Pellissippi State is a
Tennessee Board of Regents Institution

(865) 694-6400 • www.pstcc.edu

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Karen Queener, SPHR
Director of Human Resources and Affirmative Action;
AA/EEO Officer; ADA, 504, Titles VI & IX Coordinator
Pellissippi State Technical Community College
J.L. Goins Administration Building, Room 204
10915 Hardin Valley Rd.
P.O. Box 22990
Knoxville, TN 37933-0990
(865) 694-6607

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
10915 Hardin Valley Rd.
P.O. Box 22990
Knoxville, Tennessee 37933-0990
(865) 694-6751 (Voice/TDD)

NOTICE ON CHANGES

The course offerings and requirements of the institution are continually under examination and revision. This Catalog 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 - Enrollment Services
Course Offerings - Department offering course
Degree Requirements - Office of the Vice President of Learning
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.
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THE COLLEGE

In This Section:

• A Brief History
• Mission
• Campuses and Maps
• Telephone and Room Numbers
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 Technical Community College, and enrollment grew quickly.

As of fall 2007, a record-breaking 8,608 credit students were enrolled and even more non-credit students attended Pellissippi State.

The College continues to support and develop career/technical associate’s degrees and institutional certificates, 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.
MISSION

The mission of Pellissippi State Technical Community College is to serve the needs of its community by providing quality college courses and programs, along with appropriate student support and preparation, and by meeting a broad spectrum of community needs, including training and workforce development, educational support, life enrichment, and civic and cultural advancement.

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 institutional certificates 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 System, the College seeks to develop and maintain effective student transfer agreements with TBR universities, the University of Tennessee, and private colleges and universities of the region. In all programs and services, Pellissippi State continually emphasizes the value of diversity among students, personnel and other constituencies. Services are provided without regard to age, gender, veteran status, religion, race, national origin or disability unrelated to program performance.

Pellissippi State is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4501, to award Associate of Arts, Associate of Science, and Associate of Applied Science degrees.
Pellissippi State offers programs, courses and services at four primary locations. Maps are provided below and on the following pages to the Pellissippi Campus, the Division Street Campus, the Magnolia Avenue Campus, the Blount County Center, and for Pellissippi Campus parking. The College also offers courses at other locations in Knox and Blount counties to meet the educational needs of its service area.

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

**Division Street Campus**
3435 Division Street
Knoxville

**Blount County Center**
Middlesettings Road
Alcoa

**Magnolia Avenue Campus**
1610 E. Magnolia Avenue
Knoxville
F – Faculty/staff parking

O – Open parking

V – Visitor parking—
   30-minute limit
   (No student parking anytime)

M – Motorcycle parking

– Disabled parking

GN J.L. Goins Administration Building
AL Lamar Alexander Arts & Sciences Building
MC Ned R. McWherter Technology Building
Port Portable Buildings
ER Educational Resources Center (ERC)
BA Bagwell Center for Media & Art
SR Student Recreation Center (the Bubble)
PAC Performing Arts Center
IC Information Center
PP Physical Plant

Designated smoking areas

No student parking in “F” parking lots or in
loading zone behind Goins Building
The area code for all locations is 865.

### Emergencies: 694-6649

| General Information (Pellissippi Campus) | 694-6400 |
| Division Street Campus | 971-5200 |
| Magnolia Avenue Campus | 329-3100 |
| Blount County Center | 681-1064 |

Abbreviation Key: GN—Goins Building  
AL—Alexander Building  
BA—Bagwell Building  
MC—McWherter Building  
ER—Educational Resources Building  
SR—Student Recreation Center

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<th>Building/Room</th>
<th>Phone</th>
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<tr>
<td>Academic Advising, Articulation and Curriculum</td>
<td>539-7219 GN128</td>
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<td>Admissions (Enrollment Services)</td>
<td>694-6400 GN102</td>
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<td>Adult Education</td>
<td>539-7109 ER330</td>
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<td>Affirmative Action</td>
<td>694-6607 GN204</td>
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<td>Bookstore</td>
<td>694-6642 GN148</td>
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<td>Business and Community Services</td>
<td>539-7167 AL108</td>
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<td>Business and Computer Technology</td>
<td>694-6656 MC252</td>
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<td>Business Office</td>
<td>694-6608 GN221</td>
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<td>Cafeteria</td>
<td>694-6615 GN151</td>
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<tr>
<td>Cashier</td>
<td>694-6605 GN214</td>
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<tr>
<td>Computer Helpdesk</td>
<td>694-6537 ER327</td>
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<td>Continuing Education (Business and Community Services)</td>
<td>539-7167 AL108</td>
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<td>Cooperative Education</td>
<td>694-6559 GN105</td>
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<td>Council of Student Advocates (COSA)</td>
<td>694-6408 GN146B</td>
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<td>Counseling Office</td>
<td>694-6556 GN123</td>
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<td>Disabilities, Services for Students With</td>
<td>539-7153 GN127</td>
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<td>Engineering and Media Technologies</td>
<td>694-6483 MC246</td>
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<td>English</td>
<td>694-6708 MC329</td>
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Enrollment Services ................................................694-6549 GN114
Financial Aid/Veterans Affairs .........................694-6565 GN101C
Foundation/Alumni Affairs ................................694-6528 GN255
Human Resources and Affirmative Action ...........694-6607 GN204
Internships, Business and Computer Technology ....694-6597 MC251
Learning, Vice President of .................................694-6523 GN212
Learning and Testing Center ...............................694-6454/539-7079 ER330
Library ..................................................................694-6516 ER103
Liberal Arts ..........................................................694-6475 MC240
Lost and Found.....................................................694-6646 GN141
Marketing and Communications .........................694-6405 GN249
Mathematics .........................................................694-6450 AL201B
Natural and Behavioral Sciences .........................694-6685 AL202
Non-credit Courses (Business and Community Services) .......539-7167 AL108
Open Lab .............................................................539-7116 ER327
Pellissippi Press ......................................................694-6698 AL216
Placement .............................................................694-6559 GN105
President, Office of the ...........................................694-6616 GN211
Records (Enrollment Services) ..............................694-6549 GN114
Safety/Security ......................................................694-6646 GN141
Safety/Security (emergency only) .........................694-6649 GN141
Student Assistance Center .................................694-6556 GN123
Student Life and Recreation ...............................694-6555 GN162
Student Recreation Center .................................694-6576 SR102
Student Success and Enrollment Management, Vice President of .................................539-7188 GN105
Testing (GED) .......................................................694-6752 ER330
Testing (Exit, Makeup, Placement) .....................694-6454 ER330
Tutoring .............................................................694-6454 ER330
University Connection .........................................694-6449 AL217
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 accelerated sessions during each of the fall, spring and summer semesters. Visit www.pstcc.edu for the current semester’s accelerated session dates, payment deadlines, registration days and other important due dates.

**FALL SEMESTER 2008**

Registration .................................................April 7-August 20
Financial Aid Application Priority Deadline .......................July 28
New Faculty Report ........................................August 11
Deadline to Pay Fees for Registration
That Occurred on or Prior to August 12 ..........................August 12
All Faculty Report ............................................August 13
Application/Registration Deadline .................................August 20
Deadline to Take Placement Test .................................August 20
Deadline to Pay Fees for Registration ...........................August 20
Deadline for 100% Refund .....................................August 22

**Classes Begin** ...........................................Saturday, August 23
Last Day to Add Classes ......................................August 27
Deadline to Change to or From Audit .........................August 29
Holiday, Labor Day, College Closed ...................September 1
Deadline for 75% Refund ...................................September 5
Deadline to Submit Waiver or Discount Forms ............September 5
Deadline to Drop a Class Without a Grade of “W” ..........September 5
Deadline for 25% Refund ...................................September 19
Spring & Summer “I” Grades (Incompletes) Change to “F” ...October 10
Fall Break .....................................................October 13-14
Deadline to Drop/Withdraw With a “W” Grade .............October 30
Registration for Spring 2009 .................................November 10-January 12
Registration for Summer 2009 ...............................November 10-May 21
Deadline for Completion of Intent to Graduate Forms &
Certificate Applications for Spring & Summer 2009 ......November 21

**Follow Monday Class Schedule** .............Wednesday, November 26
Holiday, Thanksgiving, College Closed .....................November 27-30
Last Day of Classes .........................................December 6
Exam Period ..................................................December 8-11
Grades Due in Enrollment Services .........................December 12, 4:30 p.m.
SPRING SEMESTER 2009

Registration .............................................. November 10-January 12
Financial Aid Application Priority Deadline ................. December 1
Deadline to Pay Fees for Registration
  That Occurred on or Prior to January 5 .................. January 5
Faculty Report ............................................. January 7
Application/Registration Deadline ......................... January 12
Deadline to Take Placement Test ........................... January 12
Deadline to Pay Fees for Registration ..................... January 12
Deadline for 100% Refund ................................. January 14

Classes Begin ............................................. January 15
Holiday, Martin Luther King Jr.’s Birthday, College Closed ..................... January 19
Last Day to Add Classes ...................................... January 20
Deadline to Change to or From Audit ....................... January 21
Deadline for 75% Refund .................................... January 28
Deadline to Submit Waiver or Discount Forms ................. January 28
Deadline Day for 25% Refund ................................ February 10
Fall “I” Grades (Incompletes) Change to “F” .................... March 6
Spring Break for Students ................................... March 8-15
Foundation Scholarship Application
  Priority Deadline for Fall 2009 ........................... March 15
Deadline to Drop/Withdraw With a “W” Grade .............. March 27
Registration for Summer 2009 .............................. April 6-May 21
Registration for Fall 2009 ................................... April 6-August 26
Deadline for Completion of Intent to Graduate Forms &
  Certificate Applications for Summer & Fall 2009 .......... April 17

Follow Monday Class Schedule ......................... Thursday, April 9
Holiday, College Closed ................................. April 10-12
Last Day of Classes ........................................ May 2
Exam Period .................................................. May 4-7
Grades Due in Enrollment Services .......................... 4:30 p.m., May 8
Commencement ............................................. May 8
SUMMER SESSION 2009/FULL TERM (EIGHT WEEKS)

In addition to the eight-week session listed below, the College offers four-week sessions during the summer. Visit www.pstcc.edu for details.

Registration .......................................................... November 10-May 21
Financial Aid Application Priority Deadline ....................... April 27
Deadline to Pay Fees for Registration
That Occurred on or Prior to May 18 ................................. May 18
Application/Registration Deadline ................................. May 21
Deadline to Take Placement Test for Full-Term Courses ....... May 21
Deadline to Pay Fees for Registration ............................. May 21
Deadline for 100% Refund for Full-Term Courses ............... May 22
Holiday, Memorial Day, College Closed .......................... May 25
Classes Begin .......................................................... May 26
Last Day to Add Classes ............................................. May 27
Deadline to Change to or From Audit ............................. May 27
Deadline to Drop a Class Without a Grade of “W” ............. June 8
Deadline for 75% Refund for Full-Term Courses ............... June 8
Deadline to Submit Waiver or Discount Forms for
  Full-Term Courses .................................................. June 8
Deadline to Drop/Withdraw From Full-Term Courses
  With a “W” Grade .................................................. July 1
Holiday, Independence Day, College Closed ..................... Friday, July 3
Last Day of Classes for Full-Term Courses ....................... July 21
Grades Due in Enrollment Services ............................... 4:30 p.m., July 22
FALL SEMESTER 2009

Registration ........................................... April 6-August 26
Financial Aid Application Priority Deadline ................ July 31
New Faculty Report .................................... August 17
Deadline to Pay Fees for Registration
  That Occurred on or Prior to August 18 ................. August 18
All Faculty Report ...................................... August 19
Application/Registration Deadline ......................... August 26
Deadline to Take Placement Test ........................ August 26
Deadline to Pay Fees for Registration .................... August 26
Deadline for 100% Refund ............................... August 28

Classes Begin ......................................... Saturday, August 29
Last Day to Add Classes ................................. September 2
Deadline to Change to or From Audit ..................... September 4
Holiday, Labor Day, College Closed ..................... September 7
Deadline for 75% Refund ................................ September 11
Deadline to Submit Waiver or Discount Forms ........ September 11
Deadline to Drop a Class Without a Grade of “W” .... September 11
Deadline for 25% Refund ............................... September 25
Spring & Summer “I” Grades (Incompletes) Change to “F” .... October 16
Fall Break ............................................... October 19-20
Deadline to Drop/Withdraw With a “W” Grade ........... November 5
Registration for Spring 2010 ......................... November 10-January 11
Registration for Summer 2010 ......................... November 10-May 27
Deadline for Completion of Intent to Graduate Forms &
  Certificate Applications for Spring & Summer 2010 ...... November 20
Follow Monday Class Schedule ......................... Wednesday, November 25
Holiday, Thanksgiving, College Closed .................. November 26-29
Last Day of Classes ..................................... December 12
Exam Period ............................................. December 14-17
Grades Due in Enrollment Services ...................... 4:30 p.m., December 18
SPRING SEMESTER 2010

Registration ..............................................November 10-January 11
Financial Aid Application Priority Deadline ......................December 1
Deadline to Pay Fees for Registration
  That Occurred on or Prior to January 4 .........................January 4
Faculty Report ..........................................................January 6
Application/Registration Deadline .................................January 11
Deadline to Take Placement Test ....................................January 11
Deadline to Pay Fees for Registration .............................January 11
Deadline for 100% Refund ................................................January 13
Classes Begin .............................................................January 14
Holiday, Martin Luther King Jr.’s Birthday, College Closed ....January 18
Last Day to Add Classes ..................................................January 19
Deadline to Change to or From Audit .................................January 20
Deadline for 75% Refund ..................................................January 27
Deadline to Submit Waiver or Discount Forms ..................January 27
Deadline to Drop a Class Without a Grade of “W” ................January 27
Deadline Day for 25% Refund ...........................................February 10
Fall “I” Grades (Incompletes) Change to “F” .....................March 5
Spring Break for Students ..............................................March 7-14
Foundation Scholarship Application
  Priority Deadline for Fall 2010 .................................March 15
Deadline to Drop/Withdraw With a “W” Grade ..................March 26

Follow Monday Class Schedule .................................Thursday, April 1
Holiday, College Closed .................................................April 2-4
Registration for Summer 2010 ......................................April 5-May 27
Registration for Fall 2010 ...........................................April 5-August 25
Deadline for Completion of Intent to Graduate Forms &
  Certificate Applications for Summer & Fall 2010 .................April 16
Last Day of Classes ...........................................................May 1
Exam Period .................................................................May 3-6
Grades Due in Enrollment Services .........................4:30 p.m., May 7
Commencement .........................................................May 7
SUMMER SESSION 2010/FULL TERM (EIGHT WEEKS)

In addition to the eight-week session listed below, the College offers four-week sessions during the summer. Visit www.pstcc.edu for details.

Registration ........................................... November 10-May 27
Financial Aid Application Priority Deadline ....................... May 3
Deadline to Pay Fees for Registration
  That Occurred on or Prior to May 24  ....................... May 24
Application/Registration Deadline ............................... May 27
Deadline to Take Placement Test for Full-Term Courses .... May 27
Deadline to Pay Fees for Registration  ......................... May 27
Deadline for 100% Refund for Full-Term Courses ............. May 28
Holiday, Memorial Day, College Closed ........................ May 31
Classes Begin ....................................... June 1
Last Day to Add Classes .................................... June 2
Deadline to Change to or From Audit ......................... June 2
Deadline to Drop a Class Without a Grade of “W” ........ June 14
Deadline for 75% Refund for Full-Term Courses .......... June 14
Deadline to Submit Waiver or Discount Forms for Full-Term Courses .................. June 14
Holiday, Independence Day, College Closed .................. Monday, July 5
Deadline to Drop/Withdraw From Full-Term Courses With a “W” Grade ............ July 8
Last Day of Classes for Full-Term Courses .................... July 27
Grades Due in Enrollment Services ......................... 4:30 p.m., July 28
In This Section:

- Degree Admission
- Admission of First-time Freshmen
- Additional Requirements for Admission of Transfer Students
- Awarding of Transfer Credit
- 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
- Registration
- Official Enrollment
- Cancellation of Scheduled Classes
- Drop, Add and Withdrawal Standards
- Dismissals
Pellissippi State serves the postsecondary educational needs of the community. The College develops specific admission policies consistent with the TBR policy. The College provides opportunities for collegiate education to all qualified applicants without regard to race, color, gender, sexual orientation, religion, national origin, age, veteran status or disability. In order to be admitted as a credit student, individuals must meet the requirements of admission to the category in which they are applying. Requirements reflect the academic background and/or basic academic competencies required to succeed in the various courses and programs.

Prospective students should write, phone or visit Enrollment Services 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**

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

- Submit a completed application for admission along with a nonrefundable application fee.
- Provide official academic transcripts and test results as applicable.
- Submit immunization documents:
  1. Certificate of Immunization or proof of two doses of measles, mumps and rubella (MMR) vaccines
  2. Hepatitis B health history form

**ADMISSION OF FIRST-TIME FRESHMEN**

**Graduation from high school.** Except as provided for below in the section on General Educational Development certificate (GED), applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. The high school transcript must be a regular or honors diploma. A special education diploma or certificate does not meet this requirement. 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 SAT scores. Applicants for admission as first-time freshmen must complete a placement test if they will be 21 years or older on the first day of class. Students with valid ACT or SAT scores on the first day of class may elect to submit their scores as a 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 will use them for advisement purposes and as a component in placement decisions.
ADDITIONAL REQUIREMENTS FOR 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:

- Official transcripts from each school previously attended must be submitted to Enrollment Services. A student cannot register for a second semester without having submitted all previous college transcripts.
- 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.

AWARDING OF TRANSFER CREDIT

Upon completion of a student’s file and the receipt of all college transcripts, Enrollment Services 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 Enrollment Services. Transfer credit will not be computed in a student’s grade-point average at Pellissippi State. Provided a grade of C or better was made in each course, 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. The following information may be required to evaluated 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.

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 Enrollment Services, (865) 694-6400, 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 above 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 dean for review.

4. The dean informs Enrollment Services of the transfer credit decision. Dean decisions regarding the awarding of transfer credit are final.

5. The Enrollment Services Office notifies the student of the transfer credit decision.

The appeals process is the same for students transferring from regionally and non-regionally 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 not attended Pellissippi State for six consecutive terms 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 grade-point average (GPA) 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 Pellissippi State and all other institutions of higher education for a minimum of four calendar years from last date of attendance are eligible for the program. A transfer applicant’s GPA 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 academic probation or other appropriate status.
Student Requirements

1. Separation from Pellissippi State and all other collegiate institutions for at least four calendar years
2. Formal application to Enrollment Services requesting Fresh Start and describing an academic plan 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
3. Completion of at least 15 semester hours of earned degree coursework with a minimum GPA 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, for degree or certification purposes, the student will forfeit the use 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-level 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 GPA 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 Enrollment Services, the student will be advised based on ACT test scores.
• Applicants for admission as first-time freshmen must complete a placement test if they will be 21 years or older on the first day of class. 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 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 Enrollment Services. 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.

If a student wishes to change to degree-seeking status, the student must meet the mandatory placement criteria for degree-seeking students. 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). Special students are not eligible for financial aid.

Requirements for High School Students

Dual enrollment of high school students. 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. The Dual Enrollment program is a cooperative effort between Pellissippi State and high schools in Knox and Blount counties and Pellissippi State and qualified home school students. Qualified high school students may accelerate their college education through dual enrollment courses; all requirements of both the high school and Pellissippi State must be met by students participating in the program.

Students enrolling in college-level courses must meet the requirements speci-
fied for admission of degree-seeking students and the requirements of the appropriate course syllabus, available at www.pstcc.edu/departments/adv/syllabi. To learn more about Pellissippi State’s Dual Enrollment program, contact the program coordinator, Kathy Byrd, (865) 981-5320 or kbyrd@pstcc.edu.

**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:

With the recommendation and approval of the high school principal and the assistant vice president of Enrollment Services, academically talented/gifted students enrolled in grades 9, 10, 11 or 12 in public or private high schools in Tennessee may 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.

**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

**Requirements for People Who Have Attended Other Colleges**

**People who 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 academic probation or other established condition.

**People who have earned 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, international studies, Student Recreation Center, technology and late registration fees. The application fee and all applicable special course fees will be charged. Developmental studies courses cannot be audited.

**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, international studies, 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 Cashier’s Office to be certified as eligible for either program.

**GENERAL PROVISIONS**

**Residency Classification.** Upon a student’s admission to the College, Enrollment Services classifies each student as resident or nonresident.

Enrollment Services may require proof of relevant facts regarding residency. Students who disagree with the initial decision may appeal to the manager of Enrollment Services. Students who still disagree may appeal in writing to the assistant vice president of Enrollment Services. Go to this Web page for an Application for In-State Residency: www.pstcc.edu/departments/admissions/residency_application.pdf

**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 request to be awarded transfer credit must have their academic transcripts evaluated by an educational credential service located in the United States. Copies of
the credit recommendations from the educational credential service must be
provided, in addition to copies of English-translated transcripts from col-
leges/universities attended. Transfer credit awarded will take into consider-
ation the credit recommendations provided by the educational credential
service. Students should contact the international student 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 financial resources to pay for the cost of
  school attendance in U.S. currency. The financial verification documenta-
tion must be current and must be issued 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 tuber-
culosis or has potential tuberculosis requiring medical treatment, contin-
ued enrollment will be conditional upon the determination by a licensed
physician that further enrollment is not a risk to others and upon the stu-
dent’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 hos-
pitalization 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 coordinator in Enrollment Services 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, (865)
539-7079, administers the CLEP exams on an individual basis. The CLEP sub-
ject and general examinations with their required scores follow:

<table>
<thead>
<tr>
<th>CLEP Subject Exam</th>
<th>Minimum Acceptable Score</th>
<th>Semester Credit Hours Awarded</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPOSITION, LANGUAGE AND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LITERATURE</td>
<td>American Literature</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3</td>
</tr>
</tbody>
</table>
DANTES Test. DANTES (Defense Activity for Nontraditional Education Support) subject-standardized tests also are 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></td>
<td><strong>MATH</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Composition (with essay)</td>
<td>50</td>
<td></td>
<td>ENGL 1010</td>
</tr>
<tr>
<td></td>
<td>English Literature</td>
<td>50</td>
<td></td>
<td>ENGL 2210, 2220</td>
</tr>
<tr>
<td></td>
<td>French Levels I and II</td>
<td>62</td>
<td></td>
<td>FREN 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>Germain Levels I and II</td>
<td>50</td>
<td></td>
<td>GERM 1010, 1020</td>
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<tr>
<td></td>
<td>Spanish Levels I and II</td>
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<td>SPAN 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td>50</td>
<td></td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td><strong>BUSINESS</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Principle of Accounting</td>
<td>50</td>
<td></td>
<td>ACC 2000, 2030</td>
</tr>
<tr>
<td></td>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td></td>
<td>MGT 2100</td>
</tr>
<tr>
<td></td>
<td>Introductory Business Law</td>
<td>50</td>
<td></td>
<td>LAW 2300</td>
</tr>
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<td></td>
<td>Principles of Management</td>
<td>50</td>
<td></td>
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<td>Principles of Marketing</td>
<td>50</td>
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<td>MKT 2200</td>
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<tr>
<td></td>
<td>*Principle of Macroeconomics and Microeconomics</td>
<td>50</td>
<td></td>
<td>ECN 2010</td>
</tr>
<tr>
<td></td>
<td><strong>SOCIAL</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>American Government</td>
<td>50</td>
<td></td>
<td>POL 1010</td>
</tr>
<tr>
<td></td>
<td>History of U.S. I</td>
<td>50</td>
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<td></td>
<td>History of U.S. II</td>
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<td></td>
<td>Introductory Psychology</td>
<td>50</td>
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<td>PSY 1010</td>
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<td></td>
<td>Human Growth/Development</td>
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<td></td>
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<td></td>
<td>Social Science and History</td>
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<td>Elective</td>
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<tr>
<td></td>
<td>Western Civilization I</td>
<td>50</td>
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<td>HIST 1010</td>
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<tr>
<td></td>
<td>Western Civilization II</td>
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<tr>
<td></td>
<td><strong>NATURAL</strong></td>
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<tr>
<td></td>
<td>General Biology</td>
<td>50</td>
<td></td>
<td>BIOL 1110, 1120</td>
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<tr>
<td></td>
<td>General Chemistry</td>
<td>50</td>
<td></td>
<td>CHEM 1110, 1120</td>
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<td>*Principle of Macroeconomics and Microeconomics</td>
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<td>General Chemistry</td>
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<td>CHEM 1110, 1120</td>
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</table>
SF/SG 424.....Fundamentals of College Algebra.................50.............3........MATH 1130
SF 450........Principles of Statistics..................................48.............3........MATH 1530
SE 461........Art/Western World.........................................48.............3........ART 1730
SF/SG 474.....Ethics in America........................................46.............3........PHIL 2400
SF/SG 490.....Lifespan Developmental Psychology..................49.............3........PHIL 2400
SF 496........Introductory World Religions.............................49.............3........PHIL 2010
SF/SG 498.....Criminal Justice............................................49.............3........SOC 1100
SF/SG 524.....Principles of Finance......................................46.............3........FIN 2000
SG/SH 530.....Human Resources Management..........................46.............3........MGT 2050
SG/SH 536.....Introduction to Computing..............................45.............3........CSIT 1110
SE/SF 551.....Management Information Systems......................46.............3........MGT 2100
SE/SF 815.....Principles of Public Speaking..........................47.............3........SPH 2100

**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 Enrollment Services.

<table>
<thead>
<tr>
<th>Subject Test</th>
<th>Minimum Score</th>
<th>Credit Awarded</th>
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<tbody>
<tr>
<td>Studio Art—General or Drawing Portfolio</td>
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<td>ART 1011</td>
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<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 1110-1120</td>
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<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHEM 1110-1120</td>
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<tr>
<td>Computer Science</td>
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<td>CSIT 1020</td>
</tr>
<tr>
<td>Economics—Micro and Macro</td>
<td>3</td>
<td>ECN 2010</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>4</td>
<td>ENGL 1010</td>
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<tr>
<td>English Literature and Composition</td>
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<td>ENGL 1010-1020</td>
</tr>
<tr>
<td>French Language</td>
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<td>FREN 2010-2020</td>
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<tr>
<td>German Language</td>
<td>3</td>
<td>GERM 2010-2020</td>
</tr>
<tr>
<td>American History</td>
<td>4 or 5</td>
<td>HIST 2010-2020</td>
</tr>
<tr>
<td>European History</td>
<td>4 or 5</td>
<td>HIST 1010-1020</td>
</tr>
<tr>
<td>World History</td>
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<tr>
<td>Calculus AB</td>
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<td>MATH 1830</td>
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<td>Calculus BC</td>
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<tr>
<td>Statistics</td>
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<td>MATH 2050</td>
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<tr>
<td>Music</td>
<td>4 or 5</td>
<td>MUS 1110</td>
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<tr>
<td>Physics B</td>
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<tr>
<td>Physics C Mechanics</td>
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</tr>
<tr>
<td>Physics C E&amp;M</td>
<td>4</td>
<td>PHYS 2010 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHYS 2110</td>
</tr>
</tbody>
</table>
Political Science
Government and Politics .......................... 3 ................. POL 1010
U.S. Exam—Political Science
Government and Politics .......................... 3 ................. POL 1020
Comparative Exam—Psychology ................. 3 ................. PSY 1010
Spanish Language or Literature .................. 3 ................. SPAN 2010–2020

**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 provide Enrollment Services 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.** Students 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 2000 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ECN 2010 Principles of Economics I</td>
<td>4</td>
</tr>
<tr>
<td>MGT 2000 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2420 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>OST 1211 Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

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 Office Proficiency Assessment</td>
<td>1</td>
</tr>
<tr>
<td>OST 2302 OST Internship</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

Credits awarded are subject to change when the actual content of the CPS examination changes 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 provide an official copy of the score report showing 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 many college-level courses 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 dean.

The examination criteria will be determined by the dean 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.

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 placement, 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 Learning, the dean and an appropriate faculty committee.

A request to petition for credit for life experience will require approval by the appropriate dean (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. During the first semester of enrollment, degree-seeking students are assigned a faculty advisor who works closely with them in planning their program and course sequence. All full-time faculty advisors are available to students for consultation and maintain regular office hours during the fall and spring semesters for this purpose. Assigned advisors are not available during breaks and the summer semester, at which time general advisors are available during designated times. Students needing academic assistance are encouraged to seek help before their problems become critical.

**Student responsibilities:**

- 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.
- Providing the appropriate test scores and transcripts.
- Obtaining the name of your advisor by contacting Enrollment Services.
- Verifying your major for advisement.
- Making an appointment with your advisor and keeping it.
- Knowing important dates on the Academic Calendar (registration dates, schedule change deadlines, etc.).
- Supplying current information about your address, phone number and major to Enrollment Services.
- 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.
- Checking your registration status (holds, standing, etc.) prior to registration.
- Registering and making schedule changes in a timely manner.
- Paying all fees in a timely manner.
- Learning to access your e-mail account.
- Treating others with courtesy and respect.

**REGISTRATION PROCEDURES**

Students register online (www.pstcc.edu) or in person by visiting one of the College’s campuses during published registration periods. The minimum load for full-time attendance is 12 credit hours per semester, and the maximum load is 20 credit hours per semester. The appropriate dean must approve a course load above 20 credit hours. Students should see their assigned academic advisor; the advisor’s dean will determine approval.

**REGISTRATION**

Registration for the next term occurs several weeks before the end of each term (See Academic Calendar). Students are encouraged meet with an advisor and to register as early as possible to take advantage of a wider selection of classes. New and first-semester degree-seeking students must consult with their advisor before registering for the following term’s classes. New students whose application files are complete may also sign up for classes as soon as registration begins. Returning
and “special” non-degree-seeking students who opt to self-advise may participate in registration online (www.pstcc.edu).

General advising assistance is available during designated times between terms and during the summer on a first-come, first-served basis. Students must pay fees by the dates indicated in the Academic Calendar or their schedules will be deleted.

**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.
- 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 owe traffic fines.
- They are subject to previous disciplinary action taken by Pellissippi State.

The proper action must be taken as indicated, or the vice president of Student Success and Enrollment Management should be contacted for further information before a student can be considered for readmission.

**CANCELLATION OF SCHEDULED CLASSES**

The College reserves the right to cancel a class or classes prior to the first day of class. There is a 100 percent credit to a student’s account for any class that a student has registered for and the class is canceled. 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 Registration period is over, students may make adjustments to their schedules by adding and/or dropping courses by the deadlines indicated in the Academic Calendar. A student may drop courses for spring and fall semesters without a W grade throughout the drop period (first 14 days of the semester beginning with the first day of classes and including Saturdays).

For other session drop/add dates, refer to the Student Enrollment Guide. A
student may officially drop courses or withdraw from Pellissippi State and receive W’s not later than two-thirds of the term beginning with the first day of classes. 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 deadline 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 Learning or designee. Students requesting to withdraw after the deadline must meet with a Student Assistance Center staff member at the Pellissippi Campus or a counselor at one of the site campuses.

**DISMISSALS**

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

- 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) 329-3104

Go to www.pstcc.edu/departments/business_finance/cashier 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 $30 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 is charged maintenance fees, a campus access fee, a student activity fee, a Student Recreation Center fee, an international education fee and a technology fee each semester. In addition, if the student is not a resident of Tennessee, the student is charged 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 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 Enrollment Services 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 Registration.

Information about residency classification may be obtained from Enrollment Services. Students have the right to appeal the assignment of residency status to the assistant vice president of Enrollment Services.

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.

**Tuition.** This maintenance 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 nonrefundable fee is 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 nonrefundable 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.

**International Education Fee.** This nonrefundable fee is charged to all students enrolled in courses for credit or audit. This fee supports international education.

**Student Recreation Center Fee.** This nonrefundable 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**

**Confirmation 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.

**CIW Test Fee.** This nonrefundable fee is charged to all students enrolled in a Certified Internet Web Professional course. It covers the charge to Pellissippi State for the test and scoring services.

**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.

**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 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 Cost.** This fee is added to accounts submitted to an outside agency for collection. The fee is 23-40 percent of the delinquent account amount.

**Library Fee.** This fee is for the replacement cost of library materials lost or deemed lost due to an overdue status. The fee consists of the replacement cost of the books, periodicals or other items, plus a $15 nonrefundable per item processing fee.

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

**TELECOURSE FINES**

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

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

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### Fee and Fine Amounts

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>$10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Student Medical Insurance</td>
<td>Per brochure</td>
</tr>
</tbody>
</table>

**Course Fees**

<table>
<thead>
<tr>
<th>Private Music Fee</th>
<th>$55 per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowling Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Golf Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Swimming Fee</td>
<td>$43</td>
</tr>
<tr>
<td>Racquetball Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Deferred Payment Service Charge</td>
<td>$20</td>
</tr>
<tr>
<td>Deferred Payment Late Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Collection Costs</td>
<td>23-40 percent</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Identification Card Replacement</td>
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**Traffic Fines**

<table>
<thead>
<tr>
<th>Parking (restricted)</th>
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</thead>
<tbody>
<tr>
<td>Moving Violation</td>
<td>$15</td>
</tr>
<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>
</tr>
</tbody>
</table>

**Library Fines**

<table>
<thead>
<tr>
<th>Replacement Fines</th>
<th>Replacement cost + $15 or $5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair Fines</td>
<td>Repair cost + $5</td>
</tr>
</tbody>
</table>

**Telecourse Fines**

<table>
<thead>
<tr>
<th>Audiovisual Equipment</th>
<th>Replacement cost + $5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecourse Materials</td>
<td>Replacement &amp; dubbing cost + $5</td>
</tr>
</tbody>
</table>

**Test Fees**

<table>
<thead>
<tr>
<th>Placement Test Fee</th>
<th>$10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenge Test Fee</td>
<td>$10</td>
</tr>
<tr>
<td>ACT Test Fee</td>
<td>$30</td>
</tr>
<tr>
<td>GED Test Fee</td>
<td>$55</td>
</tr>
<tr>
<td>GED Retest Fee</td>
<td>$11 per section</td>
</tr>
<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>
</tr>
<tr>
<td>CIW Test Fee</td>
<td>$75</td>
</tr>
</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 current semester’s Student Enrollment Guide 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 student ID on the face of the check.

Web check. Students may go to www.pstcc.edu to pay fees with check.

VISA, Mastercard, Discover or American Express. Students may go to www.pstcc.edu or call the Cashier at (865) 694-6606 between 8 a.m. and 4:30 p.m. to charge fees to VISA, Mastercard, Discover, or American Express.

Financial Aid Credits. Payment of fees with financial aid is authorized by the student’s acceptance of his or her award via the Web. 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, international education, 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, international education, 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 Registration period as defined by the College. Eligible employees can register during the last week of the Registration period (Refer to the Academic Calendar) through the first day of the class. Employees registering into a course prior to the end of the 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, 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, technology, special course fees and Regents Online Degree fees are nonrefundable. Refer to the Student Enrollment Guide 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 assistant vice president of Business Services. Refund requests will be decided by the cashier’s office. 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 rmoore@pstcc.edu.

Students may appeal the decision 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 fee adjustment is calculated as the difference between (1) the cost of originally enrolled hours and (2) the per credit hour cost of the courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled) with total costs not to exceed full-time tuition. For students dropping courses resulting in a change from full-time status to part-time status, a fee adjustment in the tuition and fees will result only if the new calculated charges are less than the original charges. Not all drops/drawals will result in a fee adjustment.

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 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 nonrefundable.

**Student Activity Fee Refunds.** This fee is nonrefundable.

**Student Recreation Center Fee Refunds.** This fee is nonrefundable.

**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 $500 per semester. In courses requiring special instruments, a one-time cost factor must be considered.

The College Bookstore makes available all books and supplies on a cash basis or through charges to approved credit cards. Any check written to the Bookstore may not exceed $5 over the amount of books and/or supplies at the time the purchase is made. (Two forms of identification are required for acceptance of checks.) There is a $30 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.

Non-book 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 (www.fafsa.ed.gov) 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 Pellissippi State’s Enrollment Services 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. **There are priority deadlines for each semester as outlined in the Academic Calendar.** Financial aid files completed as of the priority deadline will be given first consideration in the allocation of institutional and federal campus-based funds. Files completed after the priority deadline will be accepted and awards made to eligible students on a first-come, first-served basis as long as funds are available.
FEDERAL AND STATE GRANTS AND SCHOLARSHIPS

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 by completing the FAFSA. Grants are limited to U.S. citizens, permanent residents and certain other non-citizens.

Federal Supplemental Educational Opportunity Grant
The Federal Supplemental Educational Opportunity Grant (SEOG) is a program of direct grants available to entering freshmen, transfer and enrolled undergraduate students with exceptional financial need. The amount of financial assistance received depends upon need—taking into account financial resources of the student and parents and costs of attending Pellissippi State. Application is required each year by completing the FAFSA and is limited to U.S. citizens, permanent residents, and certain other eligible non-citizens.

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 priority deadline. Due to limited funds for the past few years, the state has exhausted grant funds in mid-March; therefore, students should complete their applications no later than the first week of March.

Tennessee Educational Lottery Scholarship Program
Students attending Pellissippi State may be eligible for the Tennessee Educational Lottery Scholarship. For more information on this program, visit the Web site at www.collegepaystn.com/mon_college/lottery_scholars.htm.

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. Students interested in participating in the Federal Work-Study Program should contact Financial Aid.

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.

INSTITUTIONAL 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, applicants must first submit an application for admission and an official high school transcript or the equivalent, and then submit a Pellissippi State scholarship application. By submitting this application, applicants will be considered for any scholarship for which they qualify.
Upon completion, scholarship applications must be submitted to Financial Aid, 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, many scholarships require completion of the Free Application for Federal Student Aid (FAFSA).

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.

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.

RETURN OF TITLE IV FUNDS

Pellissippi State monitors class attendance. Failure to attend class could affect a student’s evaluation for satisfactory academic progress. It could also result in a student’s being required to repay all or a portion of the financial aid received for a semester. The following attendance policies apply to Title IV financial aid recipients for the return of the Title IV funds:

- Any student who never attends one or more classes will have aid reduced by 100 percent accordingly.
- Any student who drops hours between the first day of class and the last day to add a class will have aid reduced by 100 percent accordingly.
- Adjustments of financial aid for any student who officially withdraws will be calculated based on the percentage of Title IV aid earned as determined by the date the student began the withdrawal process.
- Adjustments of financial aid for any student who stops attending all classes but does not officially withdraw will be calculated based on the midpoint of the
enrollment period.

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

**SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID ELIGIBILITY**

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

**Progress Standards**

1. A student will be on financial aid suspension if he/she does not keep a 2.0 cumulative grade point average (checked after spring and summer semesters.)

2. A student must pass two-thirds (.66) of the hours attempted (checked after spring and summer semesters.) 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. 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 (checked after each semester.)

4. 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.

5. If a student has not reestablished satisfactory progress after the one semester of financial aid probation, all forms of financial assistance (including student loans) to the student will be suspended.

6. A student may be reinstated on financial aid by personally paying the education expenses for a minimum of 6 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 the requirements.

**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 Enrollment Services 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 June 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 may 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 or received by mail. Students should contact the Financial Aid Office for a request form. The amount of pay varies with different programs. Call Veterans Affairs at 1-888-442-4551 to determine pay amounts. Enrollment hours determine the percentage of full pay—12 or more hours of eligible classes allows full pay, 9-11 hours allows 75 percent of full pay, 6-8 hours allows 50 percent of full pay and less than 6 hours allows only the amount of tuition and regular fees.

**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
dean 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.
- Benefits recipients must call 1-877-823-2378 (or use email as listed below) at the VA at the end of each month that benefits are to be received. This contact will cause the monthly check to be mailed to the recipient.
- Veterans benefits recipients may be eligible for tuition assistance in addition to regular benefits. Check with the Financial Aid Office for this application procedure.

**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 in St. Louis 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.gibill.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
• Student Support Services (TRiO)
• Tutoring
• Testing
• Student Life and Recreation
• Graduate Placement Services
• Rights and Freedoms of Students
• 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 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. 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 Students 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 125-131, (865) 694-6751 (Voice/TDD).

**STUDENT SUPPORT SERVICES (TRIO)**

The Student Support Services (TRiO) program helps 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 program is available to students who have an academic need and meet enrollment guidelines. Academic needs include required developmental courses, low 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 students 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) 539-7267.

**TUTORING**

Free academic tutoring is available in math, writing, chemistry, Spanish, French, statics, statistics, and other academic subjects in the Learning and Testing Centers. Check the Learning and Testing Centers for a list of qualified, experienced 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 330, 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 and ACT Center 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 AND RECREATION

The mission of Student Life and Recreation is to provide learning and personal development co-curricular activities and experiences in which students connect and engage with other students, faculty, staff and the community.

Students who participate in Student Life and Recreation activities will—

- Engage with others in constructive ways.
- Gain knowledge of diverse cultures and world views.
- Be aware of cultural and personal differences.
- Experience feelings of mattering and belonging.

Student Life and Recreation builds a strong campus community by sponsoring quality educational, leadership, social, recreational and wellness programs and events at all campuses. Student Life and Recreation provides students with experiences outside the classroom to enhance real-life skills so that they are better equipped to attain academic, career and personal goals.
Council of Student Advocates (COSA). Through advocacy and campus activities, COSA makes a difference by connecting our students, building relationships and developing trust among students, faculty and staff.

The purpose of COSA is to represent the interests of the student body and to work in partnership with the administration regarding decisions necessitating the student voice. In addition, COSA offers Pellissippi State students intellectual, social and cultural enrichment opportunities.

Student Leadership Development. Presented in various methods, leadership development workshops are provided to student organization leaders and other interested students. Service-learning opportunities are also offered for community service projects within the region.

Students who participate in student leadership opportunities and service will—

• Gain an understanding of themselves, their values, abilities, and interests and develop a personal philosophy of leadership.
• Understand the importance of behaving consistently with their values, beliefs, strengths and limitations.
• Learn skills for effective membership in groups, including controversy with civility, shared responsibility, respect for individual and group differences and collaboration.
• See themselves as agents of change, and as citizens with responsibilities to their communities.
• Develop a commitment to an activity or cause and invest energy in that activity or cause.
• Gain an understanding of leadership as a process not a position.

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, Goins Building, on the Pellissippi Campus or consult the Student Life and Recreation Web site. 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.

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.

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 fundraising 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, fundraising 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 at no additional charge. The Student Recreation Center on the Pellissippi Campus has outdoor facilities that include a combination basketball/tennis court, a soccer field, a golf area, a sand volleyball court and a softball field. Three tennis courts and a combination volleyball/basketball/badminton court are available indoors. The Student Recreation Center also has a fitness room containing a variety of weight training and cardio equipment. The newest addition to the center offers a racquetball court and a dance/exercise/martial arts room.

**Student Publications.** “Panther Pause” is a biweekly newsletter designed to let students know what’s happening on campus (events, services, deadlines). It offers tips for transition to college life, as well as bits of humor and conventional wisdom. “Panther Pause” can be found in campus rest stops and on the Student Life and Recreation Web site: www.pstcc.edu/departments/student_life/index.

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 online newspaper is published to provide a free marketplace of ideas for the student body and is available at pellpress.com.

Imaginary Gardens is the College’s literary magazine. It is a collection of creative writings, drawings and photographs by students published each spring.

**Bulletin Boards.** Bulletin boards for student use are located throughout the campus. Posted materials should be of general interest to students, faculty, and staff and must be approved and dated by the Student Life and Recreation Office (Goins 162) on the Pellissippi Campus or in the main office 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.

**Student 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- and off-campus activities. The Student Ambassador Program is coordinated through Enrollment Services.

**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. 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; and supervisor. 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. Reporting salary information is optional but helps the office maintain accurate statistics.

Interview Policy. Students or graduates are expected to attend all scheduled interviews. Students or graduates who are more than 15 minutes late or who miss a scheduled interview appointment must meet with the director of Placement before placement credentials will resume being sent to employers.

RIGHTS AND FREEDOMS OF STUDENTS

Pellissippi State embraces the following excerpts from the American Association of University Professors (AAUP) Joint Statement on Rights and Freedoms of Students:

Preamble. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of this statement is to enumerate essential provisions for students’ freedom to learn.

In the Classroom. The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. Protection of Freedom of Expression
   Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Protection Against Improper Academic Evaluation
   Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

3. Protection Against Improper Disclosure
   Information about student views, beliefs and political associations that professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

If students believe their rights have been violated, they should follow the process outlined in the Concerns or Complaints Regarding Instructors or Academic Advisors section of this Catalog and Handbook.

STUDENT DISCIPLINARY RULES

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

• **Disorderly conduct.** Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.

• **Obstruction of or interference with Pellissippi State activities or facilities.** Any intentional interference with or obstruction of any college activity, program, event, or facilities, including the following:
  - Any unauthorized occupancy of college or college-controlled facilities or blockage of access to or from such facilities.
  - Interference with the right of any college staff member or other authorized person to gain access to any college or college-controlled activity, program, event, or facilities.
  - Any obstruction or delay of a campus security officer, firefighter, or any college official in the performance of his/her duty.

• **Misuse of or damage to property.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to Pellissippi State including but not limited to fire alarms, fire equipment, elevators, telephones, college keys, library materials, and/or safety devices; and any such act against a member of the College community or a guest of Pellissippi State.

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

• **Misuse of documents or identification cards.** Any forgery, alteration of, or unauthorized use of Pellissippi State documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information in connection with a student’s admission, enrollment, or status at the College.

• **Firearms and other dangerous weapons.** Any possession of or use of firearms or dangerous weapons of any kind.

• **Explosives, fireworks, and flammable materials.** The unauthorized possession, ignition, or detonation of any object or article that could cause damage by fire or any other means to people or property, or possession of any substance that could be considered to be and used as fireworks.

• **Alcoholic beverages.** The use and/or possession of alcoholic beverages is not allowed on Pellissippi State-owned or -controlled property.

• **Drugs.** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
• **Gambling.** Gambling in any form.

• **Financial irresponsibility.** Failure to promptly meet financial responsibilities to Pellissippi State, including but not limited to passing a worthless check or money order in payment to the College or to a member of the College community acting in an official capacity.

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

• **Failure to cooperate with Pellissippi State officials.** Failure to comply with directions of College officials acting in the performance of their duties.

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

• **Violations of state or federal laws.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

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

**Academic and Classroom Misconduct.** The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of Pellissippi State. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of Pellissippi State.

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 coursework. 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 dean of the violation, and the dean will forward written notice of the violation to the vice president of Student Success and Enrollment Management, 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 dean for that discipline.

• If the student seeks further appeal, he/she may ask the dean to contact the vice president of Learning, 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 mis-
appropriation 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 vice president of Student Success and Enrollment Management 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 vice president of
Student Success and Enrollment Management will notify the student, and a hearing shall be afforded the student according to the procedures outlined in the 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 vice president of Student Success and Enrollment Management. 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 vice president of Student Success and Enrollment Management 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 vice president of Student Success and Enrollment Management 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.
   • The Tennessee Uniform Administrative Procedures Act (TUAPA) may be applicable in cases involving suspension or expulsion of a student, or revocation of recognition of a student organization, for misconduct or disciplinary reasons. In cases referred to the Student Disciplinary Hearing Body, the vice president of Student Success and Enrollment Management 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:

I. Computing resources and accounts are owned by the College and are to be used only for College-related activities that support the mission, goals and purposes of the College. All access to the College’s computer systems must be approved; approvals may require displaying of proper identification or completion of forms when requested. Access to departmental computer systems must be approved by the dean, the director or an authorized representative; approvals vary depending upon the unit. Only College-owned or College–approved equipment may be attached to the local network. All laptops are to connect only through the campus wireless network.

II. Disclaimer. The College makes available computing facilities consisting of hardware, software, accounts and communication activities. 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.

III. Regular faculty and staff, temporary 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 result in forfeiture of a student-user account.

IV. 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
non-college-related activities. The prohibition against commercial or non-college-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.

V. Accounts assigned to an individual, including student user accounts, must be used only by that individual. 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 coworkers to use accounts, either locally or through the Internet, is a serious violation of these guidelines.Courtesy accounts may only be authorized when they are related to official College business and activities. (Instructions for obtaining are explained in Pellissippi State Policy 08:13:02 Computer Account Policy.) 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 an employee’s supervisor. The vice president of Student Success and Enrollment Management may authorize an override of a student account. Passwords, keyboard locking software or other security measures that are based on individual PCs 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 a photo ID to the Helpdesk personnel before a password can be reset. Distance learning students taking online classes only may request a password change by contacting one of their instructors. Faculty or staff may call the Helpdesk to change a password. The Helpdesk may contact the faculty or staff supervisor to verify the request.

VI. 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 this 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’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, communications of College personnel that are sent by electronic mail constitute “correspondence” and therefore will be considered public record subject to public inspection under Section 6 of the Public Records Act TCA 3-12-105. Tennessee’s public records law requires that com-
puter 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 will not monitor electronic mail as a routine matter, but it may do so to the extent permitted by law as the College deems necessary for purposes of maintaining the integrity and effective operation of the College’s electronic mail system.

The College reserves the right to inspect and disclose the contents of electronic mail:

A. In the course of an investigation triggered by indications of misconduct or misuse

B. As needed to protect the health and safety of the College community

C. As needed to prevent interference with the academic mission or

D. As needed to locate substantive information required for College business that is not more readily available by some other means.

VII. 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.

VIII. 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.

IX. 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.
X. 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.

XI. 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, is 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.

XII. Disciplinary actions will conform with other College policies and may result in a disciplinary review conducted by the vice president of Student Success and Enrollment Management in matters involving alleged violations by students, or by the vice president of College Advancement in matters involving employees of the College.

An individual’s computer use privileges may be suspended immediately upon the discovery of a possible violation of this policy, other campus policies or illegal activities. The director of Network and Technical Services, the vice president of Student Success and Enrollment Management or the vice president of College Advancement will judge an offense as either major or minor. A first minor offense will normally be dealt with by the director of Network and Technical Services and/or an appropriate supervisor. Major or additional minor offenses will be forwarded to the vice president of Student Success and Enrollment Management or the vice president of College Advancement. The account may be removed or deactivated or privileges removed from one or all College computing systems permanently or until the matter is completely resolved.

XIII. Faculty, students or staff that suspect violation of system or application security must contact the Helpdesk immediately so that appropriate actions can be taken. Faculty, students or staff not following the Computer System Use policy must be reported immediately to the director of Network and Technical Services for appropriate action.

STUDENT RECORDS
**Admission Records.** Admission files are maintained in Enrollment Services 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, immunization documentation and miscellaneous working papers and letters as required. The assistant vice president of Enrollment Services is responsible for the maintenance and security of files in the Enrollment Services office.

To obtain a copy of your transcript from Pellissippi State—

**In person:** Enrollment Services, Goins 102, Pellissippi Campus, 10915 Hardin Valley Road, Knoxville, Tennessee

**By fax:** (865) 539-7016

**By mail:** Enrollment Services, Pellissippi State Technical Community College, P.O. Box 22990, Knoxville, TN 37933-0990

**Online:** [www.pstcc.edu/departments/records](http://www.pstcc.edu/departments/records)

Include your name, signature, Social Security number and the address to which your transcript should be mailed. Transcript Request forms are available online through Enrollment Services: [www.pstcc.edu/departments/records](http://www.pstcc.edu/departments/records).

**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 registrar is responsible for the maintenance and security of these documents.

**Financial Aid Records.** Financial aid file folders and veterans’ file folders are maintained in the Financial Aid Office. A financial aid folder may contain a Pell Grant 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 the registrar.

**Disclosure of Directory Information.** 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
- 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 Enrollment Services 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, those authorities report to Enrollment Services to check such details as terms attended, courses taken, degree, grade-point average, date of birth, place of birth, and home address. Personnel in Enrollment Services may identify the name and location of faculty members who taught the student in question.

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

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

Disclosure to 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.

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 circum-
stances. 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 Enrollment Services. 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 vice president of Student Success and Enrollment Management, 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 vice president of Student Success and Enrollment Management 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 Enrollment Services 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.”

As of August 6, 2007, smoking is prohibited in all College buildings and indoor facilities, on campus grounds and walkways, and in all areas where nonsmokers cannot avoid environmental smoke. Additionally, smoking will not be allowed in any College vehicle. All campus entrances are to be posted designating the campus as “Smoke-Free” and designating areas where smoking is permitted. Please note that smoking is not permitted in private vehicles in nondesignated parking areas.

**Smoking will be permitted in the following areas only:**
Pellissippi Campus—outer parking areas 01, 02, 03, 06, 08, and 09
Magnolia Avenue Campus—main Open Parking area
Division Street Campus—lower Open Parking areas
Blount County Center—main Open Parking area (gravel lot)

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 vice president of Student Success and Enrollment Management. If a nonstudent continues to disregard the posting, he/she will be reported to the appropriate administrator.

**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 persons 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 (V-1 parking area) or in any Open (O) lot.

Blount County, Division Street and Magnolia Avenue Campus Parking. Staff, faculty, student, visitor and disabled parking are designated by postings on campus.

General Traffic and Parking Regulations.
• Speed limit for all vehicles will not exceed 15 mph except where otherwise posted.
• 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 areas designated for a classification.

Traffic Violations.
• Parking in an unmarked area (grass, sidewalks, road, etc.).
• Parking in a restricted area (fire zone, loading zone, crosswalk, etc.).
• Parking in a zone other than a designated area.
• No or non-current Pellissippi State parking hangtag for faculty/staff.
• Parking or driving against the flow of traffic on a one-way street.
• Obstructing the right-of-way.
• Littering.
• Blocking the path of another vehicle.
• Parking in a disabled zone without proper placard and/or license plate in accordance with T.C.A. 55-21-108.

Moving Violations.
• Speeding (15 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.
• Excessive Noise.

Penalties for Violations of Regulations.
• Illegal parking in loading zones, parking out of classification: $15
• Improper parking in loading zones, parking out of classification: $15
• Illegal parking in fire zone: $15
• Illegal parking in a disabled zone: $150
• Motor vehicles illegally parking 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.
• Exceeding posted speed limit, driving on Pellissippi State property in a careless or reckless manner, or any other moving violation such as those listed in Tennessee Code Annotated Title 55: $15
• Failure to obey instructions from Security personnel will result in a $15 fine.
• Faculty and Staff for failure to display decal, failure to remove a decal when required, or transferal of decal to a non-registered vehicle: $15
• Habitual or flagrant disregard of these regulations may result in disciplinary action and/or revoked parking privileges. Vehicles parked on college property after parking privileges of the operator have been revoked will be towed from the property.
• All citations must be paid within fourteen (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.

Appeals of Citations. An Appeals Committee, consisting of one student, one administrator/faculty member and one staff member, will hear cases when the person receiving a citation feels that he or she has justifiable reason(s) that may affect the citation received.

• The person receiving a citation must appeal online at: www.pstcc.edu/security/appeal.html.
• The completed appeal request form must be presented to Safety and Security within 14 days of the date of the citation.
• The appeals committee will hear information regarding the citation.
• The committee will make a determination of the case by secret ballot.
• Appeals are heard on the second Friday of each month at 2 p.m. at the Pellissippi Campus.
• Failure of a person requesting an appeal to appear before the committee at the appropriate time will be considered a waiver of the right to a hearing.

EMERGENCIES

Emergency Notification Procedures. 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 Success and Enrollment Management—(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 Success and Enrollment Management 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 upon request. The report contains security policies, procedures and guidelines. Crime statistics for this year and the previous two years are included in the report. These statistics are based on incidents reported at all four campuses. A copy of the report may be obtained from the Safety and Security Office, Room 141, J.L. Goins Building, Pellissippi Campus, (865) 694-6649, or from the Safety and Security Web site: www.pstcc.edu/security. A copy may also be obtained from the main office of the Division Street, Blount County or the Magnolia Avenue campuses.

CAMPUS SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act and the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification and Tracking Act of 2004 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 sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in Section 40-39-202 of the Tennessee Code, a “sexual offender” or a “violent sexual offender” means a person who is or has been convicted in this state of committing a sexual offense or a violent sexual offense, respectively, 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 that would have constituted a sexual offense if it had been committed in this state. A “sexual offense” or “violent 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 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.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification and Tracking Act of 2004, members of the campus community may obtain the most recent information received from the TBI concerning sex offenders employed, enrolled or volunteering at this institution in the Safety and Security Office. Information is also available on the TBI’s Web site listing of sexual offenders and
violent sexual offenders: www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

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 prior to 4:30 p.m. Tuesday-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 State 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.

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 Enrollment Services.

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 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 .................................................................Enrollment Services/www.pstcc.edu
Withdraw from Pellissippi State ........................................Student Assistance Center/Site Campus Counselor
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 Success and Enrollment Management
Want to participate in student activities ................................................Student Life and Recreation
Want to change majors .................................................................Enrollment Services
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 Center
Need accommodations for a disability ..............................................Services for Students With Disabilities
Feel you have been discriminated against ............................................Affirmative Action Officer

In This Section:

- Statement of Philosophy for the First Year of College
- 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
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. Academic and student support services are provided throughout the student’s educational career to encourage academic achievement and personal growth. The College is especially committed to providing new students with experiences that recognize their unique and diverse needs and maximize their opportunities to succeed. This commitment is articulated in Pellissippi State’s Statement of Philosophy for the First Year of College:

The faculty and staff at Pellissippi State Technical Community College believe that the first-year experience is critically important, as it provides the foundation for college success and lifelong learning. To best serve the unique needs of first-year students, we commit to the following:

- Facilitating new student transition to the college campus
- Providing high-quality instruction during the first year
- Establishing positive mentoring and advising relationships with beginning students
- Supporting a vibrant college culture where students experience and express diverse world views
- Offering a comprehensive range of activities and opportunities to enhance learning and personal growth
- Evaluating the results of our efforts addressing first-year student needs

In providing first-year students exceptional opportunities for growth and involvement, we believe they will connect more deeply with the College community, achieve their academic goals and gain a clearer, fuller vision of their lifetime direction.

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 Science in Teaching (A.S.T.)**—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 coursework 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 coursework at Pellissippi State is required for graduation.

4. Major studies. Completion of the curriculum for the major 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 for degree programs. Articulation agreements may specify shorter completion periods. This option does not exempt anyone from the general requirements of Pellissippi State.

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 the Associate of Science in Teaching degree must attain a 2.75 grade-point average, successfully complete the Praxis I exam and achieve satisfactory disposition assessment ratings. All AST students must meet the requirements of state law (TCA 49-5-413) by submitting to a Tennessee Bureau of Investigation criminal history records check and supplying a fingerprint sample.

10. 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 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 Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning.

**Attendance Recording.** Financial aid recipients are advised that attendance must be reported by the instructor for each course in which the student is enrolled before the student may pick up a financial aid check. 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.** Grades become available as they are received and processed. 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 academic 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. Grades described below are not included in the standard calculation of GPA:

**E (Extension)—** The grade of E is used for developmental studies courses only and does not count as hours attempted in determining the GPA for the semester in which the grade is issued. The extension allows the student to reenroll in the course in the subsequent semester. When the student reenrolls in the course, the final grade is issued for that semester and the previously awarded E grade remains unchanged.
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 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. **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 and no 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 or drop/add form.

W (Withdraw)—A grade of W indicates a student has officially withdrawn from a course after the deadline to drop a course without a grade of W 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. The deadline to drop a course with a grade of W is also published in the Academic Calendar. 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 successfully completed and has been awarded credit for a course. This grade is not computed in the GPA.

NP (No Pass)—This grade indicates a student did not successfully complete a course and was not awarded 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 Learning.

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 coursework.

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 dean with approval from the vice president of Learning (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 dean approval. Students in Career/Technical programs should see the dean responsible for their major. Students in University Parallel programs should see their assigned academic advisor’s dean.

**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 must be granted by the instructor and the dean 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. Examinations will be given by the faculty member as the student progresses through the assigned material. It is the student’s responsibility to meet with the faculty member to provide progress reports and to arrange examinations throughout the semester to complete the course material.

If the independent study course is passed, 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.

**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 resolved, the student or the instructor/sponsor/counselor/advisor may then contact the appropriate dean/supervisor. Note: A student who wishes to appeal the final grade in a course must contact the dean and file a Course Grade Appeal within the first 20 calendar days of the following semester (excluding summer).
3. If the student continues to be dissatisfied, he or she should ask the dean/supervisor to contact the vice president of Learning. The vice president of Learning will determine any additional steps to be taken.

Complaints regarding discrimination or harassment should be directed to the College’s affirmative action officer.

**DEVELOPMENTAL STUDIES PROGRAM (DSP)**

In order to be successful in college-level courses, students must have adequate foundational knowledge and skills. Pellissippi State provides refresher courses in reading, English, math and study skills to assist students in developing college-level skills in each of these areas. Students are placed into these courses based on the results of a 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 equivalent English and mathematics courses at another 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 several formats. Accelerated formats as well as other alternative DSP options and DSP and college-level course combinations are offered. The FLAG (Flexible Learning for Achievement and Growth) Center offers DSP courses in flexible formats that provide students with the opportunity to attend class while accommodating individual work and family scheduling problems. These accelerated, combined and flexible courses have been devel-
oped 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 College Success COLL 1500. Any student enrolled in at least one DSP course may elect to take College Success COLL 1500.
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 on the Developmental Studies Advising Chart, located on this Web page: [www.pstcc.edu/departments/curriculum_and_instruction/advising/dsp/rd-advising.htm](http://www.pstcc.edu/departments/curriculum_and_instruction/advising/dsp/rd-advising.htm).

**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. 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. Visit our Web site, [www.pstcc.edu](http://www.pstcc.edu), for the specific payment and drop/add dates.

**DISTANCE LEARNING**

Pellissippi State offers a variety of courses through distance learning formats. Hybrid, 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, (865) 694-6593, or visit the ETS Web site, [www.pstcc.edu/ets](http://www.pstcc.edu/ets), for distance learning offerings and orientation information, or go to the College’s home page: [www.pstcc.edu](http://www.pstcc.edu).

Through combining Web courses and videotaped instruction offered at Pellissippi State, students may complete the 60 hours required for a general A.A./A.S. degree. 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](http://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
providing personal counseling and personal development workshops. In addition, tutoring services and multimedia learning aids are available to students through the Learning and Testing Center, (865) 539-7079.

**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>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 the Counseling Services 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.

**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 62,000 books in print and 45,000 electronic books, searchable through the Library’s Web-based online catalog. Periodical resources include a print collection of more than 250 current titles and online periodical databases providing full-text coverage to more than 6,000 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 assis-
tance 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) 539-7107, for assistance.

**Borrowing Privileges.** The Library’s collection of resources and materials is available to currently enrolled Pellissippi State students, faculty 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 and Damaged 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 the netLibrary 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) 539-7107 for additional information.

**Interlibrary Loan.** Books and periodical articles not owned by Library Services but needed to complete research projects can be requested via interlibrary loan. Interlibrary loan services are available only to enrolled students, faculty and staff. Please allow two to three weeks for delivery of requested items. Contact the Circulation Desk at (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 a student completes registration and fee payment.

Identification Card Replacement. The first student identification card is issued to new students at no charge. There is a replacement charge of $1 for lost or damaged cards. This fee is paid at the Cashier’s Office during regular business hours. Present the receipt at the Library Circulation Desk at the Pellissippi Campus or the ERC at satellite campus locations for issuance of a new ID card. The ID card may be requested in order to use library materials and other college resources. 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. 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 the ERC at Division Street in support of the Hospitality and Paralegal Studies programs. 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**

Network and Technical Services’ Information Technology Support Center provides Open Computer Labs on all Pellissippi campuses. Microcomputers may be used on a first-come/first-served basis by students. Students are required to log onto computers using their general account information. The student general account provides access to e-mail, internet, etc. All students, full time and part time, are authorized to receive a student general user account upon completing the registration process. The account is activated on the first day of classes for the current semester. The Open Labs have both PCs and Macs.

The Open Lab on the Pellissippi Campus is located in the Educational Resources Center, Room 327. The Open Lab at Blount County is scheduled around classes in Room 105. The Open Lab at the Division Street Campus is located in Room 138; the Magnolia Avenue Campus Open Lab is in Room 147. Except for the occasional scheduling of classes in Blount County into Room 105, the Open Labs are reserved for general student use and may not be scheduled for classes. Hours of operation are posted in each of the Open Labs and on the Information Technology Support Center home page: www.pstcc.edu/departments/itsc. Lab assistants are on duty during Open Lab hours.

**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, Pellissippi Campus (Room 330, Educational Resources 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. Contact the site campuses for services offered.
GENERAL EDUCATION

In This Section:
• General Education Goals
• General Education Course Listings
Pellissippi State faculty and staff expect that all degree-seeking 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 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.

**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.

**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.

**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.

**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.

**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.

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

Courses designated to fulfill general education at Pellissippi State Technical Community College are listed here. See the College Transfer/University Parallel Programs section and the Career/Technical Programs section of this Catalog 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>HISTORY CATEGORY</strong></td>
<td></td>
</tr>
<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>
<td>U. S. History II</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>
</tr>
<tr>
<td>ENGL 2320</td>
<td>World Literature II</td>
</tr>
<tr>
<td>ENGL 2331</td>
<td>African-American Literature</td>
</tr>
<tr>
<td>ENGL 2510</td>
<td>Introduction to Poetry</td>
</tr>
<tr>
<td>ENGL 2520</td>
<td>Introduction to Drama</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 1500</td>
<td>Philosophy &amp; Film</td>
</tr>
<tr>
<td>PHIL 2010</td>
<td>Survey of World Religions</td>
</tr>
<tr>
<td>PHIL 2400</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>THEA 1030</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td><strong>MATHEMATICS CATEGORY</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Survey of Mathematics</td>
</tr>
<tr>
<td>MATH 1130</td>
<td>College Algebra</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 1710</td>
<td>Precalculus Algebra</td>
</tr>
<tr>
<td>MATH 1720</td>
<td>Precalculus Trigonometry</td>
</tr>
<tr>
<td>MATH 1730</td>
<td>Precalculus</td>
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<td>MATH 1830</td>
<td>Basic Calculus &amp; Modeling</td>
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<tr>
<td>MATH 1910</td>
<td>Calculus</td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>BIOL 1110</td>
<td>General Biology I</td>
</tr>
<tr>
<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>
<tr>
<td>CHEM 1310</td>
<td>Concepts of Chemistry</td>
</tr>
<tr>
<td>GEOL 1040</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>GEOL 1050</td>
<td>Historical Geology</td>
</tr>
<tr>
<td>GEOL 1300</td>
<td>The Environment W/ Lab</td>
</tr>
<tr>
<td>GEOL 1310</td>
<td>Concepts of Earth Science</td>
</tr>
<tr>
<td>PHYS 1300</td>
<td>Concepts of Physics</td>
</tr>
<tr>
<td>PHYS 2010</td>
<td>Non-calculus Based Physics I</td>
</tr>
<tr>
<td>PHYS 2020</td>
<td>Non-calculus Based Physics II</td>
</tr>
<tr>
<td>PHYS 2110</td>
<td>Calculus-Based Physics I</td>
</tr>
<tr>
<td>PHYS 2120</td>
<td>Calculus-Based Physics II</td>
</tr>
</tbody>
</table>

**SOCIAL/BEHAVIORAL SCIENCES CATEGORY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>PSY 1010</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSY 2100</td>
<td>Psychology of Human Development</td>
</tr>
<tr>
<td>PSY 2400</td>
<td>Human Development Through the Lifespan</td>
</tr>
<tr>
<td>SOC 1010</td>
<td>General Sociology</td>
</tr>
<tr>
<td>SOC 1020</td>
<td>Social Problems &amp; Social Change</td>
</tr>
<tr>
<td>WMN 2200</td>
<td>Women in Society</td>
</tr>
</tbody>
</table>
In This Section:

- University Parallel Guarantee
- Articulation Agreements
- General Associate’s Degrees
- TBR General Education Core and Transferability of Courses Among TBR Institutions
- High School Course Requirements (University Parallel Program)
- General Associate of Arts and Associate of Science Program Requirements
- General Associate of Science in Teaching Program Requirements
- University Connection
- Regents Online Degree Programs
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 Academic Advising, Articulation and 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 Carson-Newman College, East Tennessee State University, Lincoln Memorial University, Maryville College, Nossi College of Art, Tennessee Technological University, Tennessee Wesleyan College, Tusculum College, the University of Tennessee at Knoxville and Watkins College of Art and Design.

Information on articulation agreement requirements is provided by academic advisors, the Student Assistance Center and the Curriculum Office. Agreements are also available online at www.pstcc.edu/departments/curriculum_and_instruction. Program-specific agreements include the following:
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, Lincoln Memorial University, Maryville College, Middle Tennessee State University, Nossi College of Art, Tennessee State University, Tennessee Technological University, Tennessee Wesleyan College, Tusculum College, the University of Memphis, the University of Tennessee at Chattanooga, the University of Tennessee at Martin, the University of Tennessee at Knoxville and Watkins College of Art & Design.

**TBR GENERAL EDUCATION CORE AND**

- Accounting
- Advertising
- Aerospace Engineering
- Agricultural Economics
- Anthropology
- Art
  - • Graphic Design
  - • History
  - • Studio
- Biological Sciences
- Biomedical Engineering
- Business Administration
- Chemical Engineering
- Chemistry
- Child and Family Studies
- Civil Engineering
- Communication Studies
- Comparative Literature
- Computer Engineering
- Computer Science
- Construction Management
- Early Childhood
- Education
- Economics
- Electrical Engineering
- Elementary Education
- English
- Exercise Science
- Film Studies
- Finance
- French
- French Language and World Business
- Health Care Administration
- History
- Hotel and Restaurant Administration
- Human Resource Management
- Industrial Engineering
- Interior Design
- Journalism and Electronic Media
- Legal Studies
- Logistics
- Management
- Marketing
- Materials Science and Engineering
- Mathematics
- Mechanical Engineering
- Music (B.A.)
- Nuclear Engineering
  - • Radiological Nursing
- Organizational Management
- Philosophy
- Plant Sciences and Landscape Systems
  - • Biotechnology and Horticulture
- • Landscape Design and Construction
- • Horticulture
- • Turfgrass Science and Management
- Political Science
- Pre-professional
  - • Clinical Lab Science Technology
  - • Medical, Dentistry, Pharmacy
  - • Pre-veterinary Medicine
- Psychology
- Public Administration
- Public Relations
- Retail and Consumer Science
- Secondary Education
- Social Work
- Sociology
- Spanish
- Spanish Language and World Business
- Special Education
- Sport Management
- Statistics
- Theatre
- Women’s Studies
Effective as of fall semester 2004, each institution in the State University and Community College System of Tennessee (the Tennessee Board of Regents System) shares a common lower-division general education core curriculum of 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:

Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees*

<table>
<thead>
<tr>
<th>Subject Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>9</td>
</tr>
<tr>
<td>Humanities and/or Fine Arts</td>
<td>9 (At least one course must be in literature)</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>History</td>
<td>6 ***</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>41</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 universities should take 6 hours of U.S. 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 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 8 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.

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.

HIGH SCHOOL COURSE REQUIREMENTS
(UNIVERSITY PARALLEL PROGRAM)

Candidates 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 to remove any deficiency.

Effective fall 2007, students may remove deficiencies in social studies, history, visual/performing arts, science and geometry/advanced mathematics by completing courses approved to meet general education core requirements with a minimum grade of C. All requirements in the core category must be met for a related deficiency to be removed; e.g., students must complete 9 hours of humanities to remove a deficiency in visual/performing arts without taking an additional course. Courses taken to remove foreign language deficiencies may be counted as electives.

Students transferring to a TBR university without a degree from Pellissippi State will be responsible for completing any high school deficiencies before receiving a baccalaureate degree.

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

Exceptions to minimum high school unit requirements (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 (ACE) external diploma are considered to have met all high school unit requirements except those in foreign language and visual/performing arts.

- 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.

- 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.

**GENERAL ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE PROGRAM REQUIREMENTS**

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

**Contact(s):** Enrollment Services, (865) 694-6400

*General A.A. and A.S. Degrees—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. Prior to registering each semester, the student is expected to consult with his/her advisor.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
</tr>
</tbody>
</table>
FREN/GERM/SPAN 1. Intermediate Foreign Language

<table>
<thead>
<tr>
<th>Elective</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1020</td>
<td>3</td>
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<tr>
<td>HIST 2</td>
<td>3</td>
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<tr>
<td>NS 3</td>
<td>4</td>
</tr>
<tr>
<td>SBS 4</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Semester II (Spring)**

ENGL 1020 English Composition II

FREN/GERM/SPAN 1 Intermediate Foreign Language Elective

HIST 2 History Sequence Elective

NS 3 Natural Sciences Elective

SPH 2100 Public Speaking

**Semester III (Fall)**

ELEC 5 Approved Electives

ENGL 6 Literature Elective

MATH 7 Mathematics Elective

**Semester IV (Spring)**

ELEC 5 Approved Electives

HUM 8 Humanities Electives

SBS 4 Social/Behavioral Sciences Elective

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

FREN/ A sequence is required for Associate of Arts degrees only. Students lacking two years of study in the same foreign language should take one year of beginning foreign language prior to enrolling in intermediate courses. Associate of Science students should substitute the 6 hours of foreign language with electives.

HIST 2 Select sequence from HIST 1010-1020, 1110-1120, 2010-2020. Students who plan to transfer to Tennessee Board of Regents universities should take 6 hours of U.S. 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.

NS 3 Chosen from BIOL 1110, 1120, 2010, 2020; BOT 1010, 1020; CHEM 1010, 1020, 1110, 1120; GEOL 1040, 1050, 1300; PHYS 2010, 2020, 2110, 2120

SBS 4 Chosen from ANT 1300; ECN 2010; GEOG 1000; HIST 2040; POL 1010, 1020; PSY 1010, 2100, 2400; SOC 1010, 1020; WMN 2200

ELEC 5 Any transferable course; check course equivalency tables and/or catalogs of the college or university to which the student intends to transfer. Associate of Arts degrees require 13 hours of elective courses; Associate of Science degrees require 19 hours

ENGL 6 Chosen from ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520

MATH 7 Chosen from MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

HUM 8 Chosen from ART 1720, 1730; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520; HUM 2810; MUS 1030; PHIL 1030 or PHIL
GENERAL ASSOCIATE OF SCIENCE IN TEACHING
PROGRAM REQUIREMENTS

The community colleges and universities of the Tennessee Board of Regents system have joined together to develop a common core of courses for prospective elementary school teachers consisting of an introduction to teaching and technology course and standards-based mathematics and science courses. The common core for the Associate of Science in Teaching (A.S.T.) degree allows prospective teachers to transfer from Pellissippi State to any TBR university as a junior and without loss of credit. In addition to the curriculum requirements listed below, students must attain a cumulative grade-point average of 2.75, successfully complete the Praxis I exam and achieve satisfactory disposition assessment ratings.

Contact(s): Meg Moss, program coordinator, mvmoss@pstcc.edu, (865) 694-6673; Enrollment Services, (865) 694-6400

A.S.T. Degree—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. Prior to registering each semester, the student is expected to consult with his/her advisor.

Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1310</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2010</td>
<td>Intro to Teaching &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1410</td>
<td>The Structure of the Number System</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester II (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1310</td>
<td>Concepts of Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2020</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1420</td>
<td>Geometry/Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1030</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester III (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED 2060</td>
<td>Development of Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1</td>
<td>Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 1310</td>
<td>Concepts of Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td></td>
</tr>
<tr>
<td>or MATH 1010</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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</tbody>
</table>

Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GEOG 1000</td>
<td>Introduction to Geography</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1300</td>
<td>Concepts of Physics</td>
<td>3</td>
</tr>
<tr>
<td>POL 1010</td>
<td>U.S. Government &amp; Politics</td>
<td></td>
</tr>
<tr>
<td>or SOC 1010</td>
<td>General Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>
Total Credit Hours Needed for Graduation: 60

ENGL 1 Chosen from ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520

HUM 2 Chosen from ART 1720, 1730; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520; HUM 2810; PHIL 1030 or PHIL 1500, 2010, 2400; THEA 1030

UNIVERSITY CONNECTION

Pellissippi State partners with Tennessee Board of Regents universities to allow students to earn a baccalaureate degree on the Pellissippi State campus. University Connection agreements with East Tennessee State University allow students earning an Associate of Applied Science degree in selected business, engineering and interior design programs to continue their work toward the bachelor’s degree. Students interested in pursuing careers as elementary school teachers are able to complete their bachelor’s degrees through Tennessee Technological University. For further information, contact the University Connection Office, (865) 694-6449; visit the Web site, www.pstcc.edu/uc; or contact Enrollment Services, (865) 6400.

REGENTS ONLINE DEGREE PROGRAMS

The Tennessee Board of Regents colleges and universities have joined together in offering Regents Online Degree Programs. Courses completed in RODP 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.

Career/Technical programs leading to an associate’s degree include—

- Associate of Applied Science in Information Technology
- Associate of Applied Science in Early Childhood Education
- Associate of Applied Science in Web Technology
- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)
- Associate of Science in General Studies: Elective Concentration for Teacher Aides/Paraprofessionals Preparation (University Parallel)

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 can enhance their teaching degrees with RODP Undergraduate Teacher Education Programs:

- Occupational Licensure Program
- Teacher Education Add-on Endorsements (Must be certified to teach):
Special Education, English as a Second Language, Math, Biology and Chemistry

Online Professional Development for P-12 Teachers: recertification courses for teachers, in-service courses, workshops

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 PROGRAMS

In This Section:

• Career Technical Programs—Associate of Applied Science Degree
• Career/Technical Guarantee
• Regents Online Degree Programs
• Career/Technical Program Options
• Career/Technical Core Curriculum
• Cooperative Education
• Cooperative Education Courses
• Career/Technical Program Descriptions and Requirements
CAREER/TECHNICAL PROGRAMS—
ASSOCIATE OF APPLIED SCIENCE DEGREE

Pellissippi State offers 13 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

See the College Transfer/University Parallel Programs section of this Catalog for information about Regents Online Degree Programs.

CAREER/TECHNICAL PROGRAM OPTIONS

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

**Business Administration**
- Computer Accounting Concentration
- Hospitality Concentration
- Management Concentration
- Marketing Concentration

**Civil Engineering Technology**

**Computer Integrated Drafting and Design Technology**

**Computer Science and Information Technology**
- Database Design and Development Concentration
- High Performance Computing Concentration
- Networking and Communications Systems Concentration
- Programming Concentration

**Early Childhood Education**

**Electrical Engineering Technology**

**General Technology**

**Interior Design Technology**

**Mechanical Engineering Technology**
- Manufacturing Concentration
- Mechanical Concentration
- Plastics Engineering Technology Concentration
- Quality Control Concentration

**Media Technologies**
- Communication Graphics Technology Concentration
- Photography Concentration
- Video Production Technology Concentration
- Web Technology Concentration

**Office Systems Technology**
- Business Concentration
- Health Care Office Administration Concentration

**Paralegal Studies**

**Security Engineering and Administration Technology**
CAREER/TECHNICAL CORE CURRICULUM*

Courses Credit Hours
English Composition I ................................................................. 3
Humanities/Fine Arts ..................................................................... 3
Mathematics or 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 requirements at Pellissippi State Technical Community College are published in the General Education section of this Catalog.

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. A grade designation is given where cooperative work experience is used for course substitution.

COOPERATIVE EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course No</th>
<th>Course Title</th>
<th>Hours of Work</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1911</td>
<td>Cooperative Education</td>
<td>45</td>
<td>1</td>
</tr>
<tr>
<td>COP 1912</td>
<td>Cooperative Education</td>
<td>90</td>
<td>2</td>
</tr>
<tr>
<td>COP 1913</td>
<td>Cooperative Education</td>
<td>135</td>
<td>3</td>
</tr>
<tr>
<td>COP 1914</td>
<td>Cooperative Education</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>COP 1915</td>
<td>Cooperative Education</td>
<td>225</td>
<td>5</td>
</tr>
</tbody>
</table>
CAREER/TECHNICAL PROGRAM DESCRIPTIONS AND REQUIREMENTS

BUSINESS ADMINISTRATION


Program description. The Business Administration program encompasses related Career/Technical disciplines in four general concentrations: Computer Accounting, Hospitality, Management and Marketing. Students will earn a degree in a cross-disciplinary environment that reflects the trend in industry. The program employs...
instructors with years of practical experience and is guided by working professionals.

**Computer Accounting concentration.** The Computer Accounting concentration 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.

**Hospitality concentration.** The Hospitality concentration 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 curriculum also includes on-the-job experience as an intern. Organizations in the industry frequently promote from within, so the internship can be a significant asset.

**Management concentration.** The mission of the Management concentration is to produce graduates with the skills necessary to effectively manage and provide leadership for any organization’s most important resource: its people.

**Marketing concentration.** The Marketing concentration 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 principles are 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:**

**Computer Accounting:** Accounts payable technician, accounts receivable technician, payroll technician, financial institution technician

**Hospitality:** Associate manager, small-business operator, assistant manager, functional assistant manager

**Management:** Team leader, supervisor, human resources assistant, small business manager/owner, management trainee, branch manager

**Marketing:** Advertising media sales representative, customer service representative, director of marketing, e-commerce coordinator, industrial sales representative, marketing coordinator, small business owner/manager

**Educational Objectives.** After successfully completing the Business Administration program, the graduate will be equipped to do the following:

I. Understand the basic principles of Business Administration and apply them.

II. Integrate business disciplines.
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 business.
VII. Understand and appreciate the global nature of business.

**Contact(s):**

**Computer Accounting:** Deanne Pannell, dpannell@pstcc.edu, Ann Snodgrass, asnodgrass@pstcc.edu, Rick Oster, roster@pstcc.edu, Mark Fuentes, mhfuentes@pstcc.edu; **Hospitality:** Tom Gaddis, (865) 971-5246, tfgaddis@pstcc.edu; **Management:** Roger Crowe, rcrowe@pstcc.edu; Denise Reed, dcreed@pstcc.edu; **Marketing:** Anne Swartzlander, aswartzlander@pstcc.edu, Lisa Bogaty, lbogaty@pstcc.edu; Business and Computer Technology Department, (865) 694-6656

**Business Administration/Computer Accounting Concentration—Courses and Course Sequence**

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

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

**Semester I (Fall)**

- ACC 2000 Principles of Accounting I ........................................ 3
- ENGL 1010 English Composition I .............................................. 3
- MATH 1530 Elementary Probability & Statistics ....................... 3
- MKT 2200 Principles of Marketing ............................................... 3
- OST 1211 Introduction to Software Applications ........................... 3

**Semester II (Spring)**

- ACC 2030 Principles of Accounting II .......................................... 3
- ACC 2410 Income Taxation .......................................................... 3
- ECN 2010 Principles of Economics I ........................................... 4
- OST 2621 Excel ........................................................................... 3
- SPH 2100 Public Speaking ............................................................ 3

**Semester III (Fall)**

- ACC 2215 Intermediate Accounting I .......................................... 3
- ACC 2360 Cost Accounting ............................................................ 3
- ACC 2500 Payroll & Internal Control ........................................... 3
- HUM * Humanities/Fine Arts Elective ........................................... 3
- MGT 2000 Principles of Management ........................................... 3

**Semester IV (Spring)**

- ACC 2220 Intermediate Accounting II ......................................... 3
- ACC 2530 Accounting Systems ..................................................... 3
- ACC 2571 Computer Accounting Internship ................................ 3
- FIN 2000 Financial Management ................................................ 3
- MGT 2240 Business Capstone ...................................................... 3

**Total Credit Hours Needed for Graduation:** 61
* See the General Education section of this Catalog for electives.

**Business Administration/Hospitality Concentration—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></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HSP 1200 Intro to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2200 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OST 1211 Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100 Public Speaking</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 2010 Principles of Economics I</td>
</tr>
<tr>
<td>HSP 2260 Hotel Operations</td>
</tr>
<tr>
<td>HUM * Humanities/Fine Arts Elective</td>
</tr>
<tr>
<td>MATH 1530 Elementary Probability &amp; Statistics</td>
</tr>
<tr>
<td>MGT 2030 Team Leadership</td>
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<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
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<tbody>
<tr>
<td>ACC 2000 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>HSP 1 Hospitality Elective</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2220 Tourism and Travel</td>
<td>4</td>
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<tr>
<td>HSP 2300 Food &amp; Beverage Operation</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2050 Human Resources</td>
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<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSP 2075 Purchasing &amp; Cost Control</td>
</tr>
<tr>
<td>HSP 2240 Business Capstone</td>
</tr>
<tr>
<td>HSP 2320 Quantity Food Production</td>
</tr>
<tr>
<td>HSP 2950 Hospitality Internship</td>
</tr>
</tbody>
</table>

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

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

* See General Education section of this Catalog for electives.

**Business Administration/Management Concentration—Courses and Course Sequence**

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

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

**Semester I (Fall)**
ENGL 1010 English Composition I ......................................................3
MGT 2000 Principles of Management ...............................................3
MKT 2200 Principles of Marketing ...................................................3
OST 1211 Introduction to Software Applications ..............................3
SPH 2100 Public Speaking ................................................................3

**Semester II (Spring)**
ECN 2010 Principles of Economics I .................................................4
MATH 1530 Elementary Probability & Statistics ...............................3
MGT 2030 Team Leadership ..............................................................3
MGT 2050 Human Resources ............................................................3
MGT 2160 Quality Improvement .......................................................3

**Semester III (Fall)**
ACC 2000 Principles of Accounting I ................................................3
ENGL 2950 Business & Technical Writing .........................................3
LAW 2300 Contracts & UCC ..............................................................3
MGT 2100 Information Systems .........................................................3
MGT 2170 Project Management ........................................................3

**Semester IV (Spring)**
FIN 2000 Financial Management ......................................................3
HUM * Humanities/Fine Arts Elective ..............................................3
MGT 2180 Team Practicum ...............................................................3
MGT 2240 Business Capstone ..........................................................3
MGT 2471 Management Internship ...................................................3

Total Credit Hours Needed for Graduation: 61

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

**Business Administration/Marketing Concentration—Courses and Course Sequence**

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

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

**Semester I (Fall)**
ENGL 1010 English Composition I ......................................................3
MGT 2000 Principles of Management ...............................................3
MKT 2200 Principles of Marketing ...................................................3
MKT 2420 Customer Service ............................................................3
OST 1211 Introduction to Software Applications ..............................3

**Semester II (Spring)**
ACC 2000 Principles of Accounting I ................................................3
MKT 2500 Services Marketing ..........................................................3
OST 1007 Access I CBT ....................................................................1
SPH 2100 Public Speaking ...............................................................3
WEB 2001 Web Page Design I—HTML Coding ...............................1
WEB 2002 Web Page Design II—Graphics .......................................1
WEB 2003 Web Page Design III—Site Building .................................1
### Semester III (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV 2500</td>
<td>Advertising &amp; Promotion</td>
<td>3</td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2260</td>
<td>Marketing Information</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2450</td>
<td>E-Commerce</td>
<td>3</td>
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</table>

### Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 2000</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2240</td>
<td>Business Capstone</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2471</td>
<td>Marketing Internship</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2570</td>
<td>Sales/Event Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

### 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:** Plan reviewer or building inspector, junior estimator, materials lab technician, engineering field representative, junior bridge inspector and field layout person, survey party member.

**Educational objectives.** After successfully completing the Civil Engineering Technology program, the graduate will be qualified to accomplish the following objectives related to civil engineering technology:

1. Creatively apply basic engineering theories and concepts.
2. Communicate effectively within the industry and with the public.
3. Work individually or in teams to solve work-related problems.
4. Apply professional ethics, leadership and personal initiative.
5. Efficiently utilize industry-standard equipment, instruments and software.
6. Obtain gainful employment in the civil engineering/construction management technology discipline or matriculate to a four-year program in engineering technology.

**Program outcomes.** Upon completion of the Civil Engineering Technology program, the student will have demonstrated the ability to

A. Apply the principles of mathematics, science and engineering technology.
B. Perform land measurements and construction layouts.
C. Select the appropriate construction methods and materials using industry-standard procedures to meet specified needs.
D. Conduct standard tests on construction materials and soils, analyze the results
and prepare an appropriate technical report.

E. Work in a team environment, recognizing the diverse personality types.
F. Communicate effectively, including verbal, writing and graphical skills.
G. Identify, formulate and solve engineering technology–based problems.
H. Read and extract information from manuals, journals and other discipline literature.
I. Comprehend social, professional and ethical responsibilities, including development of a respect for diversity and other contemporary issues.
J. Realize the importance of a commitment to quality, timeliness and continuous improvement.
K. Understand the societal and environmental impacts, locally and globally, of engineered projects.
L. Understand the need for continuing education, including further degrees, in a rapidly changing technological world.

Contact(s): George Cox, program coordinator, (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>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1000 CET Seminar</td>
<td>1</td>
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<tr>
<td>CET 1010 Construction Methods</td>
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<tr>
<td>CHEM 1110 General Chemistry I</td>
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</tr>
<tr>
<td>or GEOL 1040 Physical Geology</td>
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</tr>
<tr>
<td>ENGL 1010 English Composition I</td>
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<tr>
<td>MATH 1730 Precalculus</td>
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<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CET 1022 Construction Materials W/Lab</td>
<td>4</td>
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<tr>
<td>CET 1212 Surveying Principles W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CID 1100 Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530 Elementary Probability &amp; Statistics</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2010 Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CET 2112 Soil Mechanics W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CET 2212 Advanced Surveying W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>MET 1040 Applied Statics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2021 Project Scheduling W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>CET 2220 Site Planning &amp; Development W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>CET 2810 Civil Design Applications</td>
<td>3</td>
</tr>
<tr>
<td>HUM * Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2010 Noncalculus Based Physics I</td>
<td>4</td>
</tr>
<tr>
<td>SBS * Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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

* See the General Education section of this Catalog for electives.
COMMUNICATION GRAPHICS TECHNOLOGY (SEE MEDIA TECHNOLOGIES)

COMPUTER ACCOUNTING (SEE BUSINESS ADMINISTRATION)

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, CAD applications, 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 CAD 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 3 certificates that students may earn in addition to the associate’s degree, including Architectural, AutoCAD, and Mechanical.

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.

Educational objectives. After successfully completing the Computer Integrated Drafting and Design Technology program, the graduate will be qualified to accomplish the following objectives related to computer integrated drafting and design:

I. Understand and apply industry standards, principles and practices for engineering graphics required for manufacturing and construction.
II. Demonstrate proficiency with industry-standard commercial computer graphic applications used in visual representation and communication of graphic information.
III. Apply basic engineering methods and technology to analyzing and solving technical problems.
IV. Use software applications, references and other resources used by industry.
V. Be knowledgeable of office procedures, ethical concerns and professional communication issues of written/verbal/graphic information.
VI. Undertake endeavors using skills and knowledge, which will contribute to personal growth, professional development, community improvement and attaining goals.

Program outcomes. Upon completion of the Computer Integrated Drafting and Design Technology program, the student will have demonstrated the ability to
A. Know the techniques, skills, methods, equipment, resources and modern applications of the contemporary engineering graphics industry.
B. Apply current knowledge and adapt to emerging applications within the areas of engineering technology, mathematics and science.
C. Conduct, analyze and interpret experiments and apply results to improve procedures.
D. Use knowledge and applications creatively in the implementation of procedures or methods applied to current industry practices.
E. Contribute as a team member.
F. Identify, analyze and solve technical problems appropriate to program objectives.
G. Communicate effectively in verbal, written and graphic formats using the technology tools contemporary with industry usage.
H. Recognize the need to maintain current skills and knowledge.
I. Understand professional, ethical and social responsibilities.
J. Acknowledge the diversity of knowledge, skills and cultures in the workplace.
K. Understand the need for quality, timeliness and continuous improvement.

Contact(s): Bill Davis, program coordinator, (865) 694-6501, bdavis@pstcc.edu; Joan Davis, (865) 694-6639, jmdavis@pstcc.edu; Ramzi Ghezawi, (865) 694-6502, rghezawi@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.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CET/MET 1 Manufacturing Process Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>CID 1100 Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1730 Precalculus</td>
<td></td>
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<tr>
<td>or MATH 1710</td>
<td></td>
</tr>
<tr>
<td>&amp; 1720 Precalculus Algebra &amp; Precalculus Trig</td>
<td>5-6</td>
</tr>
<tr>
<td>SBS * Social/Behavioral Sciences Elective</td>
<td>3-4</td>
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</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CID 1110 Technical Illustration W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CID 1210 Architectural Drawing W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CID 1220 Advanced Mechanical Drawing W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1530 Elementary Probability &amp; Statistics</td>
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</tr>
<tr>
<td>or MATH 1830 Basic Calculus &amp; Modeling</td>
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**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CID 2 CID Electives</td>
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<tr>
<td>PHYS 2010 Noncalculus Based Physics I</td>
<td>4</td>
</tr>
<tr>
<td>or GEOL 1040 General Chemistry I</td>
<td>4</td>
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<tr>
<td>or CID 2 CID Elective</td>
<td>2-4</td>
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<tr>
<td>CID 2300 CID Major Projects</td>
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**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1110 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>or GEOL 1040 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>or CID 2 CID Elective</td>
<td>2-4</td>
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</table>
HUM * Humanities/Fine Arts Elective ..........................................3
MET 1040 Applied Statistics ..............................................................3

Total Credit Hours Needed for Graduation: 64

CET/MET 1 Manufacturing process elective to be chosen from CET 1010, 1022; MET 1012, 1020

CID 2 CID electives to be chosen from CID 2112, 2150, 2240, 2290, 2900; COP 1914

* See the General Education section of this Catalog 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 four 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.

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.

High Performance Computing concentration. The High Performance Computing concentration provides educational opportunities for future HPC field engineers in medicine, gaming, imaging, business and other areas. The goal of the concentration is to cater to the emerging trends in advanced computing as well as the contemporary and future human resource requirements of the information technology industry.

Networking and Communications Systems concentration. The Networking and Communications Systems concentration 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.

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, C++, and Perl.

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

Typical job opportunities: Applications programmer, systems representative, product representative, maintenance programmer, programmer specialist, database programmer, programmer/analyst, research assistant, software developer, applications specialist, computer support specialist, high performance computing programming assistant, high per-
formance computing field engineer, security administration technician, network engineer/administrator, technical support specialist, systems engineer/administrator, cluster administrator, systems developer

**Educational Objectives.** 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. Understand and use computers, peripherals and related equipment such as networks, clusters, and other emerging technologies.

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 that can be measured by real-world training standards as established by national tests, state standards, institutional goals, employers 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 four-year colleges/universities and which can be applied to higher levels of learning.

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

**Contact(s):** Greg Walters, program coordinator, (865) 694-6656, gwalters@pstcc.edu

**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)**

<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 1510</td>
<td>Introduction to Programming Using Java</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
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<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>
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<tbody>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics I</td>
<td>4</td>
</tr>
<tr>
<td>Semester</td>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------</td>
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<td>---------</td>
</tr>
<tr>
<td>Semester I (Fall)</td>
<td>CSIT 1110 Introduction to Information Technology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CSIT 2410 Introduction to Linux</td>
<td>4</td>
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<td></td>
<td>ENGL 1010 English Composition I</td>
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<tr>
<td></td>
<td>MATH 1530 Elementary Probability &amp; Statistics</td>
<td>4</td>
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<td>Semester II (Spring)</td>
<td>CSIT 1360 Introduction to Cluster Computing</td>
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<td></td>
<td>CSIT 1730 Networking Fundamentals</td>
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<tr>
<td></td>
<td>CSIT 1810 Introduction to Database Design</td>
<td>4</td>
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<tr>
<td></td>
<td>CSIT 2411 Linux System Administration</td>
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<td></td>
<td>CSIT 2320 Advanced Cluster Computing</td>
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<tr>
<td></td>
<td>CSIT 2430 Introduction to Scripting Languages</td>
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<td>HUM * Humanities/Fine Arts Elective</td>
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<td></td>
<td>SPH 2100 Public Speaking</td>
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<td>Semester IV (Spring)</td>
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<tr>
<td></td>
<td>CSIT 2911 CSIT Internship</td>
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<td></td>
<td>ECN 2010 Principles of Economics I</td>
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<tr>
<td></td>
<td>ELEC 2 Guided Elective</td>
<td>4</td>
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</tbody>
</table>

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

Computer Science and Information Technology/High Performance Computing 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.

Total Credit Hours Needed for Graduation: 61
**BA**  Business administration electives to be chosen from any ACC, FIN, MGT or MKT courses

**ELEC**  Guided elective chosen from CSIT 2330, 2340, 2475, 2476, 2630, 2635; EET 2715

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

**Computer Science and Information Technology/Networking and Communications Systems 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>
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</thead>
<tbody>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1710</td>
<td>A+ Computer Hardware</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1720</td>
<td>A+ Computer Software</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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</table>

<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CSIT 1730</td>
<td>Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1810</td>
<td>Introduction to Database Design</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>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
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</table>

<table>
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<tr>
<th>Semester III (Fall)</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 2700</td>
<td>Windows Professional</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 2750</td>
<td>Routing/Switching Configuration</td>
<td>4</td>
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<tr>
<td>CSIT 2770</td>
<td>Wireless Technology</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIT 2710</td>
<td>Windows Server</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 2720</td>
<td>Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 2911</td>
<td>CSIT Internship</td>
<td>3</td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics I</td>
<td>4</td>
</tr>
</tbody>
</table>

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

**BA**  Business administration electives to be chosen from any ACC, FIN, MGT or MKT courses

* See the General Education section of this Catalog 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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td>4</td>
</tr>
</tbody>
</table>
CSIT 1510  Introduction to Programming Using Java .................4
ENGL 1010  English Composition I ...............................................3
HUM *  Humanities/Fine Arts Elective .........................................3
SPH 2100  Public Speaking ..........................................................3

Semester II (Spring)
CSIT 1520  Advanced Java Programming ....................................4
CSIT 1810  Introduction to Database Design ...............................4
ECN 2010  Principles of Economics I ..........................................4
MATH 1530  Elementary Probability & Statistics ..........................3

Semester III (Fall)
BA 1  Business Administration Elective ......................................3
CSIT 2  CSIT Application Elective ................................................4
CSIT 3  CSIT Programming Electives ............................................8

Semester IV (Spring)
BA 1  Business Administration Elective ......................................3
CSIT 2810  Systems Analysis & Design .......................................4
CSIT 2820  Machine Organization ................................................4
CSIT 2911  CSIT Internship ..........................................................3

Total Credit Hours Needed for Graduation: 61

BA 1  Business administration electives to be chosen from any ACC, FIN, MGT, or MKT
CSIT 2  CSIT application elective to be chosen from CSIT 2410, 2412, 2425, 2460, 2465, 2477, 2490
CSIT 3  CSIT programming electives to be chosen from CSIT 2610, 2630, 2645, 2655, 2665, 2690

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

CRIMINAL JUSTICE
Program description. Through a cooperative arrangement between Pellissippi State Technical Community College and Walters State Community College in support of the criminal justice and fire protection students of Knox and Blount counties, students in these programs may complete their Associate of Applied Science degree in Criminal Justice by taking courses in their major at Walters State teaching sites and their general education 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.

MARKETING (SEE BUSINESS ADMINISTRATION)

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. Further, 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.

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

**Typical job opportunities:** 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

**Educational Objectives.** 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):** Shari Lillestolen, (865) 539-7229, srlillestolen@pstcc.edu

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**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.

**Semester I (Fall)**
- **ECEd 1010** Orientation to Early Childhood Education .................. 2
- **ECEd 2010** Safe, Healthy Learning Environments ....................... 3
- **ECEd 2130** Clinical Practicum I .................................................. 2
- **ENGL 1010** English Composition I .............................................. 3
- **MATH * ** Mathematics Elective .................................................. 3-5

**Semester II (Spring)**
- **ECEd 2015** Early Childhood Curriculum .................................. 3
- **ECEd 2020** Infant, Toddler, Child Development ......................... 3
- **ECEd 1** ECEd Elective ............................................................... 3
- **ENGL 1020** English Composition II .......................................... 3
- **NSC * ** Natural Sciences Elective .............................................. 4

**Semester III (Fall)**
- **ECEd 2040** Family Dynamics & Community Involvement .............. 3
- **ECEd 2060** Development of Exceptional Children ....................... 3
- **ECEd 2080** Language & Literacy Development in Early Childhood ..... 3
- **ECEd 2085** Math & Science in Early Childhood ........................... 3
- **ECEd 2140** Clinical Practicum II .............................................. 2

**Semester IV (Spring)**
- **ECEd 2070** Developmental Assessment ...................................... 3
- **ECEd 2150** Clinical Practicum III ............................................. 2
ECEd 1 ECEd Elective .................................................................3
HUM * Humanities/Fine Arts Elective ........................................3
OST 1005 Word
or OST 1211 Introduction to Software Applications ...................3
SBS * Social/Behavioral Sciences Elective.................................3-4

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

ECEd 1 ECEd electives to be chosen from ECEd 2030, 2050, 2090, 2100, 2110, 2120, 2230

* See General Education section of this Catalog 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, industrial electronics technician, instrument technician, manufacturing technician, plant technician, service technician, systems application technician

**Educational objectives.** After successfully completing the Electrical Engineering Technology program, the graduate will be qualified to accomplish the following objectives related to electrical engineering technology:

I. Function as a technically qualified electrical and electronic technician, capable of working with manufacturing, electrical, electronic, instrumentation and computer systems.

II. Demonstrate critical thinking skills by applying the basic principles of electrical engineering technology to solve technical problems with minimum assistance or supervision.

III. Effectively communicate using reading, writing and speaking skills in interpersonal and group environments.

IV. Function in a team environment by contributing and respecting the ideas and attitudes of others and demonstrate the ability to provide leadership to a technical team.

V. Demonstrate an understanding of ethical and professional conduct by applying good work habits.

VI. Continue to participate in lifelong learning and maintain an awareness of global
issues in technology.

**Program outcomes.** Upon completion of the Electrical Engineering Technology program, the student will have demonstrated the ability to

A. Analyze and solve complex electrical and electronic circuit problems.
B. Use electrical and electronic measuring tools to acquire and interpret data to solve problems.
C. Program microprocessor-based systems, such as microcontrollers and programmable logic controllers, as applied to manufacturing, electrical, electronic, instrumentation or computer systems.
D. Apply creative ideas in solving electrical and electronic problems related to manufacturing, electrical, electronic, instrumentation and computer systems.
E. Apply current knowledge in math and science to adapt to new applications used in manufacturing, electrical, electronic, instrumentation and computer systems.
F. Work in a team environment.
G. Develop and interpret visual information, produce written documents, deliver oral presentations and communicate with an audience.
H. Continue education beyond the associate’s level by having an awareness of the need to engage in lifelong learning.
I. Understand and apply professional ethics to professional settings and relate to colleagues with respect.
J. Develop an awareness of diversity and professional, societal, and global issues.
K. Develop a commitment to produce quality work in a timely manner and an awareness of the need for continually improving technical skills and professional conduct.

**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.

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1001</td>
<td>Introduction to EET</td>
<td>1</td>
</tr>
<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1030</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>or PHIL 2400</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1730</td>
<td>Precalculus</td>
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**Semester II (Spring)**

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET 1022</td>
<td>Electrical Circuits II W/Lab</td>
<td>5</td>
</tr>
<tr>
<td>EET 1210</td>
<td>Active Devices I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1830</td>
<td>Basic Calculus &amp; Modeling</td>
<td>4</td>
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**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIT 1050</td>
<td>Programming for Engineering Transfer</td>
<td>1</td>
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</table>
EET 2220   Active Devices II W/Lab ..................................................4
EET 2312   Microprocessors I W/Lab ..................................................4
EET 1         EET Electives .................................................................6
PHYS 2010   Noncalculus Based Physics I ............................................4

**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I</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>
</tr>
<tr>
<td>SOC 1010</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 1020</td>
<td>Social Problems &amp; Social Change</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

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

EET 1   Electrical Engineering Technology electives to be chosen from EET 2715, 2900, 2910, 2920, 2930 or as approved by an EET advisor

**GENERAL TECHNOLOGY**

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

Designed as a cross-disciplinary program, the General Technology degree allows the student to combine engineering technology or 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 Management, Photography, Real Estate, Supervision and Surveying certificates.

**Articulation from Tennessee Technology Centers to Pellissippi State.** A student who has completed a diploma program at a Tennessee Technology Center (TTC) will receive credit toward the General Technology major by meeting the following requirements: (1) The student must meet all regular admission requirements. (2) The student must provide an official transcript from the TTC. (3) The student must meet all applicable requirements of the Developmental Studies Program as indicated by the appropriate placement test. (4) The student is required to complete general education requirements. (5) The student must complete 15 hours of college-level work in the appropriate concentration or in general education before being awarded credit for prior learning at the TTC.

Upon fulfillment of the requirements stated above, the student will receive 30 semester hours credit toward the Associate of Applied Science (A.A.S.) degree, General Technology major. Credit previously awarded for a diploma from a TTC will be posted on the transcript but will not count in the calculation of the student’s grade point average.

**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.

**IBEW Articulation.** Students who have completed or are currently enrolled in the IBEW Inside Wireman Program or any Department of Labor Electrical Apprenticeship may receive 30 semester hours credit towards an Associate of Applied Science (A.A.S.) degree in General Technology with an Electrical Construction concentration. For more information, inquire about the GET6 degree by contacting Dr. Chuck Wright at Pellissippi State at (865) 694-6511, cwright@pstcc.edu, or Melissa Parsly at the NJATC International Training Center (865) 380-9044, ext. 10.

**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** depending on the student's choice of major electives but might include sales associate/sales representative (business core), technician (varied technical fields), or clerk/receptionist (office systems core).

**General information contact(s):** Cynthia Dempster, dean of Business and Computer Technology (865) 694-6495, cdempster@pstcc.edu or Margaret Ann Jeffries, dean of Engineering and Media Technologies (865) 539-7084, mjeffries@pstcc.edu

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**General Technology—Courses and Course Sequence**

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

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BA 1</td>
<td>Business Administration Elective .......................3</td>
</tr>
<tr>
<td>COMP 2</td>
<td>Introductory Computer Course ................................3-4</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I ........................................3</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Major Technology Electives ................................6</td>
</tr>
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</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2950</td>
<td>Business &amp; Technical Writing</td>
</tr>
<tr>
<td>or ENGL 1020</td>
<td>English Composition II ....................................3</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Major Technology Electives ...............................6</td>
</tr>
<tr>
<td>MATH or NS *</td>
<td>Mathematics or Natural Sciences Elective ..............3-5</td>
</tr>
<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective ........................3-4</td>
</tr>
</tbody>
</table>
Semester III (Fall)
ELEC 3 Guided Elective ......................................................... 3
HUM * Humanities/Fine Arts Elective ........................................ 3
MAJOR Major Technology Electives ......................................... 6
SPH 2100 Public Speaking .................................................. 3

Semester IV (Spring)
ELEC Guided Elective ......................................................... 3
MAJOR Major Technology Electives ......................................... 12

Total Credit Hours Needed for Graduation: 60

BA 1 Business administration elective to be chosen from any ACC, ADV, FIN, MGT or MKT courses

COMP 2 Introductory computer course to be chosen from CGT 1030, CID 1100, any CSIT, ENGT 1000, any OST (except OST 1100) or VPT 1030

ELEC 3 Guided electives to be approved by the appropriate dean

* See General Education section of this Catalog for electives.

HIGH PERFORMANCE COMPUTING
(SEE COMPUTER SCIENCE AND INFORMATION TECHNOLOGY)

HOSPITALITY (SEE BUSINESS ADMINISTRATION)

INTERIOR DESIGN TECHNOLOGY

Program description. The Interior Design Technology (IDT) program provides students the solid design foundation needed to start working toward becoming a professional interior designer. The program prepares students for entry-level positions in residential design as well as sales positions related to interior design. Graduates are employed by interior design firms, furniture stores, flooring stores, paint and decorating centers, building centers, kitchen and bath design firms, and residential building contractors.

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

Typical job opportunities: Design assistant, interior decorator, residential consultant, design sales associate

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. Graduates of the IDT program are able to communicate a design through appropriate visual skills including hand drafting and sketching, CAD drafting, and other visualization methods. They enjoy working with people and the components of interior design. They are effective communicators who are organized, creative, and have the ability to follow through on all tasks.

Graduates of the program confer with clients to determine the purpose and function of the environment, style preferences, budget, types of construction, equipment to be installed and other factors that affect planning interior residential environments. They integrate findings with their knowledge of interior design and formulate plans to be practical, aesthetic and conducive to intended purposes including improving the life style of occupants. They advise clients on interior design factors, such as space planning, the
layout and utilization of furnishings and equipment, color schemes and coordination, and the selection of interior components. They estimate material requirements and costs, prepare drawings and materials for presentation to the client for approval and coordinate the implementation of all phases of a residential design project.

**Educational Objectives.** 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.

**Contact(s):** Margaret Ann Jeffries, program coordinator, mjjeffries@pstcc.edu, (865) 539-7084; SueAnne Lewis, sblewis@pstcc.edu, (865) 694-6505; Diana Morrow, dwmorrow@pstcc.edu, (865) 539-7210; and Julie Shubzda, jmshubzda@pstcc.edu, (865) 539-7294

**Interior Design Technology—Courses and Course Sequence**

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

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDT 1001</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>IDT 1100</td>
<td>Materials &amp; Process</td>
<td>3</td>
</tr>
<tr>
<td>IDT 1310</td>
<td>Fundamentals of Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>RCS 1200</td>
<td>Textiles for Interiors</td>
<td>3</td>
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</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 1110</td>
<td>2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 2950</td>
<td>Intermediate Design &amp; Color</td>
<td>3</td>
</tr>
<tr>
<td>GEN ED 1</td>
<td>General Education Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>IDT 1030</td>
<td>History of Interiors</td>
<td>3</td>
</tr>
<tr>
<td>MATH or NS *</td>
<td>Mathematics or Natural Sciences Elective</td>
<td>3-5</td>
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**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>IDT 1360</td>
<td>AutoCAD &amp; CAD Applications for Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>IDT 1612</td>
<td>Architectural Sketching</td>
<td>3</td>
</tr>
<tr>
<td>IDT 2030</td>
<td>Modern Interiors &amp; Architecture</td>
<td>3</td>
</tr>
<tr>
<td>IDT 2611</td>
<td>Kitchen &amp; Bath Planning</td>
<td>3</td>
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**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELEC 2</td>
<td>Guided Elective</td>
<td>3</td>
</tr>
<tr>
<td>IDT 2360</td>
<td>Advanced AutoCAD for Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>IDT 2630</td>
<td>Visualization Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>
IDT 2640 Residential Design & Construction ..................................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 or Natural Sciences, or Social/Behavioral Sciences in the General Education section of this Catalog.

ELEC ² Guided elective to be chosen from IDT 2050, 2500 or 2900.

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

MANAGEMENT (SEE BUSINESS ADMINISTRATION)

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. Mechanical Engineering Technology offers a core curriculum in engineering technology with multiple concentrations: Manufacturing, Mechanical, Plastics Engineering Technology and Quality Control.

Manufacturing concentration. The Manufacturing concentration is designed for students interested in computer-assisted methods of manufacturing. Areas of emphasis include computer-based component programming, CNC machining (milling 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, material testing, fluid mechanics with power applications, and applied mechanics.

Plastics Engineering Technology concentration. The Plastics Engineering Technology concentration is designed for students interested in the processing and manufacture of plastics, including injection molding, extrusion, blow molding and thermoforming. Emphasis is placed on types of plastics and their uses, plastics processing and process control, and component design and manufacture, along with production tool design, manufacture and testing.

Quality Control concentration. The Quality Control concentration is designed for students interested in production process control, testing and analysis of product quality. Areas of emphasis include dimensional metrology, product testing fundamentals, current quality control initiatives and methods, computer-assisted measuring and statistical process control (SPC).

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

Typical job opportunities: Engineering assistant, maintenance technician, CNC operator/programmer, manufacturing technician, CMM programmer, plastics process technician, quality technician
Contact(s): Pat Riddle, program coordinator, (865) 694-6514, priddle@pstcc.edu

Educational objectives. After successfully completing the Mechanical Engineering Technology program, the graduate will be qualified to accomplish the following objectives related to mechanical, manufacturing or quality control technologies:

I. Apply basic engineering theories and concepts.
II. Identify and solve work-related problems with minimum assistance.
III. Operate equipment and instruments with a high degree of skill.
IV. Communicate effectively.
V. Apply the principles of good work ethics.
VI. Obtain gainful employment in the mechanical engineering technology discipline or matriculate to a four-year program in engineering technology.

Program outcomes. Upon completion of the Mechanical Engineering Technology program, the student will have demonstrated the ability to

A. Apply the knowledge of mathematics, science and engineering technology.
B. Use the techniques and modern engineering tools needed for engineering technology practices.
C. Identify, formulate and solve engineering technology-based problems.
D. Design and conduct experiments, as well as analyze and interpret collected data.
E. Design or fabricate a system, subsystem, component or process to meet specified needs.
F. Read and extract information from manuals, journals and other discipline literature.
G. Communicate effectively, including verbal, writing and graphical skills.
H. Function and contribute positively in team situations.
I. Comprehend social, professional and ethical responsibilities, including development of a respect for diversity and other contemporary issues.
J. Realize the impact of engineering technology solutions in a global and societal context.
K. Realize the importance of a commitment to quality, timeliness and continuous improvement.
L. Recognize the importance of lifelong learning.

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
ENGL 1010 English Composition I ......................................................3
ENGT 1000 Engineering Technology Applications & Communications.................................................4
MATH 1730 Precalculus .................................................................5
MET 1020 Shop Practices ..............................................................4

**Semester II (Spring)**
Mechanical Engineering Technology/Mechanical Concentration—
Courses and Course Sequence

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

**Semester I (Fall)**
- CID 1100 Fundamentals of Technical Drawing W/Lab ..................3
- ENGL 1010 English Composition I ..............................................3
- ENGT 1000 Engineering Technology Applications & Communications ........................................4
- 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
- MATH 1530 Elementary Probability & Statistics
- or MATH 1830 Basic Calculus & Modeling .................................3-4
- MET 1051 Strength of Materials ....................................................4
- MET 2020 Fluid Mechanics & Power Applications ......................4

**Semester IV (Spring)**
- CHEM 1110 General Chemistry I ..................................................4
- MET 2025 Applied Mechanics .......................................................4

Total Credit Hours Needed for Graduation: 64
PHIL 2400 Introduction to Ethics ..........................................................3
SOC 1010 General Sociology
or SOC 1020 Social Problems & Social Change ....................................3

Total Credit Hours Needed for Graduation: 64

ET 1 Approval by MET advisor required

**Mechanical Engineering Technology/Plastics Engineering Technology Concentration—Courses and Course Sequence**

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

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 1000</td>
<td>Engineering Technology Applications &amp; Communications</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1730</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MET 1020</td>
<td>Shop Practices</td>
<td>4</td>
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**Semester II (Spring)**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CID 1100</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MET 1012</td>
<td>Materials &amp; Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>MET 1040</td>
<td>Applied Statics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2010</td>
<td>Noncalculus Based Physics I</td>
<td>4</td>
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**Semester III (Fall)**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 1051</td>
<td>Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>MET 2700</td>
<td>CNC Milling</td>
<td>4</td>
</tr>
<tr>
<td>MET 2910</td>
<td>Plastics Processing W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>MET 2920</td>
<td>Part &amp; Tool Design</td>
<td>4</td>
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**Semester IV (Spring)**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EET 2920</td>
<td>Programmable Controllers</td>
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</tr>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>MET 2930</td>
<td>Part &amp; Tool Manufacture</td>
<td>4</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: 65

* See the General Education section of this Catalog 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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CID 1100</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>
ENGT 1000 Engineering Technology Applications & Communications ........................................... 4
MATH 1730 Precalculus .................................................................................. 5
MET 1020 Shop Practices .............................................................................. 4

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

Semester III (Fall)
EET 1012 Electrical Circuits I W/Lab ......................................................... 3
MET 1040 Applied Statics .......................................................................... 3
MET 2810 Destructive & Nondestructive Testing ....................................... 3
PHIL 2400 Introduction to Ethics .................................................................. 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
SOC 1010 General Sociology or SOC 1020 Social Problems & Social Change .................................................. 3

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

MEDIA TECHNOLOGIES

Program description. The Media Technologies program encompasses related career-technical disciplines in four general concentrations: Communication Graphics Technology, Photography, Video Production Technology and Web Technology. Students will earn a degree in a cross-disciplinary environment that reflects the trend in industry. The program employs instructors with years of practical experience and is guided by working professionals.

The Media Technologies program is designed to offer greater flexibility to students who can, working with an advisor, design a custom curriculum best suited to their needs and interests. The program offers certificates for those needing broader, deeper and/or upgraded training. To learn more about these options, see the Institutional Certificates section of this Catalog.

Communication Graphics Technology concentration. The Communication Graphics Technology concentration 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. Career opportunities typically include work with the following: design consulting firms, advertising agencies, electronic prepress service bureaus, media outlets and printing companies, in-house agencies, Web page design and development firms, and freelance practice.

Photography concentration. The Photography concentration is designed for the individual interested in a career in photography as a staff photographer for a publication,
business or industry; photofinishing technician; 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.

**Video Production Technology concentration.** The Video Production Technology concentration 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. They are offered basic and advanced training in scriptwriting, audio recording and mixing, electronic cinematography and lighting, producing, directing, budgeting and computer applications. Typical job opportunities include videographer, editor, video illustrator and production assistant.

**Web Technology concentration.** The Web Technology concentration offers a degree built around Certified Internet Web Professional certification that validates students’ competency in information technology industry standards and proves their knowledge of leading hardware and software technology. The College currently offers courses that lead to Master CIW Designer and Master CIW Web Site Manager certifications. These national certifications are built into the associate’s degree and Web certificates. These IT professionals develop and maintain Web sites using authoring and scripting languages, create content and digital media, manage and deploy e-business solutions servers, manage Web servers and maintain Web sites for small- to large-scale enterprises. The concentration is delivered completely over the Internet, enabling individuals to have greater access and opportunity to fill IT-based jobs. The College also serves as the regional online CIW Faculty Institute to train teachers of Web design courses. Typical job opportunities include: e-commerce specialist, Webmaster, Web site designer, Web site developer, online services manager and Web site manager.

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

**Educational Objectives.** After successfully completing the Media Technologies program, the graduate will be equipped to do the following:

I. Create media that communicate the desired message to the intended audience.

II. Use a wide variety of industry-standard equipment, techniques, software, hardware and materials to produce the appropriate content.

III. Demonstrate various styles in communications media that display a grasp of both design and communication principles and techniques.

IV. Demonstrate proficiency in the techniques and equipment that facilitate adaptation to constantly changing media.

V. Understand and respect the rights and responsibilities of the artist, subject, client, user and employer, including intellectual property rights.

VI. Create a portfolio demonstrating design and communication skills, technical competence, and industry standards and practices.

**Contact(s):** Communication Graphics Technology: David Gilbert, (865) 694-6750, dgilbert@pstcc.edu; Photography: Margaret Ann Jeffries, (865) 539-7084, mjeffries@pstcc.edu; Video Production Technology: Ron Bellamy, (865) 694-6444, rbellamy@pstcc.edu; Web Technology: Gay Bryant, (865) 694-6488, gbryant@pstcc.edu

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Media Technologies/Communication Graphics Technology Concentration—Courses and Course Sequence
This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.

### Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ART 1011</td>
<td>Drawing I</td>
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<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1950</td>
<td>Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MDT 1000</td>
<td>Introduction to Media Technologies</td>
<td>3</td>
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### Semester II (Spring)

<table>
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<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>CGT 1040</td>
<td>Digital Photography</td>
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</tr>
<tr>
<td>CGT 1105</td>
<td>Digital Graphic Design I</td>
<td>4</td>
</tr>
<tr>
<td>CGT 1110</td>
<td>Typography</td>
<td>3</td>
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<tr>
<td>CGT 1911</td>
<td>Portfolio</td>
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<td>HUM *</td>
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### Semester III (Fall)

<table>
<thead>
<tr>
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<td>CGT 2005</td>
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<td>CGT 2040</td>
<td>Computer Illustration</td>
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<td>CGT 2140</td>
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<td>GEN ED 1</td>
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<td>MATH or NS *</td>
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### Semester IV (Spring)

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<tr>
<td>CGT 2105</td>
<td>Digital Graphic Design III</td>
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<td>MDT 2</td>
<td>Media Technologies Electives</td>
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<td>MDT 2998</td>
<td>Media Technologies Internship</td>
<td>2</td>
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<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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

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**General Education Elective:**
General education elective to be chosen from one unduplicated course in the categories of Communication, Humanities/Fine Arts, Mathematics or Natural Sciences, or Social/Behavioral Sciences in the General Education section of this Catalog

**Media Technologies Electives:**
Media Technologies electives to be chosen from CGT 1510, 2045, 2050, 2160, 2240; PHÔ 2060; VPT 1030; WEB 2000, 2110, 2120, 2400 based on students’ career needs and interests. Electives must be approved by the student’s advisor or the program coordinator. Some courses may require prerequisites.

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

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**Media Technologies/Photography 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)
CGT 1030 Introduction to Macintosh Graphic Design
or VPT 1030 Intro to Desktop Video/Audio ..................3
ENGL 1010 English Composition I ........................................3
MATH or NS * Mathematics or Natural Sciences Elective ............3-5
MDT 1000 Introduction to Media Technologies ....................3
PHO 1000 Introduction to Photography ...............................3

Semester II (Spring)
GEN ED 1 General Education Elective ..........................3-5
HUM * Humanities/Fine Arts Elective ...............................3
MDT 2100 Photoshop Essentials ......................................3
MDT 2 Media Technologies Elective .................................3
PHO 1100 Advanced Photographic Techniques ..................3

Semester III (Fall)
PHO 2060 Advanced Digital Imaging Techniques ..................3
PHO 3 Photography Electives .........................................9
SBS * Social/Behavioral Sciences Elective ......................3-4

Semester IV (Spring)
MDT 2800 Professional Practices .................................3
MDT 2998 Media Technologies Internship ..........................2
MDT 2 Media Technologies Electives ..............................9
PHO 2850 Photography Portfolio ..................................1

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 or Natural Sciences, or Social/Behavioral Sciences in the General Education section of this Catalog.

MDT 2 Media Technologies electives to be chosen from CGT 1105; PHO 2200, 2300, 2400, 2500; VPT 1030, 1045, 1400; WEB 2120, 2811 based on students’ career needs and interests. Electives must be approved by the student’s advisor or the program coordinator. Some courses may require prerequisites.

PHO 3 Photography electives to be chosen from JOU 2000, 2030; MGT 2000; MKT 2200; PHO 2100, 2200, 2300, 2400, 2500, 2700, 2950

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

Media Technologies/Video Production Technology Concentration—
Courses and Course Sequence

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

Semester I (Fall)
ENGL 1010 English Composition I .................................3
MDT 1000 Introduction to Media Technologies ..................3
VPT 1030 Introduction to Desktop Video/Audio ..................3
VPT 1045 Technical Video Production ..............................3
VPT 1090 Campus Broadcast I (Studio Operations) .........................3

**Semester II (Spring)**

HUM * Humanities/Fine Arts Elective .........................................3
VPT 1015 Sound Production .......................................................3
VPT 1210 Video Editing .............................................................4
VPT 1400 Scriptwriting for Mass Media ......................................3
VPT 1500 Campus Broadcast II (Producing & Directing for TV) ....3

**Semester III (Fall)**

GEN ED 1 General Education Elective .................................3-5
MATH or NS * Mathematics or Natural Sciences Elective .................3-5
MDT 2 Media Technologies Elective ......................................3
VPT 2330 Budgeted Production ...............................................3
VPT 2500 Campus Broadcast III (Electronic Field Production) ....3

**Semester IV (Spring)**

MDT 2998 Media Technologies Internship ................................2
MDT 2 Media Technologies Elective ......................................3
SBS * Social/Behavioral Sciences Elective ..............................3-4
VPT 2770 Documentary Production ......................................3
VPT 2910 Campus Broadcast IV (Program Production Management) 3

**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 or Natural Sciences, or Social/Behavioral Sciences in the General Education section of this Catalog

**MDT 2**

Media Technologies electives to be chosen from CGT 1040; MDT 2100; MUS 1300; PHO 2060; VPT 1020, 1050, 2015, 2215, 2400, 2660; WEB 2120 based on students’ career needs and interests. Electives must be approved by the student’s advisor or the program coordinator. Some courses may require prerequisites.

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

**Media Technologies/Web 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. This program may be completed totally online, with most of the courses offered in a traditional format as well (with the exception of CSIT 1810 and 2880, which are offered in traditional format only).

**Semester I (Fall)**

ENGL 1010 English Composition I ........................................3
HUM * Humanities/Fine Arts Elective ..................................3
MDT 1000 Introduction to Media Technologies ..................3
SBS * Social/Behavioral Sciences Elective ..........................3-4
WEB 2001 Web Page Design I—HTML Coding ................................1
WEB 2002 Web Page Design II—Graphics .........................................1
WEB 2003 Web Page Design III—Site Building ..................................1

Semester II (Spring)
MATH or NS * Mathematics or Natural Sciences Elective ....................3-5
MDT 2100 Photoshop Essentials .........................................................3
WEB 2200 Internet Technologies (CIW) ..............................................3
WEB 2291 CIW Foundations Certification ..........................................1
WEB 2300 CIW JavaScript Fundamentals ..............................................3
WEB 2391 CIW JavaScript Fundamentals Certification ........................1

Semester III (Fall)
ELEC 1 Guided Electives .................................................................4
MDT 2998 Media Technologies Internship ..............................................1
WEB 2000 Dreamweaver/Fireworks .....................................................3
WEB 2110 Flash ..................................................................................3
WEB 2350 XML .................................................................................3
WEB 2812 Advanced Web Page/Site Design ........................................3

Semester IV (Spring)
ELEC 1 Guided Electives .................................................................4
GEN ED 2 General Education Elective ................................................3-5
MDT 3 Media Technologies Elective ....................................................3
WEB 2400 Web Project Management ..................................................3
WEB 2902 Web Team Practicum ..........................................................1

Total Credit Hours Needed for Graduation: 60

ELEC 1 Students planning to pursue a career in a Web design field need the following electives in the order listed:
WEB 2210 CIW Site Designer ...............................................................3
WEB 2292 CIW Site Designer Certification ............................................1
WEB 2220 CIW E-Commerce ...............................................................3
WEB 2293 CIW E-Commerce Certification ............................................1

ELEC 2 Students planning to pursue a career in a Web application developer field need the following electives in the order listed:
CSIT 1810 Introduction to Database Design ........................................4
WEB 2603 Server-Side Web Development (PHP/ASP) .......................3

GEN ED 2 General education elective to be chosen from one unduplicated course in the categories of Communication, Humanities/Fine Arts, Mathematics or Natural Sciences, or Social/Behavioral Sciences in the General Education section of this Catalog.

MDT 3 Media Technologies electives to be chosen from CGT 1030, 1040; PHO 1000, 2060; VPT 1015, 1030, 1045; WEB 2120, 2401, 2501, 2601, 2691, 2811 based on student’s career needs and interests. Electives must be approved by the student’s advisor or the program coordinator. Some courses may require prerequisites.

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

NETWORKING AND COMMUNICATIONS SYSTEMS TECHNOLOGY
(SEE COMPUTER SCIENCE AND INFORMATION TECHNOLOGY)
NURSING

Program description. Through a cooperative arrangement between Pellissippi State and Roane State Community College, students may pursue a degree in Nursing through the Tennessee Board of Regents Magnolia Avenue Nursing Center located on Pellissippi State’s Magnolia Avenue Campus. Prerequisite courses are provided by Pellissippi State in a variety of formats and at different locations.

Once accepted into the competitive Nursing program, students follow the required schedule of Roane State nursing courses offered over four semesters of study. The program emphasizes patient-centered approaches to nursing care and includes clinical application of nursing theory and principles.

Upon successful completion of the program, the student will be awarded an Associate of Applied Science in Nursing by Roane State and will become eligible to take the state board examination to become a registered nurse (RN). The graduate nurse is able to provide highly skilled nursing care for patients and families in a variety of health-care delivery settings.

In addition, Pellissippi State offers prerequisite courses for several other area nursing programs, including the associate degree RN programs at Walters State Community College, Lincoln Memorial University, and the BSN (RN) programs at University of Tennessee, East Tennessee State University, Tennessee Wesleyan College and Carson-Newman College.

Contact(s): Susan McMahon, program coordinator for Pre-nursing Education at Pellissippi State, (865) 539-7050, smcmahon@pstcc.edu

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 uses industry-accepted testing and validation techniques. It measures proficiency and knowledge in computer software, keyboarding, clerical, financial and professional areas. 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, clerk/receptionist, coding, billing and insurance specialist, computer applications specialist, desktop publishing specialist, medical office administrator, medical transcriptionist, office manager, word/information processing supervisor

Educational Objectives. After successfully completing the Office Systems Technology program, the graduate will be equipped to do the following:

I. Use computer application programs.
II. Keyboard accurately.
III. Use correct terminology specific to their field.
IV. Communicate effectively.
V. Use reference materials.
VI. Show a positive attitude and work ethic.
VII. Transcribe 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>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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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>
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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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<tr>
<td>ECN 2010</td>
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<td>MKT 2420</td>
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<td>Course</td>
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<td>OST 1105</td>
<td>Speed &amp; Skillbuilding</td>
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<td>OST 2621</td>
<td>Excel</td>
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<tr>
<td>WEB 2001</td>
<td>Web Design I—HTML Coding</td>
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<tr>
<td>WEB 2002</td>
<td>Web Design II—Graphics</td>
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**Semester III (Fall)**

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<tr>
<td>ACC 2000</td>
<td>Principles of Accounting I</td>
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<tr>
<td>MGT 2100</td>
<td>Information Systems</td>
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<td>OST 2006</td>
<td>Advanced Word</td>
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<tr>
<td>OST 2120</td>
<td>Document Design &amp; Editing</td>
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<td>OST 2340</td>
<td>Records Management</td>
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**Semester IV (Spring)**

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<th>Course</th>
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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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<tr>
<td>OST 2010</td>
<td>Office Proficiency Assessment &amp; Certification</td>
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<tr>
<td>OST 2015</td>
<td>Office Integration</td>
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<td>OST 2302</td>
<td>OST Internship</td>
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<td>OST 2600</td>
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Total Credit Hours Needed for Graduation: **61**

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

**Office Systems Technology/Health Care Office Administration Concentration—Courses and Course Sequence**

Special note: All Business and Computer Technology students who do not type 28 words per minute must enroll in OST 1100. All OST students are required to take the Office Proficiency Assessment and Certification (OPAC) exam before graduating.

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

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
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<td>MGT 2000</td>
<td>Principles of Management</td>
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<td>OST 1005</td>
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<td>OST 2910</td>
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**Semester II (Spring)**

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

**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2000</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2340</td>
<td>Records Management</td>
<td>3</td>
</tr>
</tbody>
</table>
OST 2935 Medical Transcription ......................................................3
OST 2940 Medical Insurance Coding ................................................3
SPH 2100 Public Speaking ..............................................................3

**Semester IV (Spring)**

HUM * Humanities/Fine Arts Elective ...........................................3
MGT 2030 Team Leadership .........................................................3
OST 2010 Office Proficiency Assessment & Certification ..................1
OST 2925 Medical Practicum .........................................................2
OST 2945 Insurance Billing & Coding .........................................3
OST 2950 Health Care Insurance Survey ......................................3

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

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

**PARALEGAL STUDIES**

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

**Program description.** A paralegal works in a law office under the direct supervision of an attorney doing legal work such as drafting legal documents and doing file organization, legal research, investigations, and office management. The Paralegal Studies program offers a core of general education 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:** Law firms, legal aid services, corporate law departments, insurance and accounting firms, real estate and title companies, government legal departments

**Educational Objectives.** 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 I (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 1000</td>
<td>Introduction to Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MATH *</td>
<td>Mathematics Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>OST 1211</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+LAW 1050</td>
<td>Legal Writing &amp; Analysis</td>
<td>3</td>
</tr>
<tr>
<td>+LAW 1060</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>+LAW 2100</td>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>LAW 1</td>
<td>LAW Elective</td>
<td>3</td>
</tr>
<tr>
<td>OST 2700</td>
<td>Legal Terminology &amp; Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2000</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>+LAW 2030</td>
<td>Property Law</td>
<td>3</td>
</tr>
<tr>
<td>+LAW 2210</td>
<td>Litigation Skills I</td>
<td>3</td>
</tr>
<tr>
<td>+LAW 2300</td>
<td>Contracts &amp; UCC</td>
<td>3</td>
</tr>
<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM *</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>+LAW 2220</td>
<td>Litigation Skills II</td>
<td>3</td>
</tr>
<tr>
<td>+LAW 2800</td>
<td>Legal Internship</td>
<td>3</td>
</tr>
<tr>
<td>LAW 1</td>
<td>LAW 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

LAW 1

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

+ Law specialty course

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

**PHOTOGRAPHY (SEE MEDIA TECHNOLOGIES)**

**SECURITY ENGINEERING AND ADMINISTRATION TECHNOLOGY**

**Program description.** Security Engineering and Administration Technology offers a cross-disciplinary program that provides an academic/technical foundation for individuals who wish to prepare for positions in security fields. Security Engineering and Administration Technology students complement their studies with an internship at a selected site that allows them to gain on-the-job experience prior to graduation.

The program is designed for students interested in the physical and personnel security. Areas of emphasis include investigation techniques, emergency planning, cybersecurity, computer forensics and security management.

**Degree:** Associate of Applied Science (A.A.S.)
Typical job opportunities: Career opportunities for graduates can be found in private business and industry, federal agencies, airports, public safety works, police agencies, and many other areas now regulated under the Department of Homeland Security.

Educational Objectives. After successfully completing the program, the graduate will be equipped to do the following:
I. Demonstrate a practical and theoretical understanding of the process of organizational planning for physical, personnel and/or information security at strategic, tactical and operational levels.
II. Critically analyze and articulate positions on the legal and ethical implications of and influences on security management and operations, including relevant codes of ethics and federal and state laws.
III. Recognize, define and implement appropriate security solutions to real and anticipated threats.
IV. Adapt to emerging developments and applications in the security industry.
V. Work independently with a network of individuals and also function within a work team.
VI. Communicate effectively and professionally both orally and in writing.
VII. Qualify for entry-level positions or career advancement in security-related fields.

Contact(s): John Sterling, (865) 539-7272, jasterling@pstcc.edu

Security Engineering and Administration 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 ......................................................3
MATH or NS * Mathematics or Natural Sciences Elective ..................3-5
SEAT 1000 Security Operations Administration ................................3
SEAT 1010 Computer Forensics ..........................................................3
SEAT 1100 Investigation Techniques ...................................................3

Semester II (Spring)
HUM * Humanities/Fine Arts Elective .............................................3
SEAT 1300 Emergency Planning .....................................................3
SEAT 1500 Security Management I ..................................................3
SEAT 1700 Physical & Personnel Security.................................3
SEAT 1900 Legal Aspects of Security Administration.....................3

Semester III (Fall)
GEN ED 1 General Education Elective ......................................3-5
SEAT 2010 Networks for Security Specialists ................................3
SEAT 2500 Security Management II .............................................3
SEAT 2800 Professional Practice .....................................................3
SEAT 2 Guided Electives .....................................................3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBS *</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>SEAT 2510</td>
<td>Intrusion Detection &amp; Countermeasures</td>
<td>3</td>
</tr>
<tr>
<td>SEAT 2900</td>
<td>SEAT Internship</td>
<td>3</td>
</tr>
<tr>
<td>SEAT 2</td>
<td>SEAT Guided Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**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 or Natural Sciences, or Social/Behavioral Sciences in the General Education section of this Catalog.

**SEAT 2** Guided electives may be chosen from SEAT 2200, SEAT 2600 and any CSIT, EET or SEAT courses not already required for the degree. Electives must be approved by the student’s advisor or the program coordinator. Some courses may require prerequisites.

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

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

**WEB TECHNOLOGY (SEE MEDIA TECHNOLOGIES)**
INSTITUTIONAL CERTIFICATES
Pellissippi State offers high-quality, short-term training in the form of certificates. Individual curricula are designed for working students who wish to upgrade their skills or gain additional certification in a particular area.

Students wishing to pursue a certificate should apply for admission as a “special” student and indicate on the application the certificate in which they are interested. The placement test and/or academic development courses are not required of students working on certificates. Students working on a certificate in conjunction with a degree program must meet admission requirements for the degree program. All courses for a certificate must be taken for credit.

**Minimum grade-point average.** A cumulative grade-point average (GPA) of at least 2.0 in all certificate coursework at Pellissippi State is required for a certificate.

**Pellissippi State offers the following certificates:**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Certificate</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible Web Design &amp; Compliance</td>
<td>Local Area Network Operations/Management</td>
<td>Manufacturing Automation Technician</td>
</tr>
<tr>
<td>Accounting Proficiency</td>
<td>Manufacturing Automation Technician</td>
<td>Master CIW Designer</td>
</tr>
<tr>
<td>(Computer Accounting)</td>
<td>Master CIW Web Site Manager</td>
<td>Master CIW Web Site Manager</td>
</tr>
<tr>
<td>Banking</td>
<td>Mechanical &amp; Electrical Systems Design Technology</td>
<td>Medical Insurance Coding &amp; Reimbursement</td>
</tr>
<tr>
<td>Civil Structural Design Technology</td>
<td>Medical Transcription</td>
<td>Microsoft Certified Application Specialist Preparation</td>
</tr>
<tr>
<td>Computer Aided Manufacturing</td>
<td>Local Area Network Operations/Management</td>
<td>Mobile Application Specialist</td>
</tr>
<tr>
<td>Computer Integrated Drafting &amp; Design, Architectural</td>
<td>Local Area Network Operations/Management</td>
<td>No Budget Filmmaking</td>
</tr>
<tr>
<td>Computer Integrated Drafting &amp; Design, AutoCAD</td>
<td>Manufacturing Automation Technician</td>
<td>Motion Graphics</td>
</tr>
<tr>
<td>Computer Integrated Drafting &amp; Design, Mechanical</td>
<td>Manufacturing Automation Technician</td>
<td>No Budget Filmmaking</td>
</tr>
<tr>
<td>Credit Union Management</td>
<td>Manufacturing Automation Technician</td>
<td>Photography</td>
</tr>
<tr>
<td>Customer Relationship Management</td>
<td>Manufacturing Automation Technician</td>
<td>Project Management</td>
</tr>
<tr>
<td>E-Commerce</td>
<td>Manufacturing Automation Technician</td>
<td>Quality Control</td>
</tr>
<tr>
<td>Electronics Technician</td>
<td>Manufacturing Automation Technician</td>
<td>Real Estate</td>
</tr>
<tr>
<td>Game &amp; Simulation Design</td>
<td>Manufacturing Automation Technician</td>
<td>Sound Production</td>
</tr>
<tr>
<td>Game &amp; Simulation Programming</td>
<td>Manufacturing Automation Technician</td>
<td>Supervision</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>Manufacturing Automation Technician</td>
<td>Surveying</td>
</tr>
<tr>
<td>Hospitality</td>
<td>Manufacturing Automation Technician</td>
<td>Video Editor</td>
</tr>
<tr>
<td>Illustration</td>
<td>Manufacturing Automation Technician</td>
<td>Videographer</td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>Manufacturing Automation Technician</td>
<td>Web Tools</td>
</tr>
<tr>
<td>Legal Administrative Assistant</td>
<td>Manufacturing Automation Technician</td>
<td>Web Visuals</td>
</tr>
<tr>
<td>Linux System Administrator</td>
<td>Manufacturing Automation Technician</td>
<td></td>
</tr>
</tbody>
</table>
**ACCESSIBLE WEB DESIGN AND COMPLIANCE**

This certificate curriculum teaches authoring and design of Web pages and sites that comply with various standards, guidelines and regulations. It examines legal requirements and emphasizes best practices and techniques for industry and e-commerce solutions. Web sites are reviewed for accessibility and usability. Students learn to apply POUR (Perceivable, Operable, Understandable, Robust) principles and Universal Design concepts to their own creations with exercises and projects that accommodate individuals with assorted disabilities (e.g., visual, mobility, auditory, cognitive). Case studies will be reviewed and online resources for creating and accessing Web content will be used. Site conformance, assessment, maintenance and testing will be addressed in the context of the W3C WAI Web Content Accessibility Guidelines (WCAG), Section 508, Telecommunication Act Section 255, and the ADA. **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 Course(s)**
- WEB 2001 Web Design I–HTML Coding* ..................................................1
- WEB 2002 Web Design II–Graphics ..........................................................1
- WEB 2003 Web Design III–Site Building ..................................................1

**Core Course(s)**
- WEB 2200 Internet Technologies (CIW) ..................................................3
- WEB 2291 CIW Foundations Certification ..................................................1
- WEB 2401 Accessible Web Design & Compliance ...................................3
- WEB 2703 Adobe Acrobat .........................................................................1

**TOTAL HOURS REQUIRED: 11**

* The prerequisites for WEB 2001 are not required for certificate students.

**ACCOUNTING PROFICIENCY (COMPUTER ACCOUNTING)**

The Accounting Proficiency curriculum 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 Course(s)**
- ACC 2000 Principles of Accounting I* ....................................................3

**Core Course(s)**
- ACC 2030 Principles of Accounting II ...................................................3
- ACC 2410 Income Taxation ...................................................................3
- ACC 2500 Payroll & Internal Control .....................................................3

**Advanced Track Course(s)**
- ACC 2215 Intermediate Accounting I ....................................................3
- ACC 2360 Cost Accounting ...................................................................3
### ACC 2530 Accounting Systems

TOTAL HOURS REQUIRED: 21

* The corequisite for ACC 2000 is not required for certificate students.

### BANKING

This curriculum is designed for personnel employed by the banking industry. The American Institute of Banking (AIB) assisted in developing the curriculum, which covers every facet of bank operations. Students must be employed by the banking industry. Students complete a total of 15 hours from the courses below for the certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2000</td>
<td>Principles of Accounting* I or ACC 2030</td>
<td></td>
</tr>
<tr>
<td>BKG 2005</td>
<td>Accounting for Bankers</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2030</td>
<td>Principles of Accounting II* or BKG 2060</td>
<td></td>
</tr>
<tr>
<td>BKG 2100</td>
<td>Analyzing Financial Statements</td>
<td>2-3</td>
</tr>
<tr>
<td>BKG 2020</td>
<td>Principles of Banking</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2060</td>
<td>Marketing for Banking</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2150</td>
<td>Introduction to Commercial Lending</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2200</td>
<td>Consumer Lending</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2240</td>
<td>Deposit Operation</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2250</td>
<td>Money &amp; Banking</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2300</td>
<td>Law &amp; Banking</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2310</td>
<td>Law &amp; Banking Applications</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2350</td>
<td>Trust Business</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2400</td>
<td>Commercial Bank Management</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2420</td>
<td>Introduction to Mortgage Lending</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2450</td>
<td>Supervision or MGT 2000</td>
<td></td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BKG 2600</td>
<td>Bank Investments &amp; Funds Management</td>
<td>2</td>
</tr>
<tr>
<td>BKG 2700</td>
<td>Financial Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 15

* The prerequisites for ACC 2000 and ACC 2030 are not required for certificate students.

### CIVIL STRUCTURAL DESIGN TECHNOLOGY

The Civil Structural Design Technology curriculum provides the basic skills individuals need for a career in civil structural design technology. Several of the courses 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 Course(s)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MATH 1730</td>
<td>Precalculus*</td>
<td>5</td>
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</tbody>
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#### Core Course(s)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 1040</td>
<td>Applied Statics</td>
<td>3</td>
</tr>
</tbody>
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#### Advanced Track Course(s)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2410</td>
<td>Structural Steel Design</td>
<td>3</td>
</tr>
<tr>
<td>CET 2420</td>
<td>Reinforced Concrete Design</td>
<td>3</td>
</tr>
<tr>
<td>MET 1051</td>
<td>Strength of Materials</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 18

* The prerequisites for MATH 1730 are not required for certificate students.
COMPUTER AIDED MANUFACTURING

The Computer Aided Manufacturing curriculum 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 Course(s)
CID 1100 Fundamentals of Technical Drawing W/Lab .........................3
ENGT 1000 Engineering Technology Applications & Communications* ...............................................................4
MET 1020 Shop Practices** ........................................................................4

Core Course(s)
MET 2310 Geometrics & Coordinate Measuring .........................................4
MET 2700 CNC Milling* ........................................................................4

Advanced Track Course(s) I
MET 2720 CNC Turning...........................................................................4

Advanced Track Course(s) II
MET 2740 Advanced CNC Machining...................................................2

TOTAL HOURS REQUIRED: 21-25

* The corequisites for ENGT 1000 and MET 2700 are not required for certificate students.

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

COMPUTER INTEGRATED DRAFTING AND DESIGN, ARCHITECTURAL

The Computer Integrated Drafting and Design, Architectural certificate focuses on developing CAD and modeling computer skills, as well as knowledge of construction industry requirements. Various CAD, parametric modeling and other software applications used by architects and the construction industry are covered. Traditional 2D drawings of plans, sections, details and elevations will be drawn according to industry standards. Also covered will be 3D and 3D parametric 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.

Foundation Course(s)
CID 1100 Fundamentals of Technical Drawing W/Lab* ..........................3

Core Course(s)
CID 1210 Architectural Drawing W/Lab ..................................................4

Advanced Track Course(s)
**COMPUTER INTEGRATED DRAFTING AND DESIGN, AUTOCAD**

The Computer Integrated Drafting and Design, AutoCAD certificate focuses on developing knowledge and skills necessary to use AutoCAD efficiently. Traditional 2D drafting principles and practices will be covered. Also covered will be 3D modeling. The integration of 3D models with 2D dimensioned drawings will be a significant portion of this certificate. **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 Course(s)**
CID 1100  Fundamentals of Technical Drawing W/Lab*..........................3

**Core Course(s)**
CID 1210  Architectural Drawing W/Lab.............................................4
CID 2150  Advanced AutoCAD W/Lab..................................................4

**Advanced Track Course(s)**
CID 2112  Architectural 3D Modeling W/Lab.........................................4

**TOTAL HOURS REQUIRED:** 15

* May be waived at the discretion of the program coordinator with demonstrated competence.

**COMPUTER INTEGRATED DRAFTING AND DESIGN, MECHANICAL**

The Computer Integrated Drafting and Design, Mechanical certificate focuses on developing CAD skills and modeling concepts and applications commonly used by industry. Various CAD applications will be covered. Also covered will be 3D modeling and 3D parametric modeling 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.**

**Foundation Course(s)**
CID 1100  Fundamentals of Technical Drawing W/Lab*..........................3

**Core Course(s)**
CID 1220  Advanced Mechanical Drawing W/Lab..................................4
CID 2150  Advanced AutoCAD I W/Lab..................................................4

**Advanced Track Course(s)**
CID 2240  Parametric Modeling W/Lab..................................................4

**TOTAL HOURS REQUIRED:** 15

* May be waived at the discretion of the program coordinator with demonstrated competence.
CREDIT UNION MANAGEMENT

This curriculum 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 2230 Strategic Business Management & Leadership ....................3
CUE 2250 Risk Management & Insurance ..........................................3
CUE 2300 Financial Counseling ...........................................................2
CUE 2310 Economics & the Monetary System ....................................3
CUE 2350 Money & Banking ...............................................................3
CUE 2400 Business Law .................................................................3
CUE 2450 Financial Management I .....................................................3

TOTAL HOURS REQUIRED: 15

CUSTOMER RELATIONSHIP MANAGEMENT

The Customer Relationship Management curriculum 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, strengthen customer service and customer care center communication skills, improve information acquisition and analysis expertise, and enhance understanding of customer behavior. Completion of the required certificate courses can be applied to the Business Administration Marketing concentration 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 Course(s)
MKT 2200 Principles of Marketing ......................................................3
MKT 2420 Customer Service ..............................................................3

Core Course(s)
MKT 2260 Marketing Information*.....................................................3
MKT 2500 Services Marketing ...........................................................3

TOTAL HOURS REQUIRED: 12

* The prerequisites for MKT 2260 are not required for certificate students.

E-COMMERCE

This curriculum 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 impact 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 Course(s)**
- MKT 2200 Principles of Marketing ...........................................................3
- MKT 2450 E-Commerce ............................................................................3
- OST 1100 Keyboarding*...........................................................................3
- OST 1211 Introduction to Software Applications** .................................3

**Core Course(s)**
- WEB 2001 Web Design I—HTML Coding................................................1
- WEB 2002 Web Design II—Graphics........................................................1
- WEB 2003 Web Design III—Site Building**............................................1

**TOTAL HOURS REQUIRED:** 12-15

* May be waived if student types 28 wpm.
** The prerequisites/corequisites for OST 1211 and WEB 2003 are not required for certificate students.

**ELECTRONICS TECHNICIAN**

The Electronics Technician curriculum 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 certificate. 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 Course(s)**
- EET 1001 Introduction to EET .................................................................1
- EET 1012 Electrical Circuits I W/Lab* ....................................................3
- EET 1310 Digital Fundamentals W/Lab...................................................4

**Core Course(s)**
- EET 1210 Active Devices I W/Lab ..........................................................4
- EET 2715 Microcomputer Architecture ....................................................4

**Advanced Track Course(s)**
- EET 2220 Active Devices II W/Lab ........................................................4

**TOTAL HOURS REQUIRED:** 20

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

**GAME AND SIMULATION DESIGN**

This certificate is designed to provide hands-on, project-oriented learning opportunities for the design of game and simulation products. Appropriate software will be used to create products for popular game consoles, the online environment and as stand-alone end products. Commercial-level products will be prototyped, developed and
tested. Both individual and team-based project development will make up part of this certificate. **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 Course(s)
- VPT 1030 Intro to Desktop Video/Audio.................................3
- MDT 2100 Photoshop Essentials*.............................................3

### Core Course(s)
- MDT 1600 Game & Simulation Design & Development Intro*........3
- MDT 1620 Game & Simulation Design I......................................3

### Advanced Track Course(s) I
- MDT 1670 Game & Simulation Design II.................................3

### Advanced Track Course(s) II
- MDT 2670 Game & Simulation Design III...............................3
- CSIT 2970 Game & Simulation Practicum.................................3

**TOTAL HOURS REQUIRED: 21**

* The prerequisites/corequisites for MDT 1600 and MDT 2100 are not required for certificate students.

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### GAME AND SIMULATION PROGRAMMING

This certificate is designed to provide hands-on learning strategies for the development of game and simulation programs for the online environment and as stand-alone end products. Theory, purpose, strategies, marketing, development and programming of various game and simulation commercial application products will be undertaken by each participant. Individual projects and team-based development will be a formal part of this certificate. **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 Course(s)
- MDT 1600 Game & Simulation Design & Development Intro*........3

### Core Course(s)
- CSIT 1620 Introduction to Game & Simulation Programming ..........4

### Advanced Track Course(s) I
- CSIT 1670 Game & 3D Simulation Programming I.......................4

### Advanced Track Course(s) II
- CSIT 2670 Game & 3D Simulation Programming II......................4
- CSIT 2970 Game & Simulation Practicum..................................3

**TOTAL HOURS REQUIRED: 18**

* The prerequisites/corequisites for MDT 1600 are not required for certificate students.

---

### GRAPHIC DESIGN

The Graphics Design curriculum 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. Throughout all required courses, emphasis is placed on developing proficiency with industry standard software. **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
Foundation Course(s)
CGT 1030 Introduction to Macintosh Graphic Design* ** ..........................3

Core Course(s)
CGT 1040 Digital Photography* ...............................................................3
CGT 1105 Digital Graphic Design I .........................................................4
CGT 1110 Typography ...........................................................................3
CGT 1950 Design Fundamentals* ** .....................................................3

Advanced Track Course(s)
CGT 2005 Digital Graphic Design II ......................................................4
CGT 2040 Computer Illustration .............................................................3
CGT 2140 Desktop Publishing** .............................................................3

TOTAL HOURS REQUIRED: 17-26

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

** The corequisites for CGT 1030 and CGT 1950 are not required for certificate students.

HOSPITALITY

This certificate provides students with the primary knowledge and skills to work and professionally develop within the hospitality industry. Specific emphasis includes an introduction to all related fields, including lodging operations, food and beverage management, and travel and tourism. Further course structure revolves around operational management and cost control. Completion of required certificate courses can be applied to an associate’s degree in Business Administration–Hospitality concentration. Courses in each level (Foundation, Core) 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 Course(s)
HSP 1200 Introduction to Hospitality I ...................................................3

Core Course(s)
HSP 2075 Purchasing & Cost Control ....................................................4
HSP 2220 Tourism & Travel .................................................................4
HSP 2260 Hotel Operations .................................................................3
HSP 2300 Food & Beverage Operation .................................................3

TOTAL HOURS REQUIRED: 17

ILLUSTRATION

The Illustration curriculum 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 illustration. Throughout all required courses, emphasis is placed on developing proficiency with industry standard software. 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 Course(s)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1040</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1105</td>
<td>Digital Graphic Design I</td>
<td>4</td>
</tr>
<tr>
<td>CGT 1110</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1950</td>
<td>Design Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Track Course(s) I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CGT 2040</td>
<td>Computer Illustration</td>
<td>3</td>
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</tbody>
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**Advanced Track Course(s) II**

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGT 2045</td>
<td>Advanced Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>CGT 2160</td>
<td>3D Modeling &amp; Animation</td>
<td>3</td>
</tr>
<tr>
<td>CGT 2240</td>
<td>Advanced Computer Illustration</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** **19-28**

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

** The corequisites for CGT 1030 and CGT 1950 are not required for certificate students.

**INDUSTRIAL MAINTENANCE**

The Industrial Maintenance curriculum 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 Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab*</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 1000</td>
<td>Engineering Technology Applications &amp; Communications*</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>
</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>EET 2920</td>
<td>Programmable Controllers</td>
<td>2</td>
</tr>
<tr>
<td>MET 2030</td>
<td>Machine Elements W/Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** **23**

* The prerequisites/corequisites for EET 1012, ENGT 1000, MET 1020, and MET 2020 are not required for certificate students.

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

This curriculum will allow students to understand the legal terminology and to prepare legal documents in a law firm. The students in this curriculum 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 proofreading 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 Course(s)
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** .....................................................................3

Core Course(s)
OST 1105 Speed & Skillbuilding............................................................3
OST 2700 Legal Terminology & Transcription .........................................3

TOTAL HOURS REQUIRED: 18-21

* The prerequisites/corequisites for LAW 1000, LAW 2210 and OST 1005 are not required for certificate students.

** May be waived if student types 28 wpm.

LINUX SYSTEM ADMINISTRATOR

The Linux System Administrator curriculum provides hands-on Linux system administration skills. The certificate is designed to prepare students for system administrator jobs and help working administrators to update their skills. The curriculum includes courses to provide basic and advanced system administration skills to install, configure, and maintain standalone and networked systems. Students are encouraged to pursue entry-level and advanced-level industry wide Linux certificates. 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 Course(s)
CSIT 2410 Introduction to Linux..............................................................4

Core Course(s)
CSIT 2411 Linux System Administration................................................4

Advanced Track Course(s)
CSIT 2475 Linux Advanced Systems & Network Administration................4
CSIT 2476 Linux System Security Administration....................................4

TOTAL HOURS REQUIRED: 16

LOCAL AREA NETWORK OPERATIONS/MANAGEMENT
The Local Area Network Operations/Management curriculum 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 Course(s)**
- CSIT 1710 A+ Computer Hardware .............................................................. 4
- CSIT 1720 A+ Computer Software ............................................................ 4
- CSIT 1730 Networking Fundamentals ....................................................... 4

**Core Course(s)**
- CSIT 2700 Windows Professional ........................................................... 4

**Advanced Track Course(s)**
- CSIT 2710 Windows Server ....................................................................... 4

**TOTAL HOURS REQUIRED:** 20

MANUFACTURING AUTOMATION TECHNICIAN

The Manufacturing Automation Technician curriculum 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 Course(s)**
- CID 1100 Fundamentals of Technical Drawing W/Lab ........................... 3
- EET 1012 Electrical Circuits I W/Lab* .................................................... 3
- EET 2910 Data Acquisition & Control* ................................................... 2
- MET 1020 Shop Practices* ........................................................................ 4

**Core Course(s)**
- EET 2920 Programmable Controllers ....................................................... 2
- MET 2700 CNC Milling* .......................................................................... 4

**TOTAL HOURS REQUIRED:** 18

* The prerequisites/corequisites for EET 1012, EET 2910, MET 1020 and MET 2700 are not required for certificate students.

MASTER CIW DESIGNER

The Master CIW (Certified Internet Web Professional) Designer curriculum targets professionals who develop and maintain Web sites using authoring and scripting languages, create content and digital media, and employ standards and technologies for both business-to-business and business-to-consumer e-commerce Web sites. Master CIW Designer certification can lead to a
successful career as a Web designer, creative director, Web marketing/business specialist or art director. Candidates must pass three required CIW exams to become a master CIW designer.

The CIW logo identifies individuals as Internet professionals who have been certified by one of the most prestigious and fastest-growing 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. 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 Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>WEB 2001</td>
<td>Web Design I–HTML Coding*</td>
<td>1</td>
</tr>
<tr>
<td>WEB 2002</td>
<td>Web Design II–Graphics</td>
<td>1</td>
</tr>
<tr>
<td>WEB 2003</td>
<td>Web Design III–Site Building</td>
<td>1</td>
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</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>WEB 2200</td>
<td>Internet Technologies (CIW)</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2291</td>
<td>CIW Foundations Certification</td>
<td>1</td>
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</table>

**Advanced Track Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB 2210</td>
<td>CIW Site Designer</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2220</td>
<td>CIW E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2292</td>
<td>CIW Site Designer Certification</td>
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</tr>
<tr>
<td>WEB 2293</td>
<td>CIW E-Commerce Certification</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 15

* The prerequisites for WEB 2001 are not required for certificate students.

### MASTER CIW WEB SITE MANAGER

The Master CIW (Certified Internet Web Professional) Web Site Manager curriculum is aimed at professionals who manage Web servers and maintain Web sites for small to large enterprises. Master CIW Web Site Manager certification can lead to a successful career as a Webmaster, intranet or extranet Web administrator or Internet project manager. The candidate must pass five required CIW exams to become a master CIW Web site manager. (The Perl exam is not required for the certificate but is required for national CIW certification.)

The CIW logo identifies individuals as Internet professionals who have been certified by one of the most prestigious and fastest-growing 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. 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 Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>WEB 2001</td>
<td>Web Design I–HTML Coding*</td>
<td>1</td>
</tr>
<tr>
<td>WEB 2002</td>
<td>Web Design II–Graphics</td>
<td>1</td>
</tr>
<tr>
<td>WEB 2003</td>
<td>Web Design III–Site Building</td>
<td>1</td>
</tr>
</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>WEB 2200</td>
<td>Internet Technologies (CIW)</td>
<td>3</td>
</tr>
</tbody>
</table>
WEB 2291  CIW Foundations Certification..................................................1

Advanced Track Course(s)

CSIT 2665  Perl Programming*.................................................................4
WEB 2210  CIW Site Designer.................................................................3
WEB 2292  CIW Site Designer Certification..............................................1
WEB 2300  CIW JavaScript Fundamentals................................................3
WEB 2391  CIW JavaScript Fundamentals Certification ...........................1
WEB 2601  CIW Server Administration ....................................................3
WEB 2691  CIW Server Administration Certification................................1

TOTAL HOURS REQUIRED: 23

* The prerequisites for WEB 2001 and CSIT 2665 are not required for certificate students.

NOTE: The CIW Perl Programming Certification exam must be taken at a Prometric or Vue Testing Center if CIW Web Languages certification is desired.

MECHANICAL AND ELECTRICAL SYSTEMS DESIGN TECHNOLOGY

The Mechanical and Electrical Systems Design Technology curriculum provides the basic skills individuals need for a career in building mechanical and electrical systems design technology. Several of the courses may be applied toward an associate’s degree.

CET 1010  Construction Methods............................................................4
CET 2010  Cost Estimating....................................................................3
CET 2021  Project Scheduling W/Lab*..................................................3
CET 2312  Mechanical Systems I W/Lab*..............................................3
CET 2322  Mechanical Systems II W/Lab*............................................3

TOTAL HOURS REQUIRED: 16

* The prerequisites for CET 2021, CET 2312, and CET 2322 are not required for certificate students.

MEDICAL INSURANCE CODING AND REIMBURSEMENT

The Medical Insurance Coding and Reimbursement curriculum 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 curriculum 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 certificate credits earned 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 Course(s)

OST 1005  Word** ...........................................................................3
OST 1100  Keyboarding*.................................................................3
OST 2910  Medical Terminology I ......................................................4
**Core Course(s)**
- OST 1003 Excel I CBT ................................................................. 1
- OST 2920 Medical Terminology II .............................................. 4

**Advanced Track Course(s) I**
- OST 2940 Medical Insurance Coding ........................................... 3

**Advanced Track Course(s) II**
- OST 2945 Insurance Billing & Coding .......................................... 3
- OST 2950 Health Care Insurance Survey ....................................... 3

**TOTAL HOURS REQUIRED:** 21-24

* May be waived if student types 28 wpm.

** The prerequisite for OST 1005 is not required for certificate students.

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**MEDICAL TRANSCRIPTION**

The Medical Transcription curriculum 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 AHDI 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 Course(s)**
- OST 1005 Word** ................................................................. 3
- OST 1100 Keyboarding* .......................................................... 3
- OST 2910 Medical Terminology I ............................................. 4

**Core Course(s)**
- OST 1105 Speed & Skillbuilding ................................................. 3
- OST 2920 Medical Terminology II ............................................. 4
- OST 2932 Trends in Medical Transcription .................................. 3

**Advanced Track Course(s)**
- OST 2120 Document Design & Editing ........................................ 3
- OST 2935 Medical Transcription ................................................ 3

**TOTAL HOURS REQUIRED:** 23-26

* May be waived if student types 28 wpm.

** The prerequisite for OST 1005 is not required for certificate students.

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**MICROSOFT CERTIFIED APPLICATION SPECIALIST PREPARATION**

The MOS curriculum provides an industry-recognized standard for measuring an individual’s mastery of Microsoft Office applications. By passing one or more MOS 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, WEB 2001, 2002 and 2003 require the Computer Based Training application. The remaining courses are Web-based. Certificates delivered over the Web can be completed at home or work at any time.

Entry-level standards: Keyboard speed of 28 wpm or OST 1100 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.

**Foundation Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2000</td>
<td>Principles of Management or</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2420</td>
<td>Customer Service</td>
<td></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></td>
</tr>
<tr>
<td>OST 1007</td>
<td>Access I CBT*</td>
<td></td>
</tr>
<tr>
<td>OST 1010</td>
<td>Microsoft Outlook CBT*</td>
<td></td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding**</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</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>
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</tr>
<tr>
<td>OST 1008</td>
<td>Access II CBT</td>
<td>1</td>
</tr>
</tbody>
</table>

**Advanced Track Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB 2001</td>
<td>Web Design I—HTML Coding</td>
<td>1</td>
</tr>
<tr>
<td>WEB 2002</td>
<td>Web Design II—Graphics</td>
<td>1</td>
</tr>
<tr>
<td>WEB 2803</td>
<td>Web Design III—Site Building</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 14-17

* The prerequisite for OST 1001, 1003, 1006, 1007 and 1010 are not required for certificate students.

** May be waived if student types 28 wpm.

**MOTION GRAPHICS**

This curriculum 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 concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. This option provides basic training in 2D and 3D element design and animation. Courses may be taken in any sequence.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design*</td>
<td>3</td>
</tr>
<tr>
<td>CGT 2040</td>
<td>Computer Illustration*</td>
<td>3</td>
</tr>
<tr>
<td>CGT 2160</td>
<td>3D Modeling &amp; Animation* or</td>
<td></td>
</tr>
<tr>
<td>CID 2001</td>
<td>Animation W/Lab*</td>
<td>3-4</td>
</tr>
</tbody>
</table>
NO BUDGET FILMMAKING

This curriculum 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 concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. This option provides highly concentrated training in all aspects of film and video production in an “indie film” format. **Courses may be taken in any sequence.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPT 1022</td>
<td>Guerrilla Filmmaking</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1023</td>
<td>Guerrilla Sound</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED: 6**

PHOTOGRAPHY

The Photography curriculum 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 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 Course(s) (Complete all courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1000</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Course(s) (Complete all courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDT 2100</td>
<td>Photoshop Essentials</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1100</td>
<td>Advanced Photographic Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2060</td>
<td>Advanced Digital Imaging Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2850</td>
<td>Photography Portfolio</td>
<td>1</td>
</tr>
</tbody>
</table>

**Advanced Track Course(s) (Select two courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design*</td>
<td>3</td>
</tr>
<tr>
<td>MDT 2998</td>
<td>Media Technologies Internship</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2100</td>
<td>Nature &amp; Travel Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2200</td>
<td>Commercial Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2300</td>
<td>Portrait Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2400</td>
<td>Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2500</td>
<td>Wedding &amp; Retail Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2700</td>
<td>Special Topics in Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2900</td>
<td>Photography Internship</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2950</td>
<td>Independent Photographic Projects</td>
<td>3</td>
</tr>
</tbody>
</table>
VPT 1045 Technical Video Production ....................................................3

TOTAL HOURS REQUIRED: 19

* The corequisites for CGT 1030 are not required for certificate students.

**PROJECT MANAGEMENT**

The Project Management curriculum 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 Course(s)**
- MGT 2000 Principles of Management .......................................................3

**Core Course(s)**
- MGT 2160 Quality Improvement ...............................................................3
- MGT 2170 Project Management* ..............................................................3

TOTAL HOURS REQUIRED: 9

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

**QUALITY CONTROL**

The Quality Control curriculum 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 Course(s)**
- CID 1100 Fundamentals of Technical Drawing W/Lab.........................3
- ENGT 1000 Engineering Technology Applications & Communications*...........................................4

**Core Course(s)**
- MET 2310 Geometrics & Coordinate Measuring*.............................4
- MET 2800 Fundamentals of Testing* ......................................................3
- MET 2810 Destructive & Nondestructive Testing.....................................3
- MET 2820 Statistical Process Control* ...................................................4

TOTAL HOURS REQUIRED: 21

* The prerequisites/corequisites for ENGT 1000, MET 2310, 2800 and 2820 are not required for certificate students.
REAL ESTATE

The real estate industry places great emphasis on education and professionalism. The Tennessee Real Estate Commission, through legislation, requires a prelicensing course and continuing education for practitioners. The curriculum provides high-quality technical training for residents of Knoxville and surrounding counties. Candidates applying to TREC to take the Affiliate Broker Licensing Exam must complete 60 hours of classroom instruction in basic principles of real estate (covered in the courses listed below). After passing the Licensing exam, candidates must complete 30 hours of classroom instruction by taking the Affiliate Broker Sales Training course (BUS 618 listed below) before submitting their application for their license. All courses are approved by TREC. All appraisal courses are approved by the Tennessee Appraisal Commission.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 218</td>
<td>Affiliate Broker Sales Training</td>
<td>Non-credit</td>
</tr>
<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 1850</td>
<td>Real Estate Appraising</td>
<td>3</td>
</tr>
<tr>
<td>REA 1950</td>
<td>Income Property Valuation</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 12

SOUND PRODUCTION

This curriculum 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 concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. This option is designed for individuals interested in digital audio recording and mixing with contemporary tools for film and video. Courses may be taken in any sequence.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPT 1015</td>
<td>Sound Production</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1023</td>
<td>Guerrilla Sound</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1030</td>
<td>Introduction to Desktop Video/Audio</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2015</td>
<td>ProTools</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 12

SUPERVISION

Supervisors with solid, up-to-date management skills are critical for a business to be successful. This curriculum offers potential supervisors these necessary skills. In addition, it 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 Course(s)**
- MGT 2000 Principles of Management | 3

**Core Course(s)**
- MGT 2030 Team Leadership | 3
- MGT 2050 Human Resources | 3

TOTAL HOURS REQUIRED: 9

SURVEYING

The Surveying curriculum provides the basic skills needed to enter a career in sur-
veying. Courses are offered at night and normally meet one or two nights each week during the semester.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 0100</td>
<td>Introduction to Surveying*</td>
<td>3</td>
</tr>
<tr>
<td>CET 1212</td>
<td>Surveying Principles W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CET 2212</td>
<td>Advanced Surveying Principles W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CET 2220</td>
<td>Site Planning &amp; Development W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>CET 2240</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 17

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

**VIDEO EDITOR**

This curriculum 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 concentration in Media Technologies (Communication Graphics Technology, Photography or Web Technology). The Video Editor certificate covers editing theory using linear and nonlinear systems with extensive hands-on training with the most popular editing 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.**

**Foundation Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPT 1015</td>
<td>Sound Production</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1030</td>
<td>Introduction to Desktop Video/Audio*</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1220</td>
<td>Final Cut Pro</td>
<td>3</td>
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</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VPT 1210</td>
<td>Video Editing</td>
<td>4</td>
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</table>

**Advanced Track Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPT 2215</td>
<td>Advanced Editing</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 13-16

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

**VIDEOPHOTOGRAPHER**

This curriculum 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 concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. The Videographer certificate provides hands-on training in audio production and motion picture photography. **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 Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPT 1015</td>
<td>Sound Production</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1050</td>
<td>Electronic Cinematography*</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1090</td>
<td>Campus Broadcast I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Video Production**

**TOTAL HOURS REQUIRED:** 21-24

* VPT 1050 may be waived at the discretion of the program coordinator with demonstrated competence.
PHO 1100 Advanced Photographic Techniques* ........................................3
PHO 2200 Commercial Photography* or
PHO 2300 Portrait Photography* ..............................................................3
PHO 2400 Photojournalism* .................................................................3

**TOTAL HOURS REQUIRED:** 18

* The prerequisites/corequisites for PHO 1100, 2200, 2300, 2400 and VPT 1050 are not required for certificate students.

**WEB TOOLS**

The Web Tools curriculum is designed for students who wish to learn the Web authoring tools required by industry for use in the development of online content, including animations, graphics, movies, games and audio. HTML, graphics, Adobe Photoshop, Dreamweaver, Fireworks, Flash, Adobe Acrobat and audio/video for the Web are covered in this certificate course. Students walk away with the ability to design graphic-filled Web sites, use animation (in Flash movies) and understand how and when to add audio/video for the Web. Holding Web Tools certification can give you the tool set for a successful career as a Web author or Internet/intranet designer.

This 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 Course(s)**

WEB 2001 Web Design I–HTML Coding* .................................................1
WEB 2002 Web Design II–Graphics..........................................................1
WEB 2003 Web Design III–Site Building..................................................1

**Core Course(s)**

WEB 2200 Web Design/Internet Foundations............................................3
WEB 2291 CIW Foundations Certification................................................1

**Advanced Track Course(s)**

MDT 2100 Photoshop Essentials............................................................3
WEB 2000 Dreamweaver/Fireworks.........................................................3
WEB 2110 Flash .........................................................................................3
WEB 2120 Audio/Video for the Web........................................................3
WEB 2703 Adobe Acrobat ........................................................................1
WEB 2811 Advanced Computer Graphics.................................................3

**TOTAL HOURS REQUIRED:** 23

* The prerequisites for WEB 2001 are not required for certificate students.

**WEB VISUALS**

The Web Visuals curriculum 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 Web visuals. Throughout all required courses, emphasis is placed on developing proficiency with industry standard software. **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 Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGT 1040</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1105</td>
<td>Digital Graphic Design I*</td>
<td>4</td>
</tr>
<tr>
<td>CGT 1110</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1950</td>
<td>Design Fundamentals*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Track Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGT 2040</td>
<td>Computer Illustration</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2000</td>
<td>Dreamweaver/Fireworks**</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2110</td>
<td>Flash** or WEB 2811 Advanced Computer Graphics**</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 16-25

* CGT 1030, 1105 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.

How to Apply for 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 Enrollment Services or in the Business and Community Services Office on the Pellissippi Campus or the Business/Enrollment Services Office at the satellite 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, work force 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 Enrollment Services. 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 Oak Ridge Chamber of Commerce. Please visit the Web site at www.tsbdc.org for more information.

**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.
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.
Holidays. Non-credit programs adhere to the College holiday schedule.

Refunds. Money will be refunded ONLY if the class is canceled by the College or upon notification of the student’s intent to withdraw two working days prior to the starting date of each class. NO REFUNDS can be made after these dates because classes are started on the basis of full enrollment and payment of accompanying fees. Students may appeal a refund by submitting a written request outlining the basis for the appeal to the executive director of Business and Community Services.

Parking. Non-credit students 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 Business and Community Services at (865) 539-7167.
GENERAL INFORMATION

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 to determine eligibility for college-level courses.

TBR Designations. Courses denoted with the ◆ symbol represent transferable general education courses within the Tennessee Board of Regents system. Every TBR institution incorporates a common 41-hour general education core 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 general education requirements at all TBR institutions is available on the TBR Web page (www.tbr.edu).

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 2000 Principles of Accounting I 3 Credits
A survey of financial and managerial accounting. Financial accounting topics include structure of financial statements and accounting for merchandising operations, cash, receivables, inventories, plant and equipment, liabilities, and equity. Managerial accounting topics include analysis of financial statements, introduction to managerial accounting, cost behavior and CVP analysis and budgeting. Corequisite(s): College-level math

★ACC 2030 Principles of Accounting II 3 Credits
A continuation of the study of financial and managerial accounting theory and practice, including analyzing and recording business transactions, completing the accounting cycle, and analyzing and preparing financial statements. Accounting for liabilities, equity and payroll as well as measuring cash flow, cost accounting systems, special analysis and budgeting are taught in the course. Prerequisite(s): ACC 2000

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. Prerequisite(s): ACC 2030

ACC 2220 Intermediate Accounting II 3 Credits
A continuation of the study of financial accounting theory and practice, including liabilities and stockholders’ equity, cash flow measurement and reporting, issues related to income measurement, and the preparation and analysis of financial statements. Prerequisite(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. Prerequisite(s): ACC 2030

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. **Prerequisite(s):** ACC 2000

**ACC 2500 Payroll & Internal Control 3 Credits**
This course focuses on Federal laws related to payroll and internal control and their impact on the accounting system and financial reporting requirements. Calculation of employer and employee payroll taxes and the preparation of payroll related to tax forms are also discussed. **Prerequisite(s):** ACC 2000

**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 receivable, accounts payable, payroll and job order costing. **Prerequisite(s):** ACC 2030

**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. **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.

**ADVERTISING**

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

**AMERICAN SIGN LANGUAGE**

**ASL 1010 Beginning American Sign Language I 3 Credits**
An introductory study of the language that deaf adults in America use among themselves. This course includes an introduction to the deaf culture and to the basic structure of its language, as well as the mastery of finger spelling and 400 signs.

**ASL 1020 Beginning American Sign Language II 3 Credits**
A continuation of the study of the language of the American deaf. This course includes further study of the structure of the language and the mastery of an additional 400 signs. **Prerequisite(s):** ASL 1010

**ASL 2010 Intermediate American Sign Language I 3 Credits**
A course that provides in-depth experience in conversing in American sign language, as well as the mastery of 100 widely used American sign language idioms. **Prerequisite(s):** ASL 1020

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

**ANTHROPOLOGY**

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

**★ANT 1200 Prehistoric Archaeology 3 Credits**
Introduction to methods, theory, and techniques used to analyze and date archaeological cultures, past life ways, and cultural evolution.

**◆★ANT 1300 Cultural Anthropology 3 Credits**
An introduction to the field of cultural anthropology focusing on the description and analysis of geographically diverse social groups and their learned traditions. Culture consists of the
abstract values, beliefs and impressions of the world that lie behind behavior and upon which the attitudes and ideals of a society reflect.

★ANT 2100 Biological Anthropology 3 Credits
An introduction to human biological variation as a result of evolutionary processes. Examples based upon contemporary, historic, and prehistoric populations are used to introduce anthropological methods for the analysis of variation using living persons, genetic material, and skeletal remains. Prerequisite(s): ANT 1100 or consent of instructor

ART
★ART 1011 Drawing I 3 Credits
Fundamental aspects of drawing, including line, tone, space, form, and composition utilizing a variety of media. Emphasis placed on development of observational skills and perception of reality.

★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.

ART 1110 2D Design 3 Credits
A fundamental exploration of the elements of two-dimensional art (line, shape, texture, value, and color) and their relationship to the principles of design (balance, rhythm, variety, and unity). Stress is placed on visual thinking through the use of problem-solving structures.

ART 1610 Basic Printmaking 3 Credits
An introductory survey of printmaking focusing on the basic fundamentals and techniques in relief printing, monoprints and collographs.

◆★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, including Mesopotamia, Egypt, the Aegean, Greece, the Etruscans and Rome.

◆★ART 1730 Western Art II 3 Credits
Major movements in Western art, with emphasis on Europe from the 14th 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.

★ART 2000 Special Topics in Studio Art 3 Credits
A course on a topic of special interest to a member of the studio arts faculty offered on a non-recurring basis. Topics offered will provide special opportunities for students to explore a variety of unique art media not normally available. Course topics will be listed in the semester specific course offerings under Art, and may include among other media, watercolor, metal casting, glass, solar printmaking, and/or similar opportunities. Prerequisite(s): Topic dependent; in most cases no prerequisite

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

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

**ART 2410** Sculpture 3 Credits
Problems that explore basic materials and techniques, including clay modeling, plaster construction and mold making. **Prerequisite(s):** ART 1031 for art majors; no prerequisite for non-art majors

**ART 2420** Life Sculpture 3 Credits
Modeling techniques in clay and wax working from the figure. Possibilities of expression with the human figure as subject. Modeling process encompasses both observational and material handling techniques. **Prerequisite(s):** ART 1031 for art majors; no prerequisite for non-art majors

**ART 2620** Intaglio Printmaking 3 Credits
Metal plate intaglio printing in traditional and contemporary techniques of etching; soft-ground, drypoint, mezzotint, aquatint, open bite process and collograph plate construction. May be repeated. Maximum 6 hours. **Prerequisite(s):** ART 1011 for art majors; no prerequisite for non-art majors

**ART 2950** Intermediate Design & Color 3 Credits
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.

**BANKING**

**BKG 2005** Accounting for Bankers 3 Credits
A study of financial accounting theory and practice. Emphasis is placed on analyzing preparing and reporting financial information.

**BKG 2020** Principles of Banking 2 Credits
A study of the language and documents of banking, check processing, teller functions, deposit functions, trust services, bank loans and investments.

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

**BKG 2100** Analyzing Financial Statements 2 Credits
A study of financial statement analysis. Topics include generation of statement data and limitations of the accounting information provided, business funds flow and analysis tools and techniques.

**BKG 2150** Introduction to Commercial Lending 2 Credits
An overview of the commercial lending function. Topics include the commercial loan customer, types of commercial loans, the loan decision process, cost analysis, control and profitability and the regulatory and legal environments.

**BKG 2200** Consumer Lending 2 Credits
An overview of the role of consumer credit in overall bank operations. Topics include credit risk evaluation, policy, loan processing, servicing and collecting loans, compliance and portfolio management.

**BKG 2240** Deposit Operation 2 Credits
Focuses on how banks operate in the context of the U.S. payments mechanism. The deposit-taking activities of banks, their management of deposited funds, and the competitive and reg-
ulatory environments in which banks operate are the central subjects of the text.

**BKG 2250  Money & Banking  3 Credits**
A study of money and the world of banking that it creates and through which it flows. Topics include the tools of monetary and fiscal policy, the impact of monetary policy on the banking system, monetary theory and international banking.

**BKG 2300  Law & Banking  2 Credits**
A study of law and legal issues, with special emphasis on the Uniform Commercial Code. Topics include contracts, real estate and bankruptcy.

**BKG 2310  Law & Banking Applications  2 Credits**
Introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Laws covering collateral, perfection and default will also be covered.

**BKG 2350  Trust Business  3 Credits**
A study of trust management. Topics include the trust department, trust investments, tax administration, and real estate administration.

**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.

**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. Additionally, the coverage of laws and regulations affecting mortgage lending provide an understanding of mortgage lending’s history and a glimpse into its future.

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

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

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

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

**BIOLOGY**

**BIOL 1000  Special Topics in Biology  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.
Prerequisite(s): Consent of instructor

◆**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.

◆**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.
**BIOL 1310**  
**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.

**BIOL 2000**  
**Independent Scientific Investigation**  
2 Credits

Independent laboratory, library or field research in biology under the supervision of a consenting faculty member. Designed to develop an interest in biology and the application of techniques of scientific research. Students may accumulate up to 6 credit hours; a minimum of four hours of research is required each week. Intended as elective credit and may not be applied toward general education requirements.

**◆ BIOL 2010**  
**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.

**◆ BIOL 2020**  
**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. **Prerequisite(s):** BIOL 2010

**BIOL 2021**  
**Careers in Biology**  
2 Credits

This course is an exploration of prospective careers for biology-related majors. Students will be required to shadow professionals in several different career fields and give in-class presentations of their experiences. Students will also practice interviewing, writing essays for application to graduate and professional schools, and writing resumes and cover letters. **Prerequisite(s):** ENGL 1010 and 1020. **Corequisite(s):** High school advanced placement biology or BIOL 1110 or 1120 or 2010 or 2020; exceptional high school students may be admitted upon their teachers’ recommendations.

**◆ BIOL 2040**  
**General Ecology**  
4 Credits

Relationships between organisms and their environment, including human environmental problems. Four hours of lecture, with announced field trips.

**BIOL 2050**  
**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.

**◆ BIOL 2100**  
**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. **Prerequisite(s):** BIOL 1110 and 1120 and CHEM 1110 and 1120; or two years of high school biology and ACT natural science score of 26 or higher; or consent of instructor.

**◆ BIOL 2120**  
**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. **Prerequisite(s):** BIOL 1110 or CHEM 1110 or CHEM 1010 or BIOL 2010.
BIOL 2130  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. Prerequisite(s): BIOL 1110 or BIOL 2010 or CHEM 1010 or CHEM 1110

BIOL 2210  Pathophysiology  2 Credits
An introduction to the disease processes and mechanisms of the human body and to the dysfunction of the body’s systems.

BIOL 2400  Principles of Nutrition  3 Credits
Human nutrition for the lifespan, including biochemistry of body nutrients, health and disease, government and scientific guidelines. Prerequisite(s): BIOL 2010 or CHEM 1010

★BIOL 2410  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.

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).

◆★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.

BUSINESS ADMINISTRATION
★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. Corequisite(s): ACC 2000 and ECN 2010

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. Prerequisite(s): Two years of high school algebra and completion of DSP math 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. 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. Prerequisite(s): Two years of high school algebra and completion of DSP math requirements

◆★CHEM 1120  General Chemistry II  4 Credits
Chemical equilibrium, thermochemistry, electrochemistry, introduction to organic chemistry. Course includes three hours of lecture and three hours of laboratory applications each week. Prerequisite(s): 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.

★CHEM 2010 Organic Chemistry I 4 Credits
- Compounds of carbon and their reactions. Reaction mechanisms, synthesis, spectroscopic and other physical properties. Course includes 3 hours of lecture and 3 hours of laboratory applications each week. Prerequisite(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. 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. 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.

★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.

★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.

CIVIL ENGINEERING TECHNOLOGY

CET 0100 Introduction to Surveying 3 Credits
- This course covers both fundamental and advanced concepts of algebra, geometry and trigonometry. Surveying as a career and basic terminology are also discussed.

CET 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.

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.

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.
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.

CET 2010  Cost Estimating W/Lab  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. This class also includes an introduction to Timberline software.

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. 
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.
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.

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.

CET 2240  Legal Aspects of Surveying  3 Credits
This course emphasizes the legal aspects of land surveying, including professionalism, licensing, documents, legal definitions and laws.

CET 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. 
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. 
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. 
Prerequisite(s): MET 1040

CET 2420  Reinforced Concrete Design  3 Credits
Design of reinforced concrete structures, including beams, columns, floor systems, footings and retaining walls. 
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.

**CET 2810 Civil Design Applications 3 Credits**

This course uses a major design project that incorporates basic and advanced concepts learned in prerequisite courses. The project consists of preparation of a final plat and related documents for a large subdivision or commercial development. Students will work in teams and use AutoCAD Land Desktop to create a plat map complete with lot descriptions, road alignment storm drainage systems and utility layouts. Supporting documents will include all design calculations, profiles and cross-sections. Students will use Excel and Timberline software to calculate volume of cut/fill and cost of development. Students will prepare a time-scaled logic diagram with Primavera SureTrack. Student teams will give an oral presentation defending their design. **Prerequisite(s):** CET 2010 and 2212 **Corequisite(s):** CET 2220

**COLLEGE SUCCESS**

**COLL 1500 College Success 3 Credits**

A course designed to empower students to reach their educational, career and life goals. This class introduces students to a wide range of strategies, techniques and self-management tools commonly recognized to lead to success. This course is for college-level credit and is designed to transfer.

**COMMUNICATIONS**

**★CMN 1500 Communication in an Information Age 3 Credits**

This course provides an overview of human, mass and mediated communication. It includes an introduction to finding, organizing and evaluating information.

**COMMUNICATION 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. **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. **Prerequisite(s):** CGT 1030 or consent of instructor

**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. **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. **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/illustrators/art directors, 1850 to the present, and their effect on current graphic design trends.

**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 coursework. **Prerequisite(s):** Completion of or enrollment in first-year CGT coursework 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. **Corequisite(s):** ART 1011 and CGT 1030
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. 
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. 
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. 
Prerequisite(s): CGT 1040 or MDT 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. 
Corequisite(s): CGT 1105 or consent of instructor

CGT 2105  Digital Graphic Design III  4 Credits
Advanced graphic design. Comprehensive projects to include design management, development and production. Professional portfolio/student exhibition. 
Prerequisite(s): CGT 2005 or consent of instructor

CGT 2140  Desktop Publishing  3 Credits
A study of electronic publishing, including the integration of text and graphics. A functional lab will be included as a component of the course. 
Prerequisite(s): Consent of instructor

CGT 2160  3D Modeling & Animation  3 Credits
A study of advanced three-dimensional design and animation. Virtual modeling techniques and the basics of 3D motion will be emphasized. 
Prerequisite(s): CGT 1105 and 2040; or consent of instructor

CGT 2240  Advanced Computer Illustration  3 Credits
An advanced study in creating electronic renderings for visual communications. Infographics, product, editorial and conceptual imaging are explored in depth. 
Corequisite(s): CGT 1040 and 1105 and 2040

**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.

*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, tricentric and perspective projection methods. Both one-point and two-point perspectives will be covered. 
Corequisite(s): CID 1100

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. 
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, symbolology, 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. Prerequisite(s): CID 1100

CID 2001  Animation W/Lab  4 Credits
Using animation, this class will address a broad range of applications, such as interior design, graphic design, video production, industrial design and architectural presentations. Students will use 3D Studio MAX to create three-dimensional models, create light schemes, apply lights, create and supply materials, place and manipulate cameras, and animate objects. Prerequisite(s): CID 1100 or consent of instructor

CID 2112  Architectural 3D Modeling W/Lab  4 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. Prerequisite(s): CID 1210 or consent of instructor

CID 2150  Advanced AutoCAD W/Lab  4 Credits
Expands the knowledge and use of AutoCAD software commands with the continuation of training begun in CID. 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. Prerequisite(s): CID 1100

CID 2240  Parametric Modeling W/Lab  4 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 8 hours of credit. Prerequisite(s): CID 1100; or consent of instructor

CID 2290  Civil Engineering Drawing W/Lab  4 Credits
Drafting and modeling for the civil engineering discipline is the focus of this course. It will cover the basic conventions used to describe the earth’s surface as used by the civil discipline; topography, cutting sections through topography, cut/fill and highway layout. It will also cover basic structural detailing. 3D modeling will be used to create section profiles through digital terrain and for evaluation of highway layout. Prerequisite(s): CID 1220 or consent of instructor

CID 2300  CID Major Projects  4 Credits
The class and the instructor identify a project which will require 3D digital models, physical models and dimensional drawings. Students are expected to produce sketches, working drawings, details, sections, auxiliary views, etc. as required to completely describe the project to the instructor. In addition, students will create a digital presentation of their work and a physical, working model. Prerequisite(s): Program coordinator approval and second-year standing

CID 2900  Special Topics  2 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 8 hours. Prerequisite(s): Consent of instructor

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

CSIT 1000  Introduction to Computers & Computing  3 Credits
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.

**CSIT 1020** Introduction to Computer Science  4 Credits
Problem solving and algorithm development. Organization and characteristics of modern digital computers. Emphasis on developing good programming habits. Building abstractions with procedures and data. Programming in a modern computing language. Program development using UNIX operating system. This course is intended for University Parallel students majoring in Computer Science or Computer Engineering. It is not designed as an elective for non-majors. **Corequisite(s):** MATH 1530 or 1730

**CSIT 1050** Programming for Engineering Transfer  1 Credit
Computer programming using C++ for engineering problem solving. Introduction to computer programming concepts, problem analysis, code formulation, engineering data utilization and applications.

**CSIT 1110** Introduction to Information Technology  4 Credits
A first course in computer science and information technology, providing a comprehensive overview of computer architecture, data organization and communication. This course includes problem solving, logic design, personal computing, operating systems and application software.

**CSIT 1300** Problem Solving for Engineering Transfer  2 Credits
Application of computers to engineering problem solving. Introduction to computer mathematical tools, problem analysis, code formulation, engineering data plotting and simulations. Solutions of engineering problems using MatLab.

**CSIT 1360** Introduction to Cluster Computing  4 Credits
This course covers introductory material on high-performance computing technology, including types of clusters, cluster components, and software and hardware tools to build cluster infrastructure. **Prerequisite(s):** CSIT 2410 **Corequisite(s):** CSIT 1730

**CSIT 1400** Data Structures  4 Credits
Advanced problem solving and algorithm development, structured programming, data structures and applications, I/O techniques, lists, queues, trees, algorithms, and files. Program development using UNIX operating system. This course is intended for University parallel students. **Prerequisite(s):** CSIT 1020 or department approval

**CSIT 1510** Introduction to Programming Using Java  4 Credits
A study of the Java programming language, object-oriented programming, design and algorithm development. Topics include language structure and syntax, methods, program control statements, classes, strings, arrays, and applets. **Corequisite(s):** CSIT 1110

**CSIT 1520** Advanced Java Programming  4 Credits
A study in Java language techniques beyond the introductory course. Emphasis will include object-oriented design, arrays, GUI and event-driven programming, exceptions and Java packages for collections, file I/O, and database connectivity. **Prerequisite(s):** CSIT 1110 and 1510 or Java programming experience

**CSIT 1600** Computer Organization  4 Credits
Number systems, Boolean algebra, combinational and sequential circuits, processor functional units and control, pipelining, memory and caching, stored program computing, memory management, computer system organization, and assembly language programming are components of the course. **Prerequisite(s):** CSIT 1020 or 1510

**CSIT 1620** Introduction to Game & Simulation Programming  4 Credits
An introduction to the field of game development using programming languages: 2D and 3D development tools, online resources, language structures and syntax, use of game development techniques and application of scripting in a virtual world will be explored. **Corequisite(s):** MDT 1600

**CSIT 1670** Gaming & 3D Simulation Programming I  4 Credits
Students will explore 3D virtual simulation and game development using a selected game development tool or engine. In depth development of game strategy, action figures, movement,
sound and object generalization will be the focus of this course. **Prerequisite(s):** CSIT 1620 or 1510 or department approval

**CSIT 1710  A+ Computer Hardware  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. **Corequisite(s):** CSIT 1720 or consent of instructor

**CSIT 1720  A+ Computer Software  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. **Corequisite(s):** CSIT 1710 or consent of instructor

**CSIT 1730  Networking Fundamentals  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 Computing Technology Industry Association (CompTIA) Network+ exam and/or the Microsoft Networking Essentials certification exam.

**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. **Prerequisite(s):** CSIT 1110 or WEB 2200

**CSIT 2320  Advanced Cluster Computing  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. **Prerequisite(s):** CSIT 1360 and 2411

**CSIT 2330  Cluster System Management & Monitoring  4 Credits**

This course covers cluster management and monitoring tools and techniques, including troubleshooting, disaster recovery, and resource management on stand-alone and networked systems. **Prerequisite(s):** CSIT 2320

**CSIT 2340  Advanced HPC Applications Architecture  4 Credits**

This course provides training in advanced PC cluster design, deployment and management techniques, with emphasis on cluster building components such as the Linux and Windows operating systems, networking and clustering software. Topics include high-availability (HA) clusters, high-performance computing clusters, open-source and commercially available tools for clustering, cluster performance measurement and troubleshooting techniques, and cluster optimization techniques for a wide variety of scientific and industrial applications. **Prerequisite(s):** CSIT 2320

**CSIT 2410  Introduction to Linux  4 Credits**

A study of the Linux operating system. Topics include the file system, basic commands and utilities, text editors, electronic mail, graphical user interfaces, and an introduction to shell scripts.

**CSIT 2411  Linux System Administration  4 Credits**

A study of system administration tools and techniques for the Linux operating system. Emphasis will be on the practical use and application of the Linux operating system to perform
system installation, configuration and maintenance tasks. **Prerequisite(s):** CSIT 2410 or Linux/UNIX system administrator or user-level experience

**CSIT 2412**  
**Linux Certification Exam Preparation**  
2 Credits  
A study of system administration tools and techniques for the Linux operating system to prepare for entry-level industrywide Linux certificates. **Prerequisite(s):** CSIT 2411 or Linux/UNIX system administrator experience

**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 database creation and management, data queries, view definition and use, operators and functions, procedures, security, calculation, indexing, utilities and data transport. **Prerequisite(s):** CSIT 1810 and one programming course

**CSIT 2430**  
**Introduction to Scripting Languages**  
4 Credits  
This course provides an introduction to script programming and compares a range of scripting languages used for UNIX and Web-based applications. **Prerequisite(s):** CSIT 2410

**CSIT 2445**  
**Oracle Application Development**  
4 Credits  
An introduction to database application programming using Oracle development tools, including Oracle Forms, Oracle Reports and advanced PL/SQL procedures. Hands-on training will include design and development of client-server and Web applications. **Corequisite(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. **Prerequisite(s):** CSIT 1110 and one programming course or CSIT 1720

**CSIT 2465**  
**Database Application Development**  
4 Credits  
A study of database program development for business applications using rapid application development (RAD) tools. Topics include table creation and maintenance, indexing, data manipulation, forms, reports, labels, queries, data modules, object-oriented data manipulation (OODML), event-driven applications. Web-to-database connectivity will be emphasized. **Prerequisite(s):** CSIT 1810 and one programming course

**CSIT 2475**  
**Linux Advanced System & Network Administration**  
4 Credits  
A study of advanced system and network administration topics for the Linux operating system. Topics include configuration and management of services like FTP, SSH, NFS, NIS, LDAP, Samba, DNS, BIND, DHCP, HTTP, sendmail, postfix and procmail. Emphasis will be on the practical use and application of the advanced system and network administration skills. **Prerequisite(s):** CSIT 2411 or appropriate Linux/UNIX system administration experience

**CSIT 2476**  
**Linux System Security Administration**  
4 Credits  
A study of system security administration topics for the Linux operating system. Topics include SELinux, console access control, firewalls, TCP wrappers, xinetd access control, tripwire configuration, PAM configuration, system monitoring techniques, encryption, PKI and Open SSH configuration. **Prerequisite(s):** CSIT 2411 or appropriate Linux/UNIX system administration experience

**CSIT 2477**  
**Advanced Linux Certification Exam Preparation**  
2 Credits  
A study of system administration tools and techniques for the Linux operating system to prepare for advanced-level industrywide Linux certificates. **Prerequisite(s):** CSIT 2475 and 2476 or CSIT 2412 or entry-level Linux certification or advanced-level Linux/UNIX system administrator experience

**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. **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-ori-
mented 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. **Prerequisite(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. **Prerequisite(s):** One programming course

**CSIT 2630** C# Programming 4 Credits
A study of object-oriented programming through the use and practical application of C# language. Topics include classes, objects, methods, GUI programming, graphics, databases, XML, Web pages and Internet. **Prerequisite(s):** One programming course

**CSIT 2635** 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. **Prerequisite(s):** 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 use HTML and other technologies to create their own Web pages. Students work individually and in teams to create Web sites, using dynamic HTML techniques in conjunction with content management systems. **Prerequisite(s):** One programming course

**CSIT 2655** Enterprise Java Programming 4 Credits
A continued examination of Java programming including servlets, Java server pages, Corba and Enterprise JavaBeans. The course will use case studies. A team project is required. **Prerequisite(s):** CSIT 1520, 1810 or Java programming experience

**CSIT 2665** Perl Programming 4 Credits
A study of the Perl programming language including regular expressions, objects from Perl libraries, file handling and networking. Perl and its use in CGI scripts with HTML Web pages are included. **Prerequisite(s):** One programming course

**CSIT 2670** Game & 3D Simulation Programming II 4 Credits
Students will apply programming concepts and skills for simulation and game-based product development using a selected programming language or commercial development tool. Students will use a professional-level game programming/scripting development product set to create user-based simulation and game end-products. **Prerequisite(s):** CSIT 1670 or 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. **Prerequisite(s):** One programming course

**CSIT 2700** 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. **Prerequisite(s):** CSIT 1720

**CSIT 2710** 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; con-
figuring 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. **Prerequisite(s):** CSIT 2700 or consent of instructor

**CSIT 2720**  
**Network Security**  
4 Credits  
This course provides instruction in the analysis of business requirements for resource security and the design 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. **Prerequisite(s):** CSIT 2700 or consent of instructor

**CSIT 2750**  
**Routing/Switching Configuration**  
4 Credits  
This course 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. **Prerequisite(s):** CSIT 1730 or consent of instructor

**CSIT 2770**  
**Wireless Technology**  
4 Credits  
A study of wireless and communication systems. Topics include principles of radio frequency and Wifi, modulation/demodulation, testing equipment, security, coding, antennas, wireless system electronics and wireless optical systems. **Prerequisite(s):** CSIT 1730 or consent of instructor

**CSIT 2810**  
**Systems Analysis & Design**  
4 Credits  
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Students practice software engineering principles and documentation techniques through team projects. Emphasis is placed on business systems characteristics, prototyping, CASE tools and SDLC phases. **Prerequisite(s):** CSIT 2425 or CSIT programming elective or department approval; and CSIT 1810 and ENGL 1010

**CSIT 2820**  
**Machine Organization**  
4 Credits  
A study of assembly language and computer organization. Topics include organization, architecture, number systems, storage concepts, I/O, memory management and process management. **Prerequisite(s):** CSIT 1110

**CSIT 2911**  
**Computer Science & Information Technology Internship**  
3 Credits  
This course is a supervised work experience requiring a minimum of 135 hours in the field of computer science and information technology. Individual conferences are arranged instead of class attendance. **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: www.pstcc.edu/departments/bctpi.

**CSIT 2970**  
**Game & Simulation Practicum**  
3 Credits  
Students will work in a collaborative effort as a team member to plan, design, code, develop, manage, build, modify and produce a simulation or game. **Prerequisite(s):** CSIT 2670 or department approval

**CREDIT UNION MANAGEMENT**

**CUE 1080**  
**Credit Union Marketing**  
3 Credits  
A study of the facts and principles of marketing and its application in credit unions. Topics include the marketing concept and structure, marketing information and buyer behavior, consumer and intermediate customers’ buying behavior, product packaging and branding decisions, consumer and industrial goods, product planning and time-placed utility, channels of distribution, promotion, pricing strategy and developing a marketing program, controlling marketing programs and the cost value to society.
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<th>Course Code</th>
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<tr>
<td>CUE 2000</td>
<td>History &amp; Philosophy of Credit Unions</td>
<td>2</td>
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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.

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<tr>
<td>CUE 2050</td>
<td>Credit &amp; Collections</td>
<td>3</td>
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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.

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<tr>
<td>CUE 2100</td>
<td>Credit Union Accounting I</td>
<td>3</td>
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A study of principles of accounting theory. Includes analyzing and recording business transactions and summarizing, adjusting, closing and preparing financial statements.

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<td>CUE 2150</td>
<td>Human Resource Management</td>
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A study of records management, training, salary administration, job evaluation, performance appraisal and benefit programs.

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<td>CUE 2200</td>
<td>Credit Union Management</td>
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A study of planning, organizing, leading and controlling as it relates to credit union operation.

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<tr>
<td>CUE 2230</td>
<td>Strategic Business Management &amp; Leadership</td>
<td>3</td>
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This course will expose students to various authors on leadership and the future. The course will identify students’ skills and potential to enable them to move into progressively challenging roles that will have positive impacts on other individuals and on the future of credit unions.

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<td>CUE 2250</td>
<td>Risk Management &amp; Insurance</td>
<td>3</td>
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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.

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<tr>
<td>CUE 2300</td>
<td>Financial Counseling</td>
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A study of financial counseling. Topics include family resource management, consumer credit, budgeting, social security and estate planning.

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<tr>
<td>CUE 2310</td>
<td>Economics &amp; the Monetary System</td>
<td>3</td>
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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.

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<td>CUE 2350</td>
<td>Money &amp; Banking</td>
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A study of financial institution structures and their role in the financial, economic and open market operations.

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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CUE 2400</td>
<td>Business Law</td>
<td>3</td>
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</table>
A study of the principles of law as applied to business transactions, including contracts, employment, negotiable instruments and security agreements.

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<tr>
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<tbody>
<tr>
<td>CUE 2450</td>
<td>Financial Management I</td>
<td>3</td>
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</table>
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. **Prerequisite(s):** CUE 2000

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CUE 2500</td>
<td>Credit Union Finance</td>
<td>3</td>
</tr>
</tbody>
</table>
Applications and issues in credit union financial management. **Prerequisite(s):** CUE 2450

**DEVELOPMENTAL STUDIES (SEE TRANSITIONAL STUDIES)**

**EARLY CHILDHOOD EDUCATION**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ECEd 1010</td>
<td>Orientation to Early Childhood Education</td>
<td>2</td>
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</table>
Introduces the student to the early childhood education profession and the basic skills
needed for a successful academic career. Topics include professionalism, family relationships, individual and cultural diversity, child development, developmentally appropriate practice, observation and assessment, learning environment, health and safety, and guidance. Students study the different types of early childhood programs, community resources and professional organizations.

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.

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.

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.

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. 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).

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. Building partnerships with families of children with special needs will also be included. Laboratory observation and interaction.

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. 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.

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.

ECEd 2080  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. Prerequisite(s): ECEd 2015 and 2020; or department approval
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. 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.

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. 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. 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.

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. 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. 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. Prerequisite(s): Department approval

ECEd 2230  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.

ECONOMICS

ECN 2010  Principles of Economics I  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. Corequisite(s): College-level math

ECN 2020  Principles of Economics II  2 Credits
A course emphasizing the U.S. economy in a global context. Topics include economic growth, resource economics, labor markets, and international trade and finance.
Prerequisite(s): ECN 2010  
Corequisite(s): College-level math

**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.

**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.  
Prerequisite(s): Consent of instructor

**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.  
Corequisite(s): ENGL 1010

**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.  
Prerequisite(s): Successful completion of a college-level laboratory science course or two years of high school science

**ELECTRICAL ENGINEERING**

**★ECE 2010**  
**Circuits I**  
3 Credits  
Fundamental laws of circuit analysis: Ohm’s law, Kirchoff’s voltage and current laws and the law of conservation of energy; circuits containing independent and dependent voltage and current sources; resistance, conductance, capacitance and inductance analyzed using mesh and nodal analysis, superposition and source transformations and Norton’s and Thevenin’s theorems; steady state analysis of DC and AC circuits; complete solution for transient analysis for circuits with one and two storage elements.  
Prerequisite(s): CHEM 1110 and CSIT 1050  
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.  
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 equipment, components, and software. Particular emphasis is given to the application of the multimeter, oscilloscope, function generator, power supply, and circuit simulation software. Practical soldering techniques are introduced and practiced. The student will be exposed to modern electronic systems, such as a microcontroller and a variety of electronic sensors, using a robotic system. An introduction to laboratory reports using application software is covered. Basic professional ethics, time management, and quality work habits are also discussed.
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<tr>
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<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab</td>
<td>3</td>
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<td></td>
<td>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. <strong>Corequisite(s): MATH 1730</strong></td>
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<tr>
<td>EET 1022</td>
<td>Electrical Circuits II W/Lab</td>
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<td>A continuation of EET 1012. This course extends DC topics to include network theorems such as mesh and nodal analysis, superposition, 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. <strong>Prerequisite(s): EET 1012</strong></td>
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<tr>
<td>EET 1210</td>
<td>Active Devices I W/Lab</td>
<td>4</td>
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<td>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. <strong>Prerequisite(s): EET 1012</strong></td>
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<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab</td>
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<td>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. <strong>Prerequisite(s): EET 1012</strong></td>
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<tr>
<td>EET 2220</td>
<td>Active Devices II W/Lab</td>
<td>4</td>
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<td></td>
<td>A study of integrated circuits and special purpose solid-state devices. Topics include silicon-controlled rectifiers, triacs, diacs, unijunction transistors, varistors, thermistors and varactors, timers, op amps and other linear devices and applications. <strong>Prerequisite(s): EET 1210</strong></td>
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<tr>
<td>EET 2312</td>
<td>Microprocessors I W/Lab</td>
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<td>Basic microprocessor architecture with particular emphasis on the Motorola MC68HC11. Topics include assembly language programming, C programming, branching, stacks, interrupts, and interfacing techniques, with some commonly used integrated circuits. <strong>Prerequisite(s): EET 1210</strong></td>
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<tr>
<td>EET 2601</td>
<td>Major Projects</td>
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<td>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. The student is required to develop a technical report and make a presentation before his/her peers on the project. In addition, students are required to complete a team report and presentation on a current technology, discussing its impact on society. <strong>Prerequisite(s): EET 2220 and 2312</strong></td>
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<tr>
<td>EET 2715</td>
<td>Microcomputer Architecture</td>
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<td>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. <strong>Prerequisite(s): EET 1310 or consent of instructor</strong></td>
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<tr>
<td>EET 2900</td>
<td>Special Topics</td>
<td>1-4</td>
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<td></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. <strong>Prerequisite(s): Consent of instructor</strong></td>
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<tr>
<td>EET 2910</td>
<td>Data Acquisition &amp; Control</td>
<td>2</td>
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<td></td>
<td>LabVIEW will be emphasized in solving problems in instrumentation and control. This course covers basic data acquisition and control techniques. <strong>Prerequisite(s): EET 1210 and 2312</strong></td>
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</table>
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. Prerequisite(s): EET 1012

★EET 2930  Applied Control Systems  2 Credits
An advanced course in programmable logic controllers (PLCs) and applications in which they are used. Topics include a treatment of process control and motion control theory implemented using PLCs. Sensors, final control elements, servo motors and drives will be discussed. Negative feedback, feed-forward, and cascade control techniques will be explored as well as controller tuning techniques. Particular emphasis will be given to the PID controller. PLC networking will be applied. Prerequisite(s): EET 2920

ENGINEERING SCIENCE
★ENS 1510  Physics for Engineers I  4 Credits
Calculus-based study of basic physics concepts, including vectors, kinematics, Newton’s laws, work-energy and impulse-momentum. Introduction to teamwork. Introduction to the engineering disciplines, examination of engineering principles and design issues; oral and written presentation skills. Corequisite(s): MATH 1910

★ENS 1520  Physics for Engineers II  4 Credits
Calculus-based study of basic physics concepts, including rotational dynamics, statics, oscillations, waves, fluids, heat and temperature, and first and second law of thermodynamics. Introduction to teamwork. Introduction to the engineering disciplines, examination of engineering principles and design issues; oral and written presentation skills. Prerequisite(s): ENS 1510 and MATH 1910

★ENS 2021  Engineering Mechanics  2 Credits
Review of vector algebra. Statics of two-dimensional trusses and frames, including methods of joints and sections. Geometric properties of cross-sections, including first and second moments and location of centroid. Inertial properties of rigid bodies, including moment of inertia and location of mass center. Corequisite(s): ENS 1520

★ENS 2310  Dynamics  3 Credits
Study of the kinetics and kinematics of rigid bodies. Also covered are such topics as centers of mass and mass moments of inertia. Prerequisite(s): MATH 1920 Corequisite(s): ENS 1520

ENGINEERING TECHNOLOGIES
ENGT 1000  Engineering Technology Applications & Communications  4 Credits
Students learn the basic skills and knowledge and gain the ability to successfully communicate in the technical environment. They learn to use various applications for word processing, problem solving, and graphing, along with generating presentation aids for required technical presentations. Outcomes are accomplished through project-based, hands-on use of computer applications required by the department, including Outlook Email, Internet, Windows, AutoCAD, MS Excel, MS PowerPoint, MS Word and other program-specific software. Corequisite(s): MATH 1730

ENGLISH
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.

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. Prerequisite(s): Completion of or exemption from DSPR
ENGL 1010  English Composition I  3 Credits
Study and practice of expository and persuasive writing. Topics include critical reading and writing essays, with emphasis on research, writing processes and effective formatting. **Prerequisite(s):** Satisfactory placement test scores; or satisfactory completion of DSPW 0700 and 0800

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

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

ENGL 1060  Basic Pronunciation—ESL  2 Credits
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.

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

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

ENGL 2110  American Literature I  3 Credits
A study of the development of American literature from its beginnings to the War Between the States. **Prerequisite(s):** ENGL 1020

ENGL 2120  American Literature II  3 Credits
American literature from the War Between the States to the present. **Prerequisite(s):** ENGL 1020

ENGL 2210  British Literature I  3 Credits
A study of the development of British literature from three periods: Anglo-Saxon and Middle Ages, Renaissance and Restoration, and 18th Century. **Prerequisite(s):** ENGL 1020

ENGL 2220  British Literature II  3 Credits
A study of the development of British literature from three periods: Romantic, Victorian and...
20th Century. **Prerequisite(s):** ENGL 1020

◆ ★ENGL 2310  
**World Literature I**  
3 Credits  
Ancient, Medieval and Renaissance literature. **Prerequisite(s):** ENGL 1020

◆ ★ENGL 2320  
**World Literature II**  
3 Credits  
Enlightenment, Romantic and Modern literature. **Prerequisite(s):** ENGL 1020

◆ ★ENGL 2331  
**African-American Literature**  
3 Credits  
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. **Prerequisite(s):** ENGL 1020

◆ ★ENGL 2510  
**Introduction to Poetry**  
3 Credits  
A study of poetry as a unique genre of literature with an emphasis on the critical tools for reading poetry. **Prerequisite(s):** ENGL 1020

◆ ★ENGL 2520  
**Introduction to Drama**  
3 Credits  
Critical tools for perceptive reading of play texts. Writing emphasis course. **Prerequisite(s):** ENGL 1020

★ ENGL 2630  
**Introduction to Creative Writing**  
3 Credits  
Writing of poetry and short fiction in combination with study of models and techniques. **Prerequisite(s):** ENGL 1020 or consent of instructor.

ENGL 2660  
**Introduction to Playwriting**  
3 Credits  
Writing of plays in combination with study of models and techniques. **Prerequisite(s):** ENGL 1020 or consent of instructor

ENGL 2670  
**Introduction to Screenwriting**  
3 Credits  
Writing of screenplays in combination with study of models and techniques. **Prerequisite(s):** ENGL 1020 or consent of instructor

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

ESLR 0700  
**Basic Reading for Speakers of Other Languages**  
3 Credits  
An intensive reading course designed for non-native speakers of English. This course will include a wide range of reading experiences, with related discussion and analysis of those readings in order to help students internalize American English usage. **Prerequisite(s):** TOEFL score of 131 **Corequisite(s):** ESLR 0800

ESLR 0800  
**Developmental Reading for Speakers of Other Languages**  
3 Credits  
A reading course designed for non-native speakers. This course includes critical thinking, note taking, construction of graphic organizers, techniques for increasing comprehension and vocabulary development. The wide range of readings and related discussion in this course are designed to help students apply reading strategies to English. **Prerequisite(s):** TOEFL score of 131 **Corequisite(s):** ESLR 0700

ESLW 0700  
**English Grammar for Speakers of Other Languages**  
3 Credits  
A study that investigates the more complicated aspects of English grammar that create difficulties for non-native speakers. Application of the learned structures to writing on the sentence and paragraph level is emphasized. **Corequisite(s):** ESLW 0800

ESLW 0800  
**Developmental Writing for Speakers of Other Languages**  
3 Credits  
By developing basic writing skills, this course prepares non-native speakers for college-
level writing tasks. Students are introduced to multiparagraph compositions, summary writing, documentation methods and research formats. **Corequisite(s):** ESLW 0700

**FINANCE**

FIN 2000  
Financial Management  
3 Credits

A survey of the essentials of business finance as applied to corporations, small firms and governmental units. Topics included financial needs, institutions, and instruments; concepts of risk and return; ratio analysis; capital budgeting; interest rates; and liability management. **Prerequisite(s):** ACC 2000 **Corequisite(s):** MATH 1530

FIN 2450  
Real Estate Principles & Salesmanship  
4 Credits

The course examines the fundamental principles underlying real estate brokerage activities, as well as skills needed to sell real estate property. The treatment of these principles in Tennessee law will also be addressed.

**FRENCH**

◆**FREN 1010**  
Beginning French I  
3 Credits

Introduction to reading, writing, speaking and understanding the French language within a cultural context. Language laboratory required; listening and practice materials on a CD, coordinated with a workbook and computer exercises.

◆**FREN 1020**  
Beginning French II  
3 Credits

Vocabulary building, grammar, conversation, and culture. Language laboratory required; listening and practice materials on a CD, coordinated with a workbook. **Prerequisite(s):** FREN 1010 or one year of high school French

◆◆**FREN 2010**  
Intermediate French I  
3 Credits

Grammar, conversation, and aspects of French culture. Language laboratory required; listening and practice materials on a CD, coordinated with a workbook and computer exercises. **Prerequisite(s):** FREN 1020 or equivalent

◆◆**FREN 2020**  
Intermediate French II  
3 Credits

An introduction to French literature and film and a review of conversation skills. Language laboratory required; listening and practice materials on a CD. **Prerequisite(s):** FREN 2010 or equivalent

**GEOGRAPHY**

◆**GEOG 1000**  
Introduction to Geography  
3 Credits

This course provides an introduction to geography with emphasis on place-name countries, bodies of water, cities and development of a geographical vocabulary.

**GEOLOGY**

◆**GEOL 1040**  
Physical Geology  
4 Credits

An introduction to study of the Earth. Physical processes that continuously change the Earth’s surface and interior are studied to understand the origins of rocks, volcanoes, earthquakes, continents, oceans, and the atmosphere. Course includes three hours of lecture and three hours of laboratory applications each week.

◆**GEOL 1050**  
Historical Geology  
4 Credits

A study of the interrelated physical and biological changes occurring during Earth’s 4.5-billion-year history. Geologic, biologic, and radiometric dating principles are used to interpret the rock and fossil records of change occurring on continents and in ocean basins that have affected the evolution of life on Earth. Course includes three hours of lecture and three hours of laboratory applications each week. **Prerequisite(s):** GEOL 1040

◆**GEOL 1300**  
The Environment W/Lab  
4 Credits

A study of the Earth’s environment and the natural and anthropogenic impacts that affect the environment. A review of Earth’s geology provides a basis for discussing environmental issues stemming from the rapid increase in world population and the associated demands for resources and energy. Focus is on current environmental issues such as water and air pollution,
global warming, managing waste discharges, energy production, and how to manage change to ensure a high quality environment for generations that follow. Environmental issues will be further explored in weekly laboratory exercises. **Prerequisite(s):** GEOL 1040; no prerequisite for Career/Technical majors

**GEOL 1310**  
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.

**GERMAN**

**GERM 1010**  
Beginning German I 3 Credits  
Introduction to German.

**GERM 1020**  
Beginning German II 3 Credits  
Continuation of GERM 1010. **Prerequisite(s):** GERM 1010 or one year of high school German

**GERM 2010**  
Intermediate German I 3 Credits  
Reading, writing and speaking German. **Prerequisite(s):** GERM 1020 or equivalent

**GERM 2020**  
Intermediate German II 3 Credits  
Continuation of GERM 2010. **Prerequisite(s):** GERM 2010 or equivalent

**HISTORY**

**HIST 1010**  
Western Civilization I 3 Credits  
A survey of the ancient Western world to 1715.

**HIST 1020**  
Western Civilization II 3 Credits  
A survey of the Western world from 1715 to the present.

**HIST 1110**  
World Civilization I 3 Credits  
A survey of world history from the emergence of human civilizations to the 1500s. The course focuses on finding the order, meaning, and purpose in human events through a comparative study of the Western and non-Western historical experiences.

**HIST 1120**  
World Civilization II 3 Credits  
A survey of world history from the 1500s to contemporary times. The course focuses on finding the order, meaning, and purpose in human events through a comparative study of the Western and non-Western historical experiences.

**HIST 2010**  
U.S. History I 3 Credits  
A survey of U.S. history from settlement to 1877.

**HIST 2020**  
U.S. History II 3 Credits  
A survey of U.S. history from 1877 to the present.

**HIST 2040**  
African-American Studies 3 Credits  
A multidisciplinary approach to the African-American experience during the 19th and 20th centuries. This course fulfills the Social/Behavioral Sciences requirement for University Parallel and Career/Technical students.

**HOSPITALITY**

**HSP 1200**  
Introduction to Hospitality 3 Credits  
This course is an introduction to the hospitality industry, with emphasis on the broad spectrum of hospitality organizations and career opportunities.

**HSP 2075**  
Purchasing & Cost Control 4 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. Hospitality purchasing prin-
Principles are also explored. This course regularly uses basic mathematics. **Prerequisite(s):** HSP 1200

**HSP 2100 Professional Beverage Management** 3 Credits
This course deals with the management of beverages within the hospitality industry context. The course provides students with a history of beverages within the industry as well as knowledge of the products, facilities, regulations and mixology. **Prerequisite(s):** HSP 1200

**HSP 2220 Tourism & Travel** 4 Credits
This course examines the modes of travel and accommodations, travel behavior, the sociology of tourism, tourism components and supply, and tourism marketing and research. Destination geography and attractions are also explored. **Prerequisite(s):** HSP 1200

**HSP 2250 Professional Catering** 3 Credits
This course examines the requirements to start and operate a catering company. Topics of discussion include kitchen equipment, regulations, operations and business planning. **Prerequisite(s):** HSP 1200

**HSP 2260 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. **Prerequisite(s):** HSP 1200

**HSP 2300 Food & Beverage Operation** 3 Credits
This course covers restaurant and food service operations, including facilities capabilities, personnel management, daily operations, sanitation, and facilities readiness. **Prerequisite(s):** HSP 1200

**HSP 2320 Quantity Food Production** 3 Credits
This course is a study and application of principles of quantity food production using institutional equipment and procedures. It includes quantity food planning, procurement and service.

**HSP 2950 Hospitality Internship** 3 Credits
This course is a supervised work experience in the hospitality field requiring a minimum of 135 work hours. Work activities can range from entry-level to management training. Individual conferences are arranged instead of class attendance. **Prerequisite(s):** Second-year status, a minimum 2.5 GPA in HSP courses, pursuit of an A.A.S. degree as a Hospitality major, a completed internship application submitted to the coordinator of the BCT internships prior to the beginning of the enrolled term. Application is available on the Web: www.pstcc.edu/departments/bctpi.

**HUMANITIES**

**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. **Corequisite(s):** ENGL 1010

✦**HUM 2810 Introduction to Film Studies** 3 Credits
An overview of film history using selected world cinema feature films. Basic elements of film expression for understanding and analyzing narrative cinema. Some research is required.

**INTERIOR DESIGN TECHNOLOGY**

**IDT 1001 Introduction to Interior Design** 3 Credits
An overview of the profession of interior design. An introductory study of the basic elements and principles for creative, comfortable and aesthetically pleasing interiors. An emphasis is placed on the use of interior materials. Professional designer techniques are introduced.
IDT 1030 History of Interiors 3 Credits
History of architecture, interior architecture, furniture and decoration within cultural context, ancient through 19th century. Emphasis on Italian, French, and English traditions.

IDT 1100 Materials & Process 3 Credits
Introduction to interior materials and construction used in interior design and related industry. Course topics include building construction, criteria for selecting finish materials, floor, wall, ceiling, and window treatments, furniture construction and selection, and environmentally responsible material selections. Corequisite(s): ENGL 1010

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.

IDT 1360 AutoCAD & CAD Applications for Interior Design 3 Credits
Develop basic computer-aided drafting skills for interior design applications using AutoCAD software. Course covers drawing and dimensioning floor plans, elevations, and sections, adding text to drawings, creating and using blocks and attributes, and using layouts and viewports to plot multiple-view presentation drawing. Introduction to industry standards for naming and using layers. Prerequisite(s): IDT 1310

IDT 1612 Architectural Sketching 3 Credits
Application of drawing as a means of visual thinking and method of communication. Emphasis is on rapid visualization and communication of architectural elements. Techniques for graphic expression, drawing shortcuts and rendering of interior details in scale using pen, pencil, and color marker are included.

IDT 2030 Modern Interiors & Architecture 3 Credits
The development of architecture, interior architecture, and furniture from the 19th-century to present in Europe and America. Focuses on design philosophies, cultural contexts, and influences of movements in fine arts, and technological advances. Prerequisite(s): IDT 1360

IDT 2050 Contract Design 3 Credits
Laws, codes, standards and specifications relative to nonresidential interiors. Prerequisite(s): IDT 1001 and 1100 and RCS 1200

IDT 2360 Advanced AutoCAD for Interior Design 3 Credits
Advanced functions in AutoCAD and other computer programs vital to the interior designer in the workplace. Prerequisite(s): IDT 1360

IDT 2500 Special Topics 1-3 Credits
Special projects and applications in emerging technology. Content will vary, as this course is a means for classes to explore certain topics in depth not covered in the general curriculum. May be repeated for credit up to 9 hours. Prerequisite(s): Consent of instructor

IDT 2611 Kitchen & Bath Planning 3 Credits
Integration of task planning, movements, sensory mechanism, and aesthetic consideration into supportive and attractive furnishings, equipment, accessories, and lighting in kitchen and bath. Prerequisite(s): IDT 1001 and 1100 and 1310

IDT 2630 Presentation & Visualization Techniques 3 Credits
A variety of skills, techniques, methods and materials used to visually communicate design concepts. Application of perspective, sketching, rendering and other presentation methods to graphically delineate three-dimensional space. Prerequisite(s): ART 1110 and IDT 1001 and 1612 Corequisite(s): IDT 2640

IDT 2640 Residential Design & Construction 3 Credits
Principles of spatial organization, creative problem solving and communication techniques in residential design. Integrates working drawings, materials and processes, presentation methods, and residential design. Prerequisite(s): IDT 1001 and 1310 and 1360 and 2611 Corequisite(s): IDT 2630
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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IDT 2900</td>
<td>Interior Design Internship</td>
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<td>Course provides actual work experience in</td>
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<td>the design field. Individual conferences</td>
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<td>are held in lieu of class attendance.</td>
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<td><strong>Prerequisite(s):</strong> Consent of instructor</td>
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**JOURNALISM**

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<tr>
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<tr>
<td>★JOU 2000</td>
<td>Newswriting</td>
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<td>Writing for print and</td>
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<td>electronic media</td>
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<td>under deadline.</td>
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<td>Gathering information</td>
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<td>by using records,</td>
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<td>documents, observation</td>
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<td>and interviewing.</td>
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<td>Emphasis on library</td>
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<td>resources and current</td>
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<td>events. Basic style</td>
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<td>and editing based on</td>
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<td>AP Stylebook and Libel</td>
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<td>Manual. <strong>Prerequisite(s):</strong> CMN 1500 and</td>
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<td>ENGL 1020 and</td>
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<td>keyboarding skills</td>
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<td>★JOU 2030</td>
<td>Editing</td>
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<td>Methods and practice</td>
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<td>in judging news,</td>
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<td>editing copy, writing</td>
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<td>headlines, and designing</td>
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<td>newspapers and</td>
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<td>magazines. Emphasis</td>
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<td>on precise word use</td>
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<td>and news display.</td>
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<td>Writing skills</td>
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<td>specific to newspapers</td>
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<td>and magazines.</td>
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<td>★JOU 2700</td>
<td>Public Relations</td>
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<td>Principles</td>
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<td>Theories and principles</td>
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<td>of public relations.</td>
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<td>Overview of public</td>
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<td>organizations. Brief</td>
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<td>public relations</td>
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<td>projects. <strong>Prerequisite(s):</strong> CMN 1500</td>
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<td>JOU 2998</td>
<td>Journalism Internship</td>
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<td>broadcasting or</td>
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<td>advertising. <strong>Prerequisite(s):</strong> CMN 1500</td>
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<td>and consent of</td>
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<td>instructor <strong>Corequisite(s):</strong> 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</td>
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**LAW (SEE PARALEGAL STUDIES)**

**LIBERAL ARTS STUDIES**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>LAS 2020</td>
<td>Special Topics in Liberal Arts</td>
<td>3</td>
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<tr>
<td></td>
<td>Study and discussion of a selected topic</td>
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<td>in liberal arts. Content varies. May be</td>
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<td>repeated for up to 6 hours of credit.</td>
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**MANAGEMENT**

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<th>Course Code</th>
<th>Course Name</th>
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<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
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<td>A study of management</td>
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<td>through analyzing</td>
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<td>managerial functions of</td>
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<td>planning, organizing,</td>
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<td>leading and controlling.</td>
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<td>MGT 2030</td>
<td>Team Leadership</td>
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<td>A study of team leadership</td>
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<td>techniques needed for</td>
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<td>successful management.</td>
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<td>Student teams study the</td>
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<td>application of modern</td>
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<td>team management principles</td>
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<td>to leading, motivating,</td>
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<td>delegating and</td>
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<td>disciplining. <strong>Prerequisite(s):</strong> MGT 2000 or HSP 1200</td>
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<td>MGT 2050</td>
<td>Human Resources</td>
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<td></td>
<td>A study of principles of</td>
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<td>human resource management,</td>
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<td>including equal employment</td>
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<td>law, recruitment, selection,</td>
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<td>maintenance of the human</td>
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<td>resource. <strong>Prerequisite(s):</strong> MGT 2000 or HSP 1200</td>
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<td>MGT 2100</td>
<td>Information Systems</td>
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<td>An introduction to</td>
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<td>information systems. The</td>
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<td>course takes the user</td>
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<td>information needs, system</td>
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<td>design, system acquisition</td>
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<td>impact of the system.</td>
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<td><strong>Prerequisite(s):</strong> MGT 2000; and OST 1211 or 1005</td>
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<td>MGT 2160</td>
<td>Quality Improvement</td>
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<td>introduction to quality</td>
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<td>control, W. Edwards</td>
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<td>Deming’s management</td>
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<td>philosophy and various</td>
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<td>quality management</td>
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<td>techniques.</td>
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<td>MGT 2170</td>
<td>Project Management</td>
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<td>This course is a study of</td>
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<td>project management</td>
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<td>including project</td>
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<td>software, project planning,</td>
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cost and control. **Prerequisite(s):** MGT 2000 **Corequisite(s):** MATH 1530 or department approval

**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. **Prerequisite(s):** MGT 2030 and 2050 and department approval

**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. **Prerequisite(s):** ACC 2000 and MKT 2200 and MGT 2000 or HSP 1200 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. **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.

**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.

**MKT 2260 Marketing Information** 3 Credits
This course focuses on the collection, evaluation, and analysis of data and information about the external environment, products and industries, and consumer/buyer behavior. It is an analysis of how buying behavior and decision-making affect the development, pricing, distribution and promotion of products. **Prerequisite(s):** MKT 2200 and OST 1211

**MKT 2420 Customer Service** 3 Credits
A practical course designed to prepare students to meet and exceed customers’ expectations. The course focuses on communication, including listening, electronic, verbal, nonverbal, and telephone communication skills and communicating in difficult and diverse customer situations. Techniques for learning involve simulations, observation research and an individual skill-building project.

**MKT 2450 E-Commerce** 3 Credits
A study of e-commerce and its impact on business. The course provides a framework for understanding e-commerce, including possible marketing opportunities, as well as implementation and organization issues involved in capitalizing on e-commerce.

**MKT 2471 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. **Prerequisite(s):** Completion of 15 hours of MKT courses with minimum 2.5 GPA in MKT courses and at least a 2.0 cumulative GPA; seeking an A.A.S. degree as a Marketing major; and a completed internship application submitted to the Coordinator of BCT Internships prior to the beginning of the term. Application is available on the Web: www.pstcc.edu/departments/bctpi/documents.html.

**MKT 2500 Services Marketing** 3 Credits
This course is about services marketing, focusing on marketing strategy specifically for services, service quality and productivity, service environments and processes, and employee
management. The course will also cover customer relationships and loyalty and service recovery in service businesses.

**MKT 2570** Sales/Event Marketing 4 Credits
A study of the principles and techniques of effective promotion. Course is designed to provide foundational skills in sales and sales management, public relations and event marketing. **Prerequisite(s):** ADV 2500 and MKT 2200

**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.

**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. **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. **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. **Prerequisite(s):** High school algebra I and algebra II and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score

**MATH 1130** 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. **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. **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. **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. **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. 

**Prerequisite(s):** High school algebra I and algebra II and precalculus and satisfactory placement test scores; or MATH 1130 or 1710

◆**MATH 1710 Precalculus Algebra** 3 Credits
Precalculus algebra for students in University Parallel/transfer programs of science, mathematics, engineering or computer science. This is one of two courses in a sequence that prepares students for Calculus I. It provides a review of algebraic, logarithmic and exponential functions. Topics include systems of equations and inequalities, maximization, exponential and logarithmic functions, and complex numbers. **Prerequisite(s):** High school algebra I and algebra II and ACT math score of at least 19; or DSPM 0850 or equivalent math placement score

◆★★**MATH 1720 Precalculus Trigonometry** 3 Credits
Precalculus trigonometry for students in University Parallel/transfer programs of science, mathematics, engineering or computer science. This is one of two courses in a sequence that prepares students for Calculus I. It provides a review of plane trigonometry and other analytical aspects used in calculus. This course is a prerequisite for MATH 1910 if high school trigonometry has not been completed. **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. **Prerequisite(s):** High school algebra I and algebra II and precalculus and satisfactory placement scores; or MATH 1130 or 1710 or 1730

◆★★**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. **Prerequisite(s):** High school algebra I and algebra II and precalculus and satisfactory placement scores; or MATH 1130 or 1710 or 1730

◆★★**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. **Prerequisite(s):** High school algebra I and algebra II and geometry and trigonometry and satisfactory placement test scores; or MATH 1730; or MATH 1710 and 1720

★★**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. **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. **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. **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. Prerequisite(s):
MATH 1830 or 1910

★MATH 2110 Calculus III 4 Credits
Calculation of functions in two or more dimensions. Topics include solid analytic geometry,
partial differentiation, multiple integration and selected topics in vector calculus. 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. Prerequisite(s): MATH 1920

MECHANICAL ENGINEERING TECHNOLOGY

MET 1012 Materials & Manufacturing Processes 4 Credits
An overview of material science regarding a spectrum of metals and plastics, along with a
survey of traditional, as well as, technically advanced manufacturing processes with a strong
emphasis on environmental responsibility, OSHA regulations, and accepted safety practices. Corequisite(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. Corequisite(s): ENGT 1000 for MET majors; CID 1100 for nonmajors

MET 1040 Applied Statics 3 Credits
A study of the effects of forces acting on rigid bodies at rest. Topics include moments, equi-
librium, simple trusses friction, centroids, center of gravity and moments of inertia. Prerequisite(s): MATH 1730

MET 1051 Strength of Materials 4 Credits
A study of the internal reactions within a rigid body caused by external forces acting on the
body. Included are stress, strain, torsion, and bending and deflection of beams. The study
includes both commonly used metals and plastics. Prerequisite(s): MET 1040

MET 1060 Maintenance Printreading Applications W/Lab 3 Credits
Introduction to printreading and mathematical applications in the maintenance field. The
purpose of the course is to introduce applied mathematics and specialized blueprint reading skills needed for maintenance workers and operations.

MET 2020 Fluid Mechanics & Power Applications 4 Credits
A study of fluid mechanics with hydraulic and pneumatic applications. Topics include pressure,
fluid flow, fluid energy, system losses, pumps, control valves, system analysis and main-
tenance. Other topics include total quality maintenance (TQM), along with preventive and pre-
dictive maintenance methods. Prerequisite(s): MATH 1730

MET 2025 Applied Mechanics 4 Credits
A study of the forces acting on bodies in motion and the selection and application of basic elements common to most mechanical designs. Topics include linear and rotational motion,
displacement, acceleration, velocity, work, energy, power, shafts, bearings, power transmis-
sion, fasteners, and lubrication. Topics are presented that will foster a commitment to quality, timeliness and continuous improvement as they apply to modern machine design practices. Prerequisite(s): MET 1020 and 1051

MET 2030 Machine Elements W/Lab 3 Credits
A study in the selection and application of basic elements common to most machine designs. Topics include shafts, bearings, power transmission and lubrication. Prerequisite(s): MET 1020
MET 2040 Thermodynamics & Heat Transfer 3 Credits
A study of the basic laws of thermodynamics and heat transfer and their application to practical problems. Topics include the first and second laws of thermodynamics, properties of steam, and power cycles. Prerequisite(s): MET 2020

MET 2310 Geometrics & Coordinate Measuring 4 Credits
A course in state-of-the-art methods of metrology with emphasis on geometric dimensioning and tolerancing (GD&T) and computer-assisted coordinate measuring (CMM). Prerequisite(s): CID 1100 and ENGT 1000 and MET 1020

MET 2610 Special Projects: MET 2-4 Credits
A projects-based course in which the students and the instructor identify a research design problem to be pursued by the students. This course exposes the students to “real world” situations encountered in industry and offers the students an opportunity to apply the skills, knowledge, and abilities learned in previous classes. May be repeated for credit up to 8 hours Prerequisite(s): Sophomore class standing

MET 2700 CNC Milling 4 Credits
CNC Milling is a state-of-the-art machining course in three-axis programming and applications. Both manual and computer-assisted methods of part programming will be taught, with particular emphasis placed on laboratory projects to enhance hands-on operational experience. The course will include such topics as basic codes, absolute/incremental programming, canned cycles, tool database, post processing and program transfer. Prerequisite(s): MET 1020 and CID 1100 Corequisite(s): MET 2310

MET 2720 CNC Turning 4 Credits
CNC Turning is a state-of-the-art machining course in two-axis programming and applications. Both manual and computer-assisted methods of part programming will be taught, with particular emphasis placed on laboratory projects to enhance hands-on operational experience. The course will include such topics as tool offsets, facing, OD turning, thread cutting, taper turning, drilling, boring and tooling database. Prerequisite(s): MET 2700

MET 2740 Advanced CNC Machining 2 Credits
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, 4-axis programming, bar feeder applications, and modification of post-processors. Prerequisite(s): MET 2720

MET 2800 Fundamentals of Testing 3 Credits
An introductory course in the development and use of various testing procedures. Topics include measuring devices, including use, care, and calibration, measurement uncertainty and error, developing a test plan and part layout, data collection methods and analysis, and final reporting. In addition, the topics of product reliability and ISO certification are presented. Prerequisite(s): ENGL 1010 and MET 1012

MET 2810 Destructive & Non-destructive Testing 3 Credits
A study in the methods, procedures, and equipment associated with physical testing, both destructive and non-destructive. The course will include such topics as gauging, hardness testing, impact testing, tensile and compression testing, magnaflux testing, ultrasonic testing, and dye penetrant testing. Prerequisite(s): MET 2800

MET 2820 Statistical Process Control 4 Credits
A study of the fundamental concepts and methodology of statistical process control (SPC), with particular emphasis placed on laboratory projects to enhance hands-on operational experience. Topics include philosophy of SPC and other quality systems, basic statistical concepts, variable and attribute charting, and computer-assisted methods. Prerequisite(s): MATH 1530 and MET 2810

MET 2910 Plastics Processing 3 Credits
This course introduces plastics processing to provide broad foundational knowledge of the different types of plastics processing methods. Subject areas include the following processes: machining and finishing, molding, extrusion, laminating, reinforcing, casting, thermoforming,
expansion processes, coating, fabrication, decoration and radiation processes. **Prerequisite(s):** MET 1012

**MET 2920** Part & Tool Design 4 Credits  
This is the introductory course for designing plastic parts using CAD and CAM solids modeling techniques. This course focuses on the fundamental techniques needed to construct solid models for thin-walled plastic parts for designing and producing molds for plastic parts. **Prerequisite(s):** MET 1012, 1020, CID 1100 and MET 2910

**MET 2930** Part & Tool Manufacture 4 Credits  
This course will provide students with an understanding of the construction methods and materials used in the creation of plastics tooling. Various methods of mold manufacture are introduced, along with the fabrication practices needed to permit successful mold operation. Through the lab portion of this class, students will obtain hands-on experience in the actual construction methods by producing and testing tooling and dies. **Prerequisite(s):** MET 2700 and 2920

**MEDIA TECHNOLOGIES**

**MDT 1000** Introduction to Media Technologies 3 Credits  
This course critically analyzes mass communication and its effect on society. It equips students with media literacy skills to deconstruct mass media’s influence. It compares media representations of societal behavior and belief systems of differing cultures. Students study film and television and how these media depict individuals, institutions, and issues. Students also study copyright and ethics in the converging media workplace and the history of mass media 1850-present.

**MDT 1600** Game & Simulation Design & Development Intro 3 Credits  
Overview course for design and development of video game systems. Topics include game theory, asset management, game production techniques and “game engine” use. Students will create a game demo presentation for analysis. Designed for anyone interested in pursuing further training in either game/simulation design or development or both. **Corequisite(s):** VPT 1030 and MDT 2100

**MDT 1620** Game & Simulation Design I 3 Credits  
Workshop oriented introduction to the field of game design theory and fundamental game/simulation design and construction tools. Project planning, management and workflow will be covered and employed. Students will create visual and aural assets to explore how to design the “look and feel” of a videogame. Assets will be created using basic 2D and 3D animation tools, and sound production and video editing tools. Individual students will design and produce basic games or simulations which will compete for consideration for further development based on their potential for commercial viability. **Prerequisite(s):** MDT 1600 and 2100 and VPT 1030

**MDT 1670** Game & Simulation Design II 3 Credits  
Course emphasis will be to fully develop the game project or simulation prototyped in previous (MDT 1620) class at a basic level of play. Class will also focus on industry tools like game engines, 2D and 3D modelers. Using appropriate tools, scenery, world geometry, 2D and 3D objects, animated characters and sound elements will be developed and included into a one level game or simulation. Where possible, this class will coordinate with students in a corresponding CSIT programming class so that more complicated scripting and programming can be developed and included in the finished project. **Prerequisite(s):** MDT 1620

**MDT 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. **Prerequisite(s):** WEB 2001 and 2002 and 2003; CSIT 2645 or equivalent for WEB students; PHO 1000 and CGT 1030 for PHO students
MDT 2670  Game & Simulation Design III  3 Credits

The primary emphasis of the course will be to further develop the simulation or game project completed at a “single level” in previous (MDT 1670) class. The class will expand the project to include possible multiple levels, AI (artificial intelligence), enhanced textures, advanced interactivity, graduated injury recovery, incidental damage, etc. The overall intent will be to add more entertainment value and/or more realism and work with contemporary design challenges. The class will engage online volunteer testers to glean feedback for possible product modification. When needed, this class will coordinate with students in a corresponding CSIT programming class so that more complicated scripting and programming can be developed and included in the finished product. 
Prerequisite(s): MDT 1670

MDT 2800  Professional Practices  3 Credits

An in-depth study of how media functions in the real world. Interrelation of media disciplines, professional organizations, media ethics and law, intellectual property, client rights, and professional standards is explored. This class is geared to the aspiring media professional, with special attention paid to those who wish to be self-employed. Marketing, pricing, preparing a business plan and preparing taxes are covered. 
Prerequisite(s): MDT 1000

MDT 2998  Media Technologies Internship  1-3 Credits

This course is a supervised work experience requiring a minimum of 45 hours in the field of media technologies. Individual communication is arranged instead of class attendance. May be repeated for credit up to 3 hours. Prerequisite(s): Consent of instructor

MILITARY SCIENCE—AIR FORCE

★MSAF 1010  The Air Force Today I  1 Credit

This is a survey course that focuses on the organizational structure and missions of the Air Force; officership and professionalism; and includes an introduction to communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies is mandatory. Corequisite(s): MSAF 1030

★MSAF 1020  The Air Force Today II  1 Credit

This course is a continuation of MSAF 1010 that focuses on the organizational structure and missions of the Air Force; officership and professionalism; and includes an introduction to communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies is mandatory. Corequisite(s): MSAF 1040

★MSAF 1030  Leadership Laboratory I  1 Credit

Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. Corequisite(s): MSAF 1010

★MSAF 1040  Leadership Laboratory II  1 Credit

Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. Corequisite(s): MSAF 1020

★MSAF 2010  The Development of Air Power I  1 Credit

This course focuses on factors contributing to the development of air power from its earliest beginnings through two world wars; the evolution of air power concepts and doctrine; and an assessment of communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies, Air Force environment, drill and ceremonies, and field training orientation is mandatory. Corequisite(s): MSAF 2030

★MSAF 2020  The Development of Air Power II  1 Credit

This course is a continuation of MSAF 2010 that focuses on factors contributing to the development of air power from its earliest beginnings through two world wars; the evolution
of air power concepts and doctrine; and an assessment of communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies, Air Force environment, drill and ceremonies, and field training orientation is mandatory. Corequisite(s): MSAF 2040

★MSAF 2030 Leadership Laboratory III 1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. Corequisite(s): MSAF 2010

★MSAF 2040 Leadership Laboratory IV 1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. Corequisite(s): MSAF 2020

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. Prerequisite(s): 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. Prerequisite(s): 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.

★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. Prerequisite(s): U.S. citizenship and three years remaining to complete degree

★MSCI 2200 Leadership & Teamwork 2 Credits
Introduction to Army values, ethics, equal opportunity, and sexual harassment training; counseling techniques; problem solving; career decision making; motivating subordinates; developing and leading a physical fitness program; and military common task training. This course is open to University of Tennessee, Knoxville, ROTC students only. Prerequisite(s): MSCI 2100; or consent of instructor

MUSIC

★MUS 1000 Fundamentals of Music 3 Credits
Study of basic elements of music. No previous training or experience required.

◆★MUS 1030 Music Appreciation 3 Credits
Developing listening skills and an understanding of Western music from the ancient world through the 20th century.
MUS 1110  Music Theory I  3 Credits  
This is the first in a sequence of four courses designed for the college music major. Prior music reading experience or MUS 1000 is recommended. 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. Corequisite(s): MUS 1300

MUS 1120  Music Theory II  3 Credits  
Continuation of MUS 1110. 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. Corequisite(s): MUS 1110

MUS 1400  Ear Training II  1 Credit  
Continuation of MUS 1300. 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. 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. Prerequisite(s): MUS 1120 Corequisite(s): MUS 2300

MUS 2120  Music Theory IV  3 Credits  
Continuation of MUS 2110. 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. Prerequisite(s): MUS 1400 Corequisite(s): MUS 2110

MUS 2400  Ear Training IV  1 Credit  
Continuation of MUS 2300. Prerequisite(s): MUS 2300 Corequisite(s): MUS 2120

MUS 2500  Conducting  2 Credits  
Studies in the basic techniques of conducting choral and instrumental ensembles. Prerequisite(s): MUS 1110, 1120, 1300, 1400, 2000, 2110, and 2300 Corequisite(s): MUS 2120, 2400 and appropriate ensemble

**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 1511  Concert Chorale  1 Credit  
A non-auditioned chorale ensemble that performs musical literature of various styles appropriate for a large mixed group. Emphasis will be on developing healthy vocal technique, ensemble skills and performance practice knowledge. Students will be required to purchase performance apparel. May be repeated for credit.

MUS 1521  Variations  1 Credit  
A select choral ensemble that specializes in performing literature of many different styles appropriate for a small chamber group. Emphasis will be on ensemble skills, musicality and expertise in various choral performance practices. Membership is by audition only. Students will be required to purchase performance apparel. May be repeated for credit. Prerequisite(s): Consent of instructor

MUS 1540  Jazz Band  1 Credit  
Ensemble experience for those students who are proficient in a brass, woodwind or keyboard instrument; guitar; or trap set. May be repeated for credit. Prerequisite(s): Consent of instructor
MUS 1555  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.

MUS 1565  Small Ensemble—Brass  1 Credit
This ensemble is open to brass players only. The course may be repeated for credit.

MUS 1575  Small Ensemble—Instrumental  1 Credit
This ensemble is open to players from all families of instruments particularly woodwinds and strings. The group performs music from the standard classical and popular literature as well as pieces from the Celtic tradition. The course may be repeated for credit.

MUS 1585  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.

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.

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

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.

MUS 1712  Piano/Music Major (one-hour lesson)  2 Credits
Private instruction in piano for the student majoring in music with a concentration in piano. May be repeated for credit. Solo class attendance required. Corequisite(s): participation in an appropriate Pellissippi State ensemble

MUS 1720  Voice/Nonmajor (half-hour lesson)  1 Credit
Private instruction in voice beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1721  Voice/Nonmajor (one-hour lesson)  2 Credits
Private instruction in voice beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1722  Voice/Music Major (one-hour lesson)  2 Credits
Private instruction in voice for the student majoring in music with concentration in voice. May be repeated for credit. Solo class attendance required. Corequisite(s): participation in an appropriate Pellissippi State ensemble

MUS 1730  Guitar/Nonmajor (half-hour lesson)  1 Credit
Private instruction in guitar beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1731  Guitar/Nonmajor (one-hour lesson)  2 Credits
Private instruction in guitar beginning at student’s entering level of proficiency. May be repeated for credit.
MUS 1732  Guitar/Music Major (one-hour lesson)  2 Credits
Private instruction in guitar for the student majoring in music with concentration in guitar. May be repeated for credit. Solo class attendance required. Corequisite(s): participation in an appropriate Pellissippi State ensemble

MUS 1740  Woodwind/Nonmajor (half-hour lesson)  1 Credit
Private instruction in woodwind beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1741  Woodwind/Nonmajor (one-hour lesson)  2 Credits
Private instruction in woodwind beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1742  Woodwind/Music Major (one-hour lesson)  2 Credits
Private instruction in woodwind for the student majoring in music with concentration in woodwinds. May be repeated for credit. Solo class attendance required. Corequisite(s): participation in an appropriate Pellissippi State ensemble

MUS 1750  Brass/Nonmajor (half-hour lesson)  1 Credit
Private instruction in brass beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1751  Brass/Nonmajor (one-hour lesson)  2 Credits
Private instruction in brass beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1752  Brass/Music Major (one-hour lesson)  2 Credits
Private instruction in brass for the student majoring in music with concentration in brass. May be repeated for credit. Solo class attendance required. Corequisite(s): participation in an appropriate Pellissippi State ensemble

MUS 1760  String/Nonmajor (half-hour lesson)  1 Credit
Private instruction in string beginning at student’s entering level of proficiency. May be repeated for credit.

MUS 1761  String/Nonmajor (one-hour lesson)  2 Credits
Private instruction in string beginning at student’s entering level of proficiency. May be repeated for credit.

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. 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.

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.

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. Corequisite(s): Participation in an appropriate Pellissippi State ensemble

MUS 1780  Contemporary Piano Styles/Nonmajor (half-hour lesson)  1 Credit
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. Corequisite(s): Consent of instructor and audition may be required

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.
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. Prerequisite(s): Consent of instructor Corequisite(s): Participation in an appropriate Pellissippi State ensemble

OFFICE SYSTEMS TECHNOLOGY

OST 1001 Word I 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 Certified Application Specialist program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. 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 Certified Application Specialist program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. 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 Certified Application Specialist program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. 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 Certified Application Specialist program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. 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. 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 Certified Application Specialist program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. 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 Certified Application Specialist program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. 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 specifi-
cally to meet the Microsoft Certified Application Specialist program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required. **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 Microsoft Certified Application Specialist program guidelines. This course is delivered through Computer Based Training materials; some basic computer-use knowledge is required. **Prerequisite(s):** OST 1100 or equivalent

**OST 1100**  
Keyboarding  
3 Credits  
A study of the alpha-numeric keyboard used on personal computers. Basic document formatting is taught. Speed and accuracy are emphasized as well as an introduction to computer and Windows.

**OST 1105**  
Speed & Skillbuilding  
3 Credits  
A course designed to build speed and accuracy. Individualized diagnostic and corrective practice drills will be used to help students improve speed and accuracy. **Prerequisite(s):** OST 1100 or equivalent **Corequisite(s):** OST 1005

**★OST 1211**  
Introduction to Software Applications  
3 Credits  
A computer literacy course introducing personal computers and computer applications software used in business. Emphasis is on developing computer operation skills using a basic operating system and Word, Excel, Access and PowerPoint (Microsoft Office) software applications. **Prerequisite(s):** OST 1100 or equivalent

**OST 2006**  
Advanced Word  
3 Credits  
A study of the advanced features of Microsoft Word. Topics include creating and using styles, generating diagrams and charts, and using desktop publishing concepts and features. Major emphasis is placed on working efficiently in creating and editing Word documents. **Prerequisite(s):** OST 1005

**OST 2010**  
Office Proficiency Assessment & Certification  
1 Credit  
An application-oriented assessment of students’ proficiency in business or medical office skills. Finalization of the portfolio is required. **Corequisite(s):** OST 2360 or 2935

**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. **Prerequisite(s):** OST 1006 and 2006 and 2621 **Corequisite(s):** OST 2600

**OST 2120**  
Document Design & Editing  
3 Credits  
An application-oriented course that includes designing and editing a variety of complex business documents, with emphasis on decision making and problem solving based on document design principles and mailability standards. **Prerequisite(s):** OST 1005 and 1105

**OST 2302**  
OST Internship  
2 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. **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. **Prerequisite(s):** OST 1100 and 1005
OST 2360  Business Communications  3 Credits
Language arts skills, including punctuation, spelling, editing, proofreading, and vocabulary, are reviewed and stressed. Transcription of business communications from voice dictation using computer and transcribers. Students build on skills learned in keyboarding and word-processing courses. **Prerequisite(s):** OST 1105 and 2006 and ENGL 1010

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. **Prerequisite(s):** OST 1211 or 1005 or equivalent

OST 2621  Excel  3 Credits
A study to provide fundamentals of spreadsheet applications including entering, formatting, charting, managing, and analyzing data using Excel software. **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. **Prerequisite(s):** LAW 1000 and OST 1005 or 1211

★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.

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. **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. **Prerequisite(s):** OST 2340, 2940; a minimum 2.5 GPA in OST courses and at least a 2.0 cumulative GPA; pursuit of an A.A.S. degree as an OST major; and a completed internship application submitted to the Coordinator of BCT Internships prior to enrolling in the course and the beginning of the term. Application is available on the Web: www.pstcc.edu/departments/bctpi/documents.html

OST 2932  Trends in Medical Transcription  3 Credits
This course is an introduction to the profession of medical transcriptionist and will explore current issues and trends in the medical transcription field. In addition, an introduction to medical transcribing with an emphasis on report formatting, grammar and editing is included. **Prerequisite(s):** OST 1005 and 2910

OST 2935  Medical Transcription  3 Credits
Transcription of medical communications from voice dictation using digital transcription software. Terminology and document formats are emphasized. **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). **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. **Prerequisite(s):** OST 2940
OST 2950 Health Care Insurance Survey 3 Credits
A study of insurance plans and payers, claim form completion specific to the insurance carrier, and reimbursement issues. Prerequisite(s): OST 2940

PARALEGAL STUDIES

LAW 1000 Introduction to Law & Ethics 3 Credits
Introduction to the work performed by legal assistants, regulation of the profession, legal and paralegal ethics and professional responsibility. Organization of legal institutions, introduction to legal procedure, survey of substantive law areas of practice. Corequisite(s): ENGL 1010

LAW 1020 Law in Society 3 Credits
Law as a process through which social problems are addressed in the United States. Introduction to the Constitution, and to its interpretation by the Supreme Court in case law. Exploration of factors affecting decisions of lawmakers, both legislative and administrative, and of law enforcement agencies. Introduction to the adversarial system.

LAW 1050 Legal Writing & Analysis 3 Credits
An exploration of the details of objective legal writing designed to prepare students to articulate legal concepts and to draft documents in a manner reflecting legal analysis; overview of the elements of legal memoranda; introduction to reading and briefing legal opinion and persuasive writing. Prerequisite(s): LAW 1000 and ENGL 1010

LAW 1060 Legal Research 3 Credits
A study of necessary materials for legal research, codes, reporter systems, digests, practice manuals and Westlaw. Methods of legal citation are studied. Prerequisite(s): LAW 1000 and ENGL 1010

LAW 2030 Property Law 3 Credits
A study of real estate transactions and conveyances, including deeds, contracts, leases, deeds of trust and zoning. Drafting and recording of real estate documents and search of public documents. An introduction to property law, personal property issues and bailment. Prerequisite(s): LAW 1050 and 1060

LAW 2040 Estates & Trusts 3 Credits
A study of common forms of wills and trusts, analysis of administration of estates by probate courts and the assistant’s role in preparation of legal documents for planning and distribution of estates. Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060

LAW 2100 Torts 3 Credits
Survey of state and federal law treating civil injury or damage to persons or property; worker’s compensation; intentional torts; negligence; product liability; malpractice; and wrongful death. Emphasis on the legal assistant’s role in personal injury and worker’s compensation cases. Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060

LAW 2110 Family Law 3 Credits
A study of substantive and procedural law relating to divorce, custody, support and adoption and the assistant’s role in domestic cases. Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060

LAW 2120 Criminal Law & Procedure 3 Credits
Survey of state and federal law of crimes and criminal procedure; the assistant’s role in criminal cases. Prerequisite(s): LAW 1000 Corequisite(s): LAW 1060

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. 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. **Prerequisite(s):** LAW 2210

**+LAW 2300**  
Contracts & UCC  
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. **Prerequisite(s):** LAW 1050 and 1060 for PARS majors; no prerequisite for MGT majors

**+LAW 2600**  
Special Topics  
Study and discussion of a selected topic in law. Content will vary. May be repeated with program advisor’s consent. **Prerequisite(s):** LAW 1000  
**Corequisite(s):** LAW 1060

**LAW 2620**  
Legal Clinic  
Supervised practical experience in a legal clinic environment with classroom instruction to support the clinical experience. **Prerequisite(s):** LAW 1000 and minimum 3.0 GPA in LAW courses and department approval  
**Corequisite(s):** LAW 1060

**+LAW 2800**  
Legal Internship  
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. **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**  
CLA Review  
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. **Prerequisite(s):** Department approval

+Law specialty course

**PHILOSOPHY**

◆**PHIL 1030**  
Introduction to Philosophy  
An investigation of the fundamental questions pertaining to reality, truth, freedom, the nature of humankind, the existence of God and social/political theory.

**PHIL 1300**  
Critical Thinking  
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, PHIL 1300 is a careful study of argument construction and evaluation.

◆**PHIL 1500**  
Philosophy & Film  
Examines classical philosophical questions concerning knowledge, truth, minds, bodies, persons, morality, religion and the meaning of life as raised in and through the medium of contemporary film.

◆**PHIL 2010**  
Survey of World Religions  
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.

◆**PHIL 2400**  
Introduction to Ethics  
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.

**PHIL 2420**  
Ethical Theory & Its Business Applications  
An introduction to moral philosophy and a consideration of moral issues related to business, including corporate responsibility, employee rights, discrimination, investment, and advertising.

**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.

**PHOTOGRAPHY**

**PHO 1000**  
Introduction to Photography  
3 Credits  
A beginning course in the study of photography as visual communication with emphasis on the single lens reflex camera. Exposure, metering, focus, depth of field, lenses, electronic flash, basic lighting, and composition are explored. Basic workflow and image enhancement are discussed. Students are responsible for providing a single lens reflex digital or film camera. Hybrid sections require a digital SLR camera.

**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 a single lens reflex digital or film camera. **Prerequisite(s):** PHO 1000 or consent of instructor

**PHO 2060**  
Advanced Digital Imaging Techniques  
3 Credits  
Students explore the unique properties and formats in digital photography including studio and location digital images as well as IPIX 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. **Corequisite(s):** MDT 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. **Prerequisite(s):** PHO 1000 and 1100 **Corequisite(s):** PHO 2060 and MDT 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 digital single lens reflex cameras, professional lighting equipment, props, and setting to fulfill practical assignments. **Prerequisite(s):** PHO 1000 and 1100 **Corequisite(s):** PHO 2060 and MDT 2100

**PHO 2300**  
Portrait Photography  
3 Credits  
Studio lighting and camera techniques are explored emphasizing the portrait. Students will use digital single lens reflex cameras and a variety of lighting equipment. Topics explored include posing, makeup, wardrobe, setting, and business practices. **Prerequisite(s):** PHO 1000 and 1100 **Corequisite(s):** PHO 2060 and MDT 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. **Prerequisite(s):** PHO 1000 and 1100 **Corequisite(s):** PHO 2060 and MDT 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. **Prerequisite(s):** PHO 1000 and 1100 **Corequisite(s):** PHO 2060 and MDT 2100

**PHO 2700**  
Special Topics in Photography  
1-3 Credits  
Advanced photographic projects, emphasizing shooting techniques, darkroom techniques, aesthetic exploration, or academic research. May be repeated for credit up to nine hours.
PHO 2850  Photography Portfolio  1 Credit
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 pro-
fessional presentation. Students are responsible for providing camera, paper, and other materi-
als.  Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO 2060 and MDT 2100

PHO 2950  Independent Photographic Projects  3 Credits
This course is carried out independently by the student after consultation with a photogra-
phy advisor to specify the project.  Prerequisite(s): PHO 1000 and 1100 Corequisite(s): PHO
2060 and MDT 2100

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.

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. 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 health-
ful aspects of lifetime fitness.

PHED 1020  Beginning Bowling  1 Credit
Selection of equipment, correct approach and release and scoring. Fee for facility and equip-
ment rental.

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

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.

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

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

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

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

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-relat-
ed and/or activity-related expenses. The class content and travel itinerary, if any travel is
involved, are determined by the instructor of the course. Prerequisite(s): Consent of instruc-
tor

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.

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.

★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.

★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.

★PHED 2130  Ice Skating  1 Credit
The introduction of skills, safety and techniques related to ice skating, with emphasis on acquisition of skills.

PHED 2140  Hockey  1 Credit
The introduction of basic skills needed to learn how to skate and play hockey.

★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.

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

★PHED 2310  Fitness Walking  1 Credit
Theory, knowledge and practical experience in the principles of walking as it relates to fitness.

★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.

★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.

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

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).

★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.

★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. 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.

★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.

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.

**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.

**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.

◆**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. **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. **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. **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. **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. **Prerequisite(s):** MATH 1920  
**Corequisite(s):** ENS 1510

◆◆**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. **Prerequisite(s):** PHYS 2110

**POLITICAL SCIENCE**

◆◆**POL 1010**  
*United States Government & Politics*  
3 Credits  
This course provides an introduction to U.S. government and politics focusing on citizen participation and governmental institutions. Topics include the Constitution, federalism, civil liberties and civil rights, voting, the media, parties and groups, public opinion, Congress, the presidency, the federal bureaucracy, and the courts.

◆◆**POL 1020**  
*Introduction to Political Science*  
3 Credits  
Analysis of politics and political systems in various countries. Topics include model states; democratic, authoritarian, and totalitarian states; political socialization and participation; political leadership; public policy; international relations; and revolution, terrorism, and war.

**PSYCHOLOGY**
◆★PSY 1010 General Psychology 3 Credits
An introduction to theoretical perspectives, psychological terminology, and major theories and theorists.

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

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

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.

DSPR 0800 Developmental Reading 3 Credits
The Developmental Reading course is the second of two reading courses offered in the English Department for under-prepared students. It 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.

REAL ESTATE

REA 1200 Real Estate Law 2 Credits
The basic legal ramifications and standing of real property contract instruments in view of common law precedents, federal and state statutes and miscellaneous agency interpretations. Ethical conduct and standard behavior in the brokerage of real property.

REA 1850 Real Estate Appraising 3 Credits
This course introduces the student to basic real estate appraisal theory and technique for residential properties. The fundamental concepts that form the basis for the appraisal process are examined, followed by in-depth explanation of the three primary approaches to valuation as applied to one-to-four-family properties and vacant land. The course concludes with a study of the Uniform Standards of Professional Appraisal Practice (USPAP). Following successful completion of the course, the student will be afforded an opportunity to take the National USPAP Course exam.

REA 1950 Income Property Valuation 3 Credits
This course introduces the student to the concepts and techniques used in the appraisal of income-producing real estate. It begins with basic definitions and an examination of the nature of money. The course then examines the various techniques and methodologies associated with income analysis, including both theory and illustrative examples. Students will complete an appraisal of an income-producing property and report the results using form, narrative, and oral formats as part of the course. Corequisite(s): REA 1850 or equivalent

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.
SEAT 1000 Security Operations Administration 3 Credits
An overview of the scope of the security industry, providing an historical perspective on the
development of the security field with an emphasis on current role and function. Aspects of
protecting people, information and physical assets are examined. Principles and frameworks
for recognizing security issues and solutions are introduced within the contexts of contempo-
rary business, government, and public settings.

SEAT 1010 Computer Forensics 3 Credits
Using real-world scenarios and related assignments and exercises, this course provides an
overview of computer forensics for the security industry. Topics include information security
issues, seizure of computer data, crime scene investigation and the procedures used in track-
ing cybercriminals.

SEAT 1100 Investigation Techniques 3 Credits
This course introduces students to the different types of security investigations applicable in
a variety of public and private settings. Interviewing techniques, development of investiga-
tive documentation, and observation skills and use of technical resources for investigative purpos-
es are covered.

SEAT 1300 Emergency Planning 3 Credits
This course introduces the student to emergency planning and management relative to a
variety of human and natural disasters. Tools such as security surveys and audits are intro-
duced and practiced in application activities. Students learn to identify and analyze potential
disasters, provide corrective action, and plan, organize, and implement contingency and
recovery programs.

SEAT 1500 Security Management I 3 Credits
This course is an overview of principles and issues in security management. Topics include
personnel management, security planning and evaluation, organizational leadership, and com-
munication. Prerequisite(s): SEAT 1000

SEAT 1700 Physical & Personnel Security 3 Credits
This course examines principles of both physical and personnel security. Risk management
and vulnerability assessment are included, along with aspects of facility and environmental
architecture, physical security methods, loss prevention strategies, guard forces, and govern-
ment public safety infrastructure. Students demonstrate integration of security components for
specific threats. Prerequisite(s): SEAT 1000

SEAT 1900 Legal Aspects of Security Administration 3 Credits
This course is an overview of important legal and ethical issues regarding security adminis-
tration. Students examine such issues as personnel law and obligations, contracts, constitu-
tional rights of individuals, legal liability of security professionals and organizations, legal compli-
ance, and ethical standards. Prerequisite(s): SEAT 1000

SEAT 2010 Networks for Security Specialists 3 Credits
This course provides a computer-based comprehensive overview of the protection of digital
knowledge, data, and capabilities from misuse or tampering. Step-by-step general instruction
on implementing firewalls, wireless security, desktop protection, biometrics, and many of
today’s essential security measures are covered. The student will acquire an understanding of
Internet connectivity architecture, e-commerce, encryption, and intrusion detection – plus,
security policy and current law, the management of risk, and the process of implementing and
managing security.

SEAT 2200 Security Intelligence Operations 3 Credits
This course will provide the student with an overview of tactical intelligence acquisition,
analysis, and dissemination. The student will learn basic criminal intelligence gathering and
intelligence analysis techniques commonly used the contemporary law enforcement and secu-
ritv agencies. The course provides a hands-on practical approach using real-world examples
and case scenarios. Students will conduct surveillance and counter-surveillance operations,
learn how to use a dead drop, and how to conduct a first meeting with an informant. Students
will learn how, once acquired, information is processed into useable intelligence, and how that intelligence will be stored and disseminated according to DoE and DoD regulations. **Prerequisite(s): Instructor approval**

### SEAT 2500  Security Management II 3 Credits
This course is a continuation of Security Management I, with the student applying principles of management to security administration. Topics include personnel management, security planning, regulatory compliance, organizational leadership and communication. **Prerequisite(s): SEAT 1500**

### SEAT 2510  Intrusion Detection and Countermeasures 3 Credits
This course provides the student a practical approach to designing, deploying, and understanding the maintenance of network security. Topics include various intrusion detection systems as well as the means for integrating these systems into real world situations faced by security personnel. **Prerequisite(s): SEAT 2010 or consent of instructor**

### SEAT 2600  Special Topics in Security Engineering & Administration Technology 1-6 Credits
This course provides the opportunity for the student to explore contemporary issues, problems, trends and controversies in the security field. The course supplements the core and elective courses in the Security Engineering & Administration Technology curriculum by focusing on issues of current and special interest. Course may be repeated for credit up to 6 hours. **Prerequisite(s): Consent of instructor**

### SEAT 2800  Professional Practice 3 Credits
This course is considered the capstone course of the SEAT program. Upon completion of this course, students will have the opportunity to take the examination that, if passed with a score of 70 percent or better, will result in national certification with the International Foundation of Protection Officers (IFPO) as a Certified Protection Officer (CPO). This certification is recognized throughout the industry as indicative of achievement of the basic skills necessary to be a security professional. There are other certifications available as one progresses through the security industry, but the CPO is the basic foundation for all others. The course covers alarm system fundamentals, field notes and report writing, traffic control, patrol principles, information security, explosive devices and hazardous materials, effective communications, VIP protection, use of the riot baton, basic handgun techniques, use of force, liability issues, and much more.

### SEAT 2900  SEAT Internship 3 Credits
This course is designed to give students practical work experience in the public/private/government security field. Individual conferences are arranged instead of class attendance. **Prerequisite(s): Second-year status; and minimum of 2.5 GPA in SEAT courses; and consent of instructor**

### SOCIAL WORK

#### ★SWK 2000  Introduction to Social Work 3 Credits
Emergence of the social work profession; professional mission, skills and values, practice settings, client groups, helping services, career patterns, practice methods. Designed to assist students in selecting a career in social work.

#### ★SWK 2050  Social Welfare 3 Credits
An 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.

### SOCIOLOGY

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

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

### SPANISH

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPAN 1000</td>
<td>Technical Spanish</td>
<td>3</td>
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<tr>
<td></td>
<td>Beginning-level Spanish with focus on functional use of the language in specific contexts: for medical personnel, police, day-care personnel, other businesses, etc.</td>
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<tr>
<td>★SPAN 1010</td>
<td>Beginning Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>★SPAN 1020</td>
<td>Beginning Spanish II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Continuation of SPAN 1010. Prerequisite(s): SPAN 1010 or one year of high school Spanish</td>
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</tr>
</tbody>
</table>

◆★SPAN 2010 | Intermediate Spanish I            | 3       |
|             | Conversation, writing, listening and reading. Emphasis on communicative proficiency. Listening and practice materials on tapes. Language laboratory required. Prerequisite(s): SPAN 1020 or equivalent |

◆★SPAN 2020 | Intermediate Spanish II           | 3       |
|             | Continuation of SPAN 2010. Prerequisite(s): SPAN 2010 or equivalent |

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPAN 2510</td>
<td>Spanish Conversation</td>
<td>3</td>
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<tr>
<td></td>
<td>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. Prerequisite(s): SPAN 2020 or four years of high school Spanish or equivalent life experience.</td>
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### SPEECH

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>★SPH 1000</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td></td>
<td>Fundamental theories and practices with particular reference to intrapersonal, interpersonal, group, organizational, and public communication.</td>
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</tr>
<tr>
<td>SPH 2000</td>
<td>Developing Speech Confidence</td>
<td>1</td>
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<tr>
<td></td>
<td>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.</td>
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</tbody>
</table>

◆★SPH 2100  | Public Speaking                   | 3       |
|             | 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. Corequisite(s): ENGL 1010 |

★SPH 2800 | Oral Interpretation               | 3       |
|             | Art of reading aloud; development of interpretative techniques—both individual and group—and their application to selected passages of prose, poetry and drama. |

### THEATRE

◆★THEA 1030 | Introduction to Theatre           | 3       |
|             | Understanding theatre thought, philosophy, aesthetics, historical perspective and production practices. |

THEA 1311 | Play Production                   | 3       |
|             | 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. |

★THEA 2200 | Acting I                          | 3       |
|             | The mechanics of acting in terms of physical movement, body control and character-building techniques. Students will select and interpret various roles in class. |
★THEA 2210  Acting II  3 Credits
The further exploration of acting techniques through exercises, scene work and period/style study. Prerequisite(s): THEA 2200

THEA 2250  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. Prerequisite(s): ENGL 1010

★THEA 2260  Voice & Movement I  3 Credits
Basic skills, concepts, and techniques of movement and self-use for the stage. Basic exercises from the varied movement disciplines are taught. Students are prepped for the addition of skill sets in V&M II through practice in Yoga, Feldenkrais, and Fitzmaurice Voicework.

THEA 2280  Voice & Movement II  3 Credits
Basic skills, concepts, and techniques of movement and self-use for the stage. Basic exercises from varied movement and voice disciplines are taught. Students add skill sets of basic stage combat and IPA. Prerequisite(s): THEA 2260 or consent of instructor

THEA 2311  Advanced Play Production  3 Credits
Advanced 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. May be repeated once for credit (maximum of 6 hours). Prerequisite(s): THEA 1311 or permission of instructor

THEA 2998  Acting for the Camera  3 Credits
This course provides acting students with an every-class opportunity for evaluated on-camera performance within a working studio. Performance includes both as an actor (using written screenplays and playing other characters) and as a performer or talent (news anchor, program host, interviewer, etc.). Prerequisite(s): Consent of instructor

TRANSPORTAL STUDIES
(SEE ENGLISH, MATHEMATICS, READING FOR RESPECTIVE “DSP” COURSES)

VIDEO PRODUCTION TECHNOLOGY

VPT 1015  Sound Production  3 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.

VPT 1020  Special Topics in Video  3 Credits
Selected basic and advanced topics in video, including specialized software and other additional topics. Current topics include Final Cut HD Studio, After Effects, Pro Tools and more. May be repeated for credit up to 6 hours. Prerequisite(s): Consent of instructor

VPT 1021  Adobe After Effects  3 Credits
Introduction to one of the industry’s most popular motion graphics software tools. Students produce animations through key framing, text, masking, mattes and 3D space. Compositing video, film and title sequences are emphasized.

VPT 1022  Guerrilla Filmmaking  3 Credits
This is an introductory course for both the general interest student and the VPT major. It is a hands-on course covering all aspects of low- to no-budget filmmaking. Pre-production, production, post-production and distribution will be covered. By the end of the course, the class will have collectively produced and distributed an actual film.

VPT 1023  Guerrilla Sound  3 Credits
This is an introductory hands-on production course for students interested in experiencing the
process of creating a soundtrack for film or video. The course may be taken with VPT 1022 Guerrilla Filmmaking for a broader production experience and increased understanding of soundtrack design and creation. Basic sound design, recording and mixing are included using several industry standard software tools, including ProTools.

VPT 1030 Introduction to Desktop Video/Audio 3 Credits
An introductory course for VPT 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 pre-production to postproduction, using applications that include QuickTime, ProTools and Avid, for analog and digital delivery systems and the Internet.

VPT 1045 Technical Video Production 3 Credits
Introduction to the basic technologies and processes used in video: the system and the equipment, the basic procedures, techniques and the process of design and production. Students shoot, edit in camera; 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 the job roles are examined throughout, from idea through shooting, through postproduction.

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. Corequisite(s): VPT 1045

VPT 1090 Campus Broadcast I (Studio Operations) 3 Credits
Hands-on workshop providing beginning students with an opportunity to participate in live-to-tape studio television productions and to support VPT 1500 students as production crew for a variety of in-studio production. Camera, teleprompter, and character generator (graphics) operation; sound support and other technical aspects of production are included.

VPT 1210 Video Editing 4 Credits
The course is the second in a three-course sequence and is designed to increase student skills with Avid software, aesthetic theory, and application and practical use of linear and nonlinear editors. Prerequisite(s): VPT 1030

VPT 1220 Final Cut Pro 3 Credits
This course is offered as a beginning-level Final Cut Pro HD course. Covers all aspects of the application, including multilayered motion graphics, nested effects, multitrack soundtracks and compression for Internet and DVD delivery.

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. Prerequisite(s): ENGL 1010

VPT 1500 Campus Broadcast II (Producing and Directing for TV) 3 Credits
Studio production course emphasizing the development of producing and directing skills in preparation for developing news/communications programming for Pellissippi State’s on-campus video news magazine. Students will produce and direct studio programming using VPT 1090 students as production crew. Prerequisite(s): VPT 1030 and 1045 and 1090 Corequisite(s): VPT 1015 and 1210 and 1400

VPT 2015 ProTools 3 Credits
Advanced sound techniques, emphasizing creative control of audio and sound for picture using ProTools. Multiple soundtracks with voice, music, and effects will be produced, edited, and mixed for distribution in various formats, primarily for video and CD. The focus is primarily on stereo editing and mixing, although some surround concepts will be introduced.
**Prerequisite(s):** VPT 1015

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>VPT 2215</td>
<td>Advanced Editing</td>
<td>3</td>
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<tr>
<td>VPT 2330</td>
<td>Budgeted Production</td>
<td>3</td>
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<tr>
<td>VPT 2400</td>
<td>Advanced Scriptwriting</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2500</td>
<td>Campus Broadcast III (Electronic Field Production)</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2660</td>
<td>Independent Video Projects</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2770</td>
<td>Documentary Production</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2910</td>
<td>Campus Broadcast IV (Program Production Management)</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2960</td>
<td>Remote Field Production</td>
<td>3</td>
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<tr>
<td>WEB 2000</td>
<td>Dreamweaver/Fireworks</td>
<td>3</td>
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**WEB TECHNOLOGY**

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<tbody>
<tr>
<td>WEB 2000</td>
<td>Dreamweaver/Fireworks</td>
<td>3</td>
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</table>

This course is designed to enhance skills and knowledge of the professional Web author by using cross-platform visual HTML editors, specifically Macromedia’s Dreamweaver and Fireworks, 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. **Prerequisite(s):** OST 2801 and 2802 and
WEB 2001  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. Prerequisite(s): OST 1005 or 1211, or equivalent

WEB 2002  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. Prerequisite(s): WEB 2001

WEB 2003  Web Design III—Site Building  1 Credit
Web page design and research skills are developed; building of a well-designed Web site is covered. Prerequisite(s): WEB 2002

WEB 2110  Flash  3 Credits
This fundamental Web-animation course examines and demonstrates essential elements in creating vector-based graphics using Macromedia’s Flash. 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. Prerequisite(s): WEB 2001 and 2002 and 2003, 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. Prerequisite(s): WEB 2001 and 2002 and 2003, or CSIT 2645 or equivalent for WEB majors; VPT 1030 for VPT majors

WEB 2200  Internet Technologies (CIW)  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 Business Foundations, Site Development Foundations and Network Technology Foundations. After completing this course, students will be prepared to pass the CIW Foundations certification exam. Prerequisite(s): WEB 2001 and 2002 and 2003  Corequisite(s): WEB 2291

WEB 2210  CIW Site Designer  3 Credits
This course teaches students how to design and publish Web sites. General topics include Web site development essentials (such as the site development process, customer expectations, and ethical and legal issues in Web development); Web design elements (such as aesthetics, the site user’s experience, navigation, usability, and accessibility); Basic Web technologies (such as Hypertext Markup Language [HTML], Extensible HTML [XHTML], and extended technologies, image files, GUI site development applications, site publishing and maintenance), and advanced Web technologies (such as multimedia and plug-in technologies, client-side and server-side technologies, and Web databases). Prerequisite(s): WEB 2200, or CSIT 2645 or equivalent  Corequisite(s): WEB 2292

WEB 2220  CIW E-Commerce  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 will study how implementing technology can engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions. Prerequisite(s): WEB 2200, or CSIT 2645 or equivalent  Corequisite(s): WEB 2293

WEB 2291  CIW Foundations Certification  1 Credit
The preparatory course for the CIW Foundations exam focuses on Web design skills that are not product- or system-specific and covers fundamental concepts in Internet Business Foundations, Site Development Foundations and Network Technology Foundations. The course uses materials that allow students to instantly evaluate the level of IT knowledge achieved and includes practice exams. **Corequisite(s):** WEB 2200

**WEB 2292**  
**CIW Site Designer Certification**  
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. **Prerequisite(s):** WEB 2200  
**Corequisite(s):** WEB 2210

**WEB 2293**  
**CIW E-Commerce Certification**  
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. **Prerequisite(s):** WEB 2200  
**Corequisite(s):** WEB 2220

**WEB 2300**  
**CIW JavaScript Fundamentals**  
3 Credits  
This course teaches developers how to use the features of the JavaScript language to design client-side, platform-independent solutions. Students learn how to write JavaScript programs, script for the JavaScript object model, control program flow, validate forms, animate images, target frames and create cookies. Students will also understand and use the most popular applications of JavaScript. **Prerequisite(s):** WEB 2200, or CSIT 2645 or equivalent, or consent of department head

**WEB 2350**  
**XML**  
3 Credits  
XML Document Design teaches you how to create intelligent structured Web documents using the Extensible Markup Language (XML). You will study the functions and relationships between XML and other members of the XML family of technologies, including the Extensible Hypertext Markup Language (XHTML) and Extensible Stylesheet Language (XSL). You will create and apply styling to XML documents in a series of hands-on labs that focus on the development of coding conventions and compliance with the rules for well-formed XML. This course provides a balance of training in theory, technology and hands-on development. The skills and concepts taught in this course enable corporations to create consistent structured documents that can be published to a variety of output formats and media. This course covers XML Document Design as well as the basics of CSS, DHTML and XHTML. **Prerequisite(s):** WEB 2001 and 2002 and 2003, or CSIT 2645 or equivalent

**WEB 2391**  
**CIW JavaScript Fundamentals Certification**  
1 Credit  
The preparatory course for the CIW JavaScript Fundamentals certification exam. The focus of the course will be on fundamental JavaScripting. This course uses materials that allow students to instantly evaluate the level of IT knowledge achieved and includes practice exams. **Prerequisite(s):** WEB 2200  
**Corequisite(s):** WEB 2300

**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. **Prerequisite(s):** Successful completion of all WEB courses through the third semester or consent of instructor

**WEB 2401**  
**Accessible Web Design & Compliance**  
3 Credits  
This advanced course teaches authoring and design of Web pages and sites that comply with various standards, guidelines, and regulations. It examines legal requirements and emphasizes best practices and techniques for industry and e-commerce solutions. Web sites are reviewed for accessibility and usability. Students learn to apply POUR principles and Universal Design concepts to their own creations, with exercises and projects that accommodate individuals with
assorted disabilities (e.g., visual, mobility, auditory, cognitive). Case studies will be reviewed, and online resources for creating and accessing Web content will be used. Site conformance, assessment, maintenance and testing will be addressed in the context of the W3C WAI Web Content Accessibility Guidelines (WCAG), Section 508, Telecommunications Act, and the ADA. **Prerequisite(s):** WEB 2001 and 2002 and 2003, WEB 2703 or consent of instructor

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<tr>
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<tbody>
<tr>
<td>WEB 2501</td>
<td>Web Special Topics</td>
<td>1-3</td>
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<tr>
<td></td>
<td>A directed study and utilization of specific applications and software products within business and industry relevant to Web design. Course may be repeated up to 3 hours. <strong>Prerequisite(s):</strong> WEB 2001 and 2002 and 2003, or CSIT 2645 or consent of instructor</td>
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<tr>
<td>WEB 2601</td>
<td>CIW Server Administrator</td>
<td>3</td>
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<td></td>
<td>This course focuses on server and network administration tasks and tools implemented by IT professionals. Students will learn to configure and manage corporate Internet and intranet infrastructure; monitor Web, FTP, news, and mail servers; and figure and deploy e-business solutions servers. CIW server administrators manage and tune corporate e-business solutions and infrastructure including Web, FTP, news, and mail servers for midsize to large businesses. <strong>Prerequisite(s):</strong> WEB 2200 <strong>Corequisite(s):</strong> WEB 2691</td>
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<tr>
<td>WEB 2603</td>
<td>Server-side Web Development (PHP/ASP)</td>
<td>3</td>
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<td>This course covers the server-side scripting languages of PHP and ASP and how the languages interact with a database. PHP and ASP objects will be covered. This course corresponds to the CIW Dynamic Server Pages course. <strong>Prerequisite(s):</strong> WEB 2200 and CSIT 1810 or consent of instructor</td>
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<tr>
<td>WEB 2691</td>
<td>CIW Server Administrator Certification</td>
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<td></td>
<td>The preparatory course for the CIW Server Administrator exam (1D0-450) focuses on server-administrator skills that are not product or system specific. This course will use materials that allow students to instantly evaluate the level of IT knowledge achieved and will include practice exams. <strong>Prerequisite(s):</strong> WEB 2200 <strong>Corequisite(s):</strong> WEB 2601</td>
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<tr>
<td>WEB 2703</td>
<td>Adobe Acrobat</td>
<td>1</td>
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<td></td>
<td>This course focuses on the Web authoring tool Adobe Acrobat. Students will learn to create and publish documents for electronic distribution that can be viewed by anyone on any computer. Features such as document security, the ability to create a searchable index of multiple PDF documents, the ability to capture scanned documents and make them editable, and searchable and forms creation will be covered. <strong>Prerequisite(s):</strong> WEB 2001 and 2002 and 2003, or CSIT 2450</td>
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<tr>
<td>WEB 2811</td>
<td>Advanced Computer Graphics</td>
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<td>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. <strong>Prerequisite(s):</strong> WEB 2001 and 2002 and 2003 and MDT 2100, or CSIT 2645 or equivalent</td>
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<tr>
<td>WEB 2812</td>
<td>Advanced Web Page/Site Design</td>
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<td>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. <strong>Prerequisite(s):</strong> WEB 2001 and 2002 and 2003 and MDT 2100, or CSIT 2645 or equivalent</td>
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<tr>
<td>WEB 2902</td>
<td>Web Team Practicum</td>
<td>1</td>
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<tr>
<td></td>
<td>A directed study and utilization of specific applications and software products within business and industry relevant to Web design. Course may be repeated up to 3 hours. <strong>Prerequisite(s):</strong> Successful completion of all WEB courses through the third semester, or consent of instructor</td>
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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.
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M.A. in English, East Tennessee State University

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M.F.A., Southern Illinois University

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M.S. in Business Education, University of Tennessee

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B.A. in Speech, Michigan State University
B.A. in Telecommunications, Michigan State University
M.A. in Telecommunications, Michigan State University

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M.A. in Speech Communication, University of Alabama

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M.S. in Microbiology, University of Tennessee

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M.S. in Industrial Education, University of Tennessee

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M.Ed. in Reading, Mississippi State University

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M.A. in Public Policy, Regent University
J.D. in Law, Regent University

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Ph.D. in Humanities, Emory University
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M.A. in Economics, Wayne State University

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SCOTT BELL—Maintenance Scheduler
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Human Resources and Affirmative Action

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Financial Aid

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MARK COTTER—Director
Student Support Services

ROSE ANN COX—Shipping and Receiving Supervisor
Facilities
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>RACHAEL CRAGLE</td>
<td>Coordinator Returning Student Advising and Advisor Training</td>
</tr>
<tr>
<td>NANCY CRUMPLEY</td>
<td>Secretary 3 Learning</td>
</tr>
<tr>
<td>MISTY DANIELS</td>
<td>Human Resources Assistant Human Resources</td>
</tr>
<tr>
<td>LECHELLE DAVENPORT</td>
<td>Financial Aid Coordinator Financial Aid</td>
</tr>
<tr>
<td>ROBIN DAVIS</td>
<td>Computer Operations Specialist Business Services</td>
</tr>
<tr>
<td>SALLY DAY</td>
<td>Test Administrator Learning and Testing Center</td>
</tr>
<tr>
<td>MARCIA DEAN</td>
<td>Secretary 3 Division Street Campus</td>
</tr>
<tr>
<td>MICHELLE DEFELICE</td>
<td>Coordinator Services for Students With Disabilities</td>
</tr>
<tr>
<td>MARY DESCHAMPS</td>
<td>Technical Clerk Services for Students With Disabilities</td>
</tr>
<tr>
<td>NANCY DONAHUE</td>
<td>Director Budget and Payroll</td>
</tr>
<tr>
<td>LANA DONCASTER</td>
<td>Director Educational Technology Services</td>
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<tr>
<td>KATHLEEN DOUTHAT</td>
<td>Counselor Counseling Services</td>
</tr>
<tr>
<td>HEATHER DUBY</td>
<td>Acquisitions Assistant Library Services</td>
</tr>
<tr>
<td>KIMBERLY DURAN</td>
<td>Secretary 3 Natural and Behavioral Sciences</td>
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<tr>
<td>BILL EANES</td>
<td>Assistant Dean Blount County Center</td>
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<tr>
<td>NORMAN EASTERDAY</td>
<td>Stock Clerk 2 Facilities</td>
</tr>
<tr>
<td>NANCY EDMONDS</td>
<td>Testing Technician 2 Learning and Testing Center</td>
</tr>
<tr>
<td>PATRICIA EHRENSING</td>
<td>Analyst 1 Applications Programming Support</td>
</tr>
<tr>
<td>TIFFANY ELDER</td>
<td>Transcript Analyst Enrollment Services</td>
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<tr>
<td>ANNETTE ELDRIDGE</td>
<td>Technical Clerk Marketing and Communications</td>
</tr>
<tr>
<td>PATRICIA FERGUSON</td>
<td>Secretary 3 Instructional Services</td>
</tr>
<tr>
<td>WENDY FLOYD</td>
<td>Financial Aid Assistant Financial Aid</td>
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<tr>
<td>NANCY FOLKS</td>
<td>Circulation Assistant Library Services</td>
</tr>
<tr>
<td>LISA FONDREN</td>
<td>Assistant Division Street Campus</td>
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<tr>
<td>DONNA FORD</td>
<td>Functional Support Technician Enrollment Services</td>
</tr>
<tr>
<td>JANIS FOREMAN</td>
<td>Director Applications Programming Support</td>
</tr>
<tr>
<td>RANDY FOUST</td>
<td>Systems Manager Network and Technical Services</td>
</tr>
<tr>
<td>LES FOUT</td>
<td>Director, Major Gift Development Foundation</td>
</tr>
<tr>
<td>CHERI FRAY</td>
<td>Secretary 3 Natural and Behavioral Sciences</td>
</tr>
<tr>
<td>WILLIAM FRESHOUR</td>
<td>Engineering Laboratory Technician Engineering and Media Technologies</td>
</tr>
<tr>
<td>WILLIAM GALYON</td>
<td>Security Guard Supervisor Facilities</td>
</tr>
<tr>
<td>JOYCE GARCIA</td>
<td>Laboratory Technician Natural and Behavioral Sciences</td>
</tr>
<tr>
<td>WALTER GETER</td>
<td>Financial Aid Assistant Financial Aid</td>
</tr>
<tr>
<td>KAREN GHEZAWI</td>
<td>Secretary 3 Facilities</td>
</tr>
<tr>
<td>SHARON GILES</td>
<td>Analyst 1 Applications Programming Support</td>
</tr>
<tr>
<td>PRISCILLA GITSCHLAG</td>
<td>Admissions Coordinator Enrollment Services</td>
</tr>
<tr>
<td>PAT GRANT</td>
<td>Payroll Supervisor Budget and Payroll</td>
</tr>
<tr>
<td>MILTON GRIMES</td>
<td>Director International Education</td>
</tr>
<tr>
<td>GARY GRUBB</td>
<td>Graphic Arts Designer</td>
</tr>
</tbody>
</table>
ELYSA GUERRETTE—Human Resources Assistant
Human Resources

GINGER HAMBY—Account Clerk 3
Business Services

JANET HARDIN—Secretary 3
English

BRENDA HARMON—Laboratory Technician
Natural and Behavioral Sciences

GYPSY HARRILL—Administrative Secretary
Foundation

AMY HARRISON—Cataloging Assistant
Library Services

BRUCE HAYES—Senior Specialist
Small Business Development Center

KAREN HENRY—Technical Clerk
Facilities

JOHN HEUER—Coordinator
Institutional Effectiveness, Research and Planning

BEN HICKS—Helpdesk Assistant
Network and Technical Services

CINDY HICKS—Computer Technician
Network and Technical Services

JEREMY HICKS—Engineering Laboratory Technician
Engineering and Media Technologies

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Facilities

GARY HINSHAW—Electronic Equipment Technician
Educational Technology Services

RICK HORNER—Information Processing Specialist
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Financial Aid

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JACQUELINE INGRAM—Secretary 2
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BEVERLY JOLLEY—Adult Education Teacher
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CARL JONES—Maintenance Utility Worker
Facilities

CLIFFORD DAN JONES—Manager, Student Recreation Center
Student Life and Recreation

SPENCER JOY—Adult Education Teacher
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KIMBERLY LANE—Financial Aid Coordinator
Financial Aid

MARcia LAWSON—Executive Assistant
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ORPHA LEITCH—Executive Assistant
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Institutional Effectiveness, Research and Planning

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Magnolia Avenue Campus

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Heart of Knoxville Career and Resource Center

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Heart of Knoxville Career and Resource Center

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Student Support Services

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Financial Aid

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Learning and Testing Center

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Learning and Testing Center

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Admissions and Communications Center

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Foundation

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Library Services

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Financial Aid

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Coordinator, Educational Resources Center
Division Street Campus

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Records

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Support Technician
Payroll

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DEBRA PETTY—Information
Processing Specialist
Admissions and Communications Center

CONNIE POINTER—Technical Clerk
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Student Success

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Information Technology Support Center
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Laboratory Technician
Engineering and Media Technologies

ELIZABETH RICHARDSON—
Laboratory Technician
Natural and Behavioral Sciences

GERALD RICHARDSON—Engineering
Laboratory Technician
Business and Computer Technology

RANDY RIMMER—HVAC Mechanic
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JOHN RUPPE—Security Guard Supervisor
Facilities

DORIS RUTLEDGE—Secretary 3
Placement

MICHAEL RYION—Electrician Lead Worker
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Services for Students With Disabilities

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Student Life and Recreation

JOANNE THOMASSON—Director
Developmental Studies Program

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Learning and Testing Center

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Learning and Testing Center

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Student Support Services

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Network and Technical Services

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LORI WARNEKE—Executive Assistant
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DAVID WATSON—Horticulture Technician 1
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Magnolia Avenue Campus

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Marketing and Communications

STEPHEN WILSON—Shipping and Receiving Clerk
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GAYLE WOOD—Director, Access and Diversity
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1. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education
2. Has successfully completed the required course work for and has been awarded one or more degrees for diplomas from a particular institution of higher education or
3. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.
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KELSEY T. FINCH ......................................................................................... Contract Compliance Officer,
Tennessee Department of Transportation
JOHN F. FISHER ............................................................................................... Wealth Management Financial Advisor
for the Fisher Group, Smith Barney
SAM D. GILES ............................................................................................... Manufacturing Manager, Babcock & Wilcox
JENNIFER GOFORTH ...................................................................................... Vice President, Online Production, Scripps Networks
HENRIETTA GRANT ....................................................................................... Retired, Knoxville Utilities Board
CHARLES V. GRIFFIN ...................................................................................... President, BarberMcMurry architects
LOU ANN HAMILTON ...................................................................................... Vice President, MARSH
JONATHAN HAYES ............................................................................................ Investment Associate, UBS Financial Service
MARSHA S. HOLLINGSWORTH ................................................................. Community Leader
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PEGGY MCCORD .............................................................................................. Community Leader
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WALLACE BRYAN MCCLURE ....................................................... President, Scalable Development, Inc.
TODD MOODY ........................................................................... Attorney, Hagood, Tarpy & Cox, PLLC
JEROME MOON ................................................................................ Community Leader
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PAMELA RAYBURN-CHIPS .............................................................. Director, Human Resources, Emerson Process Management
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DONALD P. SHELL ........................................................................... CEO, Community Tectonics
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MICHAEL DAVID TREADWAY ..................................................... Vice President, Operations, Community Tectonics
LUIS VELAZQUEZ .......................................................................................... Executive Director, Hispanic Chamber of Commerce of East Tennessee
HARLEY (ANDY) WHITE .............................................................. Office Sales and Leasing, NAI Knoxville
DAVID L. WOOLEY, Chair .......................................................... Chairman/COO, BarberMcMurry architects
Academic Calendar. A list of dates found at the beginning of each Catalog and Handbook. Includes dates for 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 Enrollment Services and permanent record cards prior to fall 1985 are maintained by Enrollment Services. 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 director of Enrollment Services 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, Maryville College, Nossi College of Art, Tennessee Technological University, Tusculum College and the University of Tennessee, Knoxville. Information on articulation agreement requirements can be obtained from academic advisors, the Student Assistance Center and the Curriculum Office.

Associate of Applied Science Degree. Degree awarded upon completion of a Career/Technical degree program. 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 and Associate of Science Degrees. Degrees awarded upon completion of College Transfer/University Parallel degree programs. Degrees are designed for students who intend to transfer to a four-year institution.
Associate of Arts degrees require an intermediate foreign language sequence that is not required for the Associate of Science degree. Students may earn these degrees through the completion of articulation agreements or by meeting general and curriculum requirements specified in this Catalog and Handbook.

**Attendance Policy.** Pellissippi State 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 Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning.

**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’s degree graduates to be taken during the last semester of coursework. No minimum score or level of achievement is required for graduation. The exam is used to evaluate the effectiveness of the College’s general education program.

**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.

**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.** Unit of “credit” available to completers of non-credit courses.
Co-op. A paid position related to a major. The Placement 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 dean (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 in a variety of courses is required for graduation.

Curriculum. A particular plan of study.

Degree. Official recognition of completion of a curriculum and other general and program requirements.

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 a 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 information that may be disclosed to any person requesting such information without consent of the student: 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. A student who does not wish directory information to be released without consent should provide written notification to Enrollment Services. 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 online options. It is
designed for students who need flexibility in scheduling and instructional methods.

**Educational Records.** All records that contain information that is directly related to a student and that are maintained by or on behalf of an educational 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 course that may be chosen 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.

**Fees.** The amount of money owed to Pellissippi State for courses taken. Fee payment deadlines must be met or schedules will be dropped.

**Full-time Student.** A student enrolled in 12 or more credit hours during any semester.

**Grade-Point Average (GPA).** An overall average of grades for all courses taken for a semester or during the academic career. The college-level GPA does not include grades earned for developmental studies courses.

**Graduation Requirements.** In order to obtain a degree or certificate, students must complete the general requirements as prescribed by Pellissippi State and specific requirements set for the program. Requirements include: (1) The last 20 hours preceding graduation with an associate’s degree must be completed at Pellissippi State. (2) Each candidate must complete at least 60 credit hours to be eligible for the associate’s degree. (3) A cumulative grade-point average (GPA) of at least 2.0 on all college-level coursework 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 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; and (d) a 2.0 grade point average must be attained on all college-level coursework.

**Grant.** Financial assistance that does not have to be paid back.

**Holds.** Block that prevents students from registering, obtaining transcripts, and/or receiving financial aid awards. Holds can be placed on student accounts for various reasons.

**Hybrid Course.** Combines traditional classroom work with online instruction. For a 3-credit-hour history course, students meet in a classroom for 1.5 hours each week and complete the remainder of the class online.

**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.

**Major.** The student’s program of study. Students whose primary goal is to transfer to a four-year college or university enroll in a 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.** Courses that do not offer college credit upon completion.

**Part-time Student.** Student enrolled in fewer than 12 credit hours during any semester.

**Placement.** The College Placement Office. Placement can help Career/Technical graduates find jobs after graduation. This office may also be able to help students find jobs while enrolled.

**Placement Test.** If current ACT/SAT scores are not available or if transcripts are not available showing college-level coursework in math and/or English, students may be required to take a placement test to determine level of proficiency.

**Prerequisite.** A requirement that must be met before enrolling in certain courses.

**Registration.** The time period when students can sign up for classes for the next term. Check the Academic Calendar in the Catalog or the Student Enrollment Guide for dates.
**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 15-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 coursework.

**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 coursework 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 general education 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; select Academic Affairs).

**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 coursework.

**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.
NOTICE TO STUDENTS

The Family Education Rights and Privacy Act (Public Law 93-380) includes provisions that protect your privacy as a student. Among those provisions is the requirement that educational institutions allow you to suppress certain information regarded as public directory information. Pellissippi State defines the following as public directory information: name; address; telephone numbers; e-mail address; major field of study; date of birth; dates of attendance; enrollment status (full- or part-time, hours enrolled or completed); degrees, honors, certificates received or anticipated; and colleges previously attended. You may suppress the above public information items by contacting Admissions and Records.

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, 13 community colleges and 27 Tennessee Technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education. PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE is an Affirmative Action/Equal Employment Opportunity college. Any person having questions about services and facilities for people with disabilities should contact the Services for Students With Disabilities Office at (865) 694-6751.

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