3
WEB 2100 Photoshop Essentials .............................................................. 3

Advanced Track Courses (Select one course)
CGT 1030 Introduction to Macintosh Graphic Design ................................ 3
PHO 1500 Black & White Darkroom Techniques ..................................... 3
PHO 1600 Color Printing 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

TOTAL HOURS REQUIRED: 21

Video Production Technology (INSTITUTIONAL CERTIFICATE)

This certificate program is designed for working professionals seeking to broaden or update their existing skills. It is also designed for students who want to complement their skills from a related degree program such as Communications Graphics Technology, Photography or Web Technology. There are two options for the certificate. The videographer option provides hands-on training in audio production and motion picture photography. The video editor option covers editing theory using linear and nonlinear systems with hands-on applications. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.
Videographer Option

**Foundation Courses**
- VPT 1010 Sound Production.............................................. 4
- VPT 1050 Electronic Cinematography*.............................. 3
- VPT 1090 Campus Broadcast I......................................... 3

**Core Courses**
- PHO 1100 Advanced Photographic Techniques*................. 3
- PHO 1200 Art of Photography*....................................... 3
- PHO 2400 Photojournalism*........................................... 3

**TOTALHOURS REQUIRED:** 19

* The prerequisites/corequisites for PHO 1100, 1200, 2400 and VPT 1050 are not required for certificate students.

Video Editor Option

**Foundation Courses**
- VPT 1010 Sound Production.............................................. 4
- VPT 1030 Introduction to Desktop Video/Audio.................. 3

**Core Courses**
- VPT 1210 Video Editing.................................................. 4

**Advanced Track Courses**
- VPT 2210 Advanced Editing............................................. 4
- CGT 2160 3D Modeling**.................................................. 3
  or CID 2004 Animation W/Lab**...................................... 3

**TOTALHOURS REQUIRED:** 15-18

* VPT 1030 may be waived at the discretion of the program coordinator with demonstrated competence.

** The prerequisites for CGT 2160 and CID 2004 are not required for certificate students.

Web Technology—Basic (INSTITUTIONAL CERTIFICATE)

This certificate program is designed to give an individual the basic skills for successful employment in Web page/site development and design through training in the various tools necessary for creating Web sites. The certificate is delivered completely over the Internet, enabling individuals to have greater access and opportunity to fill information technology-based jobs. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

**Foundation Courses**
- WEB 2200 CIW Foundations*............................................ 3

**Core Courses**
- WEB 2100 Photoshop Essentials....................................... 3
- WEB 2120 Audio/Video for the Web................................... 3
- WEB 2300 CIW JavaScript Foundations............................... 3

**TOTALHOURS REQUIRED:** 12

* The corequisites for WEB 2200 are not required for certificate students.
Web Technology—Advanced Web Development

(INSTITUTIONAL CERTIFICATE)

This certificate program is designed to build on the skills learned in the Web Technology—Basic certificate and to provide skills for successful employment in Web page and site development through training in the various tools necessary for creating Web sites. The courses offered provide in-depth training on the tools needed to build Web sites. Semester-length courses in the tools, skills, and applications used to build Web sites (such as Flash, Dreamweaver, Fireworks, Photoshop, ImageReady, and video-editing tools) are included. This certificate demonstrates the student has knowledge of industry standards, best practices, and leading hardware and software technology necessary for today’s IT workforce. The certificate is delivered completely over the Internet, enabling individuals to have greater access and opportunity to fill information technology-based jobs. **Students interested in this certificate must first earn the Web Technology—Basic certificate.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB 2000</td>
<td>Professional Web Development Tools</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2110</td>
<td>Motion/Vector Graphics</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2400</td>
<td>Web Project Management</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2500</td>
<td>Problem Solving for the Web W/E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2811</td>
<td>Advanced Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2812</td>
<td>Advanced Web Page/Site Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED: 18**

Web Technology—Advanced CIW Web Designer

(INSTITUTIONAL CERTIFICATE)

The CIW (Certified Internet Webmaster) Internet skills certification program, sponsored by the National Workforce Center for Emerging Technologies (NWCT), is aimed at professionals who design, develop, administer, secure and support Internet - or intranet-related services and offers industry-wide recognition of an individual’s Internet and Web knowledge and skills. Individuals holding CIW certification can demonstrate to potential employers and clients that they have passed rigorous training and examination requirements, setting them apart from non-certified competitors. The CIW logo identifies individuals as Internet professionals who have been certified by one of the most prestigious programs in the industry. This certificate is delivered completely over the Internet, enabling individuals to have greater access and opportunity to fill information technology-based jobs and builds on the skills learned in the Web—Basic Certificate. **Students interested in this certificate must first earn the Web Technology—Basic certificate.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB 2110</td>
<td>Motion/Vector Graphics</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2210</td>
<td>CIW Design Methodology &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2220</td>
<td>CIW E-Commerce Design Strategies &amp; Practices</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2291</td>
<td>CIW Foundations Certification Exam</td>
<td>1</td>
</tr>
<tr>
<td>WEB 2292</td>
<td>CIW Site Designer Certification Exam</td>
<td>1</td>
</tr>
<tr>
<td>WEB 2293</td>
<td>CIW E-Commerce Designer Certification Exam</td>
<td>1</td>
</tr>
<tr>
<td>WEB 2400</td>
<td>Web Project Management</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2812</td>
<td>Advanced Web Page/Site Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED: 18**
MEDICAL INSURANCE CODING & REIMBURSEMENT
(INSTITUTIONAL CERTIFICATE)

The Medical Insurance Coding and Reimbursement certificate program prepares individuals for employment in the area of medical insurance and health care claim processing. Classroom instruction includes use of CPT-4- and ICD-9-CM as well as the processing of medical insurance claims and medical billing procedures. Students completing the program may wish to take the professional certification exam offered through the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA). Graduates may apply credits earned through the certificate program toward an associate’s degree in Office Systems Technology – Health Care Office Administration. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1003</td>
<td>Excel I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1005</td>
<td>Word</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding I*</td>
<td>3</td>
</tr>
<tr>
<td>OST 2910</td>
<td>Medical Terminology I</td>
<td>4</td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2920</td>
<td>Medical Terminology II</td>
<td>4</td>
</tr>
<tr>
<td>OST 2940</td>
<td>Medical Insurance Coding*</td>
<td>3</td>
</tr>
</tbody>
</table>

Advanced Track Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2945</td>
<td>Insurance Billing &amp; Coding</td>
<td>3</td>
</tr>
<tr>
<td>OST 2950</td>
<td>Health Care Insurance Survey</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED: 21-24**

* May be waived if student types 28 wpm.
** The prerequisite for OST 2940 may be taken simultaneously with OST 2940 for certificate students.

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. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1005</td>
<td>Word</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding I*</td>
<td>3</td>
</tr>
<tr>
<td>OST 2910</td>
<td>Medical Terminology I</td>
<td>4</td>
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</table>
**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1105</td>
<td>Keyboarding II/Speed &amp; Accuracy</td>
<td>3</td>
</tr>
<tr>
<td>OST 2920</td>
<td>Medical Terminology II</td>
<td>4</td>
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</table>

**Advanced Track Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2120</td>
<td>Keyboarding III</td>
<td>3</td>
</tr>
<tr>
<td>OST 2935</td>
<td>Medical Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 20-23

* 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 OST1100 or equivalent; basic knowledge of the personal computer and its operation. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

**Comprehensive MOUS Certificate**

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2000</td>
<td>Principles of Management or</td>
<td></td>
</tr>
<tr>
<td>MKT 2420</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>OST 1001</td>
<td>Word I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1003</td>
<td>Excel I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1006</td>
<td>PowerPoint CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1007</td>
<td>Access I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1010</td>
<td>Microsoft Outlook CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding I*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1002</td>
<td>Word II CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1004</td>
<td>Excel II CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1008</td>
<td>Access II CBT</td>
<td>1</td>
</tr>
</tbody>
</table>
### Advanced Track Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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: 14-17**

* May be waived if student types 28 wpm.

### MOUSE Applications Certificate—Core Level

#### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1001</td>
<td>Word I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1003</td>
<td>Excel I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1006</td>
<td>PowerPoint CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding I*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED: 5-8**

* May be waived if student types 28 wpm.

### MOUSE Word Certificate—Core Level

#### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1001</td>
<td>Word I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1010</td>
<td>MS Outlook CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding I*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED: 3-6**

### MOUSE Excel Certificate—Core Level

#### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1003</td>
<td>Excel I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1010</td>
<td>MS Outlook CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding I*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED: 3-6**

### MOUSE Access Certificate—Core Level

#### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1007</td>
<td>Access I CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1010</td>
<td>MS Outlook CBT</td>
<td>1</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding I*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED: 3-6**

* May be waived if student types 28 wpm.
PAYROLL/TAXATION ACCOUNTING
(INSTITUTIONAL CERTIFICATE)

The Payroll/Taxation Accounting certificate program is designed to prepare students for jobs in individual tax preparation and payroll accounting. Students are introduced to accounting principles to prepare them for topics emphasizing individual taxation and payroll accounting as well as partnership and corporate tax laws. Students learn to process payroll checks and to prepare all tax forms related to payroll taxes. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
ACC 2110 Principles of Accounting I.......................................................3

Core Courses
ACC 2410 Income Taxation.......................................................................3
ACC 2500 Special Topics in Accounting...................................................3

TOTAL HOURS REQUIRED: 9

PHOTOGRAPHY (TECHNICAL CERTIFICATE)
(SEE MEDIA TECHNOLOGIES CERTIFICATES)

PROJECT MANAGEMENT (INSTITUTIONAL CERTIFICATE)

The Project Management certificate program provides basic skills to plan, cost and control projects. Courses can also be applied to the Management A.A.S. degree. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Courses
MGT 2000 Principles of Management .......................................................3

Core Courses
MGT 2160 Quality Improvement*.............................................................3
MGT 2170 Project Management*..............................................................3

TOTAL HOURS REQUIRED: 9

* The corequisite for MGT 2160 and 2170 is not required for certificate students.

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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CID 1100</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 1000</td>
<td>Technical Communications &amp;Computer Programming</td>
<td>4</td>
</tr>
</tbody>
</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 2310</td>
<td>Geometrics &amp; Coordinate Measuring*</td>
<td>4</td>
</tr>
<tr>
<td>MET 2800</td>
<td>Fundamentals of Testing</td>
<td>3</td>
</tr>
<tr>
<td>MET 2810</td>
<td>Destructive &amp; Nondestructive Testing</td>
<td>3</td>
</tr>
<tr>
<td>MET 2820</td>
<td>Statistical Process Control</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS Required:** 21

* The 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 2450</td>
<td>Real Estate Principles &amp; Salesmanship</td>
<td>4</td>
</tr>
<tr>
<td>REA 1200</td>
<td>Real Estate Law</td>
<td>2</td>
</tr>
<tr>
<td>REA 1300</td>
<td>Real Estate Finance</td>
<td>2</td>
</tr>
<tr>
<td>REA 1500</td>
<td>Real Estate Office Management</td>
<td>2</td>
</tr>
<tr>
<td>REA 1600</td>
<td>Real Estate Appraising</td>
<td>2</td>
</tr>
</tbody>
</table>

**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. Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
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</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2050</td>
<td>Human Resources</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 1212 Surveying Principles W/Lab.................................................... 4
- 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:** 17

* CET 0100 may be waived at the discretion of the program coordinator with demonstrated competence.

**TRAVEL & TOURISM (INSTITUTIONAL CERTIFICATE)**

The 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.

Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

**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
- HSP 2210 Travel/Tourism Administration.............................................. 3

**Advanced Track Courses**
- HSP 2500 Travel Geography..................................................................... 3

**TOTAL HOURS REQUIRED:** 18

**VIDEO PRODUCTION TECHNOLOGY (INSTITUTIONAL CERTIFICATE)**

(SEE MEDIA TECHNOLOGIES CERTIFICATES)

**WEB TECHNOLOGY (INSTITUTIONAL CERTIFICATE)**

(SEE MEDIA TECHNOLOGIES CERTIFICATES)
How to Apply for Technical & Institutional Certificates

Students planning to complete certificate requirements must complete and submit the Application for Certificate prior to the semester that they intend to complete the certificate. Students planning to complete the certificate requirements in the same semester must submit an Application for Certificate within 14 days of the first day of classes. Forms may be obtained in Admissions and Records or in the Business and Community Services Office on the Pellissippi Campus or the Business/Records Office at the off-site campuses. Certificate applicants are exempt from paying the graduation fee and from taking the CBASE exit exam. As soon as grades are posted and the completed certificates are received, they will be mailed to the student.
Business & Community Services

In This Section:

• Programs and Services
• Non-credit Course Admission
• Non-credit Information and Policies
• Performing Arts Center
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, summer 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 Admissions and Records. 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, and a vocational 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. 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 programs and services, such as the youth and parent education programs, to special community groups and target populations.
**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. Audiovisual equipment, technical support, food services and free, ample parking are also provided.

**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 and Handbook section Certificate Programs for detailed information.

**ACT Center.** Pellissippi State is an approved ACT Center offering more than 3,000 Web courses in a broad array of disciplines. ACT Center services include

- Computer-delivered certification and license tests for trades and professions.
- Workplace skills assessments.
- Skill-specific training in selected fields.

**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 (865) 539-7167 and talk with one of the continuing education registrars. Make payment with Visa, Mastercard or Discover.
2. Visit during office hours: 8 a.m. to 4:30 p.m. Monday-Friday, Pellissippi Campus, Room 108, Lamar Alexander Building.
3. Mail a completed Non-credit Course 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 Non-credit Course Registration Form may be faxed to the Business and Community Services main office at (865) 694-6583.
5. Register on the Web: www.pstcc.edu/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 ©11 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 Non-credit Course Registration Form.
Holiday. 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 can park on campus in any Open parking area without charge.

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. Access for people with disabilities 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 Business and Community Services Office at (865) 539-7167.
Course Descriptions

In This Section:
• General Information
• Course Descriptions
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 and 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 41-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 is 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.
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, fixed asset acquisition, depreciation, depletion, disposition, and measurement and valuation of intangible assets. Fall Prerequisite(s): ACC 2120

ACC 2220  Intermediate Accounting II  3 Credits
A continuation of the study of financial accounting theory and practice, including liabilities and stockholders' equity, cash flow measurement and reporting, issues related to income measurement, and the preparation and analysis of financial statements. Spring Prerequisite(s): ACC 2215 or consent of instructor

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

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. Spring 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. Fall Prerequisite(s): ACC 2110

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. Topics include internal control, general ledger, accounts payable, payroll and job order costing. Spring Prerequisite(s): ACC 2120

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ADV 2500</td>
<td>Advertising &amp; Promotion 3 Credits</td>
<td>Spring</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AGR 1010</td>
<td>Introductory Agriculture 3 Credits</td>
<td>Spring</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ASL 1010</td>
<td>Beginning American Sign Language I 3 Credits</td>
<td>Spring</td>
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</table>

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

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ASL 1020</td>
<td>Beginning American Sign Language II 3 Credits</td>
<td>Spring</td>
</tr>
</tbody>
</table>

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

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ASL 2010</td>
<td>Intermediate American Sign Language I 3 Credits</td>
<td>Spring</td>
</tr>
</tbody>
</table>

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

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ASL 2020</td>
<td>Intermediate American Sign Language II 3 Credits</td>
<td>Spring</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ANT 1100</td>
<td>Physical Anthropology 3 Credits</td>
<td>Spring</td>
</tr>
</tbody>
</table>

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

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ANT 1200</td>
<td>Prehistoric Archaeology 3 Credits</td>
<td>On Demand</td>
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</tbody>
</table>

Introduction to methods, theory, and techniques used to analyze and date archaeological cultures, past life ways, and cultural evolution. On Demand

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ANT 1300</td>
<td>Cultural Anthropology 3 Credits</td>
<td>Spring</td>
</tr>
</tbody>
</table>

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

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ANT 2100</td>
<td>Biological Anthropology 3 Credits</td>
<td>On Demand</td>
</tr>
</tbody>
</table>

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

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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.
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

◆ 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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<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>★ART 2420</td>
<td>Life Sculpture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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</td>
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<tr>
<td>★ART 2620</td>
<td>Intaglio Printmaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Metal plate intaglio printing in traditional and contemporary techniques of etching; softground, drypoint, mezzotint, aquatint, open bite process and collograph plate construction. May be repeated. Maximum 6 hours. 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>
<td>3</td>
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<tr>
<td></td>
<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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BKG 2005</td>
<td>Accounting for Bankers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of financial accounting theory and practice. Emphasis is placed on analyzing preparing and reporting financial information. On Demand</td>
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<tr>
<td>BKG 2020</td>
<td>Principles of Banking</td>
<td>2</td>
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<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<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>
<td>2</td>
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<tr>
<td></td>
<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>
<td>2</td>
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<tr>
<td></td>
<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>
<td>2</td>
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<tr>
<td></td>
<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>
<td>2</td>
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<td></td>
<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>
<td>3</td>
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<tr>
<td></td>
<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>
<tr>
<td>BKG 2300</td>
<td>Law &amp; Banking</td>
<td>2</td>
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<tr>
<td></td>
<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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<tr>
<td>BKG 2310</td>
<td>Law &amp; Banking Applications</td>
<td>2</td>
</tr>
<tr>
<td></td>
<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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</table>

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ** Transfers as equivalent course to the University of Tennessee, Knoxville.
BKG 2350 Trust Business 3 Credits
A study of trust management. Topics include the trust department, trust investments, tax administration, and real estate administration. *On Demand*

BKG 2400 Commercial Bank Management 3 Credits
An introduction to daily bank activities, including formulation of objectives and policies, management of assets and liabilities, sources and uses of funds, and the administration of deposits, loans, and other investments. *On Demand*

BKG 2420 Introduction to Mortgage Lending 2 Credits
This course covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment. The discussion of underwriting, processing and servicing will give participants a framework for learning the mortgage lending business and refining their existing knowledge. *On Demand*

BKG 2450 Supervision 3 Credits
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 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 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 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 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*
BIOL1310 Concepts of Biology 3 Credits
A survey of biology concepts and content as applicable to the Tennessee K-8 curriculum standards and the National Science Foundation Standards. Instructional topics include scientific method, cell structure and function, food production and energy for life, heredity and reproduction, diversity and adaptation among living things, interactions between living things and their environment, and biological change. Students will design, develop, and implement hands-on science activities for K-8 students; create and develop a course portfolio; and collect and evaluate biologically related resources. Course includes two hours of lecture and three hours of laboratory applications each week. This course will only count toward the education program at Tennessee Technological University and Lincoln Memorial University. On Demand

BIOL2000 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

BIOL2010 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

BIOL2020 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

BIOL2040 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
BIOL2050 Human Physiology 4 Credits
A study of the homeostatic mechanisms in the human body as they pertain to normal physiology and mechanisms of disease. The laboratory provides students an opportunity to learn by measuring many of the vital physiological processes. Course includes three hours of lecture and laboratory applications each week. On Demand

★BIOL2110 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

★BIOL2120 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

★BIOL2130 Microbiology 4 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 three hours of lecture and four hours of laboratory applications each week. Spring

BIOL2210 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

BIOL2400 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

★BIOL2410 Anatomy for Radiological Technologists 4 Credits
Gross and microanatomy of the human. Course includes three hours of lecture and three hours of laboratory applications each week. This course will only count toward the radiological technologist program at the University of Tennessee Medical Center. On Demand

BIOL2700 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 a 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

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
BUSINESS

★BUS 1010 Basic Business Applications 1 Credit

An online computer literacy course introducing operating system basics, Microsoft Windows, and Microsoft Word, Excel, and PowerPoint computer applications. This course equips students with the computer skills needed for future classes and helps them become self-learners in order to adapt to new computer applications. Timed application exams are included. P/NP credit only. Spring and Fall Prerequisite(s): OST 1100 or equivalent

★BUS 2010 Business Functions 4 Credits

Understanding how business works through application and integration of fundamental business functions. Includes aspects of marketing, finance, logistics, operations, organizational behavior and information management. Spring and Fall Prerequisite(s): ACC 2110 and ECN 2010; and BUS 1010 or equivalent

CHEMISTRY

◆◆CHEM 1010 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 DSPmath requirements

◆◆CHEM 1020 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 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 DSPmath requirements

◆◆CHEM 1120 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 Honors 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

◆◆CHEM 1120 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 1310 Concepts of Chemistry 3 Credits

Composition of matter, atomic structure, bonding, gas laws, liquid and solid states, solutions, acids and bases, chemical reactions, nuclear chemistry and technology, polymers, household chemistry, and introduction to environmental and organic/medicinal chemistry. Course includes three hours of lecture and three hours of laboratory applications each week. This course will only count toward the education program at Tennessee Technological University and Lincoln Memorial University. On Demand

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
★CHEM 2010  Organic Chemistry I  4 Credits
Comounds 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  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  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
A course that studies theories, knowledge and practices in infant/child development with a focus on conception to age 9. Particular emphasis is 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

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 1212  
Surveying Principles W/Lab  
4 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 2021  
Project Scheduling W/Lab  
3 Credits  
This course covers methods used in planning, organizing and controlling construction projects. It includes the use of bar charts and critical path diagrams. Software is used to create project schedules. Emphasis is placed on time, resources and capital considerations for the project.  
Spring  
Prerequisite(s): Second-year status or consent of instructor

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

CET 2142  
Geohydrology W/Lab  
3 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 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

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 W/Lab  
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 2312  
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

CET 2322  
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

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ transfers as equivalent course to the University of Tennessee, Knoxville.
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

(SEE MEDIA TECHNOLOGIES)

COMPUTER INTEGRATED DRAFTING AND DESIGN TECHNOLOGY

★CID 1100  Fundamentals of Technical Drawing W/Lab  3 Credits
A broadly focused CAD course for CIDD majors, Engineering Technologies majors and Engineering transfer students. This course covers the basic techniques and principles necessary to produce engineering drawings, including the use of drafting equipment, freehand sketching, geometric construction, orthographic and isometric drawings, dimensioning and assembly drawings. The computer is used as a drafting tool to teach CAD commands and reinforce the concepts of technical drawing. Word processing and spreadsheet software are also incorporated to prepare professional technical reports. Spring and Fall

CID 1105  Engineering Drawing W/Lab  4 Credits
This course is taught in conjunction with Fundamentals of Technical Drawing for CIDD majors. It covers the basic techniques and principles necessary to produce engineering drawings, including the use of traditional drafting equipment, freehand sketching, geometric construction, descriptive geometry, orthographic and isometric drawing, dimensioning, and assembly drawings as they are applied in a professional environment. The computer is used as a drafting tool to teach CAD commands and reinforce the concepts of technical drawing and reinforce the understanding of drafting standards. On Demand Corequisite(s): CID 1100

★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 1100 and 1105

CID 1210  Architectural Drawing 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): CID 1100

CID 1220  Advanced Mechanical Drawing W/Lab  4 Credits
An introduction to Microstation CAD software and a continuation of mechanical drawing practices. This course covers basic commands, 3D 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 1100 and 1105

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
CID 2004  Animation W/Lab  3 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 3D 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): CID 1100 or consent of instructor

CID 2115  Architectural Desktop W/Lab  3 Credits
An architectural modeling and drafting class using Autodesk’s Architectural Desktop. The course uses Architectural Desktop to model walls, doors, windows, floor planes, roof, kitchen appliances, bathroom fixtures and other components of a building. The student will generate dimensioned plans, sections, elevations and wall sections from the 3D digital model. Students will also create a digital walk-through and rendered images of the model. On Demand Prerequisite(s): CID 1210 or consent of instructor

CID 2155  Advanced AutoCAD I W/Lab  3 Credits
Expands the knowledge and use of AutoCAD software commands with the continuation of training begun in CID 1100 and 1105. The course covers topics involving the creation and manipulation of orthographic and three-dimensional drawings, introduction of solid modeling, the concept of creation and management of symbol libraries, and rendering the models. The students will be able to use AutoCAD to enhance their performance in producing various drafting projects, create a three-dimensional model and turn the model into a fully detailed set of working drawings. Spring and Fall Prerequisite(s): CID 1100 and 1105

CID 2175  Architectural Detailing W/Lab  3 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

CID 2195  Civil Drawing W/Lab  3 Credits
This course covers traditional topographic representations of three-dimensional modeling of terrain. Students use the 3D models to generate profiles, cut and fill. They also learn the basics of highway layout and bridge structure. 3D modeling is used as an animation tool to evaluate terrain and resulting cuts and fill. Spring Prerequisite(s): CID 1100 and 1105; or consent of instructor

CID 2235  Parametric Modeling W/Lab  3 Credits
An advanced course using parametric modeling and solid modeling applications such as Pro/ENGINEER and Inventor. Students create parametric, feature-based, three-dimensional solid models. This course covers assemblies, rendering and detailing engineering drawings. May be repeated for up to 6 hours of credit. Spring and Fall Prerequisite(s): CID 1100 and 1105; or consent of instructor

CID 2255  Advanced AutoCAD II W/Lab  3 Credits
A continuation of training in the use of AutoCAD. This course will cover other applications offered by Autodesk. On Demand Prerequisite(s): CID 2155

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. The student will also develop a traditional paper portfolio and an electronic portfolio. Spring and Fall Prerequisite(s): Program coordinator 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

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
# COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSIT 1000</td>
<td>Introduction to Computers &amp; Computing</td>
<td>3</td>
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<tr>
<td>CSIT 1020</td>
<td>Introduction to Computer Science</td>
<td>4</td>
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<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td>4</td>
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<tr>
<td>CSIT 1200</td>
<td>Application Development Using Visual Basic</td>
<td>4</td>
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<tr>
<td>CSIT 1370</td>
<td>Computer Programming for Engineering Transfer</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1400</td>
<td>Data Structures</td>
<td>4</td>
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<tr>
<td>CSIT 1410</td>
<td>Machine Organization</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>CSIT 1541</td>
<td>C++: An Introduction to Programming</td>
<td>4</td>
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<tr>
<td>CSIT 1560</td>
<td>Advanced C Programming</td>
<td>4</td>
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</table>

This course covers the basic concepts of computer hardware and software, microcomputer systems and workstations, networking and the Internet, and the interdisciplinary science of computing. This course is intended for University Parallel students not majoring in computer science. **On Demand**

**CSIT 1020 Introduction to Computer Science**
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**
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**

**CSIT 1200 Application Development Using Visual Basic**
A study of Windows graphic interface development through the Visual Basic programming language. The student will use VBA (Visual Basic for Applications) for customizing applications such as Word, Excel, Access, MS Project, Visio, AutoCAD, accounting and helpdesk. Topics include VBA programming tools and integrating with Internet and intranet solutions. **On Demand Corequisite(s):** CSIT 1110 or consent of instructor

**CSIT 1370 Computer Programming for Engineering Transfer**
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):** CSIT 1110 or department approval

**CSIT 1400 Data Structures**
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**
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**
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

**CSIT 1541 C++: An Introduction to Programming**
An introduction to programming using the C++ language. Extensive problem solving, algorithm development, programming logic, object-oriented construction, syntax fundamentals and program design methodologies are used to provide a foundation of understanding computer programming. **On Demand**

**CSIT 1560 Advanced C Programming**
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):** CSIT 1110 and 1540 or C programming experience

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
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): CSIT1020 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): CSIT 1110 and one programming course

CSIT 2100 Information Support Services 4 Credits
This course provides the skills appropriate for effective client software use and technical support. The focus of the course is on operating system administration, application support, helpdesk interactions and client services/assistance. On Demand Prerequisite(s): CSIT 1110 and MKT 2420; or consent of instructor

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 1810 and one programming course

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 applications. 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 2461 Linux/Unix Systems & Administration 4 Credits
A study of the Linux/Unix operating system and its related utilities. This course provides user, programmer and administrator perspectives. Emphasis is on the practical use and application of this operating system to today’s PC, server, and large distributed system architecture. On Demand

CSIT 2465 Object-Oriented Database Application Development 4 Credits
A study of database program development for business applications using desktop development 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 1810 and one programming course

CSIT 2480 Desktop System Administration 4 Credits
This course covers intermediate desktop computer operations. Course content includes managing files and disk drives, installing software, customizing the desktop environment, security, and troubleshooting. On Demand Prerequisite(s): CSIT 1110 or consent of instructor

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
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

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): One programming course

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): ENGL 1010 and one programming course

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): One programming course

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): One programming course

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): One programming course

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): One programming course

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): One programming course

* 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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<tr>
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<tbody>
<tr>
<td>CSIT 2695</td>
<td>Advanced C++</td>
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<td>A study of advanced C++ programming concepts. Emphasis is on development for the Windows environment. Projects may include extensive use of the Standard Template Library (STL), the Active Template Library (ATL), the Microsoft Foundation Class Library (MFC) and the .NET framework. Topics include C++ support of windows and controls, event handling, images, fonts, and colors. On Demand Prerequisite(s): CSIT 2690 or department approval</td>
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<tr>
<td>CSIT 2810</td>
<td>Systems Analysis &amp; Design</td>
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<td>A study of system analysis techniques. Management teams analyze, design, and select hardware/software and implement solutions to practical problems. Alaboratory 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</td>
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<tr>
<td>CSIT 2880</td>
<td>Advanced Internet Development</td>
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<td>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 1560 and 1810 and 2645</td>
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<tr>
<td>CSIT 2911</td>
<td>Computer Science &amp; Information Technology Internship</td>
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<td>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. On Demand Prerequisite(s): Completion of 20 hours of CSIT courses with a minimum 2.5 GPA in CSIT courses; pursuit of an A.A.S. degree as a CSIT major; a completed internship application submitted to the coordinator of Business and Computer Technology internships prior to the beginning of the enrolled term. Application is available on the Web: <a href="http://www.pstcc.edu/departments/bctpi">www.pstcc.edu/departments/bctpi</a>.</td>
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**CREDIT UNION MANAGEMENT**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CUE 1080</td>
<td>Credit Union Marketing</td>
<td>3</td>
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<tr>
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<td>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</td>
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<tr>
<td>CUE 2000</td>
<td>History &amp; Philosophy of Credit Unions</td>
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<td></td>
<td>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</td>
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<tr>
<td>CUE 2050</td>
<td>Credit &amp; Collections</td>
<td>3</td>
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<td>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</td>
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<tr>
<td>CUE 2100</td>
<td>Credit Union Accounting I</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of principles of accounting theory. Includes analyzing and recording business transactions and summarizing, adjusting, closing and preparing financial statements. On Demand</td>
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<tr>
<td>CUE 2150</td>
<td>Human Resource Management</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of records management, training, salary administration, job evaluation, performance appraisal and benefit programs. On Demand</td>
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<tr>
<td>CUE 2200</td>
<td>Credit Union Management</td>
<td>2</td>
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<tr>
<td></td>
<td>A study of planning, organizing, leading and controlling as it relates to credit union operation. On Demand</td>
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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.
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  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 Tennessee 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, distri-
bution and promotion of products. The course explores the entire range of product types:
goods, services, ideas and people. Fall Prerequisite(s): MKT 2200 and OST 1211

MKT 2350  Customer Behavior  3 Credits
This course addresses the factors that influence the behavior of consumers and business cus-
tomers. One section focuses on cultural, social, family, and individual influence, such as per-
sonal motives, perception, and attitudes on consumer buying decisions for goods and services.
Another section addresses business-to-business buying behavior. Spring Prerequisite(s):
MKT 2200

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 situa-
tions. Techniques for learning involve simulations, observation research and an individual
skill-building project. Spring and 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 implementa-
tion 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 2570  Sales/Event Marketing  4 Credits
A study of the principles and techniques of effective promotion. Course is designed to pro-
vide 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 relation-
ships, individual and cultural diversity, child development, developmentally appropriate prac-
tice, 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 2010  Safe, Healthy Learning Environments  3 Credits
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.
On Demand

ECEd 2015  Early Childhood Curriculum  3 Credits
A study of developmentally appropriate practices and the teacher’s role in supporting the
development of children age birth to 9. Emphasis is on curriculum planning, including goals,
environment, roles of teachers and parents, materials, and settings. Field experience
required. On Demand

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
ECEd 2020  Infant, Toddler & Child Development  3 Credits
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. On Demand

ECEd 2021  Infant, Toddler & Child Development Lab  1 Credit
A laboratory course that provides the opportunity for students to observe and interact with children in an early childhood setting. Students participate in an accredited developmental program with children from infancy to early childhood to observe their emotional, social, cognitive and physical development. On Demand Corequisite(s): ECEd 2020

ECEd 2030  Infant & Toddler Care  3 Credits
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 Nonmajors (i.e. parents, parent-to-be, babysitters). On Demand

ECEd 2040  Family Dynamics & Community Involvement  3 Credits
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. On Demand

ECEd 2050  Psychomotor Development  3 Credits
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. On Demand Prerequisite(s): ECEd 2020

ECEd 2060  Development of Exceptional Children  3 Credits
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. On Demand

ECEd 2070  Developmental Assessment  3 Credits
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. On Demand Corequisite(s): ECEd 2060

ECEd 2080  Children’s Literature  3 Credits
Examines the criteria for selecting appropriate literature for children. Discussion topics explore age levels, values taught through literature and literary and artistic qualities. On Demand

ECEd 2085  Math & Science in Early Childhood  3 Credits
A course on the standards, principles, and practices in teaching mathematics and science to children age birth to 9. Emphasis is on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. On Demand Prerequisite(s): Department approval

ECEd 2090  Creative Development  3 Credits
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. On Demand

ECEd 2095  Language & Literacy Development in Early Childhood  3 Credits
This course outlines the research-based principles and practices for providing children age birth to 9 a strong foundation in language and literacy within a developmentally appropriate approach. On Demand Prerequisite(s): ECEd 2015 and 2020; or department approval

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
ECEd 2100  The Mentoring Teacher  3 Credits
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. *On Demand*

**Prerequisite(s):** Department approval

ECEd 2110  Advanced Learning Environments  3 Credits
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. *On Demand*

**Prerequisite(s):** ECEd 2010 and 2015

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  2-3 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  2-3 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-, NAFCC-, or NSACA-accredited agency or TECTA-approved site), and 45 clock hours in student’s worksite. *On Demand*

**Prerequisite(s):** Department approval

ECEd 2150  Clinical Practicum III  2-3 Credits
Supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experience. Course focuses on the student’s demonstration of competencies that produce positive development outcomes for children age birth to 9. *On Demand*

**Prerequisite(s):** Department approval

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**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

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**EDUCATION**

EDU 1020  Reading, Writing & Math Teaching Methods  3 Credits
A model for teaching reading, writing, and math methods and skills in the K-6 educational setting. This course is designed for K-6 education paraprofessionals pursuing the academic requirements of the No Child Left Behind Act. *On Demand*

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

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
EDU 2010  Introduction to Teaching & Technology  3 Credits
An overview of school in America, the role and responsibility of the teacher, and an introduction to instructional technology principles and practices. The course combines classroom discussion with field observations as a means to analyze the teaching profession. On Demand Corequisite(s): ENGL1010

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, Kirchhoff’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 1104 and CSIT 1370 and ENS 1310 Corequisite(s): PHYS 2110

★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 1012  Electrical Circuits I W/Lab  3 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

EET 1022  Electrical Circuits II W/Lab  5 Credits
A continuation of EET 1012. 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 three-phase power. Transformers and motors are also covered in more depth than in Circuits I. Spring and Fall Prerequisite(s): EET 1012

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 and Fall Prerequisite(s): EET 1012

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfer as equivalent course to the University of Tennessee, Knoxville.
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 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 2715  Microcomputer Architecture  4 Credits
This course provides an opportunity for students to obtain knowledge and skills necessary to service microcomputer hardware and supported peripherals. The course includes identifying parts of a PC; discussing the functions and interactions of all PC subsystems; identifying and troubleshooting common PC hardware problems; installing, replacing, and upgrading PC hardware components; and installing and troubleshooting PC peripherals such as printers and modems. *On Demand Prerequisite(s): EET 1310 or consent of instructor*

EET 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*

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. *On Demand 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 and Fall Prerequisite(s): EET 1012*

**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 Prerequisite(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*

*p Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★Transfers as equivalent course to the University of Tennessee, Knoxville.*
ENGL 1000  Technical Communications & Computer Programming  4 Credits

This course provides the basic skills, knowledge, and abilities needed to produce technical documents and lab reports. Students learn computer-assisted skills such as spreadsheets for problem solving and graphing and computer-generated presentation aids to support required technical presentations. Students also learn the algorithms and structured programming required to solve technical, engineering-related problems using the QBASIC and Visual Basic programming languages and environment. These outcomes are accomplished through project-based, hands-on use of computer application software such as AutoCAD, Internet Explorer, Excel, Outlook, PowerPoint, Word and other program-specific software. On Demand Corequisite(s): MATH 1730

ENGINEERING TECHNOLOGIES

ENGT 1000  Technical Communications & Computer Programming  4 Credits

DSPW 0700  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  Developmental Writing  3 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 DSPW 0700 (Basic Reading)

ENGL1010  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

ENGL1010  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

ENGL1020  English Composition II  3 Credits

Analytic writing based on the study of literature; study and practice of research writing. Spring and Fall Prerequisite(s): ENGL1010

ENGL1020  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): ENGL1010 and ACT English score of 26 or above and permission of the English Department

ENGL1030  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

Meet Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL1050</td>
<td>Advanced Speaking—ESL</td>
<td>1</td>
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<tr>
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<td>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</td>
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<tr>
<td>ENGL1060</td>
<td>Basic Pronunciation—ESL</td>
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<td>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</td>
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<tr>
<td>ENGL1221</td>
<td>English Review for Non-native Speakers</td>
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<td>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.</td>
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<tr>
<td>ENGL1330</td>
<td>Composition Practice for Non-native Speakers</td>
<td>5</td>
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<td>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 ENGL1010. 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.</td>
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<td>◆◆ENGL2110 American Literature I</td>
<td>3</td>
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<td>A study of the development of American literature from its beginnings to the War Between the States. Spring and Fall Prerequisite(s): ENGL1020</td>
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<td></td>
<td>◆◆ENGL2120 American Literature II</td>
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<td>American literature from the War Between the States to the present. Spring and Fall Prerequisite(s): ENGL1020</td>
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<td></td>
<td>◆◆ENGL2210 British Literature I</td>
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<td>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): ENGL1020</td>
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<td></td>
<td>◆◆ENGL2220 British Literature II</td>
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<tr>
<td></td>
<td>A study of the development of British literature from three periods: Romantic, Victorian and 20th Century. Spring Prerequisite(s): ENGL1020</td>
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<td>◆◆ENGL2310 World Literature I</td>
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<td></td>
<td>Ancient, Medieval and Renaissance literature. Spring and Fall Prerequisite(s): ENGL1020</td>
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<tr>
<td></td>
<td>◆◆ENGL2310 Honors World Literature I</td>
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<td>An enriched study of the literature of the Western world from the Old Testament and Greek literature through the Medieval period and Renaissance. Students should have at least a 3.25 GPA and have the permission of the instructor and department head. Students who do not have a 3.25 GPA may be admitted with permission of the instructor. Fall Prerequisite(s): ENGL1020</td>
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<td></td>
<td>◆◆ENGL2320 World Literature II</td>
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<td></td>
<td>Enlightenment, Romantic and Modern literature. Spring and Fall Prerequisite(s): ENGL 1020</td>
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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.
ENGL2320 Honors World Literature II
An enriched study of the literature of the Western world during Neoclassic, Romantic, Realistic and Modern periods. Students should have at least a 3.25 GPA and have the permission of the instructor and department head. Students who do not have a 3.25 GPA may be admitted with the permission of the instructor. Spring Prerequisite(s): ENGL1020

ENGL2331 African-American Literature
This course introduces students to literature written by major African-American writers. It examines the vernacular (voice), the conventional literary devices and the diverse writing strategies. It also covers the universal themes found in the literature of the following periods: 1865-1919 (Narratives of Slavery and Literature of the Reconstruction to the New Renaissance) and 1919-1940 (the Harlem Renaissance). The course examines the writing of African-Americans found in the following genres: essays, short stories, drama and the novel. The course seeks to improve students’ abilities to read critically, to write analytically and to substantially increase their knowledge of African-American literary traditions and writers. On Demand Prerequisite(s): ENGL2320

ENGL2510 Introduction to Poetry
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): ENGL1020

ENGL2520 Introduction to Drama
Critical tools for perceptive reading of play texts. Writing emphasis course. On Demand Prerequisite(s): ENGL1020

ENGL2630 Introduction to Creative Writing
Writing of poetry and short fiction in combination with study of models and techniques. Spring and Fall Prerequisite(s): ENGL1020

ENGL2660 Introduction to Playwriting
Writing of plays in combination with study of models and techniques. On Demand Prerequisite(s): ENGL1010 or consent of instructor.

ENGL2670 Introduction to Screenwriting
Writing of screenplays in combination with study of models and techniques. On Demand Prerequisite(s): ENGL1010 or consent of instructor.

ENGL2950 Business & Technical Writing
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): ENGL1010

ENV 1500 Introduction to Hazardous Waste Disposal
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
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
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, SASAand CERCLA. This course covers all the materials for SARA/OSHA1910. 120 certification. Spring and Fall

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<tr>
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<tbody>
<tr>
<td>ENV 2030</td>
<td>Industrial Hygiene W/Lab</td>
<td>3</td>
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<td></td>
<td>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. <strong>On Demand</strong></td>
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<tr>
<td>FIN 2000</td>
<td>Financial Management</td>
<td>3</td>
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<td>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. <strong>Spring and Fall Prerequisite(s): ACC 2110 Corequisite(s): MATH 1530</strong></td>
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<tr>
<td>FIN 2450</td>
<td>Real Estate Principles &amp; Salesmanship</td>
<td>4</td>
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<td>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. <strong>Fall</strong></td>
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<tr>
<td>FREN 1010</td>
<td>Beginning French I</td>
<td>3</td>
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<td></td>
<td>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. <strong>Spring and Fall</strong></td>
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<tr>
<td>FREN 1020</td>
<td>Beginning French II</td>
<td>3</td>
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<td>Vocabulary building, grammar, conversation, and culture. Language laboratory required; listening and practice materials on tape, coordinated with a workbook. <strong>Spring and Fall Prerequisite(s): FREN 1010 or one year of high school French</strong></td>
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<tr>
<td>FREN 2010</td>
<td>Intermediate French I</td>
<td>3</td>
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<tr>
<td></td>
<td>Grammar, conversation, and aspects of French culture. Language laboratory required; listening and practice materials on tape, coordinated with a workbook and computer exercises. <strong>Spring and Fall Prerequisite(s): FREN 1010 or equivalent</strong></td>
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<tr>
<td>FREN 2020</td>
<td>Intermediate French II</td>
<td>3</td>
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<tr>
<td></td>
<td>An introduction to French literature and film and a review of conversation skills. Language laboratory required; listening and practice materials on tape. <strong>Spring and Fall Prerequisite(s): FREN 2010 or equivalent</strong></td>
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<tr>
<td>GIS 1010</td>
<td>Fundamentals of GIS</td>
<td>3</td>
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<td></td>
<td>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. <strong>Spring and Fall</strong></td>
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<tr>
<td>GIS 1020</td>
<td>Digital Images &amp; Base Maps</td>
<td>3</td>
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<td>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. <strong>On Demand Prerequisite(s): GIS 1010</strong></td>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GIS 1030</td>
<td>GIS Data Sources &amp; Quality</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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. <strong>On Demand Prerequisite(s):</strong> GIS 1010</td>
<td></td>
</tr>
<tr>
<td>GIS 1110</td>
<td>Intro to GIS Database Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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. <strong>On Demand Prerequisite(s):</strong> GIS 1010</td>
<td></td>
</tr>
<tr>
<td>GIS 1120</td>
<td>Desktop GIS Software Tools</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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. <strong>On Demand Corequisite(s):</strong> GIS 1010 or consent of GIS coordinator</td>
<td></td>
</tr>
<tr>
<td>GIS 1200</td>
<td>Global Positioning Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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. <strong>On Demand Prerequisite(s):</strong> GIS 1010</td>
<td></td>
</tr>
<tr>
<td>GIS 1600</td>
<td>Business Geographics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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. <strong>On Demand Prerequisite(s):</strong> GIS 1010 or consent of GIS coordinator</td>
<td></td>
</tr>
<tr>
<td>GIS 2030</td>
<td>Planning &amp; Executing Projects</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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. <strong>On Demand Prerequisite(s):</strong> GIS 1010 and 1110</td>
<td></td>
</tr>
<tr>
<td>GIS 2050</td>
<td>Independent GIS Projects</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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. <strong>On Demand Prerequisite(s):</strong> GIS 2030</td>
<td></td>
</tr>
<tr>
<td>GIS 2120</td>
<td>Image &amp; RasterGIS Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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. <strong>On Demand Prerequisite(s):</strong> GIS 1010 and 1020; or consent of GIS coordinator</td>
<td></td>
</tr>
<tr>
<td>GIS 2410</td>
<td>GIS Web Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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. <strong>On Demand Prerequisite(s):</strong> GIS 1010 or consent of GIS coordinator</td>
<td></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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GIS 2510</td>
<td>GIS Software Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Instruction in the use of complete</td>
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</tr>
<tr>
<td></td>
<td>commercial GIS systems used in various</td>
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<tr>
<td></td>
<td>GIS courses and projects. The specific</td>
<td></td>
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<tr>
<td></td>
<td>system offered will vary depending on</td>
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<tr>
<td></td>
<td>student needs and the commercial</td>
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<td></td>
<td>success of the software system. The</td>
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<td></td>
<td>course will provide training on the</td>
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<tr>
<td></td>
<td>use of systems that are currently</td>
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<tr>
<td></td>
<td>commercially viable. May be repeated</td>
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<tr>
<td></td>
<td>for credit up to 9 hours with consent</td>
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<tr>
<td></td>
<td>of GIS coordinator. On Demand</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite(s): GIS 1010 or consent</td>
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<tr>
<td></td>
<td>of GIS coordinator</td>
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<tr>
<td>GIS 2600</td>
<td>Location Based Services</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Examines the latest trends in business</td>
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<tr>
<td></td>
<td>geographics and location-based</td>
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<tr>
<td></td>
<td>Services (LBS) and provides students</td>
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<td>with training in the latest tools and</td>
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<tr>
<td></td>
<td>applications products. This technology</td>
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<td></td>
<td>is developing rapidly as a combination</td>
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<tr>
<td></td>
<td>of GIS, GPS, database management,</td>
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<tr>
<td></td>
<td>Internet and wireless communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>technologies. On Demand Prerequisite(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>: GIS 1010 and 1110 and 1600; or</td>
<td></td>
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<tr>
<td></td>
<td>consent of GIS coordinator</td>
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<tr>
<td>GIS 2710</td>
<td>GIS Cartography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Combines cartographic principles with</td>
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<tr>
<td></td>
<td>GIS technology and practice to provide</td>
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<tr>
<td></td>
<td>students with experience in creating</td>
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<tr>
<td></td>
<td>their own finished maps. Students</td>
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<td></td>
<td>learn to prepare their own maps by</td>
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<td></td>
<td>using GIS map-making tools to apply</td>
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<tr>
<td></td>
<td>a variety of vector and raster data.</td>
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<tr>
<td></td>
<td>Emphasis is given to the understanding</td>
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<td></td>
<td>of map source data and the quality of</td>
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<tr>
<td></td>
<td>finished GIS cartographic products.</td>
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<tr>
<td></td>
<td>Large-format finished cartographic</td>
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<tr>
<td></td>
<td>products are required as class projects.</td>
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<tr>
<td></td>
<td>On Demand Prerequisite(s): GIS 1010</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and 1020; or consent of GIS coordinator</td>
<td></td>
</tr>
<tr>
<td>GIS 2810</td>
<td>Special Topics in GIS</td>
<td>1-4</td>
</tr>
<tr>
<td></td>
<td>Study and discussion of a selected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>topic in geographic information</td>
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<tr>
<td></td>
<td>systems. Content will vary, as this</td>
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<tr>
<td></td>
<td>course is a means for classes to</td>
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<tr>
<td></td>
<td>explore certain GIS topics in depth.</td>
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<tr>
<td></td>
<td>Classes may be taught by visiting</td>
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<tr>
<td></td>
<td>professors. May be repeated for credit</td>
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<tr>
<td></td>
<td>when a different topic is taught. On</td>
<td></td>
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<tr>
<td></td>
<td>Demand Prerequisite(s): GIS 1010 or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>consent of GIS coordinator</td>
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</table>

**GEOGRAPHY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL 1040</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>An introduction to study of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Earth. Physical processes that</td>
<td></td>
</tr>
<tr>
<td></td>
<td>continuously change the Earth’s</td>
<td></td>
</tr>
<tr>
<td></td>
<td>surface and interior are studied to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>understand the origins of rocks,</td>
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</tr>
<tr>
<td></td>
<td>volcanoes, earthquakes, continents,</td>
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</tr>
<tr>
<td></td>
<td>oceans, and the atmosphere. Course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes three hours of lecture and</td>
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<tr>
<td></td>
<td>three hours of laboratory applications</td>
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<tr>
<td></td>
<td>each week. Fall</td>
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<tr>
<td>GEOL 1050</td>
<td>Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A study of the interrelated physical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and biological changes occurring</td>
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<tr>
<td></td>
<td>during Earth’s 4.5-billion-year</td>
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<tr>
<td></td>
<td>history. Geologic, biologic, and</td>
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<tr>
<td></td>
<td>radiometric dating principles are</td>
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<td></td>
<td>used to interpret the rock and fossil</td>
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<td></td>
<td>records of change occurring on</td>
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<tr>
<td></td>
<td>continents and in ocean basins that</td>
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<td></td>
<td>have affected the evolution of life</td>
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<td></td>
<td>on Earth. Course includes three hours</td>
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<td></td>
<td>of lecture and three hours of</td>
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<td></td>
<td>laboratory applications each week.</td>
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<tr>
<td></td>
<td>Spring Prerequisite(s): GEOL1040</td>
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<tr>
<td>GEOL 1300</td>
<td>The Environment W/Lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A study of the Earth’s environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and the natural and anthropogenic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>impacts that affect the environment.</td>
<td></td>
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<tr>
<td></td>
<td>A review of Earth’s geology provides</td>
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<tr>
<td></td>
<td>a basis for discussing environmental</td>
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<tr>
<td></td>
<td>issues stemming from the rapid</td>
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<tr>
<td></td>
<td>increase in world population and the</td>
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<tr>
<td></td>
<td>associated demands for resources and</td>
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<tr>
<td></td>
<td>energy. Focus is on current</td>
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<tr>
<td></td>
<td>environmental issues such as water</td>
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<tr>
<td></td>
<td>and air pollution, global warming,</td>
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<tr>
<td></td>
<td>managing waste discharges, energy</td>
<td></td>
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<tr>
<td></td>
<td>production, and how to manage</td>
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<tr>
<td></td>
<td>change to ensure a high quality</td>
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<tr>
<td></td>
<td>environment for generations that</td>
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<tr>
<td></td>
<td>follow. Environmental issues will be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>further explored in weekly laboratory</td>
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</tr>
<tr>
<td></td>
<td>exercises. Spring and Fall Prerequisite(s): GEOL1040; no prerequisite for Career/Technical majors</td>
<td></td>
</tr>
</tbody>
</table>
**GEOL1310**  Concepts of Earth Science  3 Credits  
This course covers the basic principles from the fields of geology, oceanography, meteorology and astronomy. Topics include map interpretation, minerals and rocks, processes acting at the Earth’s surface and within the Earth, plate tectonics, geologic time and dating, water movements, ocean floor, weather and climate, composition and motions of the Earth, solar systems, phases of the moon, origin and life cycles of stars, and galaxies. This course only counts toward the education program at Tennessee Technological University and Lincoln Memorial University. *On Demand*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPC 1010</td>
<td>HPC Internetworking Security</td>
<td>4</td>
</tr>
<tr>
<td>HPC 1020</td>
<td>HPC Internetworking &amp; Grid Technology</td>
<td>4</td>
</tr>
<tr>
<td>HPC 2000</td>
<td>HPC Security Management</td>
<td>4</td>
</tr>
<tr>
<td>HPC 2007</td>
<td>HPC Intrusion Detection &amp; Countermeasures</td>
<td>4</td>
</tr>
<tr>
<td>HPC 2010</td>
<td>HPC Security Applications &amp; Technology</td>
<td>4</td>
</tr>
</tbody>
</table>

**GERMAN**

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<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERM 1010</td>
<td>Beginning German I</td>
<td>3</td>
</tr>
<tr>
<td>GERM 1020</td>
<td>Beginning German II</td>
<td>3</td>
</tr>
<tr>
<td>GERM 2010</td>
<td>Intermediate German I</td>
<td>3</td>
</tr>
<tr>
<td>GERM 2020</td>
<td>Intermediate German II</td>
<td>3</td>
</tr>
</tbody>
</table>

**HIGH PERFORMANCE COMPUTING**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>HPC 1010</td>
<td>HPC Internetworking Security</td>
<td>4</td>
</tr>
<tr>
<td>HPC 1020</td>
<td>HPC Internetworking &amp; Grid Technology</td>
<td>4</td>
</tr>
<tr>
<td>HPC 2000</td>
<td>HPC Security Management</td>
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</tr>
<tr>
<td>HPC 2007</td>
<td>HPC Intrusion Detection &amp; Countermeasures</td>
<td>4</td>
</tr>
<tr>
<td>HPC 2010</td>
<td>HPC Security Applications &amp; Technology</td>
<td>4</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.
HPC 2020  Advanced HPC Internetworking & Grid Technology  4 Credits
This course is a continuation of HPC 1020 and provides instruction in the planning, installation, and administration of high-speed routers, switches, high-performance networking, and introductory WAN security issues. Topics include Cisco router elements, network service, TCP/IP transport-layer protocols, managing configuration files, IOS software commands, protocol address resolution, router topology, IP addressing and access list operations, I/O architecture, performance modeling, high-speed communication networks, grid internetworking, and security architecture. On Demand Prerequisite(s): HPC 1020 or consent of instructor

HPC 2300  HPC Architecture & System Administration  4 Credits
This course reviews microprocessors. Topics include classification and management of clusters, an in-depth study of the system board components and memory management, supporting input and output devices, troubleshooting and disaster recovery techniques, working with high-speed networks, distributed and shared memory systems, hardware design issues, vector parallel machines and communication issues of remote massively parallel machines and clusters, and the assembly and maintenance of PC clusters. On Demand Corequisite(s): CSIT 2461 or consent of instructor

HPC 2400  Introduction to Parallel Programming  4 Credits
Parallel computing fundamentals including models of parallel computing, architecture taxonomy, memory architecture, performance, design, and scalability considerations, parallel programming paradigms, techniques and issues in parallel program creation, and parallel programming examples. On Demand Prerequisite(s): HPC 1010 or consent of instructor

HPC 2500  MPI Programming  4 Credits
Introduction to MPI programming including data types, functions, collective operations, language bindings, implementation issues, error handling, process creation and management, performance tuning, and I/O operations. On Demand Prerequisite(s): HPC 1010 or consent of instructor

HPC 2600  High Performance & Distributed Computing  4 Credits
A study of the Java programming language involving distributed and parallel applications. Emphasis is on distributed-object computing, multithreading, networking, remote objects, Java, and different flavors of parallel programming models and Web-based parallel computing. Concepts of exception handling, debugging, documentation and object-oriented programming are an integral part of the course. On Demand Prerequisite(s): CSIT 1541 and HPC 2400; or consent of instructor

HPC 2700  HPC Data Mining  4 Credits
Data mining is the automated extraction of hidden predictive information from databases. This technology is used to recognize patterns in data in order to discover new knowledge. This course provides an introduction into the use of existing tools developed for specific applications and background information about the development of new tools. Special emphasis is placed on case studies using high-performance computing methods and techniques, including pattern recognition, analysis, and visualization. Class projects are designed to use HPC hardware and software. On Demand Prerequisite(s): CSIT 1541 and HPC 1010; or consent of instructor

HPC 2800  HPC Image Processing & Analysis  4 Credits
Provides training in the use of advanced image and raster analysis tools in the high-performance computing environment, including the development and use of applications to divide, distribute the analysis, and recombine image data in a final result. Students are also trained to use commercially available and public domain tools to analyze, combine, and visualize complex image data. On Demand

HPC 2900  HPC Special Topics  4 Credits
This course provides an avenue to present state-of-the-art technology courses in a timely manner. The topics allow an array of High Performance Computing courses to be delivered while technical innovations are moving toward the mainstream, thus providing cutting-edge technology today. May be repeated for credit up to 8 hours when a different topic is taught. On Demand Prerequisite(s): consent of instructor

◆ 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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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HPC 2950</td>
<td>HPC Practicum</td>
<td>2-4</td>
</tr>
</tbody>
</table>

Supervised work experience. Individual conferences are arranged instead of class attendance. On Demand Prerequisite(s): Successful completion of all HPC coursework through the third semester or consent of instructor.

**HISTORY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST 1010</td>
<td>Western Civilization I</td>
<td>3</td>
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</table>

A survey of the ancient Western world to 1715. Spring and Fall.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIST 1010</td>
<td>Honors Western Civilization I</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST 1020</td>
<td>Western Civilization II</td>
<td>3</td>
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</table>

A survey of the Western world from 1715 to the present. Spring and Fall.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST 1020</td>
<td>Honors Western Civilization II</td>
<td>3</td>
</tr>
</tbody>
</table>

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 and ACT composite score of 24.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST 1110</td>
<td>World Civilization I</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>HIST 1120</td>
<td>World Civilization II</td>
<td>3</td>
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</tbody>
</table>

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.

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<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HIST 2010</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
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</table>

A survey of U.S. history from settlement to 1877. Spring and Fall.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST 2020</td>
<td>U.S. History II</td>
<td>3</td>
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</tbody>
</table>

A survey of U.S. history from 1877 to the present. Spring and Fall.

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<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST 2040</td>
<td>African-American Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

**HOSPITALITY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSP1200</td>
<td>Introduction to Hospitality I</td>
<td>3</td>
</tr>
</tbody>
</table>

This course is an introduction to the hospitality industry, with emphasis on the broad spectrum of hospitality organizations and career opportunities. Spring and Fall.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HSP1300</td>
<td>Facilities Operation &amp; Maintenance</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSP1900</td>
<td>Practicum I</td>
<td>1</td>
</tr>
</tbody>
</table>

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. On Demand Prerequisite(s) HSP 1200; pursuit of an A.A.S. degree as a Hospitality major; a completed internship application submitted to the coordinator of Business and Computer Technology internships prior to the beginning of the enrolled term. Application and instructions are 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.
HSP2000  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

HSP2010  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

HSP2050  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

HSP2100  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

★HSP2200  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

★HSP2210  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 1200

HSP2250  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

★HSP2260  Hotel Operations  3 Credits
This course familiarizes students with the development of the lodging industry in the United States and different functions within a hotel. The course focuses on the fundamental application of procedures used to effect a smooth transition from check-in to check-out. Spring Prerequisite(s): HSP 1200

★HSP2300  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 1200

HSP2310  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

★HSP2320  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

HSP2500  Travel Geography  3 Credits
This course examines destination geography, including attractions, travel modes and accommodations. On Demand Prerequisite(s): HSP 2200

HSP2510  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 hospitality management training capacity. Individual conferences are arranged instead of class attendance. On Demand Prerequisite(s): HSP 1900; a minimum 2.5 GPA in HSP courses; pursuit of an A.A.S. degree as a Hospitality major; second-year status; contact the coordinator of Business and Computer Technology internships prior to the beginning of the enrolled term as followup to HSP 1900.

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 2500 Exploring Art & Music 3 Credits
An introduction to the world’s major civilizations and cultures as seen through their artistic and musical forms and achievements. This is an integrated course that offers opportunities to view works of art and listen to music over a broad historical framework, focusing on those works that significantly reflect and embody the central values and beliefs of same. Attendance at selected art exhibits and music programs required. On Demand

◆◆ 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

INTERIOR DESIGN TECHNOLOGY

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 1250 Computer Aided 2D Design 3 Credits
Fundamental aspects of two-dimensional design using a variety of problem-solving methods to promote visual thinking. Projects incorporate the elements and principles of design, using the computer as a tool. On Demand

IDT 1310 Fundamentals of Architectural Drafting 3 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.
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<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>IDT 1360</td>
<td>AutoCAD &amp; CAD Applications for Interior Design</td>
<td>3</td>
<td>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. <em>Spring and Fall Prerequisite(s): IDT 1310</em></td>
</tr>
<tr>
<td>IDT 1500</td>
<td>Residential Design &amp; Construction</td>
<td>4</td>
<td>Principles of spatial organization, creative problem solving and communication techniques in residential design. Integrates working drawings, materials and processes, presentation methods, and residential design. <em>Spring and Fall Prerequisite(s): IDT 1000 and 1310</em></td>
</tr>
<tr>
<td>IDT 1600</td>
<td>Visualization Techniques</td>
<td>3</td>
<td>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 3D computer applications to graphically delineate three-dimensional space. <em>On Demand Prerequisite(s): IDT 1310</em></td>
</tr>
<tr>
<td>IDT 2021</td>
<td>Professional Practice</td>
<td>2</td>
<td>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. <em>Fall Prerequisite(s): ENGL 1010 and IDT 1500</em></td>
</tr>
<tr>
<td>IDT 2022</td>
<td>Portfolio</td>
<td>1</td>
<td>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. <em>On Demand Prerequisite(s): IDT 1500</em></td>
</tr>
<tr>
<td>IDT 2030</td>
<td>Modern Interiors &amp; Architecture</td>
<td>3</td>
<td>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. <em>Fall Prerequisite(s): IDT 1030</em></td>
</tr>
<tr>
<td>IDT 2050</td>
<td>Contract Design</td>
<td>3</td>
<td>Laws, codes, standards and specifications relative to nonresidential interiors. <em>On Demand Prerequisite(s): IDT 1100 and 1500 and 1600 and RCS 1200</em></td>
</tr>
<tr>
<td>IDT 2110</td>
<td>Health Care, Office &amp; Adaptive Use Design</td>
<td>3</td>
<td>Complex problems using systematic design methodology and CAD application to design health-care, office and historic preservation/adaptive-use projects. <em>Fall Prerequisite(s): IDT 1100 and 1360 and 1500 and 1600 and RCS 1200</em></td>
</tr>
<tr>
<td>IDT 2210</td>
<td>Hospitality &amp; Retail Design</td>
<td>3</td>
<td>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. <em>Spring Prerequisite(s): IDT 1100 and 1360 and 1500 and 1600 and RCS 1200</em></td>
</tr>
<tr>
<td>IDT 2400</td>
<td>Interior Design Practicum</td>
<td>3</td>
<td>Course provides actual or realistic work experience. Individual conferences are held in lieu of class attendance. <em>Spring and Fall Prerequisite(s): Consent of instructor</em></td>
</tr>
<tr>
<td>IDT 2500</td>
<td>Special Topics</td>
<td>1-3</td>
<td>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. <em>On Demand Prerequisite(s): Consent of instructor</em></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.
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. Spring  
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. Student teams study the 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 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): MGT 2000  
Corequisite(s): MATH 1530 or department approval

MGT 2170  
Project Management  3 Credits  
This course is a study of project management including project software, project planning, cost and control. On Demand  
Prerequisite(s): MGT 2000  
Corequisite(s): MATH 1530 or department approval

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
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 Corequisite(s): MGT 2240

MGT 2240  Business Capstone  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. Spring Prerequisite(s): Recommendation by Pellissippi State business faculty member

MARKETING (SEE E-COMMERCE/MARKETING)

MATHEMATICS

DSPM 0700  Basic Mathematics  3 Credits
This course includes the study of integers, fractions, decimals, percents, ratios, proportions, measurements, equations and related applications. The TI-83 or TI-83 Plus calculator is required and used throughout the course. Spring and Fall

DSPM 0800  Elementary Algebra  3 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  Intermediate Algebra  3 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

◆★MATH 1010  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

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
◆★MATH 1130  College Algebra  3 Credits
This course is designed for students who are not in University Parallel/College 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): High school algebra I and algebra II 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  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  Finite Mathematics  3 Credits
Linear functions and applications, 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 precalculus and satisfactory placement test scores; or MATH 1130
★MATH 1720  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  Precalculus  5 Credits
Precalculus for students in University Parallel/College 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 1830  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

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
MATH 1840  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 MATH 1130 and 1720

◆★MATH 1910  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  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 2000  Matrix Computations  1 Credit
Introduction to matrix calculations, including determinants, eigenvalues and eigenvectors. For students in engineering transfer programs. On Demand Prerequisite(s): MATH 2110 or consent of instructor

★MATH 2010  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

★MATH 2050  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  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 2120  Differential Equations  3 Credits
A first course in differential equations emphasizing solution techniques. Includes first-order equations and applications, theory of linear equations, basic second-order equations and applications, Laplace transforms, and series solutions. On Demand Prerequisite(s): MATH2110

MECHANICAL ENGINEERING TECHNOLOGY

MET 1012  Materials & Manufacturing Processes  4 Credits
An overview of material science and a survey of traditional and high-tech manufacturing processes. Spring and Fall Prerequisite(s): ENGT 1000 for MET majors; no prerequisite for Nonmajors

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): ENGT 1000 for METmajors; CID 1100 for nonmajors

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 Corequisite(s): PHYS 2010; no corequisite for CET 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>
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</tr>
</thead>
<tbody>
<tr>
<td>MET 1051</td>
<td>Strength of Materials</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 2025</td>
<td>Applied Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>MET 2030</td>
<td>Machine Elements W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>MET 2040</td>
<td>Thermodynamics &amp; Heat Transfer</td>
<td>3</td>
</tr>
<tr>
<td>MET 2310</td>
<td>Geometrics &amp; Coordinate Measuring</td>
<td>4</td>
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<tr>
<td>MET 2610</td>
<td>Special Projects: MET</td>
<td>2-4</td>
</tr>
<tr>
<td>MET 2700</td>
<td>CNC Milling</td>
<td>4</td>
</tr>
<tr>
<td>MET 2720</td>
<td>CNC Turning</td>
<td>4</td>
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<tr>
<td>MET 2740</td>
<td>Advanced CNC Machining</td>
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<tr>
<td>MET 2800</td>
<td>Fundamentals of Testing</td>
<td>3</td>
</tr>
<tr>
<td>MET 2810</td>
<td>Destructive &amp; Non-Destructive Testing</td>
<td>3</td>
</tr>
<tr>
<td>MET 2820</td>
<td>Statistical Process Control</td>
<td>4</td>
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</tbody>
</table>

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

Prerequisite(s): MET 1040

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

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

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 1051

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

Study of the basic laws of thermodynamics and heat transfer and their application to practical problems. On Demand

Prerequisite(s): MET 2020

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): MATH 1730

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

A state-of-the-art machining course in three-axis CNC milling. On Demand

Prerequisite(s): MET 1020 and CID 1100

Corequisite(s): MET 2310

A state-of-the-art machining course in two-axis CNC turning. On Demand

Prerequisite(s): MET 2700

A state-of-the-art machining course that expands the computer-assisted programming skills presented in CNC Milling and CNC Turning. The course includes 3D surface and solid modeling, four-axis programming, bar feeder applications, modification of post-processors, and introduction to CNC Wire-Cut EDM. On Demand

Prerequisite(s): MET 2310 and 2700 and 2720

An introductory course in the development, procedure and analysis of various testing procedures. Spring

Prerequisite(s): MET 2310 and 2700

A study in the methods, procedures and equipment associated with physical testing. Fall

A study of the fundamental concepts and methodology of statistical process control. On Demand
MEDIA TECHNOLOGIES

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

CGT 1105  Digital Graphic Design I  4 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 1105 or consent of instructor

CGT 1510  History of Graphic Design & Illustration  3 Credits
Major movements and pivotal artists/designers/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 CGT1030

CGT 2005  Digital Graphic Design II  4 Credits
The study of advertising design, including design research, creative strategies development, visual/verbal concepts and presentation skills. Individual and team projects. Fall Prerequisite(s): CGT 1105 and successful portfolio review

CGT 2040  Computer Illustration  3 Credits
Creating electronic renderings for visual communications. Infographics, product, editorial and conceptual imaging are explored. Spring and Fall Prerequisite(s): CGT 1040 and 1105 and 1110

CGT 2045  Advanced Photoshop  3 Credits
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. On Demand Prerequisite(s): CGT1040 or WEB 2100; and CGT 2040; or consent of instructor

CGT 2050  Special Projects  1-3 Credits
Special projects and applications in emerging technology and media. May be repeated up to 9 credits. On Demand Corequisite(s): CGT 1105 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.
**COURSE DESCRIPTIONS**

**PHO 1000**
**Introduction to Photography**
3 Credits
A beginning course in the study of photography as visual communication with emphasis on the 35mm single lens reflex camera. Exposure, metering, focus, depth of field, films, lenses, electronic flash, basic lighting, and composition are explored. Students are responsible for providing camera and film. Spring and Fall

**PHO 1100**
**Advanced Photographic Techniques**
3 Credits
Advanced exploration of camera controls, photographic systems, lenses, and lighting techniques. This is a basic hands-on study of advanced photographic theory and how it relates to portrait, industrial, commercial photography, and other photographic genre. Particular attention is paid to developing professional skills and attitudes. Students are responsible for providing camera and film. Spring and Fall. Prerequisite(s): PHO 1000 or consent of instructor

**PHO 1200**
**Art of Photography**
3 Credits
A study of the aesthetic elements of photography with the emphasis on developing personal style. Classic principles of composition are examined as well as the impact of technical development on the art of photography. Special attention is given to significant photographic trends and influential photographers in each genre. Spring and Fall

**PHO 1500**
**Black & White Darkroom Techniques**
3 Credits
A beginning course developing black and white processing and printing techniques. Specific attention is paid to the study of chemistry, technique, and films as they relate to density, contrast, and grain. Creative printing techniques such as burning, dodging, contrast control, and cropping are explored. Spring and Fall

**PHO 1600**
**Color Printing Techniques**
3 Credits
In-depth study of the color photographic process and printing techniques. Topics include additive and subtractive color, color correction, color processing techniques, and custom printing techniques including cropping, burning, dodging, color correction, contrast control and minor retouching. Students are responsible for providing film and paper. Spring and Fall

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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.
PHO 2060  Advanced Digital Imaging Techniques  3 Credits
Students explore the differences in traditional silver based film and digital photography including studio and location digital images as well as IPX and Apple Quicktime VR. Special attention is paid to technical differences including exposure, lighting, focal length changes and resolution. Other topics covered are scanning methods and preparing a digital image for different types of reproduction including print, video and Web publishing. On Demand
Corequisite(s): WEB 2100

PHO 2100  Nature & Travel Photography  3 Credits
A study of basic location photography: nature, urban and rural. The emphasis is on on-site photography, coping with changing lighting and weather conditions, equipment and material selection, and documentation. Students are responsible for arranging transportation to and from shooting locations. On Demand Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 1500 and 1600; or PHO 2060 and WEB 2100

PHO 2200  Commercial Photography  3 Credits
An advanced study in solving studio and location problems faced by the commercial photographer in shooting products and models. Emphasis is on the use of medium and large format cameras, professional lighting equipment, props, and setting to fulfill practical assignments. Spring Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 1500 and 1600; or PHO 2060 and WEB 2100

PHO 2300  Portrait Photography  3 Credits
Studio lighting and camera techniques are explored emphasizing the portraiture. Students will use medium format and 35mm cameras as well as a variety of lighting equipment. Topics explored include posing, makeup, wardrobe, setting, and business practices. Fall Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 1500 and 1600; or PHO 2060 and WEB 2100

PHO 2400  Photojournalism  3 Credits
A study of the methods and techniques of photojournalism as found in contemporary publications such as newspapers, magazines, and corporate publications. Topics include spot news, events, sports, features, environmental portraiture, photo essays, and professional practices. On Demand Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 1500 and 1600; or PHO 2060 and WEB 2100

PHO 2500  Wedding & Retail Photography  3 Credits
A study of the methods, techniques, and business practices of contemporary wedding and retail photography. Topics include the bridal portrait, location lighting, candid photography, location portraits, special event photography, marketing, salesmanship, and working with vendors and clientele. On Demand Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 1500 and 1600; or PHO 2060 and WEB 2100

PHO 2700  Special Topics in Photography  3 Credits
Advanced photographic projects, emphasizing shooting techniques, darkroom techniques, aesthetic exploration, or academic research. May be repeated for credit up to nine hours. Spring and Fall Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 1500 and 1600; or PHO 2060 and WEB 2100

PHO 2800  Photography Portfolio  3 Credits
Students will produce a working portfolio of their own photography to be used to represent their work in the marketplace. Emphasis will be on selection of contents, materials, and professional presentation. Students are responsible for providing camera, film, and other materials. Spring Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 1500 and 1600; or PHO 2060 and WEB 2100

PHO 2900  Photography Internship  3 Credits
This course gives the student practical work experience. Students work for area photographers, photo labs, photo departments at corporations or other photography-related businesses. Work situation must be approved by PHO instructor. Spring and Fall Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 1500 and 1600; or PHO 2060 and WEB 2100

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
PHO 2950  Independent Photographic Projects  3 Credits
This course is carried out independently by the student after consultation with a photography advisor to specify the project. On Demand Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 1500 and 1600; or PHO 2060 and WEB 2100

Video Production Technology

VPT 1010  Sound Production  4 Credits
An introduction to basic audio production equipment, processes and analog and digital systems, including introduction to ProTools. Analog and digital systems will be used to record, mix and produce a variety of aural media. Emphasis will be placed on recording on location and in the studio, mixing and effects, and processing of multiple sound tracks for use in film, television/video, and the multimedia environment. Spring and Fall

VPT 1020  Special Topics in Video  3 Credits
Selected basic and advanced topics in video, including directing, copyright law, specialized software and other additional topics. May be repeated for credit up to 6 hours. Spring and Fall Prerequisite(s): Consent of instructor

VPT 1030  Introduction to Desktop Video/Audio  3 Credits
An introductory course for Video Production Technology students covering basic desktop computer operating systems and the technologies used to bring photographic (film, video, still) images and audio into the digital domain. Students will learn to prepare audio and video media from preproduction to postproduction using applications, including QuickTime, ProTools and Avid for analog and digital delivery systems and the Internet. Spring and Fall

VPT 1040  Technical Video Production  4 Credits
Introduction to the basic technologies and processes used in video: the system and the equipment, basic procedures and techniques, and the process of design and production. Students shoot, edit, and analyze short projects; learn the basic principles of audio and visual communication; and employ the concepts and vocabulary of motion picture aesthetics. The production process and job roles are examined throughout, from idea through shooting, postproduction, and distribution. Spring and Fall

VPT 1050  Electronic Cinematography  3 Credits
This course will focus upon the technical and aesthetic aspects of motion picture photography (using an electronic camera), including image composition, lenses, aperture and shutter speed settings, how to “shoot for editing,” camera mounting equipment, field and studio lighting equipment and techniques, video signal test equipment and theory, and other various related technologies and grip equipment. The course will utilize “expert examples” by world-famous directors of photography and feature hands-on assignments with professional-level facilities and equipment. Spring and Fall Corequisite(s): VPT 1040

VPT 1090  Campus Broadcast I  3 Credits
Hands-on workshop providing beginning students with an opportunity to participate in live-to-tape studio television production and to support VPT 1500 students as production crew for studio and location shooting. Spring and Fall

VPT 1210  Video Editing  4 Credits
Applied editing theory using linear and nonlinear systems. Cuts-only, tape-based editing; basic sound mixing; and titling emphasizing Avid nonlinear editing. Interformat systems, including S-VHS, Betacam and DVcam. Spring and Fall Prerequisite(s): VPT 1030

VPT 1400  Scriptwriting for Mass Media  3 Credits
Writing of visually oriented scripts for the following: commercials, training programs, communications and documentary programs, emphasizing the interdependence between the visual and auditory portions of the script. Spring and Fall Prerequisite(s): ENGL 1010

◆ North Carolina State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
VPT 1500  Campus Broadcast II  3 Credits
Advanced-level participation in production of news/communications programming for Pellissippi State using on-campus facilities. Students produce and direct both field and studio production. Writing skills and teamwork are emphasized. Spring and Fall Prerequisite(s): VPT 1000 and 1010 and 1030 and 1040 Corequisite(s): VPT 1210 and 1400

VPT 2010  Advanced Sound Production  4 Credits
Advanced sound techniques, emphasizing creative control of audio and sound for picture using ProTools. Multiple sound tracks with voice, music, effects, foley and dialog replacement will be produced, edited, mixed, mastered and output for distribution in various formats including CD and the Internet. On Demand Prerequisite(s): VPT 1010

VPT 2210  Advanced Editing  4 Credits
Advanced course using DVcam and Avid nonlinear systems. A/B roll editing, including titling, multilayered nested effects and multitrack soundtracks, is explored. Fall Prerequisite(s): VPT 1210

VPT 2330  Budgeted Production  3 Credits
Project class focusing on production planning and production management principles in a collaborative environment. Fall Prerequisite(s): VPT 1010 and 1040 and 1210

VPT 2400  Advanced Scriptwriting  3 Credits
Course addresses the writing of long format scripts that incorporate advanced concepts in dramatic writing for visual media, including the documentary and high-impact videos for corporate/instructional programs. Emphasis will be placed on understanding long form structure through reading and writing. On Demand Prerequisite(s): VPT 1400

VPT 2500  Campus Broadcast III  3 Credits
Advanced-level participation in production of news/communications programming for Pellissippi State utilizing on-campus facilities. Students will produce and direct both field and studio production. Video editing, writing skills and teamwork are emphasized. Spring and Fall Prerequisite(s): VPT 1500

VPT 2660  Independent Video Projects  3 Credits
An elective production project to be completed collaboratively. Genre may be chosen by students pending approval of supervising instructor. On Demand Prerequisite(s): VPT 2210 and 2330 and consent of instructor

VPT 2770  Documentary Production  3 Credits
Advanced project class focusing on the documentary form as an opportunity for individualized expression. Each student will be responsible for the creation of a full-length documentary. Spring Prerequisite(s): VPT 1040 and 1400 and 2210; consent of instructor

VPT 2910  Campus Broadcast IV  3 Credits
Advanced-level participation in the production of a campus program for and about Pellissippi State. Students will supervise the production of college news/communication program and be responsible for program's content, deadlines, technical quality and assignment of personnel. Course will involve both field and studio production and postproduction. Newsgathering and writing skills will be emphasized. Spring and Fall Prerequisite(s): VPT 1400 and 2210 and 2500

VPT 2998  Video Production Technology Internship  2 Credits
Practical experience working for an industry-related business, such as a TV station, commercial video production company, corporate production group or theatrical lighting firm. Spring and Fall Prerequisite(s): Consent of instructor and second-year status

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
Web Technology

WEB 2000  Professional Web Development Tools  3 Credits
This course is designed to enhance skills and knowledge of the professional Web author by using cross-platform visual HTML editors for creating and managing Web sites and pages. The learner will use a variety of techniques, tools and activities designed to develop pages for the commercial/professional Web developer standard. The learner will plan, design, develop, and test fully compliant Web pages which conform to the specification given. On Demand Prerequisite(s): WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent for WEB majors; no prerequisite for CGT majors.

WEB 2100  Photoshop Essentials  3 Credits
Students are introduced to the digital darkroom using Adobe Photoshop and related software with images from film and flatbed scanners, digital camera, and other media. Topics covered include selecting, layers, color correction, color theory, retouching, special effects, rollovers, animation, slicing, type effects and using Photoshop as a design tool. Documents created in class will be optimized for Web, print and multimedia uses. Students will complete a variety of tutorials as well as create personal projects. On Demand Prerequisite(s): WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent for WEB majors; PHO 1000 and CGT 1030 for PHO majors.

WEB 2110  Motion Vector Graphics  3 Credits
This fundamental course examines and demonstrates essential elements in creating vector-based Web animation. The topics include vector vs. bitmap images, timelines, special effects and use of plug-ins vs. HTML-only animations. The emphasis of this course will be on creating high-quality Web pages using principles of layout design, color theory as applicable to Web design and preparation of text for the Web. On Demand Prerequisite(s): WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent for WEB majors; CGT 1040 and 2040 for CGT majors.

WEB 2120  Audio/Video for the Web  3 Credits
This course is designed to familiarize students with the technologies associated with bringing photographic (film, video and still) images and audio to the Internet environment and enable students to identify and use the tools which facilitate these media in Web sites. Appropriate media selection, software tools for encoding various media, delivery system attributes and limitations, associated file types, audio and video codecs, and software players will be discussed. Students will learn to prepare aural and visual media for the Web by creating and encoding assigned projects. On Demand Prerequisite(s): WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent for WEB majors; VPT 1030 for VPT majors.

WEB 2200  CIW Foundations  3 Credits
This course teaches basic hands-on skills and knowledge that Internet professionals are expected to understand. The course is divided into three parts: Internet Fundamentals, Web Page Authoring Fundamentals and Networking Fundamentals. After completing this course, students will be prepared to pass the CIW Foundations Certification Exam. On Demand Prerequisite(s): WEB 2201 and CSIT/OST computer elective.

WEB 2210  CIW Design Methodology & Technology  3 Credits
This course teaches students how to create and manage Web sites with tools such as Macromedia Dreamweaver, Flash, FrontPage, Dynamic HTML, and various multimedia and CSS standards. Students also implement the latest strategies to develop third-generation Web sites, evaluate design tools, discuss future technology standards and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design, and Web construction, along with information architecture concepts, Web project management, scenario development, and performance evaluations. On Demand Prerequisite(s): WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent Corequisite(s): WEB 2292.

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements.  ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
WEB 2220 CIW E-Commerce Strategies & Practices 3 Credits
This course teaches students how to conduct business online and how to manage the technological issues associated with constructing an electronic-commerce Web site. Students implement a genuine transaction-enabled business-to-consumer Web site, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions. On Demand Prerequisite(s); WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent Corequisite(s); WEB 2293
WEB 2291 CIW Foundations Certification Exam 1 Credit
The preparatory course for the CIWFoundations exam focuses on Web design skills that are not product- or system-specific and covers fundamental concepts in Internet, Web Page Design, and Networking. The course uses materials that allow students to instantly evaluate the level of IT knowledge achieved and includes practice exams. On Demand Corequisite(s); WEB 2200 and CSIT/OST computer elective
WEB 2292 CIW Site Designer Certification Exam 1 Credit
The preparatory course for the CIW Site Designer exam focuses on Web design skills that are not product- or system-specific. The course uses materials that allow students to instantly evaluate the level of IT knowledge achieved and includes practice exams. On Demand Prerequisite(s); WEB 2200 Corequisite(s); WEB 2210
WEB 2293 CIW E-Commerce Designer Certification Exam 1 Credit
The preparatory course for the CIW E-Commerce Designer exam focuses on standards, technologies, and practices for both business-to-business and business-to-consumer e-commerce models. The course uses materials that allow students to instantly evaluate the level of IT knowledge achieved and includes practice exams. On Demand Prerequisite(s); WEB 2200 Corequisite(s); WEB 2220
WEB 2300 CIW JavaScript Foundations 3 Credits
This course provides coverage of scripting languages, with emphasis on JavaScript and VBScript for Web site product development and custom-designed commercial sites. The learner will develop routines and enhancements to Web pages using scripting applied to a variety of case- and client-generated demands. On Demand Prerequisite(s); WEB 2200; or OST 2801 and 2802 and 2803; or CSIT2645 or equivalent; or consent of department head
WEB 2400 Web Project Management 3 Credits
This course is designed help students define the scope of projects; identify stakeholders, decision makers, and escalation procedures; develop detailed task lists; estimate time requirements; develop flow charts; identify required resources and budgets; evaluate project requirements; identify and evaluate risks; prepare contingency plans; identify interdependencies; identify and track critical milestones; participate in project phase review; secure needed resources; manage the control process; and report project status. On Demand Prerequisite(s); WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent
WEB 2500 Problem Solving for the Web W/E-Commerce 3 Credits
This course is designed to provide in-depth coverage of electronic commerce concepts. The learner will participate in a variety of activities designed to provide familiarity with the tools and issues associated with a Web-delivered commercial enterprise. The learner will plan, design, develop, and test Web environments designed to meet secure retail and organizational needs. On Demand Prerequisite(s); WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
**WEB 2811** Advanced Computer Graphics 3 Credits

This course is designed to enhance the computer skills of those using graphics programs to prepare images for the Web or for print. Students will learn to enhance and create digital images using Photoshop; optimize images for speed of download; place and manipulate type in an image; work with layers and masks; use filters for special effects; work with background images and transparent gifs; create image maps; use ImageReady to create animations, slices, Web photo gallery, and rollovers. *On Demand Prerequisite*(s): WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent

**WEB 2812** Advanced Web Page/Site Design 3 Credits

This problems-oriented course teaches the use of dynamic graphics elements to enhance Web pages and sites. Advanced concepts in page layout and site optimization are studied, with emphasis on principles used to craft dynamic Web pages that get noticed. Exercises and projects allow students to apply the principles of Web design to their own sites, which are created in the course. *On Demand Prerequisite*(s): WEB 2200; or OST 2801 and 2802 and 2803; or CSIT 2645 or equivalent

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**MILITARY SCIENCE—AIR FORCE**

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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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<tr>
<td><strong>MSCI 2100</strong></td>
<td>Individual Leadership Studies</td>
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**MILITARY SCIENCE—ARMY**

- **MSCI 1100**: Foundations of Officership (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

- **MSCI 1200**: Basic Leadership (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**: Individual Leadership Studies (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

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements.  
  * Transfers as equivalent course to the University of Tennessee, Knoxville.
MUSIC

★MUS 1000 Fundamentals of Music 3 Credits
Study of basic elements of music. No previous training or experience required. 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 non-chord tones. 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 1100

MUS 1400 Ear Training II 1 Credit
Continuation of MUS 1300. Spring Prerequisite(s): MUS 1300 Corequisite(s): MUS 1120

★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
Study of music theory as it evolved from the Common Practice Period into the chromaticism of the Romantic Period. Exercise in writing and analysis. Fall Prerequisite(s): MUS 1120 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. A computer laboratory component is included. Fall Prerequisite(s): MUS 1400 Corequisite(s): MUS 2110

MUS 2400 Ear Training IV 1 Credit
Continuation of MUS 2300. Spring Prerequisite(s): MUS 2300 Corequisite(s): MUS 2120

 Meetings Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
Applied Music: Ensembles

Music ensembles are available to the entire student body and may be repeated for credit. 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.

MUS 151  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 152  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 154  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 155  Small Ensemble—Guitar  1 Credit
This ensemble is open to guitar players but might include some doubling on secondary instruments by the ensemble members. The course may be repeated for credit. Spring and Fall

MUS 156  Small Ensemble—Brass  1 Credit
This ensemble is open to brass players only. The course may be repeated for credit. Spring and Fall

MUS 157  Small Ensemble—Celtic  1 Credit
This ensemble is open to players of the following instruments: flutes, guitars, whistles, violins, harps and percussion. The course may be repeated for credit. Spring and Fall

MUS 158  Small Ensemble—Harp  1 Credit
This ensemble is open to harp players of various levels of ability. Students must provide harp of any size and must have music reading skills. The course may be repeated for credit. 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 or consent of instructor

Applied Music: Individual Instruction

Applied music is available to the entire student body and may be repeated for credit.

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

◆ 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>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1712</td>
<td>Piano/Music Major (one-hour lesson)</td>
<td>2</td>
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<tr>
<td></td>
<td>Private instruction in piano for the student majoring in music with a concentration in piano. May be repeated for credit. Solo class attendance required.</td>
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<tr>
<td></td>
<td>On Demand Corequisite(s): participation in an appropriate Pellissippi State ensemble</td>
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<tr>
<td>MUS 1720</td>
<td>Voice/Nonmajor (half-hour lesson)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Private instruction in voice beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<td>On Demand</td>
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<tr>
<td>MUS 1721</td>
<td>Voice/Nonmajor (one-hour lesson)</td>
<td>2</td>
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<tr>
<td></td>
<td>Private instruction in voice beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<td>On Demand</td>
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<tr>
<td>MUS 1722</td>
<td>Voice/Music Major (one-hour lesson)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in voice for the student majoring in music with concentration in voice. May be repeated for credit. Solo class attendance required.</td>
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<td></td>
<td>On Demand Corequisite(s): participation in an appropriate Pellissippi State ensemble</td>
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<tr>
<td>MUS 1730</td>
<td>Guitar/Nonmajor (half-hour lesson)</td>
<td>1</td>
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<tr>
<td></td>
<td>Private instruction in guitar beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<tr>
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<td>On Demand</td>
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<tr>
<td>MUS 1731</td>
<td>Guitar/Nonmajor (one-hour lesson)</td>
<td>2</td>
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<tr>
<td></td>
<td>Private instruction in guitar beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<td>On Demand</td>
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<tr>
<td>MUS 1732</td>
<td>Guitar/Music Major (one-hour lesson)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in guitar for the student majoring in music with concentration in guitar. May be repeated for credit. Solo class attendance required.</td>
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<td></td>
<td>On Demand Corequisite(s): participation in an appropriate Pellissippi State ensemble</td>
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<tr>
<td>MUS 1740</td>
<td>Woodwind/Nonmajor (half-hour lesson)</td>
<td>1</td>
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<tr>
<td></td>
<td>Private instruction in woodwind beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<tr>
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<td>On Demand</td>
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<tr>
<td>MUS 1741</td>
<td>Woodwind/Nonmajor (one-hour lesson)</td>
<td>2</td>
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<tr>
<td></td>
<td>Private instruction in woodwind beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<tr>
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<td>On Demand</td>
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<tr>
<td>MUS 1742</td>
<td>Woodwind/Music Major (one-hour lesson)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in woodwind for the student majoring in music with concentration in woodwinds. May be repeated for credit. Solo class attendance required.</td>
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<tr>
<td></td>
<td>On Demand Corequisite(s): participation in an appropriate Pellissippi State ensemble</td>
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<tr>
<td>MUS 1750</td>
<td>Brass/Nonmajor (half-hour lesson)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Private instruction in brass beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<td>On Demand</td>
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<tr>
<td>MUS 1751</td>
<td>Brass/Nonmajor (one-hour lesson)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in brass beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<td>On Demand</td>
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</tr>
<tr>
<td>MUS 1752</td>
<td>Brass/Music Major (one-hour lesson)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in brass for the student majoring in music with concentration in brass. May be repeated for credit. Solo class attendance required.</td>
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<td></td>
<td>On Demand Corequisite(s): participation in an appropriate Pellissippi State ensemble</td>
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<tr>
<td>MUS 1760</td>
<td>String/Nonmajor (half-hour lesson)</td>
<td>1</td>
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<tr>
<td></td>
<td>Private instruction in string beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<td>On Demand</td>
<td></td>
</tr>
<tr>
<td>MUS 1761</td>
<td>String/Nonmajor (one-hour lesson)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Private instruction in string beginning at student’s entering level of proficiency. May be repeated for credit.</td>
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<td></td>
<td>On Demand</td>
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</tbody>
</table>
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): participation in an appropriate Pellissippi State ensemble

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 student’s entering 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): participation in an appropriate Pellissippi State ensemble

MUS 1781  Contemporary Piano Styles/Nonmajor (one-hour lesson)  2 Credits
Private 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 concentration in keyboard jazz. May be repeated for credit. Solo class attendance required.  On Demand  Prerequisite(s): Consent of instructor  Corequisite(s): participation in an appropriate Pellissippi State ensemble

NETWORKING AND COMMUNICATIONS SYSTEMS TECHNOLOGY

NETW 1010  PC Hardware (A+ Certification)  4 Credits
This course is designed for computer personnel who need advanced technical knowledge about PC hardware and PC-based local area networks. The course follows the current Computing Technology Industry Association (CompTIA) A+ (Core-Hardware Exam) Certification criteria guidelines. The course also covers basic computer-related mathematics, electricity, electronics, fiber-optics, etc., required for personal computer technologists.  On Demand  Corequisite(s): NETW 1020 or consent of instructor

NETW 1020  PC Operating System Software (A+ Certification)  4 Credits
This course is designed for computer personnel who need advanced technical knowledge about the PC, its operating system and key utilities, and PC-based local area networks. The course follows the current Computing Technology Industry Association (CompTIA) A+ Certification criteria guidelines for the Operating Systems examination.  On Demand  Corequisite(s): NETW 1010 or consent of instructor

NETW 1100  Networking Fundamentals (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.  On Demand

NETW 1200  Windows Professional  4 Credits
This course covers installing Windows 2000, Windows XP or the most current Microsoft Windows operating system: implementing and conducting administration of resources; implementing, managing, and troubleshooting hardware devices and drivers, network protocols, and security; monitoring and optimizing performance and reliability; and configuring and troubleshooting the desktop environment.  On Demand  Prerequisite(s): NETW 1020

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
NETW 1210 Windows Server 4 Credits
Topics include the installation of Windows 2000, Windows XP or the most current Microsoft Windows operating system; 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 Prerequisite(s): NETW 1200 or consent of instructor

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 1210 or consent of instructor

NETW 2020 MS Windows Security 4 Credits
This course provides instruction in the analysis of business requirements for resource security and the designing of security solutions in a Windows network operating system. Topics include analyzing business and security requirements and designing security solutions for Windows for access between networks and for communication channels. On Demand Prerequisite(s): NETW 1200 or consent of instructor

NETW 2040 Managing a Windows Network Environment 4 Credits
This course is designed for computer personnel who must install, support and manage a small Microsoft Windows network environment. The course emphasizes configuring the Microsoft Windows server operating system for a small network installation. Major topics include managing desktop environments and software with group policies; managing file resources and disks; supporting Microsoft Active Directory, TCP/IP, DHCP, DNS, and Internet Information Services; configuring remote access services (RAS); and implementing disaster protection, backup, and recovery techniques. On Demand Prerequisite(s): NETW 1200 or consent of instructor

NETW 2120 Installing/Upgrading Operating Systems 4 Credits
Topics include the procedures required to upgrade Microsoft Windows operating systems from one major release to the latest version, recreating existing Web sites and directory structures, and migrating applications to the new system. Also covered are the many different methods of installing and deploying operating systems. On Demand Prerequisite(s): NETW 1210 or consent of instructor

NETW 2800 Special Topics in Networking 1-4 Credits
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 12 hours. On Demand Prerequisite(s): Consent of instructor

NETW 2900 Networking Internship 3 Credits
Supervised work experience. Individual conferences are arranged instead of class attendance. On Demand Prerequisite(s): Completion of 24 hours of NETW courses with minimum overall GPA of 2.5 and consent of instructor

OFFICE SYSTEMS TECHNOLOGY

OST 1001 Word 1 CBT 1 Credit
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. Spring and Fall Prerequisite(s): OST 1100 or equivalent
OST 1002 Word II CBT 1 Credit
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. Spring and Fall Prerequisite(s): OST 1001 or equivalent

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. 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. Spring and Fall Prerequisite(s): OST 1100 or equivalent

OST 1100 Keyboarding I 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

★ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
COURSE DESCRIPTIONS

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 Corequisite(s): OST 1005

★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 2302 or 2925

OST 2015  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 2302. Spring and Fall Prerequisite(s): OST 1005 and 1105

OST 2302  OST Internship  1-3 Credits
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. On Demand Prerequisite(s): Must be an OST major seeking an A.A.S. degree; completion of 15 hours of OST courses with a minimum GPA of 2.5 in OST courses; an internship application must be submitted and approved by the coordinator of Business and Computer Technology internships prior to the beginning of the enrolled 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 and numeric. Topics include storage, control, retrieval, transfer, retention, and disposal of records with emphasis on electronic records management through the use of information management programs. 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 ENGL1010

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

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
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 and review of diseases, diagnostic procedures, and related treatments. Spring and Fall

OST 2920       Medical Terminology II       4 Credits
A continuation of the study of medical terminology with an emphasis on special procedures and treatments, pharmacology, and abbreviations. Medical documentation and chart formatting is an additional component. 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. On Demand Prerequisite(s): Completion of 15 hours of OST courses with a minimum GPA of 2.5 in the HCOA curriculum; pursuit of an A.A.S. degree as an OST major; and prior to the beginning of the enrolled term, an application must be submitted and approved by the coordinator of Business and Computer Technology internships. Application is available on the Web: 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 2920

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 2920 or department approval

OST 2945       Insurance Billing & Coding       3 Credits
A continuation of insurance coding with an emphasis on evaluation and management coding, use of modifiers, linkage of service codes to diagnoses codes, and hospital billing. Also covered is the use of billing software to enter patient information, process transactions and produce patient statements. On Demand Prerequisite(s): OST 2940

◆ 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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<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>OST 2950</td>
<td>Health Care Insurance Survey</td>
<td>3</td>
<td>A study of insurance plans and payers, claim form completion specific to the insurance carrier, and reimbursement issues. Spring Prerequisite(s): OST 2920 Corequisite(s): OST 2945</td>
</tr>
<tr>
<td>LAW 1000</td>
<td>Introduction to Law &amp; Ethics</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>LAW 1020</td>
<td>Law in Society</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>LAW 1050</td>
<td>Legal Writing &amp; Analysis</td>
<td>3</td>
<td>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 ENGL1010</td>
</tr>
<tr>
<td>LAW 1060</td>
<td>Legal Research</td>
<td>3</td>
<td>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 1060</td>
</tr>
<tr>
<td>LAW 2020</td>
<td>Advanced Legal Research &amp; Writing</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>LAW 2030</td>
<td>Property Law</td>
<td>3</td>
<td>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</td>
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<tr>
<td>LAW 2040</td>
<td>Estates &amp; Trusts</td>
<td>3</td>
<td>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</td>
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<tr>
<td>LAW 2100</td>
<td>Torts</td>
<td>3</td>
<td>Survey of state and federal law relating to personal injury or damage to persons or property; worker’s compensation; intentional torts; negligence; product liability; malpractice; and wrongful death. Emphasis on the legal assistant’s role in personal injury and worker’s compensation cases. Spring Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060</td>
</tr>
<tr>
<td>LAW 2110</td>
<td>Family Law</td>
<td>3</td>
<td>A study of substantive and procedural law relating to divorce, custody, support and adoption and the assistant’s role in domestic cases. On Demand Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060</td>
</tr>
<tr>
<td>LAW 2120</td>
<td>Criminal Law &amp; Procedure</td>
<td>3</td>
<td>Survey of state and federal law of crimes and criminal procedure; the assistant’s role in criminal cases. On Demand Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060</td>
</tr>
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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.
+LAW 2210  Litigation Skills I  3 Credits
Introduction to civil litigation procedures and practices in federal and state courts; focus on practical law office skills, interviewing techniques and investigation strategies; evidence; emphasis on the paralegal’s role in civil litigation. On Demand Prerequisite(s): LAW 1050 and 1060
+LAW 2220  Litigation Skills II  3 Credits
A project-oriented course designed to require students to draft pleadings and legal documents, including discovery devices, in conformity with state and federal rules of procedure as well as local state and federal court rules. On Demand Prerequisite(s): LAW 2210
+LAW 2300  Contracts & UCC  3 Credits
Fundamental principles concerning the formation, performance, and enforcement of personal and commercial contracts; sales and secured transactions under the Uniform Commercial Code; and overview of federal and state law regulating consumer credit and collection procedures. Fall Prerequisite(s): LAW 1050 and 1060 for PARS majors; no prerequisite for MGT majors
+LAW 2500  Business Organizations  3 Credits
Survey of state and federal law affecting the organization and operation of business associations (proprietorships, agencies, partnerships and corporations); duties and liabilities of partners, agents, directors and shareholders. Introduction to federal and state employment law. Emphasis on the legal assistant’s role in collecting data and drafting documents to form a Tennessee corporation and maintaining minutes and records. On Demand Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060
+LAW 2600  Special Topics  3 Credits
Study and discussion of a selected topic in law. Content will vary. May be repeated with program advisor’s consent. Spring and Fall Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060

LAW 2210  Legal Clinic  3 Credits
Supervised practical experience in a legal clinic environment with classroom instruction to support the clinical experience. On Demand Prerequisite(s): LAW 1000 and minimum 3.0 GPA in LAW courses and department approval Corequisite(s): LAW 1060
+LAW 2800  Legal Internship  3 Credits
Part-time supervised work experience in a law-related environment in which the student is assigned definite tasks and responsibilities. Individual conferences and seminars are arranged instead of class attendance. On Demand Prerequisite(s): Completion of 15 hours of LAW courses with a minimum 2.5 GPA in LAW courses and second-year status and department approval

LAW 2900  CLAReview  3 Credits
Comprehensive review of legal ethics, interviewing, legal analysis, terminology, legal research, and substantive areas of law, including litigation, contracts, corporations, bankruptcy, administrative law, criminal law, real estate and probate. Recommended for students taking national CLA exam. On Demand Prerequisite(s): Department approval

+Law specialty course

PHILOSOPHY

◆★PHIL1030  Introduction to Philosophy  3 Credits
An investigation of the fundamental questions pertaining to reality, truth, freedom, the nature of humankind, the existence of God and social/political theory. Spring and Fall
★PHIL1300  Critical Thinking  3 Credits
An introduction to practical reasoning. This course covers the nature of deductive and inductive arguments, diagramming arguments, the search for implicit premises and conclusions and the role of falsehood, deception and emotion in reasoning. More important, PHIL1300 is a careful study of argument construction and evaluation. Spring and Fall

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
PHIL 2010 Survey of World Religions 3 Credits
A comparative introduction to the origins, developments, teachings and practices of the major world religions, such as Taoism, Confucianism, Hinduism, Buddhism, Judaism, Christianity and Islam. Spring and Fall

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

PHIL 2420 Its Business Applications 3 Credits
An introduction to moral philosophy and a consideration of moral issues related to business, including corporate responsibility, employee rights, discrimination, investment, and advertising. On Demand

PHIL 2450 Medical Ethics 3 Credits
This is a study of ethical issues in medicine. Topics include abortion, euthanasia, humane experimentation, and fairness in health care delivery and in the doctor-patient relationship. Spring and Fall

PHOTOGRAPHY (SEE MEDIA TECHNOLOGIES)

PHYSICAL EDUCATION

PHED 1000 Orientation to Exercise Science 1 Credit
Overview of the professional and disciplinary area of exercise science, with emphasis on introductory field experience. For exercise science majors only. On Demand

PHED 1001 Orientation to Sport Management 1 Credit
Overview of the professional and disciplinary area of sport management, with emphasis on introductory field experience. For sport management majors only. On Demand

NOTE: PHED 1010 through 2660 are physical education activity courses. Two different activities, each 1 to 2 credit hours, are required for University Parallel majors.

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

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

PHED 1030 Beginning Softball 1 Credit
Instruction in fundamentals, rules and strategies. Spring and Fall

PHED 1060 Wilderness Camping 3 Credits
The introduction of equipment, skills and practices associated with hiking and camping. Laboratory experience will consist of announced field trips. Spring and Fall

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

PHED 1110 Elementary Ballet 2 Credits
Instruction and practice in elementary classical ballet techniques. Spring and Fall

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

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

* Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
PHED 2000  Special Topics  1-3 Credits
Opportunity to learn and participate in various sport, fitness, and recreational activities. Content of the course will vary. The course might involve international travel and/or contain activities that require additional fees. The student will be responsible for paying all travel-related and/or activity-related expenses. The class content and travel itinerary, if any travel is involved, are determined by the instructor of the course. On Demand Prerequisite(s): Consent of instructor

PHED 2010  Archery  1 Credit
The introduction of skills, general rules, safety and techniques related to the sport of archery, with particular emphasis on acquisition of skills. Spring and Fall

★PHED 2020  Badminton  1 Credit
The introduction of skills, general rules and strategy related to the game of badminton with particular emphasis on acquisition of skills. On Demand

★PHED 2050  Basketball  1 Credit
The introduction and development of basic skills, general rules and strategy, related to the game of basketball with particular emphasis on acquisition of skills. Fall

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

★PHED 2130  Ice Skating  1 Credit
The introduction of skills, safety and techniques related to ice skating, with emphasis on acquisition of skills. On Demand

PHED 2140  Hockey  1 Credit
The introduction of basic skills needed to learn how to skate and play hockey. On Demand

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

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

★PHED 2310  Fitness Walking  1 Credit
Theory, knowledge and practical experience in the principles of walking as it relates to fitness. Spring and Fall

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

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

★PHED 2390  Beginning Swimming  1 Credit
Instruction and practice in water survival skills and basic swimming strokes. On Demand

PHED 2430  First Aid, Safety & CPR  2 Credits
Practice and application of the standards and accepted principles of safety and first aid. Students are also trained in infant, child and adult cardiopulmonary resuscitation (CPR), as well as in the use of an automated electronic defibrillation device (AED). On Demand

★PHED 2440  Beginning Tennis  1 Credit
The introduction of skills, general rules and strategy related to the game of tennis, with particular emphasis on acquisition of skills. Spring and Fall
PHED 2450  Intermediate Tennis  1 Credit
Development of intermediate skills and strategy related to the game of tennis with, particular emphasis on control and auxiliary strokes. May not be taken with PHED 2440 to satisfy PE activity requirements. Spring and Fall
Prerequisite(s): PHED 2440 or consent of instructor

PHED 2510  Volleyball  1 Credit
The introduction of skills, general rules and strategy related to the game of volleyball, with particular emphasis on acquisition of skills. Spring and Fall

PHED 2520  Weight Training  1 Credit
The introduction of flexibility, cardiovascular and strength conditioning related to the sport of weight training. Safety and proper use of equipment are emphasized. Spring and Fall

PHED 2660  Wilderness Orienteering  1 Credit
The introduction of skills, strategy and instruction on using a topographical map and compass to navigate in wilderness terrain. Spring and Fall

PHED 2900  Human Motor Behavior  3 Credits
Theories and principles explaining motor behavior; psychological factors related to and/or affecting motor skill acquisition and performance. On Demand

PHED 2910  Sport in American Society  3 Credits
An examination of the institutional organization of contemporary American society and its social values through the medium of sport. Spring and Fall

PHYSICS

◆ PHYS 1300  Concepts of Physics  3 Credits
A survey of physics concepts and content as applicable to the Tennessee K-8 curriculum standards and the National Science Education Standards. Instructional topics include mechanics, heat, electricity, magnetism, sound and light. This course will only count toward the education program at Tennessee Technological University and Lincoln Memorial University. On Demand

◆ PHYS 1310  Mechanics & Heat I W/Lab  4 Credits
A calculus-based introduction to mechanics and heat. This course covers vectors, Newton’s laws of motion, static and dynamic equilibrium of particles, work and energy, impulse and momentum, torque and rotational equilibrium, and elasticity. Course includes three hours of lecture and three hours of laboratory applications. On Demand Prerequisite(s): MATH 1910

◆ PHYS 1320  Mechanics & Heat II W/Lab  4 Credits
A calculus-based introduction to mechanics and heat. This course is a continuation of Mechanics & Heat I. It covers rigid body equilibrium, periodic motion, fluid mechanics, heat and thermodynamics, ideal gas behavior, oscillatory motion, and acoustics. Course includes three hours of lecture and three hours of laboratory applications. On Demand Prerequisite(s): PHYS 1310 Corequisite(s): MATH 1920

◆◆ PHYS 2010  Noncalculus Based Physics I  4 Credits
This course includes the basic principles of physics with their applications in pre-medical, -dental, -pharmacy, and -veterinary programs and covers mechanics, heat, and wave motion including sound. Course includes three hours of lecture and three hours of laboratory applications. Spring and Fall Prerequisite(s): MATH 1730, or MATH 1130 and 1720

◆◆ PHYS 2020  Noncalculus Based Physics II  4 Credits
This course is a continuation of Elements of Physics I. It covers electricity and magnetism, optics, and modern physics. Course includes three hours of lecture and three hours of laboratory applications. Spring and Fall Prerequisite(s): PHYS 2010

◆◆ PHYS 2110  Calculus Based Physics I  4 Credits
For students majoring in engineering, mathematics and physics. This is a calculus-based approach to topics in electricity and magnetism. Course includes three hours of lecture and three hours of laboratory applications. Spring and Fall Prerequisite(s): ENS 1210 and 1310 and MATH 1920

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ◆ Transfers as equivalent course to the University of Tennessee, Knoxville.
PHYS 2120  Calculus Based Physics II  4 Credits
For students majoring in engineering, mathematics and physics. This is a calculus-based approach to topics in wave motion, optics and modern physics. Course includes three hours of lecture and three hours of laboratory applications. Spring  Prerequisite(s): PHYS 2110

POLITICAL SCIENCE

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

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

PSYCHOLOGY

PSY 1010  General Psychology  3 Credits
An introduction to theoretical perspectives, psychological terminology, and major theories and theorists. Spring and Fall

PSY 1170  Honors General Psychology  3 Credits
Enriched version of PSY 1010. An introduction to and analysis of psychological terminology, major theorists, and theoretical perspectives in the context of current publications and Internet resources. On Demand  Prerequisite(s): ACT composite of 23 or 3.0 college-level GPA

PSY 2010  Biological Basis of Behavior  3 Credits
Course includes basic anatomy and physiology of the brain and nervous system. Understanding the biological determinants of human behavior is the focus of study. Emphasized is the role of biological systems in learning, perception, emotion, memory and mental illness. Spring and Fall  Prerequisite(s): PSY 1010

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

PSY 2200  Behavior & Experience  3 Credits
Behavioral and phenomenological analysis of individuals and their development in natural environments. Spring and Fall  Prerequisite(s): PSY 1010 or equivalent; or consent of instructor

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

READING

DSPR 0700  Basic Reading W/Lab  3 Credits
This is the first reading course for native speakers of the English language. The course promotes effective literal comprehension at the paragraph level through prereading and note taking, vocabulary development, increasing reading speed and efficiency, and strategies to aid concentration and memory. Spring and Fall

DSPR 0800  Developmental Reading W/Lab  3 Credits
The developmental reading course presents effective comprehension techniques for college-level selections. The course emphasizes (a) organizational strategies for retention and recall, (b) typographical devices and cues to the organization of ideas, (c) reasoning and analysis for critical comprehension, (d) flexible reading rate, and (e) vocabulary development activities. Spring and Fall

Meet Pellissippi State and Tennessee Board of Regents minimum degree requirements. Transfers as equivalent course to the University of Tennessee, Knoxville.
REAL ESTATE

REA1200 Real Estate Law 2 Credits
The basic legal ramifications and standing of real property contract instruments in view of common law precedents, federal and state statutes and miscellaneous agency interpretations. Ethical conduct and standard behavior in the brokerage of real property. On Demand

REA1300 Real Estate Finance 2 Credits
Basic sources of lending for residential and income property, including FHA, VA and conventional loans; sources of commercial loans for income property. Current events and trends of real property.

REA1500 Real Estate Office Management 2 Credits
Management challenges confronting today’s real estate business. Topics include education and training of salespeople, management communications, and managerial functions. On Demand

REA1600 Real Estate Appraising 2 Credits
Appraising residential property by comparative sales, unit cost and gross rent multiplier. Topics include purposes of appraisals, property values, neighborhood and site analysis, market conditions and appraisal terminology. On Demand

RETAIL AND CONSUMER SCIENCES

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

SOCIAL WORK

★SWK 2000 Introduction to Social Work 3 Credits
Emergence of the social work profession; professional mission, skills and values, practice settings, client groups, helping services, career patterns, practice methods. Designed to assist students in selecting a career in social work. On Demand

★SWK 2050 Social Welfare 3 Credits
An investigation of the social welfare institution and its development, structure, and function. Course focuses on social services delivery modes and the impact of political, economic, and social policies. On Demand

SOCIOLOGY

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

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

SOC 1100 Introduction to Criminal Justice 3 Credits
Conceptions of the criminal justice system, the nature and extent of crime, with an emphasis on the functions of the criminal justice system such as, criminal deviation, law enforcement agencies, judicial agencies, and correction agencies with major emphasis in criminal justice administration. On Demand

SPANISH

SPAN 1000 Technical Spanish 3 Credits
Beginning-level Spanish with focus on functional use of the language in specific contexts: for medical personnel, police, day-care personnel, other businesses, etc. On Demand

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
SPAN 1010  Beginning Spanish I  3 Credits
Introduction to Spanish. Conversation, grammar, composition, vocabulary building, reading. Listening and practice materials on tapes. Language laboratory required. Spring and Fall

SPAN 1020  Beginning Spanish II  3 Credits
Continuation of SPAN 1010. Spring and Fall Prerequisite(s): SPAN 1010 or one year of high school Spanish

SPAN 2020  Intermediate Spanish II  3 Credits
Continuation of SPAN 2010. Spring and Fall Prerequisite(s): SPAN 2010 or equivalent

SPAN 2510  Spanish Conversation  3 Credits
Spanish conversation and composition: Focus is on functional aspects of speaking and writing to increase proficiency through sustained, topic-related conversations and written compositions, with grammar review. On Demand Prerequisite(s): SPAN 2020 or four years of high school Spanish or equivalent life experience.

SPH 1000  Introduction to Speech Communication  3 Credits
Fundamental theories and practices with particular reference to intrapersonal, interpersonal, group, organizational, and public communication. On Demand

SPH 2000  Developing Speech Confidence  1 Credit
Techniques and practices for coping with apprehension about oral communications or stage fright. Recommended for those who are currently enrolled in SPH 2100 or 2400 and desire further work in dealing with readiness. Spring and Fall

SPH 2100  Public Speaking  3 Credits
Principles and practices of the oral communication process, with a primary emphasis on extemporaneous public speaking. Course will incorporate research and planning, audience demographics, topic selection, small and large group communication, listening, reasoning, and evaluation skills. Spring and Fall Corequisite(s): ENGL1010

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

SPH 2400  Business & Professional Speaking  3 Credits
Principles and practices of oral communication within business and civic organizations including public speaking, group decision making through consensus building and parliamentary procedure, interviewing for information, and reflective listening. Spring and Fall Corequisite(s): ENGL 1010

SPH 2800  Oral Interpretation  3 Credits
Art of reading aloud; development of interpretative techniques—both individual and group—and their application to selected passages of prose, poetry and drama. On Demand

THEATRE

THEA 1030  Introduction to Theatre  3 Credits
Understanding theatre thought, philosophy, aesthetics, historical perspective and production practices. Spring and Fall
THEA1311  Play Production  3 Credits  
Practical experience in a laboratory setting in the different phases of putting on a play, including staging, lighting, publicity, makeup and directing. The course will culminate in a fully staged production. Spring and Fall  

★THEA2200  Acting I  3 Credits  
The mechanics of acting in terms of physical movement, body control and character-building techniques. Students will select and interpret various roles in class. Spring and Fall  

★THEA2210  Acting II  3 Credits  
The further exploration of acting techniques through exercises, scene work and period/style study. Spring  

THEA2250  Creative Drama  3 Credits  
Innovative methods of improvisational drama to develop creative thinking, improve oral and written communication and learn dramatic structure. An emphasis is on problem solving through playwriting. The techniques can be used in theatre, education, therapy, childcare and recreation. On Demand Prerequisite(s): ENGL 1010  

★THEA2260  Voice & Diction  3 Credits  
The study and application of voice production; attention to individual speech problems and needs. Fall  

THEA2280  Movement for the Stage  3 Credits  
Basic skills, concepts, and techniques of movement and self-use for the stage. Basic exercises from varied movement disciplines are taught. On Demand Prerequisite(s): THEA 2200 or consent of instructor  

THEA2311  Play Production II  3 Credits  
Practical experience in a laboratory setting in the different phases of play production. Intermediate-level production with a writing assignment required. May be repeated once for credit (maximum of 6 hours). On Demand Prerequisite(s): THEA 1311 or permission of instructor  

THEA2998  Theatre Production Internship  3 Credits  
Course designed to afford students practical experience in conjunction with the Smoky Mountain Shakespeare Festival or other in-house productions. Opportunities in acting, technical theatre, design, marketing/publicity and tourism/hospitality will be available. On Demand Prerequisite(s): Permission of instructor and approval of department head or program coordinator  

VIDEO PRODUCTION TECHNOLOGY  
(SEE MEDIA TECHNOLOGIES)  

WEB TECHNOLOGY  
(SEE MEDIA TECHNOLOGIES)  

WOMEN’S STUDIES  

◆★WMN 2200  Women in Society  3 Credits  
An interdisciplinary analysis of women’s roles and opportunities in the United States based on current research in the social sciences. Attention will also be given to the changes in women’s societal roles throughout history. Spring and Fall  

◆ Meets Pellissippi State and Tennessee Board of Regents minimum degree requirements. ★ Transfers as equivalent course to the University of Tennessee, Knoxville.
Faculty & Staff

PRESIDENT'S STAFF

ALLEN G. EDWARDS
President

JAMES BRUNS
Vice President, Academic and Student Affairs

ROBERT G. BRYAN
Vice President, Information Services

RONALD R. KESTERSON
Vice President, Business and Finance

SARAH SMITH
Administrative Assistant to the President

SUZANNE L. WALKER
Director, Internal Audit

PEGGY M. WILSON
Vice President, College Advancement/
Executive Director, Foundation

SHARON YARBROUGH
Director, Institutional Effectiveness, Research and Planning

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CYNTHIA DEMPSTER
Department Head, Business and Computer Technology

MARGARET ANN JEFFRIES
Department Head, Engineering and Media Technologies

JAMES KELLEY
Department Head, Natural and Behavioral Sciences

LOIS REYNOLDS
Department Head, English

CATHERINE WILLIAMS
Department Head, Mathematics

ANTHONY WISE
Department Head, Liberal Arts

In This Section:
- Faculty and Staff Names, Titles, Departments and Degrees
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Bachelor of Music, North Texas State University
Master of Music, North Texas State University

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M.A. in Educational Administration,
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Ph.D. in Secondary Education,
University of Alabama

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Master of Mathematics, University of Tennessee

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M.A. in English, Memphis State University

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B.A. in Liberal Arts, University of Tennessee
M.B.A., University of Tennessee

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B.S. in Education, University of Tennessee
M.S., Auburn University
Master of Mathematics, University of Tennessee

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B.A. in Philosophy, Western Illinois University
M.A. in Psychology, University of Tennessee
M.L.S., University of Illinois
Ph.D. in Philosophy, University of Illinois

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M.S. in Computer Science, Vanderbilt University

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Broward Community College
B.A. in Art Education, University of Florida
B.F.A. in Painting and Printmaking,
University of Miami
M.F.A. in Painting, University of Miami

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B.A. in English, Rhodes College
M.A. in English,
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M.A. in Psychology,
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A.A., Undeclared, Portland Community College
B.G.S. in General Studies, Brigham Young University

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M.S. in Computer Science,
University of Tennessee

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M.A. in Economics, University of Tennessee

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M.S. in Curriculum and Instruction,
University of Tennessee

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B.S. in Business Administration and Economics,
Georgetown College
M.S. in Mathematics,
Eastern Kentucky University
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M.S. in Soil Science/Economics/Education,
South Dakota State University
Ph.D. in Soil Science/Ecology/Geology,
University of Wisconsin

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B.S. in Public Relations/Mass Communication,
Central Missouri State University

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B.A. in Spanish, University of Tennessee
M.S. in Education, University of Tennessee

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M.A. in Mathematics Education,
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B.S. in Mathematics,
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M.Ed. in Community and Occupational
Programs in Education,
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B.S. in Public Relations, Weber State College
M.A. in Speech and Communications,
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M.B.A., University of Tennessee

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Ph.D., University of Florida

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M.S. in Education, Illinois State University
M.L.S., University of Tennessee

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A.D. in General Studies, Queens College
B.A. in English, Queens College
M.A. in Teaching of English,
Columbia University

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Second Language
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M.S. in English as a Second Language,
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Master of Music, Southern Baptist
Theological Seminary
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M.S. in Biology Education,
Troy State University
M.S. in Chemistry,
Georgia Institute of Technology

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B.S. in Secondary Education-Business Education, University of Northern Alabama
M.A. in Secondary Education-Business Education, George Peabody College for Teachers

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B.S., The Citadel
M.S., University of Florida
Ph.D. in Engineering, University of Florida

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B.S. in Computer and Information Science,
Oakland University
M.S. in Computer Science,
Michigan State University
M.Ed. in Mathematics, Rivier College

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B.S. in Business Education,
University of Tennessee
M.S. in Business Education,
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LINDA SMITH-STATON—Associate Professor
Natural and Behavioral Sciences
B.S. in Animal Science, University of New Hampshire
M.S. in Animal Science, University of Tennessee

ANN SNODGRASS—Associate Professor
Business and Computer Technology
B.S. in Accounting, University of Tennessee
M.B.A. in Accounting, University of Tennessee
Certified Public Accountant

ALLEN SNYDER—Adjunct Faculty
Liberal Arts
Regents B.A., West Virginia University
M.A. in Philosophy, University of Tennessee

KATHLEEN SPILLANE—Adjunct Faculty
Liberal Arts
Bachelor of Music, University of Tennessee
Master of Music, University of Tennessee

RALPH CHRISTOPHER SPRUIEL—Adjunct Faculty
Natural and Behavioral Sciences
Bachelor of Education, University of Tennessee
B.S. in Physical Education, University of Tennessee

LAURIE STAPLETON—Associate Professor
English
B.A. in English/History, Jacksonville State University
M.A. in English, Auburn University

JILL STAPLETON-BERGERON—Adjunct Faculty
Liberal Arts
B.A. in Music, Emory and Henry College
M.A. in Speech, Louisiana State University
Ph.D. in Theatre, Louisiana State University

FREDERICK STEPHENS—Associate Professor
Engineering and Media Technologies
B.S. in Industrial Education, University of Tennessee
M.S. in Safety Education, University of Tennessee

ROBERT STERN—Associate Professor
Mathematics
B.A. in Mathematics, State University of New York
M.S. in Applied Mathematics, State University of New York

LINDA STREEBECK—Assistant Professor
Mathematics
B.A. in Mathematics, University of Tennessee
M.S. in Curriculum and Instruction, University of Tennessee

JANE STROUD—Adjunct Faculty
Natural and Behavioral Sciences
B.S. in Education, University of Tennessee
M.S. in Physical Education, University of Tennessee

KATHY STRUNK—Adjunct Faculty
Mathematics
B.S. in Mathematics and Education, North Carolina State University

LINDASTUTZENBERGER—Associate Professor/Program Coordinator, Music
Liberal Arts
Bachelor of Music, University of Kentucky
Master of Music, George Peabody College for Teachers
Doctor of Musical Arts, University of Maryland

CLAIRESUDDETH—Instructor
Mathematics
B.A. in Mathematics, University of Michigan
M.S. in Mathematics, University of Tennessee

ANNE SWARTZLANDER—Professor
Business and Computer Technology
B.S. in Retailing, Iowa State University
M.S. in Consumer Economics and Marketing, Ohio State University
Ph.D. in Consumer Economics and Marketing, Ohio State University
KENNETH WAYNE—Assistant Professor/Program Coordinator, Electrical Engineering Technology
Engineering and Media Technologies
B.S. in Electrical Engineering, University of Tennessee
M.S. in Electrical Engineering, University of Tennessee
Licensed Professional Engineer

STEWARD TAYLOR—Assistant Professor
Engineering and Media Technologies
B.A. in Graphic Design, University of Tennessee

BENJAMIN THOMAS JR.—Adjunct Faculty
Mathematics
B.S., Tuskegee Institute
M.S. in Mathematics, University of Tennessee
Ph.D. in Management Science, University of Tennessee

DONALD THOMAS—Associate Professor
Liberal Arts
B.S. in English and Speech, University of Tennessee
M.A.C.T. in Speech and Theatre, University of Tennessee

MARY ANN (SUSAN) THOMAS—Assistant Professor
English
B.A. in English, University of Louisville
M.S. in English, University of Louisville

JOANNE THOMASSON—Professor/Director, Developmental Studies Program
Mathematics
B.S. in Liberal Arts/Mathematics, University of Tennessee
M.S. in Mathematics Education, University of Tennessee
Ph.D. in Education, University of Tennessee

JOHN TOMLINSON—Adjunct Faculty
Engineering and Media Technologies
B.S. in Education, University of Tennessee
M.S. in Related Art, University of Tennessee

DONALD TROTTER—Adjunct Faculty
Liberal Arts
B.A. in History, Georgia State College
Master of Divinity, Emmanuel School of Religion
Ph.D. in History, University of Tennessee

LARRY VINCENT—Adjunct Faculty
Liberal Arts
Bachelor of Music, University of Tennessee
Master of Music, University of Tennessee

DAVID VINOSON—Associate Professor
Mathematics
B.A. in Mathematics, University of Tennessee
M.S. in Mathematics, University of Tennessee

SUZAN (JACKIE) VOGL—Professor
Mathematics
B.A. in Mathematics, Carson-Newman College
M.S. in Mathematics, University of Tennessee
M.S. in Curriculum and Instruction, University of Tennessee
Ed.D. in Education, University of Tennessee

SUZAN VOIGT—Adjunct Faculty
English
M.A. in English, College of William and Mary

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Liberal Arts
Bachelor of Music, University of Tennessee

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B.S. in Mathematics, Concord College
Master of Mathematics, Western Kentucky University
Specialist in Education, University of Tennessee

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B.S. in Education, Georgia Southern University
M.S. in Business Education, University of Tennessee

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B.A. in Mathematics, University of Tennessee
Master of Mathematics, University of Tennessee

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B.S. in Business Administration, University of Tennessee
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Network and Technical Services
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Technician
Engineering and Media Technologies

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Network and Technical Services

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Network and Technical Services

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Business Services

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Natural and Behavioral Sciences

GYPSY HARRILL—Administrative Secretary
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Institutional Effectiveness, Research and Planning

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Network and Technical Services

CYNTHIA HICKS—Technical Clerk
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Division Street Campus

TODD HOWARD—Horticulture Technician 2
Facilities

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Student Support Services

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Natural and Behavioral Sciences

LYNNHYMAN—VMS Systems Coordinator
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Admissions and Records

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Student Life and Recreation

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ALCOA/Industrial and Contract Training

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Curriculum

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Business Services

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Facilities

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Network and Technical Services

DONNA MACK—Admissions and Records
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Magnolia Avenue Campus

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Heart of Knoxville Career and Resource Center

GAIL MAPLES—Housekeeper
Facilities

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Applications Programming Support

HELEN JOAN MATHES—Maintenance Utility Worker
Facilities

RHONDA MATTINGLY—Secretary 3
Blount County Center

BRYAN MAY—Career Specialist
Heart of Knoxville Career and Resource Center

EILEEN MAYNARD—Account Clerk Supervisor
Business Services

CHERYL McBATH—Technical Clerk
Business Services

DARELL McBEE—Maintenance Worker
Facilities

EILEEN McALLISTER—Technical Clerk
Institutional Effectiveness, Research and Planning

KAYE McCARTT—Administrative Secretary
Foundation

SARAH McMURRAY—Coordinator
Services for Students With Disabilities

REBECCA MILAM—Student Assistance Coordinator
Counseling

LARRY MORGAN—Computer Technician
Network and Technical Services

JOE MORIN—Assistant Coordinator, Adult Education Program
Learning and Testing Center

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Grant Development

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Foundation

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Educational Technology Services

PETER NERZAK—Director
Library Services

JOAN NEWMAN—Director
Learning and Testing Center

CAROL NICOLLS—Computer Operations Specialist
Business Services

CYNTHIA NOLES—Executive Assistant
Business and Finance

JAMES NORMAN—Maintenance Worker
Facilities

WANDA NORMAN—Library Assistant 3
Library Services

MIKE NORTH—Assistant Dean
Division Street Campus
GLENDON OLIVER—Admissions and Records Clerk
Admissions and Records

BRENDA O’NEAL—Computer Laboratory Technician
Network and Technical Services

PHYLLIS PACE—Director Counseling

JO ANN PANTANIZOPOULOS—Coordinator, Educational Resources Center
Division Street Campus

MELANIE PARADISE—Manager, Records and Articulation
Admissions and Records

DONNA PASTERNAK—Account Clerk 3
Budget and Payroll

JASON PATTERSON—Computer Technician
Network and Technical Services

PATRICIA PEACE—Director Financial Aid

LINDA PETERSON—Director
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JULIA PHILLIPS—Financial Aid Clerk
Financial Aid

LINDA PINKARD—Associate Vice President, Student Affairs and Satellite Campuses
Academic and Student Affairs

CONNIE POINTER—Technical Clerk
Admissions and Records

DEBORAH PORTER—Specialist
Small Business Development Center

BONNIE POWELL—Administrative Secretary
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RENEE PROFFITT—Director
Business Services

KAREN QUEENER—Director
Human Resources

JUDITH RADFORD—Financial Aid Officer
Financial Aid

NANCY RASNAKE—Executive Assistant Information Services

MICHAEL ANDY RAYFIELD—Engineering Laboratory Technician
Engineering and Media Technologies

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Facilities

GERALD RICHARDSON—Engineering Laboratory Technician
Business and Computer Technology

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Heart of Knoxville Career and Resource Center

RANDY RIMMER—Maintenance Mechanic
Facilities

JANA ROBINSON—Library Assistant 3
Blount County Center

YOLANDA ROEBUCK—Secretary 3
Business and Computer Technology

LARRY ROSSINI—Specialist
Small Business Development Center

BILL RUFFNER—Electrician Lead Worker
Facilities

JOHN RUPPE—Maintenance Utility Worker
Facilities

DORIS RUTLEDGE—Secretary 3
Placement

ANN SATKOWIAK—Director Services for Students With Disabilities

ROBERT SAYLES—Electronic Technician
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BEVERLY SCOTT—Computer Technician
Network and Technical Services

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Instructional Programs

JANESHELTON—Secretary 2
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Business Services
NORMA SLONE—Telecommunications Specialist
Network and Technical Services

DAVID SMITH—Coordinator, Web Authoring Services
Community Relations

KAY SOLITRO—Analyst 1
Applications Programming Support

VICTORIA SPENCE—Engineering Laboratory Technician
Engineering and Media Technologies

RICKEY SPENCER—Maintenance Worker
Facilities

CHARLES STINNETT—Computer Technician
Network and Technical Services

RHODA STONE—Counselor
Counseling

CINDY TANNER—Coordinator, Publications
Community Relations

KIM THOMAS—Activities Coordinator
Student Life and Recreation

ROSYLYN TILLMAN—Assistant Dean
Magnolia Avenue Campus

SANYA TINGLE—Specialist
ALCOA/Industrial and Contract Training

BRIAN TODD—Director
Student Support Services

CHRIS TORRENCE—Computer Technician
Network and Technical Services

LEIGH ANNE TOUZEAU—Director
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MELINDAWILLIAMS—Financial Aid Assistant
Financial Aid

MARY TULLOCK—Financial Aid Supervisor
Financial Aid

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Learning and Testing Center

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Admissions and Records

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DAVID WALTON—Director
Facilities

GEORGE WARLICK—Technical Clerk
Business Services

DAVID WATSON—Horticulture Technician 1
Facilities

ROBINSON WATSON—Director
Industrial and Contract Training

WILLIAM WELSH—Specialist
Small Business Development Center

TAMELA WHEELER—Assistant Coordinator, ESL/Teacher, Adult Education
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Engineering and Media Technologies

TRAVIS WHITSON—Maintenance Utility Worker
Facilities

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Financial Aid

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Educational Technology Services

CHRIS WILLIAMS—Transcript Analyst
Admissions and Records

LOIS WILLIAMS—Coordinator, Information Technology Support
Network and Technical Services

MELINDAWILLIAMS—Financial Aid Assistant
Financial Aid

NAOMI WILLIAMS—Coordinator, Educational Resources Center
Magnolia Avenue Campus

STEPHEN WILSON—Shipping and Receiving Clerk
Facilities

BRENT TOWNSEND—Switchboard Operator
Network and Technical Services

JULIA WOOD—Director
Community Relations

BILLY WOODY—Computer Technician
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NANCY WRIGHT—Secretary 3
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Academic Calendar. A list of dates found at the beginning of each college Catalog and Handbook. It includes dates for Final Registration, Priority 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.

Academic Record. Student file folders transferred from Admissions and Records and permanent record cards prior to fall 1985 are maintained in Admissions and Records. 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.

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 East Tennessee State University, Johnson Bible College, Maryville College, Tennessee Technological University, Tusculum College and the University of Tennessee, Knoxville. 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. Information on articulation agreement requirements can be obtained from academic advisors, the Student Assistance Center and the Curriculum Office.
**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.

**CBASE 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 an articulation 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.
**Directory Information.** The following can be designated by institutions as directory information: name, address, telephone number, date and place of birth, major field of study, participation in 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, and e-mail address. Directory information may be disclosed to any person requesting such information without the consent of the student. A student who does not wish directory information released without consent should provide written notification to Admissions and Records. The following is not designated as directory information: Social Security number/student ID number, race/ethnicity/nationality, gender, and grades.

**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.

**Educational Institution.** Schools or other entities that provide educational services and are attended by students.

**Educational Agencies.** Entities that are authorized to direct and control public K-12 or higher education institutions.

**Educational Records.** All records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on the behalf of the agency or institution. Exceptions to educational records include the following: sole possession records, employment records (unless contingent on attendance), law enforcement records, medical/health records and alumni records (or those that only contain information about a student after he or she is no longer a student).

**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) 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. (8) Candidates for a second associate’s degree must meet the following requirements: (a) The first degree must have been awarded by Pellissippi State or another associate’s degree-granting institution of higher learning; (b) a minimum of 20 semester hours of course work must have been completed at Pellissippi State after requirements for the first associate’s degree; (c) all curriculum requirements for Pellissippi State must be met; and (d) a 2.0 grade point average must be attained on all college-level course work.

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 Educational Resources Center (Library), the center provides free tutoring in a variety of subjects. They also provide makeup and standardized testing for students.

**Legitimate Educational Interest.** 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.

**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 course work in math and/or English, students may be required to take the placement test to determine level of proficiency.

**Prerequisite.** A requirement that must be met before enrolling in certain courses.

**Priority Registration.** The earliest opportunity to register for classes. Check the academic calendar in the Catalog and Handbook or the Schedule of Classes for dates.

**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.
School Officials. Pellissippi State administrators, faculty and staff. Only those individuals with a genuine need to know based on a legitimate educational interest may have access to a student’s records.

Semester. The 16-week period in fall and spring during which courses meet and final exams occur. There are also summer terms during which a student may complete a semester of course work.

Site Campuses. Pellissippi State offers courses and services at four primary locations: Hardin Valley, Division Street, Blount County, and Magnolia Avenue.

Special Student. Any non-degree-seeking student. Students who are listed in this category do not get transcript and/or A89 high school evaluation until they switch to a degree-seeking major. Special students are not eligible for financial aid.

Student. Any individual who is or has been in attendance at an institution and regarding whom the institution maintains educational records.

Syllabus. The outline of course objectives, contents and requirements for a course.

TBR Common Course Numbering. To eliminate unnecessary repetition of course work by students transferring to institutions within the Tennessee Board of Regents (TBR) system, a common course prefix and numbering system has been developed for all TBR institutions. 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).

Transcript. An official record of academic history, provided by high school or other colleges previously attended.

Transfer Policies. The policies and conditions of eligibility at receiving institutions that determine the amount of credit awarded.

Transfer Program. A curriculum designed for transfer to a four-year college or university (also called University Parallel Program).

Transfer Credit. Credit awarded by a receiving college or university for equivalent course work.

University Parallel Program. A curriculum designed for transfer to a four-year college or university (also called Transfer Program).

University Parallel Guarantee. See Community College Guarantee.
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