2010-2012 Unabridged Catalog & Handbook

Cover Design
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Pellissippi State affirms that it will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran, nor will the College tolerate harassment on the basis of race or sex.

Similarly, the College will not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran.

Any Pellissippi State employee, applicant, or student who has reason to feel that he or she has been harassed or affected by discrimination, or who has any other concerns or questions about equal opportunity and affirmative action, should contact the following:

Karen Queener, SPHR, Director
Human Resources and Affirmative Action;
AA/EEO Officer; ADA, 504, Titles VI & IX Coordinator
Pellissippi State Community College
J.L. Goins Administration Building, Room 262
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 Community College
J.L. Goins Administration Building, Room 134
10915 Hardin Valley Rd./P.O. Box 22990
Knoxville, TN 37933-0990
(865) 539-7153
NOTICE ON CATALOG 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 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
• Important Contacts
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 2009, a record-breaking 10,297 credit students were enrolled and even more non-credit students attended Pellissippi State. Also in 2009, the Legislature voted to shorten the name to Pellissippi State Community College.

The College continues to support and develop career-path associate’s degrees and certificates, transfer/University Parallel associate’s degree programs, and continuing education opportunities for the citizens of Knox, Blount, and surrounding counties. Pellissippi State now offers credit courses to high school students as well. 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 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 Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate’s degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Pellissippi State Community College.
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 Campus, 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 St.
Knoxville

**Blount County Campus**
2731 W. Lamar Alexander Pkwy. (U.S. Hwy. 321)
Friendsville

**Magnolia Avenue Campus**
1610 E. Magnolia Ave.
Knoxville
F – Faculty/staff parking
O – Open parking
V – Visitor parking—
30-minute limit
(No student parking anytime)
M – Motorcycle parking
- Disabled parking

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.**

- **General Information/Pellissippi Campus** ............................................ 694-6400
- **Division Street Campus** ............................................................... 971-5200
- **Magnolia Avenue Campus** .............................................................. 329-3100
- **Blount County Campus** ................................................................. 681-1064

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

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Human Resources & Affirmative Action .......... 694-6607 GN262
Internships, Business & Computer Technology ... 694-6597 MC251
Instructional Services................................. 694-6449 AL217
Learning, Vice President of............................. 694-6523 GN212
Learning & Testing Center............................. 694-6454/539-7079 ER330
Library..................................................... 694-6516 ER Flr. 1-2
Liberal Arts ............................................. 694-6475 MC240
Lost & Found ........................................... 694-6646 GN101
Marketing & Communications ................... 694-6405 GN264
Mathematics.............................................. 694-6450 AL201B
Natural & Behavioral Sciences...................... 694-6685 AL202
Non-credit Courses
(Business & Community Services).................. 539-7167 AL108
Nursing................................................... 694-6460 AL106
Open Lab.................................................. 539-7116 ER327
Pellissippi Press......................................... 694-6698 AL216
Placement................................................ 694-6559 GN105
President, Office of the............................... 694-6616 GN211
Records (Enrollment Services)...................... 694-6400 GN102
Safety & Security....................................... 694-6646
Emergency only: 694-6649 GN101
Student Assistance Center......................... 694-6556 GN123
Student Life & Recreation........................... 694-6555 GN141
Student Recreation Center......................... 694-6576 SR102
Student Success & Enrollment Management,
Vice President of...................................... 539-7188 GN110D
Tennessee Consortium for International Studies .. 539-7279 AL103
Testing................................................... GED: 694-6752
Exit, makeup, placement: 694-6454 ER330
Transitional Studies................................. 694-6596 AL217
Tutoring................................................... 539-7079 ER330
University Connection...................... 694-6449 AL217
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/
Counseling
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 a 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/
Counseling
Are in need of a loan or scholarship ........................................Financial Aid
Need counseling services .......................................................... Counseling
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
(Human Resources)
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 dates.

SUMMER SEMESTER 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
(Missing the deadline will delay financial aid award and may prevent charging at Bookstore)
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.......................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
FALL SEMESTER 2010

Registration .................................................................Begins April 5, 2010
Priority Financial Aid Application Deadline ......................July 28
(Missing the deadline will delay financial aid award and
may prevent charging at Bookstore)
Schedule Confirmation & Fee Deadline for Registration
That Occurred on or Prior to August 12 ......................August 12
New Faculty Report .......................................................August 16
All Faculty Report .........................................................August 18
Application Deadline ......................................................August 19
Deadline to Take Placement Test ....................................August 20
Schedule Confirmation & Fee Deadline ............................August 26
Deadline for 100% Refund .................................................August 27

Classes Begin ..........................................................Saturday, August 28

Last Day to Add Classes/Change to or From Audit ..........September 1
Holiday, Labor Day, College Closed .................................September 6
Deadline for 75% Refund .................................................September 10
Deadline to Submit Waiver or Discount Forms .................September 10
Deadline to Drop a Class Without a Grade of “W” .........September 10
Deadline for 25% Refund .................................................September 24

Spring & Summer “I” Grades (Incompletes)
Change to “F” .................................................................October 15

Fall Break ........................................................................October 18-19
Deadline to Drop/Withdraw With a “W” Grade ..............November 3
Registration for Spring & Summer 2011 ...................... Begins November 8
Deadline for Completion of Intent to Graduate Forms &
Certificate Applications for Spring & Summer 2011 .......November 24

Holiday, Thanksgiving, College Closed .........................November 25-28
Last Day of Classes ........................................................December 10

Exam Period .................................................................December 13-16

Grades Due in Enrollment Services ......................... 4:30 p.m., December 17
SPRING SEMESTER 2011

Registration .................................................................Begins November 8, 2010
Priority Financial Aid Application Deadline .................November 29
(Missing the deadline will delay financial aid award and
may prevent charging at Bookstore)
Schedule Confirmation & Fee Deadline for Registration
That Occurred on or Prior to January 4 ............................January 4
Faculty Report ...............................................................January 5
Application Deadline ....................................................January 6
Deadline to Take Placement Test ....................................January 7
Schedule Confirmation & Fee Deadline .........................January 11
Deadline for 100% Refund .............................................January 12
Classes Begin .................................................................January 13
Holiday, Martin Luther King Jr.’s Birthday,
College Closed .............................................................January 17
Last Day to Add Classes/ Change to or From Audit .........January 18
Deadline for 75% Refund ...............................................January 26
Deadline to Submit Waiver or Discount Forms ..............January 26
Deadline to Drop a Class Without a Grade of “W” ............January 26
Deadline for 25% Refund ..............................................February 9
Fall “I” Grades (Incompletes) Change to “F” ......................March 4
Spring Break .................................................................March 6-13
Foundation Scholarship Application
Priority Deadline for Fall 2011 ....................................March 15
Deadline to Drop/Withdraw With a “W” Grade ..........March 25
Registration for Fall 2011 .............................................Begins April 4
Deadline for Completion of Intent to Graduate Forms &
Certificate Applications for Summer & Fall 2011 ............April 15
Holiday, College Closed ................................................April 22-24
Last Day of Classes ........................................................April 30
Exam Period ...............................................................May 2-5
Grades Due in Enrollment Services ............................4:30 p.m., May 6
Commencement .............................................................May 6
SUMMER SESSION 2011/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 .................................................... Begins November 8, 2010
Priority Financial Aid Application Deadline ......................... April 29
(Missing the deadline will delay financial aid award and may prevent charging at Bookstore)
Schedule Confirmation & Fee Deadline for Registration
That Occurred on or Prior to May 19 ................................. May 19
Application Deadline .................................................. May 24
Deadline to Take Placement Test ...................................... May 25
Schedule Confirmation & Fee Deadline .......................... May 26
Deadline for 100% Refund for Full-Term Courses ............. May 27
Holiday, Memorial Day, College Closed ............................. May 30
Classes Begin .................................................................. May 31
Last Day to Add Classes/Change to or From Audit ............ June 1
Deadline to Drop a Class Without a Grade of “W” .......... June 13
Deadline for 75% Refund for Full-Term Courses ............... June 13
Deadline to Submit Waiver or Discount Forms ................. June 13
Holiday, Independence Day, College Closed ....................... July 4
Deadline to Drop/Withdraw From Full-Term Courses
With a “W” Grade ..................................................... July 7
Last Day of Classes for Full-Term Courses ......................... July 26
Grades Due in Enrollment Services ................................. 4:30 p.m., July 27
FALL SEMESTER 2011

Registration.................................................................Begins April 4, 2011
Priority Financial Aid Application Deadline.........................July 29
(Missing the deadline will delay financial aid award and
may prevent charging at Bookstore)
Schedule Confirmation & Fee Deadline for Registration
That Occurred on or Prior to August 11............................August 11
New Faculty Report..........................................................August 15
All Faculty Report............................................................August 17
Application Deadline .......................................................August 18
Deadline to Take Placement Test ......................................August 19
Schedule Confirmation & Fee Deadline ..........................August 25
Deadline for 100% Refund .................................................August 26

Classes Begin ..............................................................Saturday, August 27

Last Day to Add Classes/Change to or From Audit...............August 31
Deadline for 75% Refund ..................................................September 9
Deadline to Submit Waiver or Discount Forms ....................September 9
Deadline to Drop a Class Without a Grade of “W” ..........September 9
Deadline for 25% Refund ..................................................September 23

Spring & Summer “I” Grades (Incompletes)
Change to “F” ........................................................................October 14
Fall Break ..............................................................................October 17-18
Deadline to Drop/Withdraw With a “W” Grade .................November 3
Registration for Spring & Summer 2012 .......................Begins November 14
Deadline for Completion of Intent to Graduate Forms &
Certificate Applications for Spring & Summer 2012.......November 18
Holiday, Thanksgiving, College Closed .........................November 24-27
Last Day of Classes............................................................December 10
Exam Period.........................................................................December 12-15
Grades Due in Enrollment Services ......................4:30 p.m., December 16

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SPRING SEMESTER 2012

Registration.................................................. Begins November 14, 2011
Priority Financial Aid Application Deadline..................December 2
(Missing the deadline will delay financial aid award and
may prevent charging at Bookstore)
Schedule Confirmation & Fee Deadline for Registration
That Occurred on or Prior to January 3 .........................January 3
Faculty Report..................................................January 4
Application Deadline .......................................January 5
Deadline to Take Placement Test .........................January 6
Schedule Confirmation & Fee Deadline ..................January 10
Deadline for 100% Refund .................................January 11

Classes Begin ....................................................January 12

Holiday, Martin Luther King Jr.’s Birthday,
College Closed..................................................January 16
Last Day to Add Classes/ Change to or From Audit.......January 17
Deadline for 75% Refund ....................................January 25
Deadline to Submit Waiver or Discount Forms ........January 25
Deadline to Drop a Class Without a Grade of “W” ....January 25
Deadline for 25% Refund ....................................February 8
Fall “I” Grades (Incompletes) Change to “F” ..........March 2
Spring Break ..................................................March 4-11
Foundation Scholarship Application
Priority Deadline for Fall 2012 ............................March 12
Deadline to Drop/Withdraw With a “W” Grade ..........March 23
Registration for Fall 2012 ..................................Begins April 2
Deadline for Completion of Intent to Graduate Forms &
Certificate Applications for Summer & Fall 2012 ....April 13
Last Day of Classes ...........................................April 28
Exam Period ....................................................April 30-May 3
Grades Due in Enrollment Services ..................4:30 p.m., May 4
Commencement .............................................May 4
SUMMER SESSION 2012/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 .................................................. Begins November 14, 2011
Priority Financial Aid Application Deadline..........................April 27
(Missing the deadline will delay financial aid award and may prevent charging at Bookstore)
Schedule Confirmation & Fee Deadline for Registration
That Occurred on or Prior to May 17.................................May 17
Application Deadline ..................................................May 22
Deadline to Take Placement Test for Full-Term Courses .........May 23
Schedule Confirmation & Fee Deadline ...............................May 24
Deadline for 100% Refund for Full-Term Courses.................May 25
Holiday, Memorial Day, College Closed .............................May 28
Classes Begin .................................................................... May 29
Last Day to Add Classes/Change to or From Audit...............May 30
Deadline to Drop a Class Without a Grade of “W” ..............June 11
Deadline for 75% Refund for Full-Term Courses ..................June 11
Deadline to Submit Waiver or Discount Forms ....................June 11
Holiday, Independence Day, College Closed .......................July 4
Deadline to Drop/Withdraw From Full-Term Courses With a “W” Grade.................................................. July 5
Last Day of Classes for Full-Term Courses ..........................July 24
Grades Due in Enrollment Services ................................. 4:30 p.m., July 25
ADMISSIONS & REGISTRATION

In This Section:

• Degree Admission
• Non-degree Admission
• General Provisions
• Academic Advisement
• Registration Procedures
• 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 can apply online at www.pstcc.edu or call (865) 694-6400 to obtain a printed application. 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 (may be completed online if over 18 years of age).

**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 must complete a placement test or submit valid ACT or SAT scores. Valid ACT or 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 evaluate the comparability of courses for the purpose of awarding transfer credit:

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

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

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

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

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

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 three 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, he or she 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 one of these two criteria:

- Applicants who have not attended college previously must submit valid ACT or SAT scores. Applicants who do not show proficiency in basic academic competencies in mathematics, English and/or reading (ACT scores are under 19) must complete a placement test prior to registering for classes. The results of the placement test will determine the appropriate Transitional Studies courses that a student is required to take. 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 Transitional 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 Transitional Studies 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 assistant vice president 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 Transitional Studies 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 specified 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, go to www.pstcc.edu/admissions/dual.html.

**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 criteria 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. Transitional 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 Transitional 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 director of Admissions and Communication Center. Students who still disagree may appeal in writing to the assistant vice president of Enrollment Services. Go to this link for an Application for In-State Residency: www.pstcc.edu/departments/admissions/residency_application.pdf.

**Proof of language proficiency by non-native speakers.** All applicants whose native language is not English must satisfy one of the following prerequisites before being granted admission to Pellissippi State. Please note that all non-native English speakers who are living outside the United States at the time of...
application to Pellissippi State must submit valid Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores.

1. Submit a minimum score on the TOEFL.
   • 450 required on the paper-based TOEFL.
   • 133 required on the computer-based TOEFL.
   • 45 required on the internet-based TOEFL.

2. Submit a minimum score of 4.0 on the IELTS.

3. Achieve a passing score on the Michigan Test. Please note that this option is valid only for students who are living in Knoxville, Tennessee, at the time of application to Pellissippi State. The Michigan Test can be attempted only twice. Testing appointments can be made by contacting the international student coordinator.

4. Submit a transcript showing graduation from a U.S. high school or completion of the General Educational Development (GED) exam. Please note that the GED must be taken in English to satisfy the English proficiency requirement.

5. 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 colleges/universities attended. Transfer credit awarded will take into consideration the credit recommendations provided by the educational credential service. Students should contact the international student coordinator regarding which educational credential service can be accepted by Pellissippi State to determine transfer credit to be awarded.
2. International applicants who plan to study in the United States on an F-1 student visa must

• Provide evidence of sufficient financial resources to pay for the cost of one full year of school attendance and 12 months of living expenses in U.S. currency. The financial verification documentation must be current within six months and must be issued by a financial institution either inside or outside the U.S.

• Provide documentation substantiating official status with the United States Customs and Immigration Service.

• Provide a copy of their Form I-94.

• Submit within 30 days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student’s compliance with any prescribed medical treatment.

• As a condition of admission and continued enrollment, enroll in the TBR Student/Scholar Health and Accident Insurance Plan (students with J, F or M visas; students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents). Enrollment in the insurance plan will take place no later than at the time of class registration, and the cost of the coverage will be added to the student’s registration fees. Waivers of this requirement may be received only after presenting proof of outside insurance coverage to the international student coordinator. Health insurance premiums will not be refunded after the payment is submitted to the insurance provider under any circumstances. Health insurance premiums cannot be prorated unless allowed by the health insurance provider.

• Meet with the international student coordinator in Enrollment Services on arrival in the United States, and attend an International Student Orientation session (typically scheduled within the first week of classes each semester).

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) 694-6454, administers the CLEP exams on an individual basis. The CLEP subject 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 &amp; LITERATURE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2110, 2120</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>50</td>
<td>3</td>
<td>ENGL 1020</td>
</tr>
<tr>
<td>(with essay)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshman College Composition</td>
<td>50</td>
<td>3</td>
<td>ENGL 1010</td>
</tr>
<tr>
<td>(with essay)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2210, 2220</td>
</tr>
<tr>
<td>French Levels I &amp; II</td>
<td>50</td>
<td>6</td>
<td>FREN 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>50</td>
<td>12</td>
<td>FREN 1010, 1020, 2010, 2020</td>
</tr>
<tr>
<td>German Levels I &amp; II</td>
<td>50</td>
<td>6</td>
<td>GERM 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>63</td>
<td>12</td>
<td>GERM 1010, 1020, 2010, 2020</td>
</tr>
<tr>
<td>Spanish Levels I &amp; II</td>
<td>50</td>
<td>6</td>
<td>SPAN 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>63</td>
<td>12</td>
<td>SPAN 1010, 2010, 2020</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>MATH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>4</td>
<td>MATH 1910</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>MATH 1130</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
<td>MATH 1010</td>
</tr>
<tr>
<td>Precalculus</td>
<td>50</td>
<td>5</td>
<td>MATH 1730</td>
</tr>
<tr>
<td>BUSINESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>50</td>
<td>3</td>
<td>MGT 2100</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>3</td>
<td>LAW 2300</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3</td>
<td>MGT 2000</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>MKT 2200</td>
</tr>
<tr>
<td>SOCIAL SCIENCE &amp; HISTORY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>POL 1010</td>
</tr>
<tr>
<td>History of U.S. I</td>
<td>50</td>
<td>3</td>
<td>HIST 2010</td>
</tr>
<tr>
<td>History of U.S. II</td>
<td>50</td>
<td>3</td>
<td>HIST 2020</td>
</tr>
<tr>
<td>Human Growth/Development</td>
<td>50</td>
<td>3</td>
<td>PSY 2100</td>
</tr>
</tbody>
</table>
DANTES 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>SF/SF 424</td>
<td>Fundamentals of College Algebra</td>
<td>50</td>
<td>3</td>
<td>MATH 1130</td>
</tr>
<tr>
<td>SF 450</td>
<td>Principles of Statistics</td>
<td>48</td>
<td>3</td>
<td>MATH 1530</td>
</tr>
<tr>
<td>SE 461</td>
<td>Art/Western World</td>
<td>48</td>
<td>3</td>
<td>ART 1730</td>
</tr>
<tr>
<td>SF/SF 474</td>
<td>Ethics in America</td>
<td>46</td>
<td>3</td>
<td>PHIL 2400</td>
</tr>
<tr>
<td>SF/SF 490</td>
<td>Lifespan Developmental Psychology</td>
<td>49</td>
<td>3</td>
<td>PSY 2400</td>
</tr>
<tr>
<td>SF 496</td>
<td>Introductory World Religions</td>
<td>49</td>
<td>3</td>
<td>PHIL 2010</td>
</tr>
<tr>
<td>SF/SG 524</td>
<td>Principles of Finance</td>
<td>46</td>
<td>3</td>
<td>FIN 2000</td>
</tr>
<tr>
<td>SG/SH 530</td>
<td>Human Resources Management</td>
<td>46</td>
<td>3</td>
<td>MGT 2050</td>
</tr>
<tr>
<td>SG/SH 536</td>
<td>Introduction to Computing</td>
<td>45</td>
<td>3</td>
<td>CSIT 1110</td>
</tr>
<tr>
<td>SE/SF 551</td>
<td>Management Information Systems</td>
<td>46</td>
<td>3</td>
<td>MGT 2100</td>
</tr>
<tr>
<td>SE/SF 815</td>
<td>Principles of Public Speaking</td>
<td>47</td>
<td>3</td>
<td>SPH 2100</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.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Studio Art—General or Drawing Portfolio</td>
<td>4 or 5</td>
<td>ART 1011</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 1110-1120</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHEM 1110-1120</td>
</tr>
<tr>
<td>Computer Science</td>
<td>5</td>
<td>CSIT 1020</td>
</tr>
<tr>
<td>Economics—Micro &amp; Macro</td>
<td>3</td>
<td>ECN 2010</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>4</td>
<td>ENGL 1010</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>4</td>
<td>ENGL 1010-1020</td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>FREN 2010-2020</td>
</tr>
<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>
<td>4</td>
<td>HIST 1110-1120</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MATH 1830</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>MATH 1910</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 1910</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>MATH 1910-1920</td>
</tr>
<tr>
<td>Statistics</td>
<td>4</td>
<td>MATH 2050</td>
</tr>
<tr>
<td>Music</td>
<td>4 or 5</td>
<td>MUS 1110</td>
</tr>
<tr>
<td>Physics B</td>
<td>4</td>
<td>PHYS 2010</td>
</tr>
<tr>
<td>Physics C Mechanics</td>
<td>4</td>
<td>PHYS 2010</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>PHYS 1310</td>
</tr>
<tr>
<td>Physics C E&amp;M</td>
<td>4</td>
<td>PHYS 2010 or PHYS 2110</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>PHYS 1320</td>
</tr>
<tr>
<td>Political Science</td>
<td>3</td>
<td>POL 1010</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Exam—Political Science</td>
<td>3</td>
<td>POL 1020</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comparative Exam—Psychology</td>
<td>3</td>
<td>PSY 1010</td>
</tr>
<tr>
<td>Spanish Language or Literature</td>
<td>3</td>
<td>SPAN 2010-2020</td>
</tr>
</tbody>
</table>

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</td>
<td>Principles of Accounting I 3</td>
</tr>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics I 4</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management 3</td>
</tr>
<tr>
<td>MKT 2420</td>
<td>Customer Service 3</td>
</tr>
<tr>
<td>BUSN 1211</td>
<td>Introduction to Software Applications 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>ADMN 2010</td>
<td>Office Proficiency Assessment &amp; Certification 1</td>
</tr>
<tr>
<td>ADMN 2302</td>
<td>Administrative Professional Technology Internship 3</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong></td>
<td><strong>4</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 BUSN 1211 and ADMN courses). MATH and BUSN 1211 and ADMN credit by examination 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. 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 the Learning Division, 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.

ACADEMIC ADVISEMENT

Academic advisement is a communication and information sharing process during which students make planned decisions about their educational goals. During the first two semesters of enrollment, degree-seeking students must meet with a faculty advisor who will work 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. Many faculty advisors are not available during breaks and the summer semester, but advisors are available in the Advising Center at these times. Students needing academic assistance are encouraged to seek help before their problems become critical.
Student responsibilities:

- Knowing the graduation requirements for the major. If the student is transferring to a college or university with which Pellissippi State does not have an articulation agreement, he or she needs to know the requirements for graduation for that school.
- Providing the appropriate test scores and transcripts.
- Obtaining the name of the advisor by contacting Enrollment Services.
- Verifying the major for advisement.
- Making an appointment with the advisor and keeping it.
- Knowing important dates on the Academic Calendar (registration dates, schedule change deadlines, etc.).
- Supplying current information about the student’s address, phone number and major to Enrollment Services.
- Obtaining a current Catalog and Handbook and being familiar with its contents. If the student entered Pellissippi State during a previous year, he or she is responsible for following the Catalog and Handbook curriculum requirements for that year.
- Checking 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 the student’s 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-advice 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 and confirm their schedules 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 who are officially registered for a class they do not attend or who 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. A student’s account is credited 100 percent for any canceled class for which the student has registered. Any student receiving financial assistance may need to add a class if one of his or her other classes is canceled. 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 way through 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 Transitional Studies courses must meet with a counselor, the Transitional Studies director or the dean of the Transitional Studies Department to request approval to drop those courses. Students may not drop Transitional Studies courses without this approval. Students may drop Transitional Studies courses only under serious circumstances, such as a death in the family, long-term illness or similar instance.

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 the Learning Division 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 and 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.
COST & FINANCIAL INFORMATION

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

Cashier’s hours

- Pellissippi Campus ............(865) 694-6605
  Monday, 8 a.m.-6 p.m.
  Tuesday-Friday, 8 a.m.-4:30 p.m.
- Division Street Campus........(865) 971-5212
  Call for hours
- Blount County Campus .......(865) 981-5334
  Call for hours
- Magnolia Avenue Campus.....(865) 329-3104
  Call for hours

Go to www.pstcc.edu/departments/business_finance/cashier for dates and times of extended Cashier’s hours during the registration period.

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 the schedule is not confirmed and fees are not paid by the applicable due dates. Registration is incomplete until the schedule is confirmed and 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. All unpaid accounts submitted to an outside agency for debt collection services will be charged collection costs in addition to the original debt.

The Cashier’s Office is located on the first floor of the Goins Administration Building at the Pellissippi Campus and in the main offices at the Division Street Campus, Blount County Campus, 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 (865) 694-6606 to confirm current rates.

A $20 nonrefundable late fee is charged to all students who enroll after the
registration period or after classes begin.

**Regents Online Degree Programs costs**

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

**Nursing fee.** This fee, charged to all students enrolled in a nursing course, offsets the cost for course supplies.

**Culinary arts fee.** This fee, charged to all students enrolled in culinary arts courses, covers the cost for lab usage.

**Test fees**

**Confirmation test fee.** There is currently no fee to take the College’s placement exam.

**ACT test fee.** This fee is charged to everyone who takes 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 everyone who takes 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) 694-6752 for testing dates or additional information.

**GED retest fee.** This fee is charged to anyone who wishes to retake sections of the GED test because of 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 anyone taking the College Level Examination Program test. The fee must be paid before taking the test.

**DANTES test fee.** This fee is charged to anyone 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 who enroll in courses for credit, audit or Regents Online Degree Programs after the registration period or after classes begin.

**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 fine.** 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 fine.** This nonrefundable fee is for the actual cost of repair (re-binding) of books and materials. An additional $5 is charged to offset overhead costs to repair the items.

**Telecourse fines**

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

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

Schedule must be confirmed and any outstanding fees 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, confirmation instructions 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 and log into their myPellissippi account to confirm their schedule and pay fees with check.

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

**Financial aid credits.** Payment of fees with financial aid is authorized by the student’s confirmation of his or her schedule and payment of any remaining balance due. All financial aid is credited to the student’s account, with the exception of student 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’s account within three working days of award acceptance. Student 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 go to the Cashier’s Office to process those 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 also will 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 go to the Cashier’s Office to be certified as eligible.
Discounts for people with permanent disabilities and senior citizens 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 and University of Tennessee systems and the state of Tennessee executive, judicial, and 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 (i.e., Vocational Rehabilitation, TRA, armed forces, Veterans Affairs, private companies, etc.), the College will post a payment to the student’s account. Once the payment appears, the student must log into the myPellissippi account and complete the schedule confirmation process. The schedule must be confirmed by the fee payment deadline or the schedule will be deleted.

**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’s 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 Programs 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 RODP 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, Veterans Affairs, 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 Pellissippi State bursar. 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) 539-7207 or e-mailed to mdbentz@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 refund.
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). 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/withdrawals 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 refund. This fee is refundable under the same provisions as the maintenance fee.
**Campus access fee refund.** This fee is nonrefundable.

**Student activity fee refund.** This fee is nonrefundable.

**Student Recreation Center fee refund.** This fee is nonrefundable.

**Technology fee refund.** 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 refund.** 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 Programs fee refund.** This fee is refundable when the student drops a RODP 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 refund.** 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 College Bookstore makes available all books and supplies on a cash basis or through charges to approved credit cards or personal checks. (A state-issued photo ID is required for the acceptance of checks). There is a $30 service charge for any check returned unpaid. Charges to approved Financial Aid accounts require a Pellissippi State photo ID or, if that is unavailable, state-issued photo ID and Pellissippi State student ID number.

Bookstore operating hours are frequently updated and posted at each campus and on the Bookstore Web site: www.pstccbooks.com.

- Pellissippi Campus: (865) 694-6642
- Division Street Campus (TTCK): (865) 673-5023
- Blount County Campus: (865) 981-5311
- Magnolia Avenue Campus: (865) 329-3114

Extended hours are available during peak registration periods.

Textbooks and required supplies may be purchased online via credit card from the Bookstore Web site, www.pstccbooks.com. Orders can be picked up at the Pellissippi Campus Bookstore or shipped to the customer via UPS. Textbook prices, store hours, general merchandise, software special orders and store
specials also are available on the Web site.

**Bookstore refund policy**

**New textbooks.** New textbooks may be returned for a full refund or exchange within 14 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. Textbooks that were purchased wrapped in shrink-wrap and/or containing one-time use access codes or PINs are not returnable if the original shrink-wrapping has been removed. Customers must present the corresponding dated cash register receipt.

**Used textbooks.** Used textbooks may be returned for a refund or exchange within 14 calendar days (five calendar days in summer semester) of the start of classes each term, provided that the books are in the same condition in which they were purchased. Customers must present the corresponding dated cash register receipt.

**Trade books.** Calendars and trade books may be refunded or exchanged within 14 calendar days of purchase if defective at the time of purchase.

**Non-book merchandise.** Supplies, clothing, gifts, and sundries may be returned for a refund within 14 calendar days of purchase, 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 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, fax, and UPS shipping services; postage stamps; and special orders for books, computer software, and supplies.

The Bookstore will buy daily, at guidebook prices, current edition textbooks with national resale value. During the last week of each semester (finals week), 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 access codes or PINs 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-February; therefore, students should complete their applications no later than the first week of February.

**Tennessee Educational Lottery Scholarship.** 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**

**William D. Ford Federal Direct Stafford Loan.** The William D. Ford Federal Direct Stafford Loan is a low-interest loan initiated by the student. 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), entrance loan counseling, and loan request form, a student must complete the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA to apply for a William D. Ford Federal Direct 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 Direct 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 Direct 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.

**William D. Ford Federal Direct Parent Loan.** The Federal Parent Loan Program (PLUS) makes loan funds available to parents of dependent undergraduate students to assist with educational expenses. 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 April 15.** Applications received after April 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 Ser-
vices 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 physical education courses, since credit from the DD-214 will satisfy the P.E. requirements for graduation.

Miscellaneous

- Veterans can be paid for Transitional Studies courses if testing determines a need for the courses. The VA requires that students attend classroom instruction for Transitional Studies 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 vet-
erans 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 e-mail 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 U.S. 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.
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 currently 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 Campus, or the Magnolia Avenue Campus. Resources available to help with career decision-making and planning include the 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,
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, Room 125-131, Goins Building, Pellissippi Campus, (865) 694-6751.

**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 Transitional Studies 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 Room 218, Educational Resources Center, on the Pellissippi Campus. Staff may be contacted for additional information at (865) 539-7267.

**TUTORING**

Free academic tutoring is available in math, writing, chemistry, biology, Spanish, French, German, statistics, 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. Tutoring for Transitional Studies mathematics is available in the Math Center at each campus. 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 place-
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; on the Blount County Campus; in Room 215, Division Street Campus; and in 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 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. COSA is an umbrella for the student leadership program on campus. These positions include the following:

• **Student Activities Board.** SAB members work along with Student Life and Recreation to plan, organize, implement and evaluate activities on campus, offering the student body educational, social and cultural enrichment opportunities.
• **Student Ambassadors.** 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.
• **New Student Orientation (NSO) leaders.** NSO leaders are an important part of orientation; leading campus tours and presenting informational sessions while showing new students an initial taste of Pellissippi campus life. New Student Orientation Leaders are coordinated through the Student Success Office.
• **COSA Liaison.** One student is chosen each academic year to represent the interests of the student body and work closely in partnership with 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 formats, leadership development workshops and other trainings 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, visit Room 146, 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 restrooms, at study and social areas, 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, can be found online and 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 www.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.

I-pause is Student Life and Recreation’s new video announcement produced by the Student Activities Board’s Video Production Technology students and powered by YouTube. Stay informed of College events, activities and announcements by watching i-pause on Student Life and Recreation’s myPellissippi Web page.

**Bulletin boards.** Bulletin boards for student use are located throughout the campus. Posted materials should be of campus interest to students, faculty, and staff and must be approved and dated by the Student Life and Recreation Office (Goins 146) 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 may be posted for a maximum of 15 school days.

**GRADUATE PLACEMENT SERVICES**

Placement Office personnel assist students, recent graduates and alumni of Career 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 Programs majors must register with the Placement Office when submitting an Intent to Graduate form. No later than one semester before graduation, students should complete a placement file containing a personal data record, a 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.

**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.

**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.

**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 the Learning Division, who will determine any additional steps to be taken.

**Disciplinary action.** Disciplinary action may be taken against a student for violations of the above regulations that occur on Pellissippi State-owned, -leased, or otherwise controlled property, or that occur off campus when the conduct impairs, interferes with, or obstructs any College activity or the missions,
processes, and functions of the College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, that poses a substantial threat to people or property within the Pellissippi State community.

For the purposes of these regulations, a “student” shall mean any person who is registered for study at Pellissippi State for any academic period, including the time that follows the end of an academic period that the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from Pellissippi State.

**Disciplinary sanctions.** Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate Pellissippi State officials:

- **Restitution.** A student who has committed an offense against property may be required to reimburse Pellissippi State or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

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

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

- **Restriction.** A restriction upon a student’s or organization’s privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent Pellissippi State in any way, of the use of facilities, of parking privileges, of participation in extracurricular activities, or of full organizational privileges.

- **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extra-curricular 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 following outlined procedures:
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 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 required for the authorized use of specific College computing laboratories. (See individual laboratory.) It is each individual’s responsibility to abide by the following:

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 have been admitted to the College are considered eligible for computer accounts. 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 accounts.
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, with the exception of an account for accessing the College Web portal.

V. No account assigned to an individual, including one assigned to a student user, may be used by others. Faculty, students and staff are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family or 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.** User account passwords may be reset by the owner using the utility provided on the College Web site. (Follow links to the HelpDesk and click on “Password reset.”)

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 computer files be treated as open records. Additionally, files in user accounts are subject to the discovery process or subpoena.

E-mail is stored as files and is therefore subject to the same rules and restrictions as any other files. Additionally, e-mail is very easy to forward and any e-mail sent can easily become a matter of general dissemination. Forwarding e-mail from an account at the College to a private account with an internet services provider may make the private account subject to the same potential for discovery and subpoena during legal actions as is the account at the College.

The College 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 personnel.

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 is 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 or other campus policies or of 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.

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

STUDENT RECORDS

Admission records. Admission files are maintained in 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.

A student may obtain a copy of his or her transcript in these ways:

**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 Community College, P.O. Box 22990, Knoxville, TN 37933-0990

**Online:** www.pstcc.edu/departments/records

Include name, signature, Social Security number and the address to which the transcript should be mailed. Transcript Request forms are available online through Enrollment Services: 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 directed to 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 circumstances. These exceptions are narrow in scope and are strictly construed. Disclosure pursuant to these exceptions should not be made unless specifically approved by an appropriate Pellissippi State official. The Office of General Counsel of TBR is available for assistance in ascertaining the applicability of the exceptions.

Record of requests and disclosures. Copies of requests for disclosures and a record of the information disclosed must be kept in the student’s record for all disclosures except those for directory information and those to Pellissippi State administrators, faculty, and staff. The record of disclosures may be inspected by the student, by the officials responsible for the records and by the 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. All 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 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 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 is 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 Campus—see postings of designated areas

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 Tennessee Department of Motor Vehicles 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 transferral 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 Campus, 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 Campus or 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 101, 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 Magnolia Avenue Campus.

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 of a similar offense by federal, state, or local authorities. The Pellissippi State Police and the TBI are allowed to exchange information with other security agencies and appropriate authorities to ensure the safety and security of students, faculty, and staff.

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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, Goins 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 Campus, (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 Goins Building on the Pellissippi Campus. 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 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.

**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.

On the Pellissippi Campus, TTY is available in the Safety and Security Office as well as Services for Students With Disabilities, Room 127, Goins Building. The Pellissippi Campus’ Safety and Security Office also provides a video telephone, accessible 24 hours a day for outgoing calls only. TTY also is available at the Division Street, Blount County and Magnolia Avenue Campus.
In This Section:

- Statement of Philosophy for the First Year of College
- General Academic Policies
- Transitional Studies
- Transitional 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 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 the Transfer/University Parallel Programs section.

**Associate of Science (A.S.).** Refer to the Transfer/University Parallel Programs section.

**Associate of Science in Teaching (A.S.T.).** Refer to the Transfer/University Parallel Programs section.

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

**Associate of Applied Science in Nursing (A.A.S.N.).** Refer to the Career Programs section.
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 chosen major 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 beyond 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 the Learning Division, 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 the Learning Division.

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.
### Grade Points Awarded Per Semester Hour

<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 Transitional 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 Transitional Studies 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 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 Transitional Studies courses cannot be audited. Audit students are expected to
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 the Learning Division.

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 for the dean’s list 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. Transitional 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 the Learn-
ing Division (except Transitional 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 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 study. 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 the Learning Division. The vice president will determine any additional steps to be taken.
Complaints regarding discrimination or harassment should be directed to the College’s affirmative action officer.

**TRANSITIONAL STUDIES**

In order to be successful in college-level courses, students must have adequate foundational knowledge and skills. The Transitional Studies Department at Pellissippi State provides learning support in the form of courses in reading, English and math 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 complete 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 also must be tested or provide valid ACT or SAT scores. Any student with ACT scores below 19 in reading, math, or English and no college credit in these areas must be tested. Placement testing must be completed before the first day of classes. (See Mandatory Placement of Degree Admission Students for additional information.)

Students experiencing difficulty in college-level courses may request testing for an analysis of academic skills. Once tested, students must enroll in recommended Transitional Studies courses.

Learning support programs are individualized as much as possible, and students are encouraged to take responsibility for their own learning. Students may withdraw from a Transitional Studies 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.)

Transitional Studies courses are available in several formats, including Web and FLAG. The FLAG (Flexible Learning for Achievement and Growth) Center offers Transitional Studies courses in flexible formats that provide students with the opportunity to attend class while accommodating individual work and family schedules.

**English as a second language.** If their assessment results indicate the need, students whose first language is not English enroll in the same Transitional Studies math courses as do native speakers. However, to help those students with particular skills needed to write English effectively, the College offers special learning support courses in reading and writing. 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.

**TRANSITIONAL STUDIES PLACEMENT**

1. It is recommended that any student enrolled in at least one Transitional Studies course take College Success COLL 1500. Any student may elect to take College Success COLL 1500.
2. Required Transitional Studies courses must be taken before the “Other Courses Students May Take,” as shown on the Transitional Studies Advising Chart. This chart is located at www.pstcc.edu/departments/curriculum_and_instruction/advising/dsp/rd-advising.htm.

For additional information about Transitional Studies courses, visit www.pstcc.edu/departments/curriculum_and_instruction/advising/dsp/ or call the Transitional Studies Office at (865) 694-6596.

**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, 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/DVD and Web-based options are available for Career Program 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, for distance learning information, or go to the College’s home page: www.pstcc.edu.

Through combining Web, hybrid and videotape/DVD courses 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.

**ACADEMIC RETENTION PRACTICES**

**Academic support services.** Pellissippi State is committed to providing services needed to support students’ academic success. Students who are experiencing difficulties in meeting the requirements of their program of study are encouraged to meet with a counselor. Counselors can identify available resources and services to assist students in achieving their educational goals by (1) making referrals to appropriate offices or agencies to address students’ individual needs, (2) helping with the selection of a major based on career interests and abilities and (3) providing personal counseling and personal development workshops. 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>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 and under</td>
<td>No minimum</td>
</tr>
<tr>
<td>Over 14 to 26</td>
<td>1.0</td>
</tr>
<tr>
<td>Over 26 to 40</td>
<td>1.4</td>
</tr>
<tr>
<td>Over 40 to 48</td>
<td>1.7</td>
</tr>
<tr>
<td>Over 48 to 56</td>
<td>1.9</td>
</tr>
<tr>
<td>Over 56</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

Academic suspension. At the end of the probationary term, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 GPA for that term will be suspended for one term. For the student who is suspended at the end of the spring term, the following fall term is considered to be the term of suspension. The second occurrence will subject the student to a three-term suspension.

Appeals. A student who has been suspended may request continuance because of special circumstances through Counseling Services. 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 70,000 books in print and 59,000 electronic books. Periodical resources include a print collection of more than 250 current titles and online periodical databases providing full-text coverage to more than 12,000 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, databases, reference resources and Subject Guide pages to help students start their research. At the request of instructors, librarians present instruction in the use of information resources. The Library’s Reference Desk provides research and reference assistance in person or via telephone, e-mail, chat and texting. 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.
**Borrowing privileges.** A Pellissippi State identification card 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. For faculty, staff and students, there is no limit on the number of books and periodicals that may be checked out. There is a five-item limit for TALC card holders from other schools and for community borrowers. Books may be renewed, provided that no other patron has requested the item, by calling or stopping by the Circulation Desk. Materials also may be renewed via the online catalog provided they 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 Campus, 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 “Borrowing agreement” and “Identification cards”).

Additional materials in hospitality, law, and photography are available in the ERC at Division Street in support of the Hospitality concentration and Paralegal Studies program. Regardless of residence, Blount County Campus 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 Campus ERC: (865) 981-5325; Division Street Campus ERC: 971-5215; Magnolia Avenue Campus 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 the Blount County Campus 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 for 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 Learning and Testing 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 the past, 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 Community College are listed here. See the Transfer/University Parallel Programs section and the Career 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>
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<tbody>
<tr>
<td><strong>COMMUNICATION</strong></td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
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<td><strong>HISTORY</strong></td>
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<tr>
<td>HIST 1010</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>HIST 1020</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>HIST 1110</td>
<td>World Civilization I</td>
</tr>
<tr>
<td>HIST 1120</td>
<td>World Civilization II</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>U. S. History I</td>
</tr>
<tr>
<td>HIST 2020</td>
<td>U. S. History II</td>
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<tr>
<td><strong>HUMANITIES/FINE ARTS</strong></td>
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<td>Western Art I</td>
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<td>ENGL 2120</td>
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<td>ENGL 2210</td>
<td>British Literature: 650-1784</td>
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<td>ENGL 2220</td>
<td>British Literature: 1785-Present</td>
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<td>ENGL 2310</td>
<td>World Literature: 2500 BCE-1650</td>
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<td>ENGL 2320</td>
<td>World Literature: 1650-Present</td>
</tr>
<tr>
<td>ENGL 2331</td>
<td>African-American Literature</td>
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<tr>
<td>ENGL 2510</td>
<td>Introduction to Poetry</td>
</tr>
<tr>
<td>ENGL 2520</td>
<td>Introduction to Drama</td>
</tr>
<tr>
<td>ENGL 2530</td>
<td>Introduction to Fiction</td>
</tr>
<tr>
<td>HUM 2810</td>
<td>Introduction to Film Studies</td>
</tr>
<tr>
<td>MUS 1030</td>
<td>Music Appreciation</td>
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<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>
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<tr>
<td>THEA 1030</td>
<td>Introduction to Theatre</td>
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<tr>
<td><strong>MATHEMATICS</strong></td>
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<td>MATH 1010</td>
<td>Survey of Mathematics</td>
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<tr>
<td>MATH 1130</td>
<td>College Algebra</td>
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<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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<td>MATH 1630</td>
<td>Finite Mathematics</td>
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<td>MATH 1710</td>
<td>Precalculus Algebra</td>
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<td>MATH 1720</td>
<td>Precalculus Trigonometry</td>
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<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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<td>MATH 1910</td>
<td>Calculus</td>
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</table>
NATURAL SCIENCES
BIOL 1110 ...................... General Biology I
BIOL 1120 ...................... General Biology II
BIOL 1310 ...................... Concepts of Biology
BIOL 2010 ...................... Human Anatomy & Physiology I
BIOL 2020 ...................... Human Anatomy & Physiology II
BOT 1010 ...................... Fundamentals of Botany I
BOT 1020 ...................... Fundamentals of Botany II
CHEM 1010 ...................... Principles of Chemistry
CHEM 1020 ...................... Basic Organic & Biochemistry
CHEM 1110 ...................... General Chemistry I
CHEM 1120 ...................... General Chemistry II
CHEM 1310 ...................... Concepts of Chemistry
GEOL 1040 ...................... Physical Geology
GEOL 1050 ...................... Historical Geology
GEOL 1300 ...................... The Environment W/ Lab
GEOL 1310 ...................... Concepts of Earth Science
PHYS 1300 ...................... Concepts of Physics
PHYS 2010 ...................... Non-calculus Based Physics I
PHYS 2020 ...................... Non-calculus Based Physics II
PHYS 2110 ...................... Calculus-Based Physics I

SOCIAL/BEHAVIORAL SCIENCES
ANT 1300 ...................... Cultural Anthropology
ECN 2010 ...................... Principles of Economics
GEOG 1000 ...................... Introduction to Geography
HIST 2040 ...................... African-American Studies
POL 1010 ...................... U.S. Government & Politics
POL 1020 ...................... Introduction to Political Science
PSY 1010 ...................... General Psychology
PSY 2100 ...................... Psychology of Human Development
PSY 2400 ...................... Human Development Through the Lifespan
SOC 1010 ...................... General Sociology
SOC 1020 ...................... Social Problems & Social Change
WMN 2200 ...................... Women in Society
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
- 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. Academic advisors are available for all University Parallel students. Prior to registering each semester, the student is expected to consult with an advisor to review the student’s academic plan and select courses for the upcoming semester. The Advising 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, and the University of Tennessee at Knoxville.
Information on articulation agreement requirements is provided by academic advisors, the Student Assistance Center and the Advising and Curriculum Office. Agreements are also available online at www.pstcc.edu/departments/curriculum_and_instruction. Program-specific agreements include the following:

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Exercise Science</th>
<th>Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>Film Studies</td>
<td>Organizational Management</td>
</tr>
<tr>
<td>Aerospace Engineering</td>
<td>Finance</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Food Science Technology/ Business</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Art</td>
<td>French</td>
<td>Plant Sciences</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>French Language &amp; World Business</td>
<td>Political Science</td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td></td>
<td>Pre-veterinary Medicine</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td></td>
<td>Production/Operations Management</td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td>Psychology</td>
</tr>
<tr>
<td>Child &amp; Family Studies</td>
<td></td>
<td>Public Administration</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td></td>
<td>Public Relations</td>
</tr>
<tr>
<td>Communication Studies</td>
<td></td>
<td>Retail &amp; Consumer</td>
</tr>
<tr>
<td>Comparative Literature</td>
<td></td>
<td>Science</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td></td>
<td>Secondary Education</td>
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<tr>
<td>Computer Science</td>
<td></td>
<td>Social Work</td>
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<tr>
<td>Construction Engineering</td>
<td></td>
<td>Sociology</td>
</tr>
<tr>
<td>Digital Photography &amp; Video</td>
<td></td>
<td>Spanish</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td></td>
<td>Spanish Language &amp; World Business</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td></td>
<td></td>
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<tr>
<td>Elementary Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Technology/Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental &amp; Soil Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>Exercise Science</td>
<td>Nursing</td>
</tr>
<tr>
<td>Advertising</td>
<td>Film Studies</td>
<td>Organizational Management</td>
</tr>
<tr>
<td>Aerospace Engineering</td>
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<tr>
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<td>Food Science Technology/ Business</td>
<td>Physical Education</td>
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<td>Art</td>
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<tr>
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<tr>
<td>Elementary Education</td>
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<tr>
<td>Engineering Technology/Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental &amp; Soil Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GENERAL ASSOCIATE’S DEGREES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, Bethel University, Carson-Newman College, East Tennessee State University, Maryville College, Middle Tennessee State University, Savannah College of Art & Design, 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 Transferability of Courses Among TBR Institutions

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 composing 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 hours**</td>
</tr>
<tr>
<td>Humanities/Fine Arts</td>
<td>9 hours (At least one course must be literature)</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>6 hours</td>
</tr>
<tr>
<td>History</td>
<td>6 hours***</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>8 hours</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>41 hours</td>
</tr>
</tbody>
</table>

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*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 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 may choose from HIST 1010-1020, 1110-2120, 2010-2020. 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
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.edu) under Transfer and Articulation Information.

**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>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FREN/GERM/SPAN 1</td>
<td>Intermediate Foreign Language Elective</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2</td>
<td>History Sequence Elective</td>
<td>3</td>
</tr>
<tr>
<td>NS 3</td>
<td>Natural Sciences Elective</td>
<td>4</td>
</tr>
<tr>
<td>SBS 4</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FREN/GERM/SPAN 1</td>
<td>Intermediate Foreign Language Elective</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2</td>
<td>History Sequence Elective</td>
<td>3</td>
</tr>
<tr>
<td>NS 3</td>
<td>Natural Sciences Elective</td>
<td>4</td>
</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>
### Semester III (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC</td>
<td>Approved Electives</td>
</tr>
<tr>
<td>ENGL</td>
<td>Literature Elective</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics Elective</td>
</tr>
</tbody>
</table>

### Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC</td>
<td>Approved Electives</td>
</tr>
<tr>
<td>HUM/FA</td>
<td>Humanities/Fine Arts Electives</td>
</tr>
<tr>
<td>SBS</td>
<td>Social/Behavioral Sciences Elective</td>
</tr>
</tbody>
</table>

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

**FREN/GERM/SPAN**

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 electives for the 6 hours of foreign language.

**HIST**

Select sequence from HIST 1010-1020, 1110-1120, 2010-2020. Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements for the college and major they are interested in and take the appropriate courses.

**NS**

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**

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

**ELEC**

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**

Chosen from ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520, 2530

**MATH**

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

**HUM/FA**

Chosen from ART 1720, 1730; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520, 2530; HUM 2810; MUS 1030; PHIL 1030, 1500, 2010, 2400; THEA 1030
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 a prospective teacher 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 evaluation ratings.

Contact(s): Natural and Behavioral Sciences, (865) 694-6685; 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 Code</th>
<th>Course 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>Numbers &amp; Operations for Teachers</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>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 for Teachers</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 Code</th>
<th>Course 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>
</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>GEOG 1000</td>
<td>Introduction to Geography</td>
<td>3</td>
</tr>
<tr>
<td>HUM/FA 2</td>
<td>Humanities/Fine Arts 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>3</td>
</tr>
</tbody>
</table>
or SOC 1010 General Sociology.................................3
PSY 2100 Psychology of Human Development...........3

Total Credit Hours Needed for Graduation: 60

ENGL 1 Chosen from ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520, 2530

HUM/FA 2 Chosen from ART 1720, 1730; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520, 2530; HUM 2810; PHIL 1030, 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) 694-6400.

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. 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.

The following RODP degrees are available through Pellissippi State:

- Associate of Applied Science in Professional Studies, concentration in Information Technology
- Associate of Applied Science in Early Childhood Education
- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel) for Teacher Aides and Paraprofessionals

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 PROGRAMS

In This Section:

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

Pellissippi State offers several 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 graduates of Career Programs is consistently above 90 percent. The College’s Career 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 degree programs are not designed for transfer to baccalaureate institutions. However, the general education courses typically transfer to most four-year colleges and universities, and several of the programs are fully transferable.

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 PROGRAMS GUARANTEE

The Job Competency Guarantee Program

The faculty of Pellissippi State guarantee that any graduate with an Associate of Applied Science degree 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 an A.A.S. degree in June 1988 or thereafter in 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 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 and supplies, as well as 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 PROGRAMS OPTIONS**

Information is provided in this section for each of the following Career Programs majors and concentrations:

- **Administrative Professional Technology**
  - Business
  - Health Care Office Administration

- **Business Administration**
  - Computer Accounting
  - Culinary Arts
  - Hospitality
  - Management
  - Marketing

- **Computer Science and Information Technology**
  - Database Design and Development
  - Networking and Communications Systems
  - Programming

- **Early Childhood Education**

- **Engineering Technology**
  - Civil Engineering
  - Electrical Construction Management
  - Electrical Engineering
  - Industrial Automation
  - Industrial Maintenance
  - Manufacturing
  - Mechanical Engineering

- **General Technology**

- **Interior Design Technology**

- **Media Technologies**
  - Communication Graphics Technology
  - Photography
Video Production Technology
Web Technology
Nursing
Paralegal Studies

**CAREER PROGRAMS CORE CURRICULUM***

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>English Composition I</td>
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<tr>
<td>Humanities/Fine Arts</td>
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</tr>
<tr>
<td>Mathematics/Natural Sciences</td>
<td>3-5</td>
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<tr>
<td>Social/Behavioral Sciences</td>
<td>3-4</td>
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<td>General Education Elective</td>
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<td><strong>Total Core:</strong></td>
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<td><strong>Major:</strong></td>
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<td><strong>Total:</strong></td>
<td><strong>60+</strong></td>
</tr>
</tbody>
</table>

*Courses designated to fulfill general education requirements at Pellissippi State Community College are published in the General Education section of this Catalog.

**COOPERATIVE EDUCATION**

The Cooperative Education program (Co-op) enhances Career 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 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 the Co-op program.

**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 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.

<table>
<thead>
<tr>
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CAREER PROGRAMS DESCRIPTIONS AND REQUIREMENTS

ADMINISTRATIVE PROFESSIONAL TECHNOLOGY


Program description. Administrative Professional Technology offers a core curriculum that provides an academic/technical foundation for individuals preparing for positions in business and health careers using computer applications and administrative skills. During the last semester of the two-year curriculum, administrative skills will be assessed using Office Proficiency Assessment and Certification (OPAC), developed by the International Association of Administrative Professionals. OPAC uses industry-accepted testing and validation techniques. It measures proficiency and knowledge in computer software, clerical, financial and professional areas. Students may choose to certify based on the results of the assessment.

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 business environment and to enhance the training required for traditional administrative careers. Courses allow for specialized training for work environments using the newest hardware and software for business information work centers.

Health Care Office Administration concentration. This curriculum provides a course of study for individuals preparing 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.

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

Typical job opportunities: Administrative assistant; coding, billing, and insurance specialist; computer applications specialist; office administrator; medical/office manager; document specialist
Educational objectives. After successfully completing the Administrative Professional Technology program, the graduate will be equipped to do the following:

I. Demonstrate knowledge of computer application programs.
II. Use terminology and reference materials specific to the field.
III. Work independently or function within a work team to complete projects.
IV. Apply knowledge of emerging technology trends.
V. Apply proofreading skills involving grammar, punctuation and language arts.
VI. Use the Internet for research and communication.

Contact: Business and Computer Technology, (865) 694-6656

Administrative Professional Technology/Business Concentration—Courses and Course Sequence

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

Semester I (Fall)
ADMN 1005  Word.................................................................3
ENGL 1010  English Composition I ......................................3
HUM/FA 1  Humanities/Fine Arts Elective .........................3
MGT 2000  Principles of Management ..........................3
SPH 2100  Public Speaking .............................................3

Semester II (Spring)
ADMN 2120  Document Design & Editing .....................3
ADMN 2621  Excel.........................................................3
ECN 2010  Principles of Economics I .........................4
MKT 2420  Customer Service ........................................3
WEB 1600  Web Page Design: Introduction to
           Web Technology .............................................3

Semester III (Fall)
ACC 2000  Principles of Accounting I ..........................3
ADMN 2015  Office Integration ......................................3
ADMN 2340  Database & Records Management ............3
ADMN 2450  Communication Media .............................4
MGT 2100  Information Systems .................................3
Semester IV (Spring)
ADMN 2010 Office Proficiency Assessment & Certification ............................................ 1
ADMN 2302 Administrative Professional Technology Internship ....................................... 3
BUSN 2500 Emerging Trends in Technology ................................................................. 3
MATH 1530 Elementary Probability & Statistics ............................................................. 3
MGT 2030 Team Leadership ......................................................................................... 3

TOTAL CREDIT HOURS NEEDED FOR GRADUATION: 60

HUM/FA ¹ See the General Education section of this Catalog for electives.

Administrative Professional Technology/
Health Care Office Administration 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)
ADMN 1005 Word ................................................................. 3
ADMN 2910 Medical Terminology I ........................................... 4
ENGL 1010 English Composition I ........................................... 3
MATH 1530 Elementary Probability & Statistics ............................. 3
MGT 2000 Principles of Management ........................................... 3

Semester II (Spring)
ADMN 2621 Excel ...................................................................... 3
ADMN 2921 Medical Terminology II ........................................... 3
ECN 2010 Principles of Economics I ........................................... 4
HUM/FA ¹ Humanities/Fine Arts Elective ......................................... 3
MKT 2420 Customer Service ...................................................... 3

Semester III (Fall)
ACC 2000 Principles of Accounting I ........................................... 3
ADMN 2340 Database & Records Management .............................. 3
ADMN 2450 Communication Media ............................................. 4
ADMN 2940 Medical Insurance Coding ........................................ 3
SPH 2100 Public Speaking .......................................................... 3

Semester IV (Spring)
ADMN 2010 Office Proficiency Assessment & Certification ................................. 1
ADMN 2925 Medical Practicum ..................................................... 3
ADMN 2945 Insurance Billing & Coding ........................................... 3
ADMN 2950  Health Care Insurance Survey.......................... 3
MGT 2030  Team Leadership............................................. 3

TOTAL CREDIT HOURS NEEDED FOR GRADUATION:  61

HUM/FA 1 See the General Education section of this Catalog for electives.

BUSINESS ADMINISTRATION


Program description. The Business Administration program encompasses related disciplines in these general concentrations: Computer Accounting, Culinary Arts, 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. 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.

Typical job opportunities: Staff accountant, accounts payable technician, accounts receivable analyst, payroll technician, income tax preparer

Culinary Arts. The Culinary Arts concentration is designed to provide skills and hone the abilities of graduates so they will be able to succeed in the food and beverage segment of the hospitality industry. Practical applications of cooking theories and principles are stressed in conjunction with basic managerial applications. Courses include work-related experiences to supplement classroom knowledge, including an intense internship. Graduates can work within the select food segment or opt to go the route of an entrepreneur.

Typical job opportunities: Opportunities fall within all areas of the chef’s brigade, which ranges from station chef to sous chef and beyond. Some graduates will seek to become chefs at varied levels, while others will practice a distinct specialty.

Hospitality. 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.
**Typical job opportunities:** Associate manager, small-business operator, assistant manager, functional assistant manager

**Management.** 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.

**Typical job opportunities:** Team leader, supervisor, human resources assistant, small-business manager/owner, management trainee, branch manager

**Marketing.** 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 is essential, but the program’s emphasis is on practical applications. Courses incorporate realistic projects, case analyses, simulations, presentations, teamwork and internship opportunities.

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

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

**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:** Business and Computer Technology, (865) 694-6656

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**Business Administration/Computer Accounting 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</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I (Fall)</td>
<td>ACC 2000</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
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<tr>
<td></td>
<td>BUSN 1211</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
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<td>II (Spring)</td>
<td>ACC 2030</td>
<td>Principles of Accounting II</td>
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<td>ACC 2410</td>
<td>Income Taxation</td>
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<td>Principles of Economics I</td>
<td>4</td>
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<tr>
<td></td>
<td>ADMN 2621</td>
<td>Excel</td>
<td>3</td>
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<td>Public Speaking</td>
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<td>III (Fall)</td>
<td>ACC 2215</td>
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<td>ACC 2360</td>
<td>Cost Accounting</td>
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<td></td>
<td>ACC 2500</td>
<td>Payroll &amp; Internal Control</td>
<td>3</td>
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<td></td>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
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<td>MGT 2000</td>
<td>Principles of Management</td>
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<td>IV (Spring)</td>
<td>ACC 2220</td>
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<td>ACC 2530</td>
<td>Accounting Systems</td>
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<td>ACC 2571</td>
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**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** 61

HUM/FA 1 See the General Education section of this Catalog for electives.

### Business Administration/Culinary Arts 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>
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<th>Semester</th>
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<th>Course Name</th>
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<td>CULN 1100</td>
<td>Kitchen Skills II</td>
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<td>Kitchen Skills III</td>
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<td></td>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td></td>
<td>HSP 1400</td>
<td>Safety &amp; Sanitation</td>
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<td></td>
<td>HSP 1420</td>
<td>Nutrition for Culinary Arts</td>
<td>3</td>
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<tr>
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<td>SPH 2100</td>
<td>Public Speaking</td>
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**Semester II (Spring)**

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<td>Kitchen Skills IV</td>
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<td>CULN 1400</td>
<td>Garde Manger I</td>
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<td>Garde Manger II</td>
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<td>ECN 2010</td>
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<td>HSP 2250</td>
<td>Professional Catering</td>
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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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**Semester III (Fall)**

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<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1211</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CULN 2000</td>
<td>International Cooking</td>
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<tr>
<td>CULN 2100</td>
<td>Breakfast Cookery</td>
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<tr>
<td>HSP 2300</td>
<td>Food &amp; Beverage Operation</td>
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<td>HUM/FA 1</td>
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**Semester IV (Spring)**

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<td>CULN 2300</td>
<td>Baking II</td>
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<td>CULN 2500</td>
<td>Culinary Internship</td>
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<td>HSP 2075</td>
<td>Purchasing &amp; Cost Control</td>
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<td>MKT 2200</td>
<td>Principles of Marketing</td>
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**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** 61

**Business Administration/Hospitality 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>
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<tr>
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<tr>
<td>HSP 1200</td>
<td>Introduction to Hospitality</td>
<td>3</td>
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<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>BUSN 1211</td>
<td>Introduction to Software Applications</td>
<td>3</td>
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<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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**Semester II (Spring)**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ECN 2010</td>
<td>Principles of Economics I</td>
<td>4</td>
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<tr>
<td>HSP 2260</td>
<td>Hotel Operations</td>
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<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2030</td>
<td>Team Leadership</td>
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Semester III (Fall)
ACC 2000  Principles of Accounting I ......................... 3
HSP 2  Hospitality Elective ........................................ 3
HSP 2220  Tourism & Travel ....................................... 4
HSP 2300  Food & Beverage Operation ......................... 3
MGT 2050  Human Resources ....................................... 3

Semester IV (Spring)
HSP 2075  Purchasing & Cost Control ......................... 4
MGT 2240  Business Capstone ..................................... 3
HSP 2320  Quantity Food Production ......................... 3
HSP 2950  Hospitality Internship ................................. 3

TOTAL CREDIT HOURS NEEDED FOR GRADUATION: 60

HUM/FA  See the General Education section of this Catalog for electives.

HSP  Elective to be chosen from any HSP course not listed as a requirement for Hospitality students.

Business Administration/Management 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
MGT 2000  Principles of Management ...................... 3
MKT 2200  Principles of Marketing ......................... 3
BUSN 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/FA 1** 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

HUM/FA 1 See the General Education section of this Catalog for electives.

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**Business Administration/Marketing 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
- **MGT 2000** Principles of Management .....................................3
- **MKT 2200** Principles of Marketing .........................................3
- **MKT 2420** Customer Service ................................................3
- **BUSN 1211** Introduction to Software Applications ..............3

#### Semester II (Spring)
- **ACC 2000** Principles of Accounting I ....................................3
- **MKT 2210** Marketing Trends ................................................1
- **MKT 2500** Services Marketing ..............................................3
- **SPH 2100** Public Speaking ....................................................3
- **WEB 1600** Web Page Design: Introduction to Web Technology ....3

#### Semester III (Fall)
- **ADV 2500** Advertising & Promotion .......................................3
- **ECN 2010** Principles of Economics I ....................................4
- **MATH 1530** Elementary Probability & Statistics ..................3
- **MKT 2260** Marketing Information ..........................................3
- **MKT 2450** E-Commerce ........................................................3

#### Semester IV (Spring)
- **FIN 2000** Financial Management ..........................................3
- **HUM/FA 1** Humanities/Fine Arts Elective ............................3
- **MGT 2240** Business Capstone .............................................3
- **MKT 2471** Marketing Internship ...........................................3
- **MKT 2570** Sales/Event Marketing ..........................................4

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** 60
See the General Education section of this Catalog for electives.

CIVIL ENGINEERING TECHNOLOGY
(SEE ENGINEERING TECHNOLOGY)

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY


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

Networking and Communications Systems. 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. The Programming concentration equips students for employment in a programming-intensive environment. Areas of emphasis include programming languages such as Visual Basic, Java and C#.

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, security administration technician, network engineer/administrator, technical support specialist, systems engineer/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 that 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 that are up-to-date and real-world and that represent current trends in the employment field.

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

XI. Develop specific skills, understanding and knowledge that can be used at four-year colleges/universities and that can be applied to higher levels of learning.

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

Contact: Business and Computer Technology, (865) 694-6656

Computer Science and Information Technology/Database Design and Development Concentration—Courses and Course Sequence

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

Semester I (Fall)
CSIT 1110 Introduction to Information Technology ..........4
CSIT 1510 Introduction to Programming Using Java .......4
ENGL 1010 English Composition I ........................3
HUM/FA ¹ Humanities/Fine Arts Elective ..................3
SPH 2100 Public Speaking ..................................3

Semester II (Spring)
ECN 2010 Principles of Economics I .......................4
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSIT 1520</td>
<td>Advanced Java Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1810</td>
<td>Introduction to Database Design</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
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**Semester III (Fall)**

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BA 2</td>
<td>Business Administration Electives</td>
<td>6</td>
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<tr>
<td>CSIT 2425</td>
<td>SQL Applications Using Oracle</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 2820</td>
<td>Machine Organization</td>
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**Semester IV (Spring)**

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<tr>
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<th>Course Title</th>
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<tr>
<td>CSIT 2445</td>
<td>Oracle Application Development</td>
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<tr>
<td>or CSIT 2465</td>
<td>Database Application Development</td>
<td>4</td>
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<tr>
<td>CSIT 2550</td>
<td>Advanced Database Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 2810</td>
<td>Systems Analysis &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 2911</td>
<td>Computer Science &amp; Information Technology Internship</td>
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</table>

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:**  61

HUM/FA 1  See the General Education section of this Catalog for electives.

BA 2 Electives to be chosen from BUSN 2500 or any ACC, FIN, MGT, MKT courses.

**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.

**Semester I (Fall)**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
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<tr>
<td>CSIT 1710</td>
<td>A+ Computer Hardware</td>
<td>4</td>
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<tr>
<td>CSIT 1720</td>
<td>A+ Computer Software</td>
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<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
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**Semester II (Spring)**

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<tr>
<td>CSIT 1730</td>
<td>Networking Fundamentals</td>
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<tr>
<td>CSIT 1740</td>
<td>Windows Professional</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>
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**Semester III (Fall)**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 2</td>
<td>Business Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 2750</td>
<td>Routing/Switching Configuration</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 2770</td>
<td>Wireless Technology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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</table>
SPH 2100 Public Speaking .................................................3

Semester IV (Spring)
CSIT 2710 Windows Server .................................................4
CSIT 2720 Network Security ..................................................3
CSIT 2911 Computer Science & Information Technology Internship .................................................3
ECN 2010 Principles of Economics I .................................4

TOTAL CREDIT HOURS NEEDED FOR GRADUATION: 61

HUM/FA 1 See the General Education section of this Catalog for electives.
BA 2 Electives to be chosen from BUSN 2500 or any ACC, FIN, MGT, MKT courses.

Computer Science and Information Technology/ Programming Concentration—Courses and Course Sequence

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

Semester I (Fall)
CSIT 1110 Introduction to Information Technology ......4
CSIT 1510 Introduction to Programming Using Java ......4
ENGL 1010 English Composition I .................................3
HUM/FA 1 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 2 Business Administration Elective .........................3
CSIT 3 Computer Science & Information Technology Application Elective .........................4
CSIT 4 Computer Science & Information Technology Programming Elective .........................4
CSIT 2820 Machine Organization .................................4

Semester IV (Spring)
BA 2 Business Administration Elective .........................3
CSIT 4 Computer Science & Information Technology Programming Elective .........................4
EARLY CHILDHOOD EDUCATION

Program description. Early Childhood Education prepares the student for the field of child care and early education. The program consists of study of both educational theory and the practical application of learning, thus preparing early education professionals to work effectively with infants, toddlers, preschoolers, and primary age children. After successfully completing the ECEd program, the graduate will be equipped with the knowledge and skills to deliver appropriate programming for children birth to age nine and their families. Students who obtain a degree in early childhood education are considered “highly qualified” by federal standards and have an advantage when seeking employment. NOTE: To become licensed as a teacher in public schools in the state of Tennessee, students must complete a four-year degree in teacher education and obtain state licensure.

Degree: Associate of Applied Science (A.A.S.). The A.A.S. degree in Early Childhood Education requires a total of 60 hours and a grade of C in all 38 hours of Early Childhood courses.

Further educational opportunities. Following completion of an A.A.S. degree from Pellissippi State, students may complete a bridge program of additional courses and transfer to East Tennessee State University to pursue a four-year non-licensure or licensure (PreK-3) degree. Students in the licensure program will be qualified to teach in prekindergarten through third grade. Another option for students interested in a four-year degree and teacher licensure is to pursue an Associate of Science or Associate of Arts degree with emphasis in Early Childhood Education at Pellissippi State. These degrees do not prepare the student for immediate employment in child care but are intended for direct transfer into a bachelor’s degree program. Pellissippi State currently has agreements with ETSU and Carson-Newman College that allow direct transfer. Students should consult an advisor at Pellissippi State to become familiar with requirements of the transfer programs.

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 teacher, family child-care center teacher

Educational objectives. Graduates of the ECEd program should

I. Be prepared for job entry or career advancement in the child-care field.

II. Use appropriate verbal and written communication skills.

III. Demonstrate understanding of fundamental child development principles that promote positive outcomes for children from birth to age 9.

IV. Apply on-the-job principles of good work habits, ethical standards and professionalism.

Contact: Natural and Behavioral Sciences, (865) 694-6685

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)

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<td>ECEd 1010</td>
<td>Orientation to Early Childhood Education</td>
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<td>ECEd 2010</td>
<td>Safe, Healthy Learning Environments</td>
<td>3</td>
</tr>
<tr>
<td>ECEd 2130</td>
<td>Initial Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>MATH 1</td>
<td>Mathematics Elective</td>
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Semester II (Spring)

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<tr>
<td>ECEd 2015</td>
<td>Early Childhood Curriculum</td>
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<tr>
<td>ECEd 2020</td>
<td>Infant, Toddler, Child Development</td>
<td>3</td>
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<tr>
<td>ECEd 2</td>
<td>Early Childhood Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>NS 1</td>
<td>Natural Sciences Elective</td>
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Semester III (Fall)

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<th>Course Title</th>
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<tr>
<td>ECEd 2040</td>
<td>Family Dynamics &amp; Community Involvement</td>
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<td>ECEd 2060</td>
<td>Development of Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>ECEd 2080</td>
<td>Language &amp; Literacy Development in Early Childhood</td>
<td>3</td>
</tr>
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<td>ECEd 2</td>
<td>Early Childhood Education Elective</td>
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<tr>
<td>ADMN 1005</td>
<td>Word</td>
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<tr>
<td>or BUSN 1211</td>
<td>Introduction to Software Applications</td>
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Semester IV (Spring)

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ECEd 2070</td>
<td>Developmental Assessment</td>
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</tr>
<tr>
<td>ECEd 2160</td>
<td>Final Practicum</td>
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</tbody>
</table>
ECEd 2  Early Childhood Education Elective ............... 3
HUM/FA 1  Humanities/Fine Arts Elective ................. 3
SBS 1  Social/Behavioral Sciences Elective ........... 3-4

TOTAL CREDIT HOURS NEEDED FOR GRADUATION:  60

MATH/NS/SBS/HUM/FA 1
See General Education section of this Catalog for electives.

ECEd 2  Electives to be chosen from ECEd 2030, 2050, 2090, 2100, 2110, 2120, 2230.

ELECTRICAL ENGINEERING TECHNOLOGY
(SEE ENGINEERING TECHNOLOGY)

ENGINEERING TECHNOLOGY


Civil Engineering. The Civil Engineering concentration 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.

Typical job opportunities (depending on the student’s choice of option within the Civil Engineering concentration): plans reviewer or building inspector, architectural drafter, construction site manager, construction supervisor, junior estimator, materials lab technician, engineering field representative, junior bridge inspector, field layout person, survey instrument person and GIS technician

Electrical Construction Management. The Electrical Construction Management concentration is designed to train individuals to function effectively as assistants to general contractors or independently as electrical mechanics and contractors. The concentration prepares electrical workers to run jobs and 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 or construction team. Electrical construction management workers acquire a general education background, including mathematics and science, while studying electricity and electronics and associated technical applications.

IBEW articulation. Students who have completed or are currently enrolled in the IBEW Inside Wireman Program or any U.S. Department of Labor Electrical Apprenticeship may receive 30 semester hours credit toward an A.A.S. degree in Engineering Technology or General Technology with an Electrical Construction Management concentration. To inquire about degree options, contact Pellissippi State’s Engineering and Media
Technologies Department, (865) 694-6483, or the National Joint Apprenticeship and Training Committee main office, (301) 715-2300.

**Typical job opportunities:** Electrical construction worker, construction manager, electrical maintenance worker, construction cost estimator, instrument technician, manufacturing maintenance technician, plant maintenance manager, service technician, systems application technician

**Electrical Engineering.** The Electrical Engineering concentration is designed to train individuals to function effectively as assistants to electrical engineers or independently as electrical/electronics technicians. The concentration 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.

**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

**Industrial Automation.** The Industrial Automation concentration prepares students for a future in modern manufacturing control systems with courses related to the design, application, and maintenance of industrial process controls, robotics, and automated manufacturing cells. Emphasis is placed on developing knowledge and skills in electrical and electronic circuits, AC and DC motors, robotics, motion control, instrumentation, data acquisition, programmable logic and computer-based controllers, fluid power applications, and applied mechanics. In addition, courses place emphasis on safety, teamwork, communications skills and efficient work practices.

**Typical job opportunities:** Instrumentation technician, automation design technician, installation and service technician, engineering assistant, production assistant, maintenance technician

**Industrial Maintenance.** The Industrial Maintenance concentration prepares students for careers in large manufacturing companies as multicraft, industrial machinery maintenance and repair technicians. The concentration integrates electrical and mechanical elements, including print reading, computers, machine shop practices, fluid power applications, mechanical power transmission, preventive maintenance, industrial electricity and electronics fundamentals, AC and DC motors, robotics and motion controls, and programmable logic controllers (PLCs). In addition, courses place emphasis on safety, teamwork, communications skills and efficient work practices.

**Typical job opportunities:** Industrial machinery maintenance, industrial machinery repair, plant maintenance, commercial maintenance and machinery installation and testing

**Manufacturing.** The Manufacturing concentration prepares students for challenging careers in computer-assisted methods of manufacturing. Areas of
emphasis include manufacturing processes, machine shop practices, computer-based component programming, CNC machining (milling and turning), computer-aided drafting and design, geometric dimensioning and tolerancing (GD&T), and computer-assisted measuring (CMM). In addition, courses place emphasis on safety, teamwork, communications skills and efficient work practices.

**Typical job opportunities:** CNC machine programmer/operator, manufacturing engineering technician, production assistant, CMM programmer/operator, project management assistant and technical sales

**Mechanical Engineering.** The “traditional” Mechanical Engineering concentration offers students a broad spectrum of knowledge and skills related to mechanical component and system design. Areas of emphasis include materials, material testing, machine shop practices, manufacturing processes, fluid mechanics with power applications, applied mechanics, electrical fundamentals and computer-aided drafting and design. In addition, courses place emphasis on safety, teamwork, communications skills and efficient work practices.

**Typical job opportunities:** Mechanical engineering technician, engineering assistant, mechanical designer, plant engineering technician, project management assistant, engineering materials lab technician and technical sales

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

**Educational objectives.** Upon completion of an Engineering Technology program concentration, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Apply basic engineering theories and concepts creatively to analyze and solve technical problems.

II. Utilize with a high degree of knowledge and skill equipment, instruments, software, and technical reference materials currently used in industry.

III. Communicate effectively using developed writing, speaking, and graphics skills.

IV. Assimilate and practice the concepts and principles of good work ethics as an individual and in a team environment.

V. Obtain employment within the discipline or matriculate to a four-year program in engineering or industrial technology

**Contact:** Engineering and Media Technologies, (865) 694-6483

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**Engineering Technology/Civil Engineering Concentration—Courses and Course Sequence**

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

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**Semester I (Fall)**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CET 1</td>
<td>Guided Elective</td>
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<tr>
<td>ENGT 1010</td>
<td>Engineering Technology Technical Communication</td>
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<td>ENGT 1100</td>
<td>Fundamentals of Technical Drawing</td>
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<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>CET 1</td>
<td>Guided Mathematics Elective</td>
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**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURV 1550</td>
<td>Surveying Principles W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>SBS 2</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>CET 1</td>
<td>Guided Electives</td>
<td>6-9</td>
</tr>
</tbody>
</table>

**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM/FA 2</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>CET 1</td>
<td>Guided Electives</td>
<td>10-15</td>
</tr>
</tbody>
</table>

**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1</td>
<td>Guided Electives</td>
<td>6-11</td>
</tr>
<tr>
<td>ENGT 2995</td>
<td>Engineering Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2010</td>
<td>Noncalculus Based Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** **60**

CET 1 Students planning to pursue a career in **architectural design technology** need to take the following electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1010</td>
<td>Construction Methods</td>
<td>4</td>
</tr>
<tr>
<td>CET 1022</td>
<td>Construction Materials W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CET 2012</td>
<td>Cost Estimating W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CET 2021</td>
<td>Project Scheduling W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>CET 2310</td>
<td>Mechanical Systems I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CID 1210</td>
<td>Architectural Drawing W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CID 2112</td>
<td>Architectural 3D Modeling W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CID 2150</td>
<td>Advanced AutoCAD W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1720</td>
<td>Precalculus Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>

Students planning to pursue a career in **construction technology** need to take the following electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1010</td>
<td>Construction Methods</td>
<td>4</td>
</tr>
<tr>
<td>CET 1022</td>
<td>Construction Materials W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CET 2012</td>
<td>Cost Estimating W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CET 2021</td>
<td>Project Scheduling W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>CET 2070</td>
<td>Civil Engineering Special Topics</td>
<td>1-3</td>
</tr>
<tr>
<td>CET 2310</td>
<td>Mechanical Systems I W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>EET 2655</td>
<td>Applied Electricity</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1720</td>
<td>Precalculus Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MET 1040</td>
<td>Applied Statics</td>
<td>3</td>
</tr>
<tr>
<td>MET 1050</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
</tbody>
</table>
Students planning to pursue a career in **surveying** need to take the following electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1910</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>SURV 2200</td>
<td>Fundamentals of Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>SURV 2210</td>
<td>Cartography</td>
<td>3</td>
</tr>
<tr>
<td>SURV 2260</td>
<td>Civil 3D Land Development Concepts...</td>
<td>3</td>
</tr>
<tr>
<td>SURV 2317</td>
<td>Advanced GIS</td>
<td>3</td>
</tr>
<tr>
<td>SURV 2510</td>
<td>Advanced Surveying W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>SURV 2520</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SURV 2560</td>
<td>Geodetic Surveying</td>
<td>4</td>
</tr>
<tr>
<td>SURV 2567</td>
<td>Positioning With GPS</td>
<td>3</td>
</tr>
<tr>
<td>SURV 2730</td>
<td>Surveying Hydrology</td>
<td>4</td>
</tr>
</tbody>
</table>

SBS/HUM/FA ²

See the General Education section of this Catalog for electives.

**Engineering Technology/Electrical Construction Management 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>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1001</td>
<td>Introduction to Electrical Engineering Technology</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>ENGT 1010</td>
<td>Engineering Technology Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH ¹</td>
<td>Mathematics Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</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>EET 1055</td>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 1410</td>
<td>Electrical Safety Codes</td>
<td>1</td>
</tr>
<tr>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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</tbody>
</table>

**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2021</td>
<td>Project Scheduling W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>EET 2655</td>
<td>Applied Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 1100</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>ET 2</td>
<td>Engineering Technology Elective</td>
<td>3</td>
</tr>
<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
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</tbody>
</table>

**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2012</td>
<td>Cost Estimating W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 2920</td>
<td>Programmable Controllers</td>
<td>2</td>
</tr>
<tr>
<td>EET 2940</td>
<td>Alternative Energy Conversions</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 2995</td>
<td>Engineering Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>SBS 1</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** 60

**MATH/HUM/FA/SBS 1**

See the General Education section of this Catalog for electives.

**ET 2** Elective must be approved by an Engineering Technology advisor.

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**Engineering Technology/Electrical Engineering Concentration—Courses and Course Sequence**

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

**Semester I (Fall)**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1001</td>
<td>Introduction to Electrical Engineering Technology</td>
<td>1</td>
</tr>
<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>EET 1</td>
<td>Electrical Engineering Technology Elective</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 1010</td>
<td>Engineering Technology Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1710</td>
<td>Precalculus Algebra</td>
<td>3</td>
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</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1210</td>
<td>Active Devices I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 1055</td>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 1</td>
<td>Electrical Engineering Technology Elective</td>
<td>1</td>
</tr>
<tr>
<td>MATH 1720</td>
<td>Precalculus Trigonometry</td>
<td>3</td>
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</table>

**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 2430</td>
<td>Robotics &amp; Automation</td>
<td>3</td>
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<tr>
<td>EET 2235</td>
<td>Instrumentation Technology</td>
<td>3</td>
</tr>
<tr>
<td>EET 1</td>
<td>Electrical Engineering Technology Elective</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 1100</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2010</td>
<td>Noncalculus Based Physics I</td>
<td>4</td>
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</table>
### Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 2995</td>
<td>Engineering Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>EET 2920</td>
<td>Programmable Controllers</td>
<td>2</td>
</tr>
<tr>
<td>EET 1</td>
<td>Electrical Engineering Technology Elective</td>
<td>4</td>
</tr>
<tr>
<td>SBS 2</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>HUM/FA 3</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** 60

EET 1  Electives may be chosen from EET 1410, 1715, 2655, 2900, 2910, 2940 or as approved by an EET advisor.

SBS 2  Electives may be chosen from ECN 2010; POL 1010; PSY 1010; SOC 1010, 1020.

HUM/FA 3  Electives may be chosen from ART 1720, 1730; MUS 1030; PHIL 1030, 2400; THEA 1030.

### Engineering Technology/Industrial Automation 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>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>EET 1715</td>
<td>Microcomputer Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 1010</td>
<td>Engineering Technology Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1710</td>
<td>Precalculus Algebra</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>EET 1055</td>
<td>Industrial Electricity</td>
<td>3</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>EET 2910</td>
<td>Data Acquisition &amp; Control</td>
<td>2</td>
</tr>
<tr>
<td>MATH 1720</td>
<td>Precalculus Trigonometry</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>EET 2235</td>
<td>Instrumentation Technology</td>
<td>3</td>
</tr>
<tr>
<td>EET 2430</td>
<td>Robotics &amp; Automation</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 1100</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>MET 1022</td>
<td>Shop Practices W/Lab</td>
<td>3</td>
</tr>
<tr>
<td>MET 2022</td>
<td>Fluid Mechanics &amp; Power Applications W/Lab</td>
<td>3</td>
</tr>
</tbody>
</table>
Semester IV (Spring)
EET 2920 Programmable Controllers ...................2
ENGT 2995 Engineering Technology Capstone ..........3
MET 2700 CNC Milling .........................................4
SOC 1010 General Sociology
or SOC 1020 Social Problems & Social Change ..........3
PHIL 2400 Introduction to Ethics ............................3

TOTAL CREDIT HOURS NEEDED FOR GRADUATION: 60

Engineering Technology/Industrial Maintenance
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)
EET 1012 Electrical Circuits I W/Lab .....................3
ENGL 1010 English Composition I ........................3
ENGT 1010 Engineering Technology Technical
Communication .................................................3
MATH 1710 Precalculus Algebra ..............................3
MET 1022 Shop Practices W/Lab ............................3

Semester II (Spring)
EET 1055 Industrial Electricity ...............................3
EET 1210 Active Devices I W/Lab .........................4
MATH 1720 Precalculus Trigonometry .....................3
MET 2065 Welding Methods & Practices .................3
MET 1060 Maintenance Printreading
Applications W/Lab ............................................3

Semester III (Fall)
EET 2235 Instrumentation Technology .................3
EET 2430 Robotics & Automation .........................3
ENGT 1100 Fundamentals of Technical Drawing W/Lab..3
MET 2022 Fluid Mechanics & Power Applications
W/Lab ..............................................................3
MET 2030 Machine Elements W/Lab ........................3

Semester IV (Spring)
EET 2920 Programmable Controllers ...................2
ENGT 2995 Engineering Technology Capstone ..........3
MET 2050 Preventive Maintenance & Scheduling .......3
SOC 1010 General Sociology
or SOC 1020 Social Problems & Social Change ..........3
**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)
- **ENGL 1010**  English Composition I  ........................................... 3
- **ENGT 1010**  Engineering Technology Technical
  Communication................................................................. 3
- **ENGT 1100**  Fundamentals of Technical Drawing W/Lab........ 3
- **MATH 1710**  Precalculus Algebra........................................ 3
- **MET 1022**  Shop Practices W/Lab........................................ 3

### Semester II (Spring)
- **MATH 1720**  Precalculus Trigonometry ................................. 3
- **MET 1012**  Materials & Manufacturing Processes.............. 4
- **MET 2310**  Geometrics & Coordinate Measuring ................. 4
- **MET 2700**  CNC Milling.................................................... 4

### Semester III (Fall)
- **EET 1012**  Electrical Circuits I W/Lab............................ 3
- **MET 1040**  Applied Statics............................................... 3
- **MET 2720**  CNC Turning.................................................... 4
- **PHYS 2010**  Noncalculus Based Physics I....................... 4

### Semester IV (Spring)
- **ENGT 2995**  Engineering Technology Capstone................. 3
- **MET 1050**  Strength of Materials..................................... 3
- **MET 2742**  Advanced CNC Machining................................. 4
- **SOC 1010**  General Sociology
- **or SOC 1020**  Social Problems & Social Change.............. 3
- **PHIL 2400**  Introduction to Ethics...................................... 3

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION: 60**

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

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

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**TOTAL CREDIT HOURS NEEDED FOR GRADUATION: 60**

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146
Semester I (Fall)
ENGL 1010  English Composition I ..............................................3
ENGT 1010  Engineering Technology Technical
            Communication.....................................................3
ENGT 1100  Fundamentals of Technical Drawing W/Lab....3
MATH 1710  Precalculus Algebra ............................................3
MET 1022  Shop Practices W/Lab........................................3

Semester II (Spring)
MATH 1720  Precalculus Trigonometry.................................3
MET 1012  Materials & Manufacturing Processes...........4
MET 1040  Applied Statics ..................................................3
MET 2022  Fluid Mechanics & Power Applications
            W/Lab.................................................................3
PHIL 2400  Introduction to Ethics ......................................3

Semester III (Fall)
EET 1012  Electrical Circuits I W/Lab.................................3
MET 1050  Strength of Materials .........................................3
MET 2310  Geometrics & Coordinate Measuring .............4
PHYS 2010  Noncalculus Based Physics I .........................4

Semester IV (Spring)
ET 1  Engineering Technology Elective ............................4
EET 2920  Programmable Controllers .................................2
ENGT 2995  Engineering Technology Capstone .................3
MET 2026  Applied Mechanics ............................................3
SOC 1010  General Sociology or
          or SOC 1020  Social Problems & Social Change ........3

TOTAL CREDIT HOURS NEEDED FOR GRADUATION:       60
ET 1  Elective to be chosen from CET 2012, 2021; EET 1055, 2940;
      ENS 1510, 1520, 2021, 2310; MET 1060, 2610, 2700, 2720.

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 use 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, General Technology 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 certificates of credit from Pellissippi State may apply as credit toward a General Technology degree.

**Articulation from Tennessee Technology Centers to Pellissippi State.** A student who has completed a diploma program at a Tennessee Technology Center 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 in Transitional Studies as indicated by the appropriate placement test. (4) The student must 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 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. These courses in the apprenticeship program may be used for articulation: 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 U.S. Department of Labor Electrical Apprenticeship may receive 30 semester hours credit toward an A.A.S. degree in Engineering Technology or General Technology with an Electrical Construction Management concentration. To inquire about degree options, contact Pellissippi State’s Engineering and Media Technologies Department, (865) 694-6483, or the National Joint Apprenticeship and Training Committee main office, (301) 715-2300.

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

**Typical job opportunities:** 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 Administration core), technician (varied technical fields), or clerk/receptionist (Administrative Professional Technology core).

**Contact(s):** Business and Computer Technology, (865) 694-6656; Engineering and Media Technologies, (865) 694-6483
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)**
- BA 1
- COMP 2
- ENGL 1010
- MAJOR 3

**Semester II (Spring)**
- ENGL 2950 or ENGL 1020
- MAJOR 3
- MATH/NS 4
- SBS 4

**Semester III (Fall)**
- ELEC 5
- HUM/FA 4
- MAJOR 3
- SPH 2100

**Semester IV (Spring)**
- ELEC 5
- MAJOR 3

TOTAL CREDIT HOURS NEEDED FOR GRADUATION: 60

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 1</td>
<td>Elective to be chosen from any ACC, ADV, FIN, MGT, MKT courses.</td>
</tr>
<tr>
<td>COMP 2</td>
<td>Course to be chosen from CGT 1030, ENGT 1100, any CSIT, ENGT 1010, any ADMN (except ADMN 1100), VPT 1030.</td>
</tr>
<tr>
<td>MAJOR 3</td>
<td>Student will meet with an assigned advisor to develop individualized sequence of courses.</td>
</tr>
<tr>
<td>MATH/NS/SBS/HUM/FA 4</td>
<td>See the General Education section of this Catalog for electives.</td>
</tr>
<tr>
<td>ELEC 5</td>
<td>Electives to be approved by the appropriate dean.</td>
</tr>
</tbody>
</table>

INTERIOR DESIGN TECHNOLOGY

**Program description.** The Interior Design Technology 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:** Engineering and Media Technologies, (865) 694-6483

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

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

**Semester I (Fall)**
- ART 1110 2D Design ........................................... 3
- ENGL 1010 English Composition I ........................... 3
- IDT 1105 Interior Design Fundamentals ..................... 3
- IDT 1110 Materials & Finishes ................................ 3
- IDT 1115 Architectural Drafting: Studio I ................. 4

**Semester II (Spring)**
- ART 2950 Intermediate Design & Color ...................... 3
- IDT 1030 History of Interiors .................................. 3
- IDT 1205 Sustainable Design ................................. 3
- IDT 1215 Visual Communication: Studio II .................. 4
- MATH/NS 1 Mathematics/Natural Sciences Elective ...... 3-5

**Semester III (Fall)**
- HUM/FA 1 Humanities/Fine Arts Elective ..................... 3
- IDT 2030 Modern Interiors & Architecture .................. 3
- IDT 2115 Interior Design Presentation: Studio III .......... 4
- IDT 2305 AutoCAD for Interior Design: Studio IV .......... 4

**Semester IV (Spring)**
- GEN ED 2 General Education Elective ......................... 3-5
- IDT 2215 Residential Design: Studio V ....................... 4
- IDT 2605 Methods of Visual Presentation .................... 4
- SBS 1 Social/Behavioral Sciences Elective ............... 3-4

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** 60

**MECHANICAL ENGINEERING TECHNOLOGY**

*(SEE ENGINEERING TECHNOLOGY)*

**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 industry workflows and trends. 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 Certificate Programs section of this Catalog.

**Communication Graphics Technology.** 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.

**Typical job opportunities:** 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.** The Photography concentration is designed to give students a balanced, practical foundation for entering the profession in the digital age. All of the facilities are digital, with industry-standard tools incorporated into the course material. Students are shown the tools and techniques needed to build a foundation for nearly any photography career. Camera mastery, studio portrait and still life lighting, photojournalism, and digital imaging are among the skills developed. Learning these core skill sets allows the aspiring photographers to be able to express themselves more creatively and communicate more effectively through their photography.

**Typical job opportunities:** Freelance photographer/studio owner; corporate or industrial photographer; staff, wedding, portrait, photojournalism, editorial, travel, nature, lifestyle, stock, and education photographer

**Video Production Technology.** 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 equipment and software.) They are offered basic and advanced training in scriptwriting, audio recording and mixing, electronic cinematography and lighting, producing, directing, budgeting and editing. Course content covers the three phases of digital video production.

**Typical job opportunities:** Videographer, editor, video illustrator and production assistant

**Web Technology.** The Web Technology concentration offers hands-on experience in designing Web pages and developing Web sites. Students 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, with many courses
taught in the classroom as well, enabling students to choose the course delivery method best suited to their learning styles.

**Typical job opportunities:** 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:** Engineering and Media Technologies, (865) 694-6483

**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>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1011</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<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>
</tr>
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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>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>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CGT 1911</td>
<td>Portfolio</td>
<td>1</td>
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<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
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**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGT 2005</td>
<td>Digital Graphic Design II</td>
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</tr>
<tr>
<td>CGT 2040</td>
<td>Computer Illustration</td>
<td>3</td>
</tr>
<tr>
<td>CGT 2140</td>
<td>Desktop Publishing</td>
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<tr>
<td>GEN ED 2</td>
<td>General Education Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>MATH/NS 1</td>
<td>Mathematics/Natural Sciences Elective</td>
<td>3-5</td>
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</table>

**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CGT 2105</td>
<td>Digital Graphic Design III</td>
<td>4</td>
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<tr>
<td>MDT 3</td>
<td>Media Technologies Electives</td>
<td>6</td>
</tr>
<tr>
<td>MDT 2998</td>
<td>Media Technologies Internship</td>
<td>2</td>
</tr>
<tr>
<td>SBS 1</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** 60

HUM/FA/MATH/NS/SBS 1

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

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

**MDT 3** Electives to be chosen from CGT 1510, 2045, 2050, 2160, 2240; PHO 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.

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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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1000</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>MDT 1000</td>
<td>Introduction to Media Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH/NS 1</td>
<td>Mathematics/Natural Sciences Elective</td>
<td>3-5</td>
</tr>
</tbody>
</table>
### Semester II (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1100</td>
<td>Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1700</td>
<td>Introduction to Studio Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2010</td>
<td>Digital Imaging &amp; Workflow</td>
<td>3</td>
</tr>
<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective (ART 1730 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>SBS 1</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>PHO 1890</td>
<td>Photography Portfolio I</td>
<td>1</td>
</tr>
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</table>

### Semester III (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 2</td>
<td>Core Photography Requirements (2)</td>
<td>6</td>
</tr>
<tr>
<td>PHO 2060</td>
<td>Advanced Digital Imaging Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MDT 3</td>
<td>Media Technologies Elective</td>
<td>3</td>
</tr>
<tr>
<td>GEN ED 4</td>
<td>General Education Elective</td>
<td>3-5</td>
</tr>
</tbody>
</table>

### Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 2</td>
<td>Core Photography Requirement</td>
<td>3</td>
</tr>
<tr>
<td>PHO 5</td>
<td>Photography Elective</td>
<td>3</td>
</tr>
<tr>
<td>MDT 2800</td>
<td>Professional Practices</td>
<td>3</td>
</tr>
<tr>
<td>MDT 2998 †</td>
<td>Media Technologies Internship</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2890 †</td>
<td>Photography Portfolio II</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** 60

MATH/NS/HUM/FA/SBS 1

See the General Education section of this Catalog for electives.

CORE 2

Requirement to be chosen from PHO 2200, 2300 or 2400, with the order based on students’ career needs and interests. All courses require prerequisites. All core requirements must be passed in order to graduate.

MDT 3

Elective to be chosen from an unduplicated course: CGT 1105, 1950; PHO 1200, 2100, 2500; VPT 1045, VPT 1220; WEB 1600 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.

GEN ED 4

Elective to be chosen from one unduplicated course in the categories of Communication, Humanities/Fine Arts, Mathematics/Natural Sciences or Social/Behavioral Sciences in the General Education section of this Catalog. Students should check with advisor for relevant electives.

PHO 5

Elective to be chosen from an unduplicated course: COM 1500; JOU 2000, 2030; MKT 2200; PHO 1200, 2100, 2500, 2700, 2950 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.

†

It is recommended that capstone courses be taken in the final
semester for students completing the sequence in four semesters. Those students completing the sequence in more than four semesters should consider enrolling in capstone courses in the fall semester prior to graduation.

**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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I 3</td>
</tr>
<tr>
<td>MDT 1000</td>
<td>Introduction to Media Technologies 3</td>
</tr>
<tr>
<td>VPT 1030</td>
<td>Introduction to Desktop Video/Audio 3</td>
</tr>
<tr>
<td>VPT 1045</td>
<td>Technical Video Production 3</td>
</tr>
<tr>
<td>VPT 1090</td>
<td>Campus Broadcast I: Studio Operations 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective 3</td>
</tr>
<tr>
<td>VPT 1015</td>
<td>Sound Production 3</td>
</tr>
<tr>
<td>VPT 1210</td>
<td>Video Editing 4</td>
</tr>
<tr>
<td>VPT 1400</td>
<td>Scriptwriting for Mass Media 3</td>
</tr>
<tr>
<td>VPT 1500</td>
<td>Campus Broadcast II: Producing &amp; Directing for TV 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN ED 2</td>
<td>General Education Elective 3-5</td>
</tr>
<tr>
<td>MATH/NS 1</td>
<td>Mathematics/Natural Sciences Elective 3-5</td>
</tr>
<tr>
<td>MDT 3</td>
<td>Media Technologies Elective 3</td>
</tr>
<tr>
<td>VPT 2330</td>
<td>Budgeted Production 3</td>
</tr>
<tr>
<td>VPT 2500</td>
<td>Campus Broadcast III: Electronic Field Production 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MDT 2998</td>
<td>Media Technologies Internship 2</td>
</tr>
<tr>
<td>MDT 3</td>
<td>Media Technologies Elective 3</td>
</tr>
<tr>
<td>SBS 1</td>
<td>Social/Behavioral Sciences Elective 3-4</td>
</tr>
<tr>
<td>VPT 2770</td>
<td>Documentary Production 3</td>
</tr>
<tr>
<td>VPT 2910</td>
<td>Campus Broadcast IV: Program Production Management 3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS NEEDED FOR GRADUATION:** 60

HUM/FA/MATH/NS/SBS 1
See the General Education section of this Catalog for electives.
GEN ED ² Elective to be chosen from one unduplicated course in the
categories of Communication, Humanities/Fine Arts, Math-
ematics/Natural Sciences or Social/Behavioral Sciences in the
General Education section of this Catalog

MDT ³ Electives to be chosen from CGT 1030, 1950; MDT 2100;
MUS 1300; PHO 1000, 1100, 2060; VPT 1020, 1022, 1050,
1220, 2015, 2016, 2220, 2215, 2400, 2660, 2960; WEB 2120
based on students’ career needs and interests. Electives must
be approved by the student’s advisor or the program coordina-
tor. Some courses may require prerequisites.

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.

Semester I (Fall)
ENGL 1010 English Composition I .........................3
HUM/FA ¹ Humanities/Fine Arts Elective .................3
MDT 1000 Introduction to Media Technologies ........3
WEB 1600 Web Design I: Introduction to Web Technology............................3
MDT 1950 Design for Digital Screens.....................3

Semester II (Spring)
MATH/NS ¹ Mathematics/Natural Sciences Elective ......3-5
MDT 2100 Photoshop Essentials........................3
WEB 2010 Web Design II: Design Fundamentals.......3
WEB 2000 Dreamweaver/Fireworks ......................3
GEN ED ² General Education Elective ..................3-5

Semester III (Fall)
WEB 2220 E-Commerce ....................................3
WEB 2110 Flash ..........................................3
WEB 2300 JavaScript ......................................3
WEB 2350 XML ...........................................3
MDT ³ Media Technologies Elective .....................3
WEB 2703 Adobe Acrobat ................................1

Semester IV (Spring)
WEB 2812 Web Design III: Advanced Site Design ......3
MDT ³ Media Technologies Elective .....................3
WEB 2400 Web Project Management ....................3
MDT 2998 Media Technologies Internship .............1
WEB 2902  Web Team Practicum ................................. 1
SBS 1  Social/Behavioral Sciences Elective .......... 3-4

Total Credit Hours Needed for Graduation: 60

HUM/FA/MATH/NS/SBS 1
See the General Education section of this Catalog for electives. Web Technology students are strongly encouraged to take either ART 1720 or ART 1730 as a Humanities/Fine Arts elective.

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

MDT 3  Electives to be chosen from CGT 1030, 1040; PHO 1000, 2060; VPT 1030, 1220; WEB 2115, 2120, 2401, 2501, 2601, 2700, 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.

Note: Students planning to pursue careers in a Web application developer field need the following electives in the order listed: CSIT 1810, WEB 2603.

NURSING

Program Description. The Nursing program prepares students to enter the workforce with the knowledge, attitude and skills required in professional nursing practice and to contribute to the promotion of health in the community. Graduates are capable of functioning competently at the beginning level of entry into practice. In recognition of the rapid changes in health-care delivery, the program also inculcates the necessity of continued professional growth and development through lifelong learning.

The Nursing program prepares students for careers as registered nurses. Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program has initial approval from the Tennessee Board of Nursing. Full approval by the Tennessee Board of Nursing is contingent upon graduation and successful passing of the NCLEX-RN by the first Nursing class.

Degree: Associate of Applied Science in Nursing (A.A.S.N.)

Educational objectives. After successfully completing the Nursing program, the graduate will be equipped to do the following:

I. Take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), which is required to become a registered nurse.

II. Critically analyze and articulate positions on patient care, communicating effectively and professionally both orally and in writing.
III. Recognize, define and implement appropriate health care for patients; adapt to emerging developments and applications in the nursing field.

IV. Work independently with a network of individuals and function within a work team to facilitate care for individuals and groups of patients with health care needs.

Contact: Nursing Department, (865) 694-6460, www.pstcc.edu/departments/nursing

OFFICE SYSTEMS TECHNOLOGY
(SEE ADMINISTRATIVE PROFESSIONAL TECHNOLOGY)

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, organizing files, conducting legal research and investigations, and managing the office. The Paralegal Studies program offers a core of general education and a core of legal specialty courses designed for paralegals. Although paralegals may not provide legal services directly to the public, except as permitted by 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: Business and Computer Technology, (865) 694-6656
**Paralegal Studies—Courses and Course Sequence**

**Special note:** 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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Semester II (Spring)</th>
<th>Semester III (Fall)</th>
<th>Semester IV (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>LAW 1050 +</td>
<td>ACC 2000</td>
<td>HUM/FA 1</td>
</tr>
<tr>
<td>English Composition I</td>
<td>Legal Writing &amp; Analysis</td>
<td>Principles of Accounting I</td>
<td>Humanities/Fine Arts Elective</td>
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<td>.................................</td>
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<tr>
<td>LAW 1000</td>
<td>LAW 1060 +</td>
<td>LAW 2030 +</td>
<td>LAW 2220 +</td>
</tr>
<tr>
<td>Introduction to Law &amp; Ethics</td>
<td>Legal Research</td>
<td>Property Law</td>
<td>Litigation Skills II</td>
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<td>.................................</td>
<td>.................................</td>
</tr>
<tr>
<td>MATH 1</td>
<td>LAW 2100 +</td>
<td>LAW 2210 +</td>
<td>LAW 2800 +</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>Torts</td>
<td>Litigation Skills I</td>
<td>Legal Internship</td>
</tr>
<tr>
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<td>.................................</td>
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<tr>
<td>BUSN 1211</td>
<td>LAW 2 +</td>
<td>LAW 2300</td>
<td>Law Elective</td>
</tr>
<tr>
<td>Introduction to Software Applications</td>
<td>................................</td>
<td>Contracts &amp; UCC</td>
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<tr>
<td>SPH 2100</td>
<td>ADMN 2700</td>
<td>SBS 1</td>
<td>Social/Behavioral Sciences Elective</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>Legal Terminology &amp; Transcription</td>
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**TOTAL CREDIT HOURS NEEDED FOR GRADUATION: 60**

MATH/SBS/HUM/FA 1

See the General Education section of this Catalog for electives.

LAW 2

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

+ Law specialty course
CERTIFICATE PROGRAMS
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:

- Game & Simulation Design
- Medical Insurance Coding & Reimbursement
- Medical Transcription
- Sound Production
- Surveying
- Video Editing
- Videography

**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 standalone 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 (Core, Advanced Track I, Advanced Track II) 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.**

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDT 1600 *</td>
<td>Game &amp; Simulation Design &amp; Development Introduction</td>
<td>3</td>
</tr>
<tr>
<td>MDT 1620</td>
<td>Game &amp; Simulation Design I</td>
<td>3</td>
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</table>

**Advanced Track Course(s) I**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CGT 2160</td>
<td>3D Modeling &amp; Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Track Course(s) II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td>MDT 2670</td>
<td>Game &amp; Simulation Design in 3D</td>
<td>3</td>
</tr>
<tr>
<td>MDT 2680</td>
<td>Game &amp; Simulation Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 15
The prerequisites/corequisites for MDT 1600 and MDT 2100 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 Administrative Professional Technology–Health Care Office Administration. Courses in each level (Foundation, Core, Advanced Track I, Advanced Track II) 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)**

- ADMN 1005 * Word.................................................................3
- ADMN 1100 ** Keyboarding & Basic Computer Skills ........3
- ADMN 2910 Medical Terminology I ..............................4

**Core Course(s)**

- ADMN 2621 Excel.................................................................3
- ADMN 2921 Medical Terminology II..............................3

**Advanced Track Course(s) I**

- ADMN 2940 Medical Insurance Coding..........................3

**Advanced Track Course(s) II**

- ADMN 2945 Insurance Billing & Coding .........................3
- ADMN 2950 Health Care Insurance Survey .....................3

**TOTAL HOURS REQUIRED:** 19-25

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

** May be waived if student types 28 wpm.

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

**Foundation Course(s)**
- ADMN 1005 * Word.................................................................3
- ADMN 1100 ** Keyboarding & Basic Computer Skills .......3
- ADMN 2910 Medical Terminology I .........................4

**Core Course(s)**
- ADMN 2120 Document Design & Editing .........................3
- ADMN 2921 Medical Terminology II .........................3

**Advanced Track Course(s)**
- ADMN 2932 Medical Reports ..............................................3
- ADMN 2935 Medical Transcription ...............................3

**TOTAL HOURS REQUIRED:** 16-22

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

** May be waived if student types 28 wpm.

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**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 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 1015 Sound Production.............................................3
- VPT 2015 Pro Tools ..........................................................3

**Core Course(s)**
- VPT 2016 Advanced Pro Tools .........................................3
- VPT 2960 Remote Field Production
- or VPT 1022 Guerrilla Filmmaking .................................3

**TOTAL HOURS REQUIRED:** 12

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**SURVEYING**

The Surveying curriculum provides the basic skills needed to enter a career in surveying. Courses are offered both day and night. Normally night sections meet one or two nights each week during the semester. *Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advanc-
ing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

**Foundation Course(s)**
- CET 0100 * Introduction to Surveying.........................3
- SURV 1550 Surveying Principles W/Lab........................4
- SURV 2510 Advanced Surveying W/Lab.........................4

**Core Course(s)**
- SURV 2567 Positioning With GPS.............................3

**Advanced Track Course(s)**
- SURV 2520 Legal Aspects of Surveying.........................3

**TOTAL HOURS REQUIRED:** 14-17
* CET 0100 may be waived at the discretion of the program coordinator with demonstrated competence.

**VIDEO EDITING**

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 Editing certificate covers editing theory using 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)**
- VPT 1015 Sound Production........................................3

**Core Course(s)**
- VPT 1220 Final Cut Pro.............................................3
- VPT 1210 Video Editing.............................................4

**Advanced Track Course(s)**
- VPT 2215 Advanced Editing
  or VPT 2220 Advanced Final Cut Pro.........................3

**TOTAL HOURS REQUIRED:** 13

**VIDEOGRAPHY**

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 Videography certificate provides hands-on training in audio

165
production and motion picture photography. 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>PHO 1000</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1015</td>
<td>Sound Production</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1090</td>
<td>Campus Broadcast I: Studio Operations</td>
<td>3</td>
</tr>
<tr>
<td>VPT 1050</td>
<td>Electronic Cinematography</td>
<td></td>
</tr>
<tr>
<td>or VPT 1022</td>
<td>Guerrilla Filmmaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED:** 12

**HOW TO APPLY FOR CERTIFICATES**

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

- Programs and Services
- Non-credit Course Admission
- Non-credit Information and Policies
- Clayton Performing Arts Center
The mission of Business and Community Services (BCS) is to support economic and community development by providing a wide range of services, training programs, and cultural activities in response to the needs of the community.

No matter what your professional, personal or educational goals, BCS is your training connection for career success or personal development. Our courses are designed to provide practical skills and hands-on training in a targeted, time-limited training environment. Register for only those courses of particular interest, or pursue one of our many professional certificates. We can also customize to meet your company’s specific training and employee development needs.

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/Development Programs.** We offer a wide variety of courses to meet the diverse needs of the community, among them, cultural enrichment or 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.** BCS stands ready to help you manage the rapid changes and new realities of today’s workplace. 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 a customized format. A wide array of CADD (computer-aided design and drafting) courses, including AutoCAD and Microstation, are offered. 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 management, supervision, customer service, team building, conflict resolution and professional examination review, certification, relicensure, Lean manufacturing/Six Sigma, quality/productivity and environmental.

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. 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. BCS is your one-stop provider of training, offering an array of solutions that will enhance your performance—regardless of industry—and generate real results. We work routinely with business and industry experts to deliver the appropriate training that will positively impact your bottom line. 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 generally are offered on site.

Certificate Programs and Business and Industry Specialization. Pellissippi State offers high-quality, short-term training in the form of Certificate Programs and Business and Industry Specalizations (BIS). Individual curricula are designed for working students wanting to gain additional certification or specialization in a particular area. Students wishing to pursue a certificate or BIS should apply for admission as a “special” student and indicate on the application their program of interest. Neither the placement test nor academic development courses are required. Students pursuing a certificate or BIS in conjunction with a degree program must meet admission requirements for the degree program. All courses for a certificate or BIS must be taken for credit.

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, Blount County Chamber of Commerce, West Knoxville/Farragut Chamber of Commerce and Oak Ridge Chamber of Commerce. Please visit the Web site at www.tsbdc.org for more information.

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 Clayton 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.

NON-CREDIT COURSE ADMISSION

For admission only to non-credit courses for continuing education units (CEUs), an applicant must submit a completed Non-credit Course Registration Form with payment to Business and Community Services. A student enrolled only in non-credit classes who seeks to take credit classes must meet the regular admissions requirements listed under the general admissions procedures as applicable.
NON-CREDIT INFORMATION AND POLICIES

Five ways to register:

1. Phone (865) 539-7167 or 539-7166, and talk with one of the continuing education registrars. Make payment with Visa, Master-card, American Express or Discover.

2. Visit during office hours: 8 a.m.-4:30 p.m. Monday-Friday, Pellissippi Campus, Room 108, Lamar Alexander Building.

3. Mail a completed Non-credit Course Registration Form with check or money order to Pellissippi State, P.O. Box 22990, Knoxville, TN 37933-0990, Attention: Business and Community Services Registration.

4. Fax the completed Non-credit Course Registration Form, with credit card payment, to the Business and Community Services main office at (865) 694-6583.

5. Register on the Web: www.pstcc.edu/bcs.

Fees. All enrollment fees must be paid before the beginning of class. The fee amount for each course is stated with the description of the course offering. Fees vary according to the costs incurred in the delivery of the course, such as instructor, materials and facilities costs. Unlike with 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, American Express 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. If for any reason the instructor must postpone or reschedule a class session, the Business and Community Services Office will notify the students. In all instances of postponement, the instructor is responsible for arranging makeup classes.

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

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

**Parking.** Non-credit students can park on campus in any Open parking area without charge.

**CLAYTON PERFORMING ARTS CENTER**

Pellissippi State’s Clayton Performing Arts Center was completed in 1995. Since its opening, the theater has showcased regional, national and international performances. The Clayton Performing Arts Center seats 495 people and has state-of-the-art sound and lighting. Access for people with disabilities and free parking make the theater an enjoyable activity for anyone. If you would like additional information about the Clayton Performing Arts Center or are interested in renting the facilities, please contact Business and Community Services at (865) 539-7166.
In This Section:
• General Information
• Course Descriptions
GENERAL INFORMATION

Transitional Studies prerequisites: Enrollment in most college-level courses requires qualifying test scores or completion of Transitional Studies coursework. To determine eligibility for college-level courses, students who have tested into Transitional Studies courses should check the advising chart in the Academic Information and Services section of the Catalog or on the following Web page: www.pstcc.edu/departments/curriculum_and_instruction/advising/dsp.

Tennessee Board of Regents designations: Courses denoted with the ◆ symbol are general education courses transferable 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. 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 are 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 student; 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.

**ADMINISTRATIVE PROFESSIONAL TECHNOLOGY**

**ADMN 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 are included. **Prerequisite(s):** ADMN 1100 or equivalent

**ADMN 1100  Keyboarding and Basic Computer Skills  3 Credits**
Designed for beginners, this course introduces basic computer skills, keyboarding by touch (speed and accuracy emphasized), file management, and navigation in the Windows environment, along with an introduction to Microsoft Word.

**ADMN 2010  Office Proficiency Assessment & Certification  1 Credit**
An application-oriented assessment of students’ proficiency in business or medical office skills. **Corequisite(s):** ADMN 2450
ADMN 2015  Office Integration  3 Credits
A study of the advanced features of Microsoft Office as used in business. Major emphasis is on integration and streamlining of tasks in Microsoft Office applications. **Prerequisite(s):** ADMN 2120 and 2621

ADMN 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):** ADMN 1005

ADMN 2302  Administrative Professional Technology  3 Credits
**Internship**
A supervised work experience for APT majors to gain office support skills working with area employers. Individual conferences are arranged instead of class attendance. **Prerequisite(s):** Must be an APT major seeking an A.A.S. degree; completion of 15 hours of ADMN courses with a minimum GPA of 2.5 in ADMN courses and at least 2.0 cumulative GPA; 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.

ADMN 2340  Database & Records Management  3 Credits
Topics include storage, control, retrieval, transfer, retention and disposal of records, with emphasis on electronic storage through the use of information management programs. **Prerequisite(s):** ADMN 1005

ADMN 2450  Communication Media  4 Credits
Course focuses on creating a professional corporate presence by using available media resources. Effective communication skills are emphasized, as students explore social networking through the use of Web conferencing, mobile computing, blogs, videos, audio clips and podcasts. **Prerequisite(s):** ADMN 1005 and ENGL 1010

ADMN 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):** BUSN 1211 or ADMN 1005 or equivalent

ADMN 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 is emphasized. Students will understand the purpose and function of each legal document and use accurate legal terminology. **Prerequisite(s):** LAW 1000 and BUSN 1211

ADMN 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.

ADMN 2921  Medical Terminology II  3 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 are additional components. **Prerequisite(s):** ADMN 2910

**ADMN 2925 Medical Practicum 3 Credits**

This course is a supervised work experience for APT majors with a concentration in Health Care Office Administration to work with area employers in the medical office field. Individual conferences are arranged instead of class attendance. **Prerequisite(s):** ADMN 2340, ADMN 2940; a minimum 2.5 GPA in ADMN courses and at least a 2.0 cumulative GPA; pursuit of an A.A.S. degree as an APT 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.

**ADMN 2932 Medical Reports 3 Credits**

This course examines the importance of accurate and complete reports that compose a paper or electronic medical record. An emphasis on editing, proofreading and grammar is included. **Prerequisite(s):** ADMN 2120 and 2921

**ADMN 2935 Medical Transcription 3 Credits**

Transcription of medical communications from voice dictation using digital transcription software. Terminology and document formats are emphasized. **Prerequisite(s):** ADMN 2120 and 2921

**ADMN 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):** ADMN 2921 or department approval

**ADMN 2945 Insurance Billing & Coding 3 Credits**

A continuation of insurance coding, with an emphasis on evaluation and management coding, use of modifiers, and linkage of service codes to diagnoses codes. Also covered is the use of billing software to enter patient information, process transactions and produce patient statements. **Prerequisite(s):** ADMN 2940

**ADMN 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):** ADMN 2940

**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

**ANTHROPOLGY**

**★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

**ANT 2590 Special Topics in Anthropology 3 Credits**
Theoretical issues in anthropology for undergraduate students. Topics may include practical experience or laboratory study of anthropological materials. **Prerequisite(s):** topic dependent

**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 or topics not normally available. Course topics will be listed in the semester specific art course offerings, and may include among other media, watercolor, metal casting, glass, solar printmaking, and/or similar opportunities. May be repeated for a total 9 credits.
Prerequisite(s): Topic dependent

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

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.

★ART 2130 Painting 3 Credits
Capacities of oil and acrylic painting on canvas.

★ART 2140 Painting II 3 Credits
Continued exploration of the capacities of oil and acrylic painting on canvas. May be repeated, maximum of 6 credits.
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.

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.

ART 2620 Intaglio Printmaking 3 Credits
Metal plate intaglio printing in traditional and contemporary techniques of etching: softground, drypoint, mezzotint, aquatint, open bite process and collograph plate construction. May be repeated, maximum 6 credits.

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 regulatory environments in which banks operate are the central subjects of the text.

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

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

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

### BKG 2350 Trust Business 3 Credits
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**  
1-4 Credits  
Study and discussion of a selected topic in biology. Content will vary, as this course is a means for classes to explore certain biology-related topics in depth. Classes may be taught by visiting professors. May be repeated for credit when a different topic is taught. **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. **Prerequisite(s):** completion of Transitional Studies reading, writing, and math requirements

◆**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 2110 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
BUSN 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): ADMN 1100 or equivalent
✿BUSN 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
BUSN 2500  Emerging Trends in Technology  3 Credits
  A dynamic course designed to explore emerging trends in technology. Trends will be determined from consults with advisory committees, the College’s Educational Technology Services and research of the industry’s best practices. The content of this course will be updated each semester. Prerequisite(s): ADMN 1005 for APT majors; BUSN 1211 or equivalent for non-majors

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 Transitional Studies 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 Transitional Studies 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.
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<td>CET 0100</td>
<td><strong>Introduction to Surveying</strong></td>
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<td>CET 1010</td>
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<td>CET 1022</td>
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<td>an introduction to Timberline software.</td>
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<td>This course covers methods used in</td>
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<td>construction projects. It includes the</td>
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<td>use of bar charts and critical path</td>
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<td>diagrams. Software is used to create</td>
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<td>project schedules. Emphasis is placed</td>
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<td>on time, resources and capital</td>
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<td>considerations for the project.</td>
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<td><strong>Prerequisite(s):</strong> Second-year status</td>
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<td>CET 2070</td>
<td><strong>Civil Engineering Special Topics</strong></td>
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<td>This course provides an overview of</td>
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<td>local industries engaged in the</td>
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<td>practice of civil engineering and</td>
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<td>related activities. Special projects</td>
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<td>and applications in emerging civil and</td>
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<td>construction engineering technology are</td>
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<td>emphasized. The student visits offices</td>
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<td>and construction projects to observe</td>
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<td>practical work situations. Speakers</td>
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<td>are invited to the classroom to discuss</td>
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<td>topics in the civil engineering</td>
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<td>CET 2310</td>
<td><strong>Mechanical Systems I W/Lab</strong></td>
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<td>The basic design principles of</td>
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<td>hydraulics; water distribution; sewage</td>
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<td>systems; fire sprinkler systems; and</td>
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<td>heating, ventilation and air</td>
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<td>conditioning systems. <strong>Prerequisite(s):</strong></td>
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<td>CET 2410</td>
<td><strong>Structural Steel Design</strong></td>
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<td>Design of structural steel members and</td>
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<td>their connections. Topics include</td>
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<td>tension and compression members, beams,</td>
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<td>girders, trusses and columns</td>
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<td>eccentric loads. <strong>Prerequisite(s):</strong></td>
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<td>MET 1040</td>
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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

**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 students

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 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):** ENGT 1100

**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):** ENGT 1100

**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 1400  Data Structures  4 Credits  
Advanced problem solving and algorithm development, structured pro-
gramming, 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 syn-
tax, 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 data-
base 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 1710  A+ Computer Hardware  4 Credits  
This course is designed for computer personnel who need advanced techni-
cal 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.

CSIT 1720  A+ Computer Software  4 Credits  
This course is designed for computer personnel who need advanced techni-
cal 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.

CSIT 1730  Networking Fundamentals  4 Credits  
This course is designed to prepare students for the Network+ exam of
CompTIA. Topics include network technologies, network media and topologies,
network devices and tools, network management and troubleshooting techniques,
and network security.

CSIT 1740  Windows Professional  4 Credits  
This course covers installing the current Microsoft Windows client operat-
ing systems; implementing and conducting administration of resources; imple-
menting, 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 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 2010

**CSIT 2410**  
Introduction to Linux  
4 Credits  
A hands-on study of the Linux operating system. Topics include open source software, Linux installation and system software, user and group administration, file system administration, wired and wireless network configuration, and introduction to bash script.

**CSIT 2411**  
Linux System Administration  
4 Credits  
A hands-on study of the system administration tools and techniques for the Linux operating system. Topics include network and multiboot systems, user administration using NIS and LDAP, disk quota and swap space management, software RAID, and LVM configuration. **Prerequisite(s):** CSIT 2410 or Linux/Unix system administrator or user-level 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  
An introduction to script programming as a tool for system administration, automation, and customization and as a platform for Web-based applications. Compares shell command languages and scripting languages used on Unix and Linux systems. **Prerequisite(s):** CSIT 2410

**CSIT 2445**  
Oracle Application Development  
4 Credits  
An introduction to database application programming using Oracle application development tools. Topics include software development in a multi-tiered environment, PL/SQL programming, design development and integration of application components, with an emphasis on forms and custom reports. Hands-on training includes design and development of event-driven, client-server and Web applications. **Corequisite(s):** CSIT 2425 or department approval

**CSIT 2465**  
Web Database Application Development  
4 Credits  
This course is designed for applications programmers and database developers to create interactive Web sites to store and retrieve data. Topics include object-oriented application development, relational table creation and maintenance, data cleansing and validation, data manipulation, forms and reports, queries, stored procedures, optimization, and security. Hands-on training includes design and development of dynamic Web pages using PHP and SQL. **Prerequisite(s):** CSIT
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):** Department approval

CSIT 2550  Advanced Database Management Systems  4 Credits
A study of database management system concepts. Topics include relational and object-oriented models, conceptual design, data structures, storage techniques, data administration, system security, concurrent transactions, distributed systems, multi-tiered architectures, data warehousing, and data mining. Practical application of techniques may include advanced application of query languages, remote access, database administration and user support. **Prerequisite(s):** CSIT 1810

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  Introduction to High Performance Computing  4 Credits
This course is designed to provide an overview of the high-performance computing technology. Topics include parallel architectures, cluster design, management and monitoring tools and techniques, performance metrics, and parallel programming paradigms. **Prerequisite(s):** CSIT 2410 or department approval

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 CSS, Java Script, Perl, PHP and other techniques to create dynamic Web content. **Prerequisite(s):** One programming course

CSIT 2655  Enterprise Java Programming  4 Credits
A study of the Java programming language to design advanced graphical user interfaces and Web-enabled applications. Topics include JavaBeans, internationalization, Java GUI design, APIs and advanced Java database programming. Java Servlets, JavaServer Pages and JavaServer Faces. The emphasis is on design and development of usable software products and documents through team projects. **Prerequisite(s):** CSIT 1520, 1810 or Java programming experience
CSIT 2670  Game & 3D Simulation Programming  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 1520

CSIT 2710  Windows Server  4 Credits  
Topics include the installation of the current Microsoft Windows server operating systems; installing, configuring and troubleshooting access to resources; configuring and troubleshooting hardware devices and drivers; managing, monitoring and optimizing system performance, reliability and availability; managing, configuring and troubleshooting storage use; configuring and troubleshooting Windows network connections; and implementing, monitoring and troubleshooting security. Prerequisite(s): CSIT 1740

CSIT 2720  Network Security  3 Credits  
This course provides instruction in the analysis of business requirements for resource security and the design of security solutions in a 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 1740

CSIT 2750  Routing/Switching Configuration  4 Credits  
This course is designed to prepare students for the Cisco Certified Entry Networking Technician (CCENT) exam and to provide skills to plan, install, operate and troubleshoot small to medium-size networks. Prerequisite(s): CSIT 1730 or consent of instructor

CSIT 2770  Wireless Technology  4 Credits  
A study of wireless communication systems. Topics include principles of radio frequency and Wi-Fi, 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 1520 or department approval

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.

**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.

CUE 2000  History & Philosophy of Credit Unions  2 Credits

A study of the credit union movement, including the history, legal basis, powers and characteristics of credit unions. Topics include credit union management and the financial system.

CUE 2050  Credit & Collections  3 Credits

A study of the extension of credit. Topics include nature and role of credit, types of credit, basis of the credit decision, numerical scoring systems and collections policies, practices and systems.

CUE 2100  Credit Union Accounting I  3 Credits

A study of principles of accounting theory. Includes analyzing and recording business transactions and summarizing, adjusting, closing and preparing financial statements.

CUE 2150  Human Resource Management  3 Credits

A study of records management, training, salary administration, job evaluation, performance appraisal and benefit programs.

CUE 2210  Credit Union Management  3 Credits

A study of planning, organizing, leading and controlling as they relate to credit union operation.

CUE 2230  Strategic Business Management & Leadership  3 Credits

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.

CUE 2250  Risk Management & Insurance  3 Credits

A study of the concepts and principles of risk management and control. Important concepts of insurance, property and liability, personal and institution risk exposures and insurance are covered.
CUE 2300  Financial Counseling  2 Credits
A study of financial counseling. Topics include family resource management, consumer credit, budgeting, social security and estate planning.

CUE 2310  Economics & the Monetary System  3 Credits
Introduction to basic concepts and theories of supply, demand, inflation, GNP and elasticity. Additional topics include money’s functions, types of financial institutions, significant banking legislation and the Federal Reserve and its powers. Special emphasis is placed on applications to credit unions.

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

CUE 2400  Business Law  3 Credits
A study of the principles of law as applied to business transactions, including contracts, employment, negotiable instruments and security agreements.

CUE 2450  Financial Management I  3 Credits
An introduction to general concepts in finance and their application to credit union financial management. This is the first in a two-part series on financial management. Prerequisite(s): CUE 2000

CUE 2500  Credit Union Finance  3 Credits
Applications and issues in credit union financial management. Prerequisite(s): CUE 2450

CULINARY ARTS

CULN 1000  Kitchen Skills I  1 Credit
This introductory culinary course prepares students to learn the science of the palate, knife skills, including use and maintenance, and the development of stocks and basic soups.

CULN 1100  Kitchen Skills II  1 Credit
This course studies in detail the preparation and use of the five basic sauces, or Mother Sauces, upon which all classical compound sauces are based. The course will finish with the introduction of contemporary applications of these sauces and the exploration of modern and international versions of sauces such as vinaigrettes, purées, reductions and emulsions that are prevalent in multiple soup recipes. Prerequisite(s): CULN 1000

CULN 1200  Kitchen Skills III  2 Credits
This course covers the principles of cooking in detail. Dry-heat cooking methods (broiling/grilling, roasting, baking, sautéing, pan-frying and deep-frying) and moist-heat cooking methods (poaching, steaming, boiling, braising and stewing) are stressed. From this foundation the student learns to identify various vegetables, legumes, rice and other grains and to properly prepare them using the methods covered above. Prerequisite(s): CULN 1000 and 1100

CULN 1300  Kitchen Skills IV  2 Credits
This course covers the principles of cooking in detail. Dry-heat cooking methods (broiling/grilling, roasting, baking, sautéing, pan-frying and deep-frying) and moist-heat cooking methods (poaching, steaming, boiling, braising,
stewing) are stressed. From this foundation the student learns to identify various cuts of meats, poultry, and fish and demonstrate how to select the proper preparation techniques for these food items. Attention is paid to the proper balance of flavors and textures of components within one meal or dish. **Prerequisite(s):** CULN 1200

**CULN 1400**  
Garde Manger I  2 Credits  
This course provides the student with a foundation in Garde Manger or the cold kitchen. Basic salad preparations, vinaigrettes, emulsified and non-emulsified dressings, cold sauces, salad condiments, sandwiches, canapés, cold hors d’oeuvres, desserts and their proper uses are covered. This course emphasizes skill in the use of a variety of products and basic production methods. **Prerequisite(s):** CULN 1300

**CULN 1500**  
Garde Manger II  2 Credits  
Through demonstration, lecture and hands-on techniques, the student further refines cold preparation skills and begins an emphasis on classical and modern presentation techniques. Appropriate garnishes and their preparation are demonstrated by the chef instructor and then practiced by the class. This unit includes ice carving demonstrations and practical sculpting. **Prerequisite(s):** CULN 1400

**CULN 2000**  
International Cooking  2 Credits  
This course examines and demonstrates international cooking styles and reiterates the cooking procedures learned in the Kitchen Skills courses. International recipes are prepared. Skill in the use of international ingredients and basic production methods is emphasized. **Prerequisite(s):** CULN 1300

**CULN 2100**  
Breakfast Cookery  2 Credits  
This course teaches the fundamental preparations and techniques to prepare breakfast items for this segment of the culinary industry. **Prerequisite(s):** CULN 2000

**CULN 2200**  
Baking Skills I  2 Credits  
This introduction to basic bread making and pastry techniques includes baguettes, soft rolls and pizza. Students learn a variety of doughs as well as pastry cream and other pie and tart fillings. **Prerequisite(s):** CULN 1000 and 1100

**CULN 2300**  
Baking Skills II  2 Credits  
This course continues the baking skills series by concentrating on the study of muffins, quick breads, scones and biscuits. Basic cakes and cream-based icings are covered. **Prerequisite(s):** CULN 2200

**CULN 2500**  
Culinary Internship  3 Credits  
This course is a supervised work experience in the culinary field requiring a minimum of 400 work hours. Work activities can range from entry-level to professional cooking. Individual conferences are arranged instead of class attendance. **Prerequisite(s):** Completion of 15 hours of CULN courses, with a minimum 2.5 GPA in CULN courses and at least a 2.0 cumulative GPA; pursuit of an A.A.S. degree as a Culinary Arts student; a completed internship application submitted to the coordinator of BCT Internships prior to the beginning of the
enrolled term. Application and instructions are available on the Web: www.pstcc.edu/departments/bctpi.

**DEVELOPMENTAL STUDIES**  
*(SEE TRANSITIONAL STUDIES)*

**EARLY CHILDHOOD EDUCATION**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ECEd 1010</td>
<td>Orientation to Early Childhood Education</td>
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<td>ECEd 2010</td>
<td>Safe, Healthy Learning Environments</td>
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<td>ECEd 2015</td>
<td>Early Childhood Curriculum</td>
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<tr>
<td>ECEd 2020</td>
<td>Infant, Toddler &amp; Child Development</td>
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<tr>
<td>ECEd 2021</td>
<td>Infant, Toddler &amp; Child Development Lab</td>
<td>1-3</td>
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<tr>
<td>ECEd 2030</td>
<td>Infant &amp; Toddler Care</td>
<td>3</td>
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<tr>
<td>ECEd 2040</td>
<td>Family Dynamics &amp; Community Involvement</td>
<td>3</td>
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- **ECEd 1010 Orientation to Early Childhood Education (2 Credits)**
  Introduces the student to the early childhood education profession and the basic skills needed for a successful academic career. Topics include professionalism, family relationships, individual and cultural diversity, child development, developmentally appropriate practice, observation and assessment, learning environment, health and safety, and guidance. Students study the different types of early childhood programs, community resources and professional organizations.

- **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 (1-3 credits)**
  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.

- **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 non-majors (i.e. parents, parent-to-be, baby-sitters).

- **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 Initial Practicum 3 Credits**

Supervised practicum with a minimum of 30 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy and that promotes optimal learning for young children (birth through age 8).

**ECEd 2160 Final Practicum 3 Credits**

Supervised clinical experience with a minimum of 15 clock hours in seminar and 90 clock hours in a clinical site approved by the department (accredited agency, three-star department-approved site). Up to 45 clock hours may be completed in the student’s employment site with department approval. Course focuses on the student’s demonstration of competencies that produce positive developmental outcomes for young children (birth through age 8). **Prerequisite(s):** ECEd 2130

**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 educa-
tion 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 PSCC 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

Emphasis on introduction to electronic equipment, components, and software, focusing on the application of the multimeter, oscilloscope, function generator, power supply, and circuit simulation software. Practical soldering techniques are introduced and practiced. Discussion includes modern electronic systems, such as a microcontroller and a variety of electronic sensors, and an introduction to robotics.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab</td>
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<tr>
<td></td>
<td>An introductory course in DC and AC circuits.</td>
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<td></td>
<td>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.</td>
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<tr>
<td>EET 1055</td>
<td>Industrial Electricity</td>
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<td>An introductory course in industrial power systems, AC and DC motor theory and applications, motor control techniques, and variable-speed drive applications. Topics include phasor concepts, single and three-phase power system components and computations, delta and wye circuits, transformer theory and applications, AC motors (induction, wound rotor, synchronous), and DC motors (series, shunt, compound motors).</td>
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<tr>
<td>EET 1210</td>
<td>Active Devices I W/Lab</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, FET circuit analysis and Op-Amp basics and uses.</td>
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<td><strong>Prerequisite(s):</strong> EET 1012</td>
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<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab</td>
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<td></td>
<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.</td>
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<tr>
<td>EET 1410</td>
<td>Electrical Safety Codes</td>
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<td>This course provides an interpretive survey of various codes as applied to the electrical construction industry, including the National Electrical Code (NFPA 70), with discussion of related safety organizations and their guidelines, including OSHA, IEEE, IEC, ISA, ANSI, and UL. Articles discussed include conductors, raceways, grounding, arc flash safety, short-circuit and ground fault protections, and overload protection, along with various circuit protection devices and schemes.</td>
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<tr>
<td>EET 1715</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 video cameras and additional monitors.</td>
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<tr>
<td>EET 2235</td>
<td>Instrumentation Technology</td>
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<td>Instrumentation technology provides a comprehensive coverage of components, circuits, instruments and control techniques used in the process control technology field. This course is ideal for students and technicians who will be installing, troubleshooting, repairing, tuning and calibrating instrumentation</td>
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devices in manufacturing. **Prerequisite(s):** EET 1210

**EET 2430  Robotics & Automation  3 Credits**
Basic robotics and automation principles, including sensor technology, motion principles, and microcontroller technology, are applied. Degrees of freedom, multi-axis motion, gripper technology and other robotic features are covered. Lab includes programming of robots, interfacing sensors, and troubleshooting basic hardware and software problems, as well as analog to digital converter and digital to analog converter applications. **Prerequisite(s):** EET 1310 or consent of instructor

**EET 2655  Applied Electricity  4 Credits**
This introductory course in the design of residential and commercial electrical systems covers basic principles of electricity, electrical wiring methods, code interpretation, service requirements, utilization voltages, print reading, electrical circuit design and three-phase power applications for commercial systems. Additional topics include electrical power generation, transmission and distribution, as well as distributed generation systems using alternative energy sources. **Prerequisite(s):** EET 1310 or consent of instructor

**EET 2900  Special Topics  1-4 Credits**
Special projects and applications in emerging technology. Content will vary, as this course is a means for classes to explore certain topics in depth not covered in the general curriculum. May be repeated up to 9 credits. **Prerequisite(s):** Consent of instructor

**EET 2910  Data Acquisition & Control  2 Credits**
LabVIEW will be emphasized in solving problems in instrumentation and control. This course covers basic data acquisition and control techniques. **Prerequisite(s):** EET 1210

**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 2940  Alternative Energy Conversions  2 Credits**
This course provides an introduction to a variety of residential and commercial distributed generation technologies, with an emphasis on photovoltaic systems. Topics include the basic understanding of direct current and alternating current systems, on-grid and off-grid systems, electrical generation techniques, load assessment, system sizing, system installation, and applications for this technology. In addition, the course introduces the student to other alternative energy conversion techniques, including wind technology, fuel cells and other methods. **Prerequisite(s):** EET 1012 or consent of instructor

**ENGINEERING SCIENCE**

**★ENS 1510  Engineering Fundamentals I  4 Credits**
Calculus-based study of basic physics concepts, including vectors, kinematics, Newton’s laws, work-energy and impulse-momentum. Introduction to team-
work. Introduction to the engineering disciplines, examination of engineering principles and design issues; oral and written presentation skills. Corequisite(s): MATH 1910

★ENS 1520 Engineering Fundamentals 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 TECHNOLOGY
ENGT 1010 Engineering Technology Technical Communication 3 Credits
The student learns the basic skills, knowledge and abilities to successfully communicate in the technical environment. Various applications for word processing, problem solving and graphing, along with generating presentation aids for required technical presentations, are covered. Outcomes are accomplished through project-based, hands-on use of computer applications required by the department, including e-mail, internet, Windows, Excel, PowerPoint, Word and other program-specific software.

ENGT 1100 Fundamentals of Technical Drawing W/Lab 3 Credits
A broadly focused course that introduces Engineering Technology students to engineering drawings, drawing types and computer-aided design. Sketching, instrument drawing and CAD are used as tools to teach basic principles involved in the development and production of engineering and related drawings.

ENGT 2995 Engineering Technology Capstone 3 Credits
A project or research-oriented course that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills and experiences they have learned in their major and other academic courses to complete a team-oriented project. The course emphasizes communication skills, critical thinking, problem solving, computer literacy and teaming skills. Prerequisite(s): Must be taken in the final semester or with coordinator approval

ENGLISH
◆★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 completion of Transitional Studies writing requirements

**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 Credit

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 2060 Introduction to Shakespeare** 3 Credits

This course introduces students to the poems and plays of William Shakespeare. Beginning with analysis and discussion of Tudor England, the Elizabe-
than world view, and the rise of lyric poetry in the 16th century, the course turns its attention to Shakespeare’s sonnets and his role as leading sonneteer of the age. From there students move to the theatre of Shakespeare and his contemporaries, reading such works as “Romeo and Juliet,” “Julius Caesar,” “Hamlet,” “Othello,” “King Lear,” “Macbeth,” “Antony and Cleopatra,” “A Midsummer Night’s Dream” and “The Winter’s Tale.” 

Prerequisite(s): ENGL 1020

◆★ENGL 2110 Early American Literature 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 Modern American Literature 3 Credits
American literature from the War Between the States to the present. Prerequisite(s): ENGL 1020

◆★ENGL 2210 British Literature: 650-1784 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: 1785-Present 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: 2500 BCE-1650 3 Credits
Ancient, Medieval and Renaissance literature. Prerequisite(s): ENGL 1020

◆★ENGL 2320 World Literature: 1650-Present 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 2530 Introduction to Fiction 3 Credits
A study of fiction as a unique genre of literature, with an emphasis on the critical tools necessary for reading fiction. Prerequisite(s): ENGL 1020
ENGL 2620 Introduction to Poetry Writing 3 Credits
This course introduces students to the fundamentals of writing poetry, focusing on free verse with a goal of eventual publication. Students learn techniques of composing and editing poems while gaining exposure to poets and poetry written by inspired practitioners. Prerequisite(s): ENGL 1020

ENGL 2640 Introduction to Fiction Writing 3 Credits
This course introduces students to the fundamentals of fiction writing, including plot, characterization, exposition, point of view, dialogue and interior monologue. In addition to being introduced to techniques designed to produce imaginative fiction, students gain exposure to conventions of fictional genres such as horror, mystery, science fiction, graphic novel and historical novel. Prerequisite(s): ENGL 1020

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

ENGLISH AS A SECOND LANGUAGE

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

By developing basic writing skills, this course prepares non-native speakers for college-level writing tasks. Students are introduced to multi-paragraph 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 1400 Sanitation & Food Safety 2 Credits
This critical course focuses on the many procedures and techniques to
running a safe and sanitary kitchen. Students learn to identify food susceptible
to hazardous microorganisms and gain insight into purchasing, storage, prepara-
tion, and serving procedures that promote food safety. Successful completion of
this course is preparation for the ServSafe certification.

HSP 1420 Nutrition for the Culinary Arts 3 Credits
This course deals with nutrition within the culinary industry. The course
provides a working knowledge of the components of nutritional well-being, as
well as how to coordinate a working menu. Prerequisite(s): HSP 1400

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 busi-
ness. Hospitality purchasing principles are also explored. This course regularly
uses basic mathematics.

HSP 2100 Professional Beverage Management 3 Credits
This course deals with the management of beverages within the hospital-
ity 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.

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.

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 with a Hospitality concentration, 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 2020  Special Topics in the Humanities  3 Credits
Study and discussion of a selected topic in the humanities. Content varies. May be repeated for a total of 6 credits.

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

210
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 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 1105  Interior Design Fundamentals  3 Credits
An introduction and overview to the interior design profession, including history, building systems, design fundamentals, design process, elements and principles of design, space planning, and interior finishes and materials.

IDT 1110  Materials and Finishes  3 Credits
An introduction to interior materials, finishes and textile products used in interior design. Course topics include building materials; criteria for selecting finish materials, flooring materials, wall coverings, window treatments, furniture construction, and upholstery; and selection of these appropriate interior materials and finishes.

IDT 1115  Architectural Drafting: Studio I  4 Credits
An introduction to architectural hand drafting and lettering standards. Emphasis is placed on fundamental techniques and principles necessary to understand and produce architectural drawings.

IDT 1205  Sustainable Design  3 Credits
This course includes the issues, challenges, and opportunities associated with designing interiors that use the principles of green building and sustainable design. An overview of various renewable energy technologies and sustainable design practices and their current applications.

IDT 1215  Visual Communication: Studio II  4 Credits
An introduction to three-dimensional sketching techniques that promote creative, visual and volumetric thinking. Emphasis is on rapid visualization, illustrative sketching, perspective, rendering and paraline drawings.

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 1030

IDT 2115  Interior Design Presentation: Studio III  4 Credits
Application of oral and graphic presentations of interior design solutions. A variety of skills, techniques and methods to visually communicate design concepts. Application of perspective, sketching, rendering and other methods to graphically delineate three-dimensional space. Prerequisite(s): ART 1110; IDT 1105, 1115, 1215
IDT 2215 Residential Design: Studio V 4 Credits
Design studio experience in residential interiors. Emphasis on problem solving through the application of the design process, building codes, universal and barrier-free design, as well as sustainable design. Prerequisite(s): IDT 1105, 1110, 1115, 1205, 1215, 2305, 2115 (or may be taken as a corequisite)

IDT 2305 AutoCAD for Interior Design: Studio IV 4 Credits
Computer-aided drafting skills for interior design applications, using industry-standard software, including AutoCAD. Course covers 2D and 3D architectural drafting and rendering techniques. Prerequisite(s): IDT 1115

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, maximum 9 credits. Prerequisite(s): Consent of instructor

IDT 2605 Methods of Visual Presentation 4 Credits
Application of visual design fundamentals, concept development for interior design and creative representation of design solutions. Emphasis is placed on the development of visual methods of communication, presentation techniques, craftsmanship and computer skill development, using various software applicable to the interior design industry. Prerequisite(s): IDT 1115, 1215, 2305, 2115 (or may be taken as a corequisite) Corequisite(s): IDT 2215 (IDT 2115 also may be taken before IDT 2605)

JOURNALISM

★JOU 2000 Newswriting 3 Credits
Writing for print and electronic media under deadline. Gathering information by using records, documents, observation and interviewing. Emphasis on library resources and current events. Basic style and editing based on AP Stylebook and Libel Manual. Prerequisite(s): CMN 1500 and ENGL 1020 and keyboarding skills

★JOU 2030 Editing 3 Credits
Methods and practice in judging news, editing copy, writing headlines, and designing newspapers and magazines. Emphasis on precise word use and news display. Writing skills specific to newspapers and magazines. Prerequisite(s): ENGL 1010 or JOU 2000

★JOU 2700 Public Relations Principles 3 Credits
Theories and principles of public relations. Overview of public relations in the management of business, government, institutions and organizations. Brief case studies and public relations projects. Prerequisite(s): CMN 1500

JOU 2998 Journalism Internship 3 Credits
This course is designed to afford students practical work experience in the field of journalism, public relations, broadcasting or advertising. Prerequisite(s): CMN 1500 and consent of instructor Corequisite(s): If internship is in a journalism or public relations environment, student must be enrolled in or have already completed JOU 2030 and/or JOU 2700
LAW

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 1000

+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

+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

+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

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
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  3 Credits
Fundamental principles concerning the formation, performance, and enforcement of personal and commercial contracts; sales and secured transactions under the Uniform Commercial Code; and overview of federal and state law regulating consumer credit and collection procedures. Prerequisite(s): LAW 1000 for Paralegal Studies majors

LAW 2600  Special Topics  3 Credits
Study and discussion of a selected topic in law. Content will vary. May be repeated with program advisor’s consent. Prerequisite(s): LAW 1000

LAW 2620  Legal Clinic  3 Credits
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  3 Credits
Part-time supervised work experience in a law-related environment in which the student is assigned definite tasks and responsibilities. Individual conferences and seminars are arranged instead of class attendance. 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  3 Credits
Comprehensive review of legal ethics, interviewing, legal analysis, terminology, legal research, and substantive areas of law, including litigation, contracts, corporations, bankruptcy, administrative law, criminal law, real estate and probate. Recommended for students taking national CLA exam. Prerequisite(s): Department approval

+Law specialty course

LIBERAL ARTS STUDIES

LAS 2020  Special Topics in Liberal Arts  3 Credits
Study and discussion of a selected topic in liberal arts. Content varies. May be repeated for a total 6 credits.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of management through analyzing managerial functions of planning, organizing, leading and controlling.</td>
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<tr>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
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<td></td>
<td>A study of team leadership techniques needed for successful management. Student teams study the application of modern team management principles to leading, motivating, delegating and disciplining. <strong>Prerequisite(s):</strong> MGT 2000 or HSP 1200</td>
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<tr>
<td>MGT 2050</td>
<td>Human Resources</td>
<td>3</td>
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<td>A study of principles of human resource management, including equal employment law, recruitment, selection, and development and maintenance of the human resource. <strong>Prerequisite(s):</strong> MGT 2000 or HSP 1200</td>
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<tr>
<td>MGT 2100</td>
<td>Information Systems</td>
<td>3</td>
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<td></td>
<td>An introduction to information systems. The course takes the user perspective in the analysis of organizational information needs, system design, system acquisition and organizational impact of the system. <strong>Prerequisite(s):</strong> MGT 2000; and ADMN 1005 or BUSN 1211</td>
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<td>MGT 2160</td>
<td>Quality Improvement</td>
<td>3</td>
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<td>This course is an introduction to quality management as a system through the application of statistical process control, W. Edwards Deming’s management philosophy and various quality management techniques.</td>
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<tr>
<td>MGT 2170</td>
<td>Project Management</td>
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<td>This course is a study of project management including project software, project planning, cost and control. <strong>Prerequisite(s):</strong> MGT 2000 <strong>Corequisite(s):</strong> MATH 1530 or department approval</td>
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<tr>
<td>MGT 2180</td>
<td>Team Practicum</td>
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<td></td>
<td>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. <strong>Prerequisite(s):</strong> MGT 2030 and 2050 and department approval</td>
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<tr>
<td>MGT 2240</td>
<td>Business Capstone</td>
<td>3</td>
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<td>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. <strong>Prerequisite(s):</strong> ACC 2000 and MKT 2200 and MGT 2000 or HSP 1200 and department approval</td>
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<tr>
<td>MGT 2471</td>
<td>Management Internship</td>
<td>3</td>
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<td></td>
<td>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. <strong>Prerequisite(s):</strong> Completion of 15 hours of MGT courses with a minimum 2.5 GPA in MGT courses; seeking an A.A.S. degree</td>
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</table>
with a Management concentration; 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 2210**  Marketing Trends  1 Credit
This online course focuses on current trends in marketing. Topics include leading-edge marketing topics, such as digital-centered marketing, social media marketing, shopper marketing, viral marketing, consumer privacy, consumer literacy and power, new legislation, and trends in international marketing. Topics change each semester based on marketing developments and student needs. **Prerequisite(s):** MKT 2200

**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 BUSN 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 with a Marketing concentration; 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

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**MATHEMATICS**

**◆★MATH 1010 Survey of Mathematics 3 Credits**

Topics include critical thinking skills, problem solving, logic, geometry, measurement, consumer math, probability and statistics. **Prerequisite(s):** High school algebra I and algebra II and ACT math score of at least 19; or Transitional Studies math requirements 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 regression models. **Prerequisite(s):** High school algebra I and algebra II and ACT math score of at least 19; or Transitional Studies math requirements or equivalent math placement score

**★MATH 1410 Numbers & Operations for Teachers 3 Credits**

Topics include problem solving, numeration systems, integers, elementary number theory and rational numbers with an emphasis on mathematical understanding necessary to teach effectively. **Prerequisite(s):** High school algebra I and algebra II and geometry and ACT math score of at least 19; or Transitional Studies math requirements or equivalent math placement score

**★MATH 1420 Geometry for Teachers 3 Credits**

Topics include two- and three-dimensional geometry, congruence and similarity, constructions, transformations, area, volume, surface area and measurements, with an emphasis on mathematical understanding necessary to teach effectively. **Prerequisite(s):** High school algebra I and algebra II and geometry and ACT math score of at least 19; or Transitional Studies math requirements 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, multinomial 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 Transitional Studies math requirements 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. **Prerequisite(s):** High
school algebra I and algebra II and precalculus and ACT math score of at least 21; 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 the first of two courses in a sequence that prepares students for Calculus I. Topics include algebraic concepts, equations, inequalities, complex numbers, maximization, and exponential and logarithmic functions. Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19; or Transitional Studies math requirements 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 the second of two courses in a sequence that prepares students for Calculus I. Topics include the unit circle, right triangle trigonometry, graphs of trigonometric functions, inverse trigonometric functions, verifying trigonometric identities, solving trigonometric equations, law of sines, law of cosines and vectors. Prerequisite(s): MATH 1710 or consent of mathematics department

◆ 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 for students with a previous precalculus/trigonometry course. All topics in MATH 1710 and MATH 1720 will be covered in this course. Math 1710 followed by MATH 1720 is recommended for students with an ACT math score below 22 or no previous precalculus/trigonometry course. Prerequisite(s): High school algebra I and algebra II and ACT math score of at least 19; or Transitional Studies math requirements or equivalent math placement score

◆ MATH 1830  Basic Calculus & Modeling  4 Credits
Topics include differentiation and integration of polynomial, rational, exponential, and logarithmic functions and methods of numerical integration. Topics from business modeling, such as economic applications and case studies, are 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 an ACT math score of at least 23; 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. Prerequisite(s): High school algebra I and algebra II and geometry and trigonometry and an ACT math score of at least 26; 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 1920

★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
Calculus 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 1010

MET 1022  Shop Practices W/Lab  3 Credits
An introductory course in the theory, setup and operation of basic machine tools and the use of measuring equipment. **Corequisite(s):** ENGT 1010 or 1100

MET 1040  Applied Statics  3 Credits
A study of the effects of forces acting on rigid bodies at rest. Topics include moments, equilibrium, simple trusses friction, centroids and moments of inertia. **Prerequisite(s):** MATH 1710

MET 1050  Strength of Materials  3 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 commonly used metals, composite materials and plastics. **Prerequisite(s):** MET 1040

MET 1060  **Maintenance Printreading Applications W/Lab**  3 Credits
Introduction to printreading in the maintenance field. The purpose of the course is to introduce specialized print reading skills needed for maintenance workers and manufacturing operations.

MET 2022  **Fluid Mechanics & Power Applications W/Lab**  3 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 maintenance. **Prerequisite(s):** MATH 1710 and 1720; or MATH 1730

MET 2026  **Applied Mechanics**  3 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 transmission, fasteners and lubrication. **Prerequisite(s):** MET 1050

MET 2030  **Machine Elements W/Lab**  3 Credits
A study in the selection, application and maintenance of basic elements common to most machine designs. Topics include shafts, bearings, power transmission and lubrication. **Prerequisite(s):** MET 1022

MET 2050  **Preventative Maintenance & Scheduling**  3 Credits
An introductory course in scheduled and monitored preventive maintenance techniques. Topics include types of maintenance, inspection and inspection intervals, computerized maintenance management systems (CMMS), determining craft skills, parts and scheduling requirements for PM tasks. Lab work consists of development of PM workflow diagrams, task sheets and inspection guides for mechanical drives, fluid power systems, and electrical/electronics inspections. **Prerequisite(s):** MET 2022 and 2030

MET 2065  **Welding Methods & Practices**  3 Credits
This course is an introduction to modern welding methods, practices and techniques. Topics include the fundamentals of welding, safety and health issues, welding equipment, materials used in the welding process, materials used for weldments, arc welding with nonconsumable and consumable electrodes, electron and laser beam welding, brazing and soldering, automated and robotic welding, welding design and costs, and quality control and evaluation of welds and weldments. **Prerequisite(s):** MET 1022

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):** ENGT 1010 and ENGT 1100 and MET 1022

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 courses. May be repeated, maximum 8 credits. 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): ENGT 1100 and MET 1022 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 data base. Prerequisite(s): MET 2700

MET 2742  
**Advanced CNC Machining**  
4 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, four-axis programming, bar feeder applications, and modification of post-processors. Prerequisite(s): MET 2700

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, magnafux 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
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.

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

MDT 1950  Design for Digital Screens  3 Credits

This course explores how the major aesthetic media elements (light, color, space, time, motion, sound and concepts of design) are creatively applied to luminous screens and digital display. Visual structures and principles developed for two-dimensional surface design and those unique to surfaces that glow and refresh in time, as well as communication theories and the impact of media convergence on design, are studied to develop visual thinking and problem solving for the display of and interaction with content delivered by digital media and the internet.

MDT 2100  Photoshop Essentials  3 Credits

Students are introduced to photo editing, image enhancement, workflow, compositing images using Adobe Photoshop CS4® and related software, with images from digital cameras and other digital media. Topics covered include editing, raw conversions, density correction, color correction, color theory, selecting, layers retouching, special effects, text 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 assigned exercises as well as create personal projects. Prerequisite(s): CGT 1030 or VPT 1030

MDT 2670  Game & Simulation Design in 3D  3 Credits

The primary emphasis of the course will be to further develop the simulation or game project completed at a “single level” in CGT 2160 class. The course will
expand the project to include possible multiple levels, AI (artificial intelligence), advanced textures, enhanced interactivity, graduated injury recovery, incidental damage, improved character animation, etc. The overall intent will be to add more entertainment value and/or more realism and work with contemporary design challenges. The course will engage online volunteer testers to glean feedback for possible product modification. 3D character animation will be developed.

**Prerequisite(s):** CGT 2160

**MDT 2680**  
Game & Simulation Practicum 3 Credits  
Students 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):** CGT 2160 **Corequisite(s):** MDT 2670

**MDT 2800**  
Professional Practices 3 Credits  
A study of how media function in the professional world. Interrelation of media disciplines, professional organizations, media ethics and law, intellectual property, subject and client rights, and professional standards are explored. This course is focused on aspiring photographic media professionals, with special attention paid to marketing, pricing, business plans and other concerns of freelancers. **Prerequisite(s):** consent of program coordinator

**MDT 2998**  
Media Technologies Internship 1-3 Credits  
This course is a supervised work experience requiring a minimum of 100 hours for PHO students and 45 hours in other fields of media technologies. Individual communication is arranged instead of class attendance. May be repeated for a total 3 credits. **Prerequisite(s):** Consent of instructor

**MODERN LANGUAGE AND CULTURE**

**MLC 1010**  
Elementary Modern Language I 3 Credits  
Introduction to the basic structure and sounds of a particular language that is not offered regularly at the institution. Equal emphasis is placed on the four skills of speaking, writing, listening and reading. Listening and practice materials provided by the instructor. Oral practice required.

**MLC 1020**  
Elementary Modern Language II 3 Credits  
Continuation of MLC 1010. **Prerequisite(s):** MLC 1010 or one year of the target language in high school

**MLC 2010**  
Intermediate Modern Language I 3 Credits  
Conversation, writing, listening and reading. Emphasis on communicative proficiency. Listening and practice material provided by the instructor. Oral practice required. **Prerequisite(s):** MLC1020 or equivalent

**MLC 2020**  
Intermediate Modern Language II 3 Credits  
Continuation of MLC 2010 with more complicated grammar and vocabulary. **Prerequisite(s):** MLC 2010 or equivalent

**MLC 2510**  
Modern Language Conversation 3 Credits  
Foreign language conversation and composition. **Prerequisite(s):** MLC 2020 or equivalent
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
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 a total 6 credits. 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): Consent 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
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 1545 Small Ensemble - Bluegrass** 1 Credit
This ensemble is designed for instrumental players and vocalists in the bluegrass genre. Opportunities also are provided for students who play or double on a second instrument. The course may be repeated for credit.

**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.

*MUS 1595 Small Ensemble—Percussion** 1 Credit
This ensemble is designed for players of percussion instruments. Opportuni-
ties also are provided for students who play or double on a second instrument. 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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major (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/Non-major  1 Credit
(half-hour lesson)
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/Non-major  2 Credits
(one-hour lesson)
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  2 Credits
(one-hour lesson)
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

PARALEGAL STUDIES (SEE LAW)

PHILOSOPHY

◆**PHIL 1030**  Introduction to Philosophy  3 Credits
An investigation of the fundamental questions pertaining to reality, truth, freedom, the nature of humankind, the existence of God and social/political theory.

**PHIL 1300**  Critical Thinking  3 Credits
An introduction to practical reasoning. This course covers the nature of deductive and inductive arguments, diagramming arguments, the search for implicit premises and conclusions and the role of falsehood, deception and emotion in reasoning. More important, PHIL 1300 is a careful study of argument construction and evaluation.

◆**PHIL 1500**  Philosophy & Film  3 Credits
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  3 Credits
A comparative introduction to the origins, developments, teachings and practices of the major world religions, such as Taoism, Confucianism, Hinduism, Buddhism, Judaism, Christianity and Islam.

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

**PHIL 2420**  Ethical Theory & Its Business Applications  3 Credits
An introduction to moral philosophy and a consideration of moral issues
related to business, including corporate responsibility, employee rights, discrimination, investment, and advertising.

★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 Photography I 3 Credits
An introductory course in the study of photography, with emphasis on the digital single lens reflex (D-SLR) camera. Exposure, metering, focus, depth of field, lenses, basic lighting, design elements and composition are explored. Basic principles of digital photographic capture are discussed. Students are responsible for providing a D-SLR camera.

PHO 1100 Photography II 3 Credits
Advanced study of camera controls, photographic systems, lenses and lighting techniques, including TTL flash. This hands-on study of advanced photographic theory explores these techniques in creative visual communication and how they relate to portrait, industrial, commercial photography, and other photographic genres. Students must have a D-SLR camera to obtain a dedicated TTL flash during the semester. Prerequisite(s): PHO 1000 or consent of program coordinator

PHO 1200 Art of Photography 3 Credits
A study of the development of photography through history and the aesthetic, expressive and thematic elements of the medium. Classic principles of composition are examined, as well as the impact of technical innovations on the art of photography. Special attention is given to significant photographic movements and influential photographers in each genre. Prerequisite(s): completion of Transitional Studies reading and writing

PHO 1700 Introduction to Studio Photography 3 Credits
Students are introduced to the equipment used in studio photography, learn the fundamentals of studio lighting, and gain understanding in the use of the equipment and techniques to execute standard professional assignments and gain more creative control. Emphasis is placed on gaining technical skills, mastering necessary techniques and using studio lighting to obtain the desired aesthetic effect. Prerequisite(s): PHO 1000 or consent of program coordinator. Corequisite(s): PHO 1100 and 1890

PHO 1890 Photography Portfolio I 1 Credit
Review, organization and presentation of first-year photography work for critical evaluation. Portfolios will be reviewed for camera mastery, lighting control, composition and aesthetics. A passing grade is required for continuance into second-year PHO courses. Prerequisite(s): PHO 1000 or consent of program coordinator. Corequisite(s): PHO 1100 and 1700

PHO 2010 Digital Imaging & Workflow 3 Credits
This course is meant for photography students as an overview to the workflow and imaging techniques used by professional photographers. Special emphasis is
placed upon using best practices for backing up, tagging images for recall, non-
destructive editing techniques, application-independent manipulations, working
with high-resolution images, prepping images for delivery and obtaining high-
quality prints. **Prerequisite(s):** CGT 1030

**PHO 2060**  
**Advanced Digital Imaging Techniques**  
3 Credits
  Students explore advanced topics in digital photography. Emphasis is placed on gaining an understanding of the industry-standard tools available to manipulate a digital image and choosing the best methods and practices for creating an appropriate imaging workflow. Special attention is paid to technical details, including exposure theory, optical systems, dynamic range, resolution, color models, compression types and file formats. **Prerequisite(s):** PHO 2010 or MDT 2100

**PHO 2100**  
**Nature & Travel Photography**  
3 Credits
  A study of basic location photography: nature, urban and rural. The emphasis is placed upon 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 1100

**PHO 2200**  
**Studio Still Life Photography**  
3 Credits
  An advanced study in executing still-life photography in a studio setting. Emphasis is on the use of D-SLR cameras, specialty lenses and professional lighting equipment to fulfill practical commercial and fine art assignments. **Prerequisite(s):** PHO 1700 and 1890

**PHO 2300**  
**Portrait Photography**  
3 Credits
  Studio lighting and camera techniques are explored for portraiture. Students will use a D-SLR camera, as well as a variety of lighting equipment. Additional topics explored include posing, expression, emotion, genre, intended use, makeup, wardrobe, setting and evaluating images. **Prerequisite(s):** PHO 1700 and 1890

**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 1100 and 1890

**PHO 2500**  
**Wedding & Event Photography**  
3 Credits
  A study of the methods, techniques, and business practices of contemporary wedding and event photography. Topics include the bridal portrait, location lighting, candid photography, location portraits, special event photography, marketing, salesmanship, and working with vendors and clientele. Students should be proficient in portraiture, photojournalism and on-camera flash use. **Prerequisite(s):** PHO 2300 and 2400

**PHO 2700**  
**Special Topics in Photography**  
1-3 Credits
  Advanced photographic projects, emphasizing shooting techniques, imaging techniques, aesthetic exploration or academic research. May be repeated for a total 9 credits. **Prerequisite(s):** PHO 1890
PHO 2890  Photography Portfolio II  2 Credits
Students produce a working portfolio of their own photography to be used to represent their work in the marketplace. Emphasis is on selection of contents, materials and professional presentation. This course is meant for students who have completed the majority of their photographic coursework and are approaching graduation. Prerequisite(s): PHO 220 or 2300 or 2400

PHO 2950  Independent Photographic Projects  3 Credits
This course is carried out independently by the student after consultation with a photography advisor to specify the details of the project. The student will report to the advisor during the course of the project to verify progress. Prerequisite(s): consent of program coordinator

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 healthy aspects of lifetime fitness.

★PHED 1020  Beginning Bowling  1 Credit
Selection of equipment, correct approach and release and scoring. Fee for facility and equipment 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-related and/or activity-related expenses. The class content and travel itinerary, if any travel is involved, are determined by the instructor of the course. **Prerequisite(s):** Consent of instructor

**PHED 2010**  
Archery  
1 Credit  
The introduction of skills, general rules, safety and techniques related to the sport of archery, with particular emphasis on acquisition of skills.

**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.

★PHED 2460  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 2470  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.

**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  Fundamentals of Residential Appraisal/ National USPAP 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

**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, inequality, lifestyle preferences and environmental abuse within the context of social change. Assessment of control strategies.

**SPANISH**

SPAN 1000  
**Technical Spanish**  3 Credits  
Beginning-level Spanish with focus on functional use of the language in specific contexts: for medical personnel, police, day-care personnel, other businesses, etc.

★SPAN 1010  
**Beginning Spanish I**  3 Credits  

★SPAN 1020  
**Beginning Spanish II**  3 Credits  
Continuation of SPAN 1010. Prerequisite(s): SPAN 1010 or one year of high school Spanish

◆★SPAN 2010  
**Intermediate Spanish I**  3 Credits  
Conversation, writing, listening and reading. Emphasis on communicative proficiency. Listening and practice materials on tapes. Language laboratory required. Prerequisite(s): SPAN 1020 or equivalent

◆★SPAN 2020  
**Intermediate Spanish II**  3 Credits  
Continuation of SPAN 2010. Prerequisite(s): SPAN 2010 or equivalent

SPAN 2510  
**Spanish Conversation**  3 Credits  
Spanish conversation and composition: Focus is on functional aspects of speaking and writing to increase proficiency through sustained, topic-related conversations and written compositions, with grammar review. Prerequisite(s): SPAN 2020 or four years of high school Spanish or equivalent life experience.

**SPEECH**

★SPH 1000  
**Introduction to Speech Communication**  3 Credits  
Fundamental theories and practices with particular reference to interpersonal, interpersonal, group, organizational, and public communication.

SPH 2000  
**Developing Speech Confidence**  1 Credit  
Techniques and practices for coping with apprehension about oral communications or stage fright. Recommended for those who are currently enrolled in SPH 2100 or 2400 and desire further work in dealing with readiness.

◆★SPH 2100  
**Public Speaking**  3 Credits  
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 Credits  
Art of reading aloud; development of interpretative techniques—both individual and group—and their application to selected passages of prose, poetry and drama.
SURVEYING

SURV 1550  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 note. Prerequisite(s): MATH 1720 or 1730 or consent of program coordinator.

SURV 2200  Fundamentals of Geographic Information Systems  3 Credits
Designed for students who want to become generally familiar with GIS technology and those seeking basics needed for advanced GIS courses. An overview of the GIS profession and the opportunities available in the field, including introductory content on typical business and technical applications, data, software and techniques used to complete GIS projects are covered. Students receive hands-on experience with globalpositioning and GIS hardware and software. When possible, local GIS professionals present seminars on their work.

SURV 2210  Cartography  3 Credits
Combines cartographic principles with GIS technology and practice to provide students with experience in creating their own finished maps. Students learn to prepare their own maps by using GIS mapmaking tools with a variety of vector and raster data. Emphasis is given to the understanding of map source data and the quality of finished GIS cartographic products. Large-format finished cartographic products are required as class projects. Prerequisite(s): SURV 2200.

SURV 2260  Civil 3D Land Development Concepts  3 Credits
This course covers the essentials in AutoCAD Civil 3D as it applies to land development design and applications. Students learn how to generate subdivision parcels, create roadway alignments and produce different profile views. In addition, students create a stormwater piping system and profiles and a detention basin based on existing and finished ground elevations. This course also covers site grading in which students balance cut and fill calculations, create swales and berms, calculate corridor volumes, and show design sections. Prerequisite(s): ENGT 1100.

SURV 2317  Advanced GIS  3 Credits
Advanced instruction in the use of commercial GIS software (ArcGIS) and associated tools used in various courses and GIS projects. Introduces the concept of work automation through models, VB scripts and field calculations. Presents methods that enable a GIS professional to register and rectify raster data for use in GIS projects. Students perform network and advanced spatial analysis. Students also are trained to use 3D tools to visualize GIS data. Prerequisite(s): SURV 2200.

SURV 2510  Advanced Surveying 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. Prerequisite(s): SURV 1550 or permission of instructor.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SURV 2520</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
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<tr>
<td></td>
<td>This course emphasizes the legal aspects of land surveying, including professionalism, licensing, documents, legal definitions and laws. <strong>Prerequisite(s):</strong> SURV 2510 or permission of instructor</td>
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<tr>
<td>SURV 2560</td>
<td>Geodetic Surveying</td>
<td>4</td>
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<td></td>
<td>This course presents the concepts of astronomy and geodesy that are relevant to the practice of geodetic surveying. The concepts include the theory and field techniques used to establish ground coordinate control. The course also includes a basic introduction to the earth’s geometric and physical characteristics as they relate to the datums and coordinate systems used in geodetic surveys. <strong>Prerequisite(s):</strong> SURV 2510 and MATH 1910</td>
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<tr>
<td>SURV 2567</td>
<td>Positioning With GPS</td>
<td>3</td>
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<td>This course covers GPS positioning techniques for surveying applications that require higher accuracy or are used in special situations. Network control and adjustment, the availability and use of reference stations, and sources of errors such as multipath, atmospheric interference, and satellite constellation geometry are presented. The field techniques and relevant computations are introduced and practiced. <strong>Prerequisite(s):</strong> SURV 2560 or surveying experience and consent of instructor</td>
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<tr>
<td>SURV 2730</td>
<td>Surveying Hydrology</td>
<td>4</td>
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<td>Introduces students to the theory and practice of hydrologic analysis and design to develop an analytical understanding of the basic phenomena of hydrology and to study a variety of practical quantitative methods and tools for solving hydrologic problems. <strong>Prerequisite(s):</strong> SURV 2210, SURV 2510 or consent of CET coordinator</td>
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**THEATRE**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>★THEA 1030</td>
<td>Introduction to Theatre</td>
<td>3</td>
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<tr>
<td></td>
<td>Understanding theatre thought, philosophy, aesthetics, historical perspective and production practices.</td>
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<tr>
<td>THEA 1311</td>
<td>Play Production</td>
<td>3</td>
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<td></td>
<td>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.</td>
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<tr>
<td>★THEA 2200</td>
<td>Acting I</td>
<td>3</td>
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<td></td>
<td>The mechanics of acting in terms of physical movement, body control and character-building techniques. Students will select and interpret various roles in class.</td>
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<tr>
<td>★THEA 2210</td>
<td>Acting II</td>
<td>3</td>
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<tr>
<td></td>
<td>The further exploration of acting techniques through exercises, scene work and period/style study. <strong>Prerequisite(s):</strong> THEA 2200</td>
<td></td>
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<tr>
<td>THEA 2250</td>
<td>Creative Drama</td>
<td>3</td>
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<tr>
<td></td>
<td>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</td>
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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 Voice & Movement 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 THEA 2200

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 credit hours). Prerequisite(s): THEA 1311 or consent 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

TRANSITIONAL STUDIES
For information, visit www.pstcc.edu/transitional_studies or call the Transitional Studies Department, (865) 694-6596. For course descriptions, go to www.pstcc.edu/departments/curriculum_and_instruction/advising/dsp.

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 Pro Tools. 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 hardware. Topics offered will provide special opportunities for students to explore a variety of emerging media or industry trends not normally available. May be repeated for a total 6 credits. 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
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 student. 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 Pro Tools.

**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, Pro Tools 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 multi-layered 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 Pro Tools 3 Credits
Advanced sound techniques, emphasizing creative control of audio and sound for picture using Pro Tools. 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

VPT 2016 Advanced Pro Tools 3 Credits
Advanced Pro Tools sound techniques, emphasizing creative control of audio and sound for motion picture/film using Pro Tools. Multiple soundtracks with voice, music, and effects are produced, edited, and mixed for distribution in all major professional formats (DVD, gaming, film, music). The initial focus is primarily for stereo editing and mixing. Surround concepts are roughly 50 percent of the course. Prerequisite(s): VPT 2015

VPT 2215 Advanced Editing 3 Credits
Advanced-level film/video editing with Avid nonlinear editors (NLEs). Course designed to train students in advanced-level skills by completing actual projects. Includes instruction in nested effects, keying, color correction and other higher-level processes. Unity LANshare mass storage and at least one HDV project included in instruction. Prerequisite(s): VPT 1210

VPT 2220 Advanced Final Cut Pro 3 Credits
The goal of this course is to develop artistic skills as an editor, moving students from the role of technician to visual storyteller. The course introduces structural and aesthetic challenges and further develops technical editing skills.
The course also covers color correction, audio sweetening, motion graphics, Photoshop, DVD menu design and other areas of student interest. **Prerequisite(s):** VPT 1220

**VPT 2330**  
**Budgeted Production**  
3 Credits

A project course focusing on production management principles and budgeting in a collaborative environment. Students will produce a video for a client while working within a fixed budget and deadline. **Prerequisite(s):** VPT 1015 and 1045 and 1210 and 1400

**VPT 2400**  
**Advanced Scriptwriting**  
3 Credits

Course addresses the writing of long format scripts that incorporate advanced concepts in dramatic writing for visual media, including the documentary and high-impact videos for corporate/instructional programs. Emphasis will be placed on understanding long form structure through reading and writing. **Prerequisite(s):** VPT 1400

**VPT 2500**  
**Campus Broadcast III:**  
Electronic Field Production  
3 Credits

Electronic field production (EFP) course. Students will develop story ideas, write scripts, conduct and record video interviews, and edit news packages for the Pellissippi State video news magazine. Emphasis will be placed on establishing high production values, working to deadlines and with a team. **Prerequisite(s):** VPT 1045 and 1500

**VPT 2660**  
**Independent Video Projects**  
3 Credits

An elective independent production opportunity offered to advanced VPT students in good standing who may wish to work on a project of their choice. Genre may be chosen by students pending approval of supervising instructor or VPT coordinator after submission of complete production plan before the end of the prior semester. Guidelines will be individually negotiated for successful completion of this course. **Prerequisite(s):** VPT 2330 and consent of instructor

**VPT 2770**  
**Documentary Production**  
3 Credits

An advanced project course focusing on the documentary form as an opportunity for an individualized expression. Each student will be responsible for the creation of a documentary designed to communicate his or her point of view on a topical and/or controversial subject or issue. **Prerequisite(s):** VPT 2330 and consent of instructor

**VPT 2910**  
**Campus Broadcast IV:**  
Program Production Management  
3 Credits

Advanced-level participation in the production and management of a campus video news magazine for and about Pellissippi State. Students will supervise the production of college news/communication programming and be responsible for program content, deadlines, technical quality, and assignment of personnel. Course will involve both field and studio production and postproduction. News gathering and writing skills will be emphasized. **Prerequisite(s):** VPT 1400 and 2500

**VPT 2960**  
**Remote Field Production**  
3 Credits

Hands-on workshop providing students with an opportunity to participate
in live-to-tape on-location productions and to provide support for PSCC special events with an on-location production crew. Electronic field production (EFP) course. Students will develop story ideas, write scripts, conduct and record video interviews. Emphasis will be placed on establishing high production values, working to deadlines and with a team. Prerequisite(s): VPT 1090

**WEB TECHNOLOGY**

**WEB 1600  Web Design I: Introduction to Web Technology  3 Credits**

This course introduces the student to hypertext markup language (HTML), the language of the Web. Students produce and publish basic Web sites using HTML/XHTML/cascading style sheets (CSS), forms and tables. Students learn to use a scanner and graphics program to develop graphics for use in Web pages. Internet browsers and software used to produce Web pages and to post the pages to the Web are discussed. Page design and research skills are developed. Building of a well-designed Web site is covered. Prerequisite(s): ADMN 1100 or equivalent

**WEB 2000  Dreamweaver/Fireworks  3 Credits**

This course is designed to enhance skills and knowledge of the professional Web author by using cross-platform visual HTML editors, specifically 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): WEB 1600 or CSIT 2645 or equivalent for WEB students; no prerequisite for CGT students

**WEB 2010  Web Design II: Design Fundamentals  3 Credits**

This course teaches hands-on skills and knowledge that Web design professionals are expected to understand. Students learn how to apply good design principles as they develop and publish Web sites. General topics include Web site development essentials (such as the development process, customer expectations, and ethical and legal issues), Web design elements (such as the site user’s experience, navigation, usability and accessibility, image files, graphical user interface site development software, and site publishing and maintenance), Web design principles and aesthetics, and advanced Web technologies (such as client-side and server-side technologies and Web databases). Prerequisite(s): WEB 1600

**WEB 2110  Flash  3 Credits**

This fundamental Web animation course examines and demonstrates essential elements in creating vector-based graphics using Flash. The topics include vector versus bitmap images, timelines, special effects and use of plug-ins versus. 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 1600 or CSIT 2645 or equivalent for WEB students; CGT 1040 and 2040 for CGT students

**WEB 2115  Advanced Flash  3 Credits**

This course teaches the basics of how to use Actionscript. Students learn
how to use Flash and Actionscript to enhance Web site design. General topics include how to create Actionscript in external files, use XML documents in conjunction with Flash, write event handling functions, add interactivity, load external content, handle data, control timelines and animation, and work with text, images, sound and video. **Prerequisite(s):** WEB 2110

**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 1600 or CSIT 2645 or equivalent for WEB students; VPT 1030 for VPT students

**WEB 2220 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 2010

**WEB 2300 JavaScript** 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 2010 or CSIT 2645 or equivalent, or consent of instructor

**WEB 2350 XML** 3 Credits

XML document design teaches students how to create intelligent structured Web documents using the extensible markup language (XML). Students 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). They 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 enable corporations to create consistent structured documents that can be published to a variety of output formats and media. The course covers XML document design as well as the basics of CSS, DHTML and XHTML. **Prerequisite(s):** WEB 1600 or CSIT 2645 or equivalent

**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 1600, WEB 2703 or consent of instructor

**WEB 2501 Web Special Topics** 1-3 Credits

A directed study and utilization of specific applications and software products within business and industry relevant to Web design. May be repeated, maximum 3 credits. **Prerequisite(s):** WEB 1600, or CSIT 2645 or consent of instructor

**WEB 2601 Server Administrator** 3 Credits

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 configure and deploy e-business solutions servers. Server administrators manage and tune e-business solutions and infrastructure for midsize to large businesses. **Prerequisite(s):** WEB 2010

**WEB 2603 Server-side Web Development (PHP/ASP)** 3 Credits

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. **Prerequisite(s):** WEB 2010 and CSIT 1810 or consent of instructor

**WEB 2700 Web Design for Mobile Devices** 2 Credits

This hands-on course provides students with the skills to develop content for mobile devices (cell phones, PDAs, etc.) using wireless markup language (WML), XHTML and CSS. Particular emphasis is given to designing for small screens, including interface design, usability and aesthetic style. Students also are provided an overview of the wireless industry, including infrastructure, device platforms and operating systems, and emerging trends in mobile technologies. **Prerequisite(s):** WEB 2010

**WEB 2703 Adobe Acrobat** 1 Credit

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. **Prerequisite(s):** WEB 1600 or CSIT 2645

**WEB 2811  Advanced Computer Graphics  3 Credits**

This course is designed to enhance the computer skills of those using graphics programs to prepare images for the Web or for print. Students will learn to enhance and create digital images using Photoshop; optimize images for speed of download; place and manipulate type in an image; work with layers and masks; use filters for special effects; work with background images and transparent gifs; create image maps; use ImageReady to create animations, slices, Web photo gallery, and rollovers. **Prerequisite(s):** WEB 1600 and MDT 2100, or CSIT 2645 or equivalent

**WEB 2812  Web Design III: Advanced Site Design  3 Credits**

This problems-oriented course teaches the use of dynamic graphics elements to enhance Web pages and sites. Advanced concepts in page layout and site optimization are studied, with emphasis on principles used to craft dynamic Web pages that get noticed. Exercises and projects allow students to apply the principles of Web design to their own sites, which are created in the course. **Prerequisite(s):** WEB 1600 and MDT 2100, or CSIT 2645 or equivalent

**WEB 2902  Web Team Practicum  1 Credit**

A directed study and utilization of specific applications and software products within business and industry relevant to Web design. May be repeated for a total 3 credits. **Prerequisite(s):** Successful completion of all WEB courses through the third semester, or consent of instructor

**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.
In This Section:

• Faculty and Staff Names, Titles, Departments and Degrees
• Notice of Misrepresenting Academic Credentials
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SHARON YARBROUGH   Director, Institutional Effectiveness, Research and Planning

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JONATHAN FOWLER   Dean, Liberal Arts
LARRY GOINS   Dean, Nursing
MARGARET ANN JEFFRIES   Dean, Engineering and Media Technologies
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M.S. in Interior Design, University of Tennessee

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M.S. in Special Education, University of Tennessee

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M.S. in Computer Science, Mississippi State University

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M.S. in Computer Science, State University of New York
M.B.A., University of Scranton

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M.B.A. in Management, University of Scranton
M.S. in Computer Science, State University of New York
M.S. in Engineering, Catholic University

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M.A. in English, University of Tennessee

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B.A. in English, James Madison University
M.A. in English, James Madison University

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M.A. in Accounting, University of Tennessee
Certified Public Accountant

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M.A. in English, University of Tennessee
Ph.D. in English, University of Tennessee

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M.A. in Spanish, University of Florida

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B.A. in Physical Education, Maryville College
M.S. in Exercise Physiology, University of Tennessee

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M.S. in Mathematics, University of Tennessee
Master of Education, University of South Carolina

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Master of Mathematics, University of Tennessee
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M.A. in English, Stephen F. Austin State University
Ph.D. in Education, University of Tennessee

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M.B.A. in Business Administration, Hood College

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A.A.S. in Mechanical Engineering Technology (Quality Control), Pellissippi State Technical Community College
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M.A. in English, East Tennessee State University

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Ph.D. in Chemistry, Clemson 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 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.A. in History, University of Tennessee

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Ph.D. in Education Policy, Planning and Analysis, Florida State University

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M.S. in English, University of Louisville

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M.S. in Related Art, University of Tennessee

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M.M. in Music, University of Tennessee

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M.S. in Mathematics, University of Tennessee

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M.B.A., University of Tennessee

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M.S. in English Education, University of Tennessee

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M.A. in History, East Tennessee State University

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Ph.D. in Chemistry, University of Pittsburgh

Joseph Zitka—Instructor
Business and Computer Technology
B.A. in Criminal Justice, Michigan State University
M.A. in Economics, Wayne State University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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<tbody>
<tr>
<td>RYAD ABBAS</td>
<td>Career Specialist</td>
<td>Heart of Knoxville Career and Resource Center</td>
</tr>
<tr>
<td>CATHERINE ADASKA</td>
<td>Account Clerk 3</td>
<td>Business Services</td>
</tr>
<tr>
<td>JARED AGRESTA</td>
<td>Functional Support Technician</td>
<td>Enrollment Services</td>
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<tr>
<td>JAMES ALLEN</td>
<td>Maintenance Mechanic</td>
<td>Facilities</td>
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<tr>
<td>THOMAS ALLEY</td>
<td>Functional Support Technician</td>
<td>College Advancement</td>
</tr>
<tr>
<td>REMONDA ALLEYNE</td>
<td>Secretary 3</td>
<td>Engineering and Media Technologies</td>
</tr>
<tr>
<td>ANITA AMBURN</td>
<td>Executive Assistant</td>
<td>Learning</td>
</tr>
<tr>
<td>DON AMOS</td>
<td>Coordinator</td>
<td>Services for Students With Disabilities</td>
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<tr>
<td>JOSEPH ANDREWS</td>
<td>Senior Specialist</td>
<td>Small Business Development Center</td>
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<tr>
<td>CYNTHIA ATCHLEY</td>
<td>Admissions Coordinator</td>
<td>Enrollment Services</td>
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<tr>
<td>RANDOLPH ATKINS</td>
<td>Maintenance Worker</td>
<td>Facilities</td>
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<tr>
<td>JAMES AYERS</td>
<td>Analyst 1</td>
<td>Applications Programming Support</td>
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<tr>
<td>BRANDON BALLENTINE</td>
<td>Instructional Technology Specialist</td>
<td>Educational Technology Services</td>
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<tr>
<td>SHERYL DINE BATES</td>
<td>Analyst 1</td>
<td>Applications Programming Support</td>
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<tr>
<td>SHIRLEY BATES</td>
<td>Mail Service Machine Operator</td>
<td>Facilities</td>
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<tr>
<td>KIMBERLY BAYS</td>
<td>Counselor</td>
<td>Counseling Services</td>
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<tr>
<td>JULIE BELL</td>
<td>Electronic Technician</td>
<td>Educational Technology Services</td>
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<tr>
<td>SCOTT BELL</td>
<td>Maintenance Scheduler</td>
<td>Educational Technology Services</td>
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<tr>
<td>DEBRA BENEDICT</td>
<td>Information Processing Specialist</td>
<td>Admissions and Communications Center</td>
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<tr>
<td>MANDY BENTZ</td>
<td>Bursar</td>
<td>Business Services</td>
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<tr>
<td>ANDREW BEVERS</td>
<td>Computer Technician</td>
<td>Network and Technical Services</td>
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<td>ZYRA BLAKE</td>
<td>Maintenance Utility Worker</td>
<td>Facilities</td>
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<tr>
<td>MARY BLEDSoE</td>
<td>Assistant Vice President</td>
<td>Student Success</td>
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<tr>
<td>DALE BOHANAN</td>
<td>Functional Support Technician</td>
<td>Business Services</td>
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<tr>
<td>DEBORAH BOLTON</td>
<td>Manager, Computer</td>
<td>Training Institute</td>
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<tr>
<td>ALBERTA BORING</td>
<td>Secretary 3</td>
<td>Blount County Campus</td>
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<tr>
<td>JASON BOWERMAN</td>
<td>Horticulture Technician I</td>
<td>Facilities</td>
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<tr>
<td>BETSY BOYD</td>
<td>Counselor</td>
<td>Counseling Services</td>
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<tr>
<td>SAMUEL BRACKETT</td>
<td>Printshop Supervisor</td>
<td>Marketing and Communications</td>
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<tr>
<td>JENNIE BRADEN</td>
<td>Media Specialist</td>
<td>Educational Technology Services</td>
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<tr>
<td>ANGELA BRANSON</td>
<td>Technical Clerk</td>
<td>Business and Community Services</td>
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<tr>
<td>FRED BREINER</td>
<td>Human Resources Assistant</td>
<td>Human Resources and Affirmative Action</td>
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<tr>
<td>ORPHA LEITCH BRINK</td>
<td>Executive Assistant</td>
<td>College Advancement</td>
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<tr>
<td>HOPE BRISTOL</td>
<td>Information Systems Coordinator</td>
<td>Business Services</td>
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<tr>
<td>ANESHA BROWN</td>
<td>Financial Aid Coordinator</td>
<td>Financial Aid</td>
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<tr>
<td>ALVIN BRUMMETT</td>
<td>Maintenance Supervisor</td>
<td>Facilities</td>
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<tr>
<td>ANN BURGESS</td>
<td>Executive Assistant</td>
<td>Learning</td>
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<tr>
<td>HOLLY BURKETT</td>
<td>Assistant Dean</td>
<td>Blount County Campus</td>
</tr>
<tr>
<td>BEVERLY BYRD</td>
<td>Computer Technician</td>
<td>Network and Technical Services</td>
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<tr>
<td>SHERRI BYRD</td>
<td>Computer Technician</td>
<td>Network and Technical Services</td>
</tr>
<tr>
<td>Name</td>
<td>Title/Position</td>
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<tr>
<td>CAROLYN CARSON</td>
<td>Director, Placement</td>
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<tr>
<td>ANNA CHAMBERS</td>
<td>Technical Clerk, Services for Students With Disabilities</td>
<td></td>
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<tr>
<td>BILL CHAPMAN</td>
<td>Telecommunications Technician 3, Network and Technical Services</td>
<td></td>
</tr>
<tr>
<td>TRENT CLAGG</td>
<td>Manager, Technical Operations, Educational Technology Services</td>
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<tr>
<td>DEBRA CLARK</td>
<td>Manager, Receivables and Payables, Business Services</td>
<td></td>
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<tr>
<td>JOHN CLARK</td>
<td>Director, Purchasing/Auxiliary Services</td>
<td></td>
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<tr>
<td>RANDALL CLARK</td>
<td>Manager, Network Support, Network and Technical Services</td>
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<tr>
<td>ROBERT CLARK</td>
<td>Computer Technician, Network and Technical Services</td>
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<tr>
<td>ALAN CLINGAN</td>
<td>Computer Systems Analyst, Network and Technical Services</td>
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<tr>
<td>BRAD COBURN</td>
<td>Director, Industrial and Contract Training</td>
<td></td>
</tr>
<tr>
<td>JOHN COCHRANE</td>
<td>Secretary 3, Division Street Campus</td>
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<tr>
<td>MARCIA COLEMAN</td>
<td>Secretary 3, Division Street Campus</td>
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</tr>
<tr>
<td>REGINA COLLINS</td>
<td>Maintenance Scheduler, Facilities</td>
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<tr>
<td>TRACEY COOLEY</td>
<td>Financial Aid Assistant, Financial Aid</td>
<td></td>
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<tr>
<td>JAMES DEAN COPPLE</td>
<td>Director, Applications Programming Support</td>
<td></td>
</tr>
<tr>
<td>NANCY CORUM</td>
<td>Coordinator, Community Services Programs, Business and Community Services</td>
<td></td>
</tr>
<tr>
<td>MARK COTTER</td>
<td>Director, TRiO Student Support Services</td>
<td></td>
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<tr>
<td>ROSE ANN COX</td>
<td>Shipping and Receiving Supervisor, Facilities</td>
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<tr>
<td>RACHAEL CRAGLE</td>
<td>Director, Advising</td>
<td></td>
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<tr>
<td>BROOKE CRANFIELD</td>
<td>Coordinator, Alumni Relations</td>
<td></td>
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<tr>
<td>NANCY CRUMPLEY</td>
<td>Secretary 3, Learning</td>
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<tr>
<td>WILLIAM DARBY</td>
<td>Helpdesk Assistant, Network and Technical Services</td>
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<tr>
<td>LECHELLE DAVENPORT</td>
<td>Financial Aid Coordinator, Financial Aid</td>
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<tr>
<td>JESSICA DAVIS</td>
<td>Technical Clerk, Network and Technical Services</td>
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<tr>
<td>ROBIN DAVIS</td>
<td>Computer Operations Specialist, Business Services</td>
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<tr>
<td>SALLY DAY</td>
<td>Test Administrator, Learning and Testing Center</td>
<td></td>
</tr>
<tr>
<td>MICHELLE DEFELICE</td>
<td>Coordinator, Services for Students With Disabilities</td>
<td></td>
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<tr>
<td>NANCY DONAHUE</td>
<td>Director, Budget and Payroll</td>
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<tr>
<td>KATHLEEN DOUTHAT</td>
<td>Counselor, Counseling Services</td>
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<tr>
<td>HEATHER DUBY</td>
<td>Acquisitions Assistant, Library Services</td>
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<tr>
<td>STACEY DUFFY</td>
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<tr>
<td>KIMBERLY DURAN</td>
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<tr>
<td>NORMAN EASTERDAY</td>
<td>Stock Clerk 2, Facilities</td>
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<tr>
<td>NANCY EDMONDS</td>
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<tr>
<td>PATRICIA EHERNSING</td>
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<tr>
<td>ANNETTE ELDRIDGE</td>
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<tr>
<td>PATRICIA FERGUSON</td>
<td>Secretary 3, Instructional Services</td>
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<tr>
<td>TIFFANY FLACH</td>
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<tr>
<td>WENDY FLOYD</td>
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<td></td>
</tr>
<tr>
<td>LISA FONDREN</td>
<td>Educational Resources, Center Assistant, Division Street Campus</td>
<td></td>
</tr>
</tbody>
</table>
JAMES HYDUSIK—Functional Support Technician
Financial Aid

LYNN HYMAN—Computer Systems Analyst
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HELEN IKPE—Grants Fiscal Clerk
Business and Finance

JACQUELINE INGRAM—Secretary 2
Liberal Arts

LOIS JACKSON—Technical Clerk
Admissions and Communications Center

MELBIA JACKSON—Functional Support Technician
Learning

NICK JEFFREYS—Human Resources Assistant
Human Resources and Affirmative Action

FRANK JETER—Maintenance Worker
Facilities

BRENDA JOHNSON—Information Processing Specialist
Business Services

BEVERLY JOLLEY—Adult Education Teacher
Learning and Testing Center

CARL JONES—Maintenance Utility Worker
Facilities

CLIFFORD DAN JONES—Manager, Student Recreation Center
Student Life and Recreation

DUTCHESS JONES—Director
Special Credit Programs

SPENCER JOY—Computer Operations Specialist
Network and Technical Services

SELENA KIMBER—Technical Clerk
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KATHY KING—Secretary 3
Liberal Arts

TANZA LEATHERWOOD—Account Clerk 3
Budget and Payroll

MARCIA LAWSON—Executive Assistant
Business and Finance

LINNETTE LEGG—Administrative Assistant
Office of the President

DANIEL LEIBMAN—Automotive Mechanic
Facilities

GARRY LOFTIS—Counselor
Counseling Services

MICHAEL LOONEY—Computer Technician
Network and Technical Services

SUSAN LOVINGOOD—Technical Clerk
Institutional Effectiveness, Research and Planning

JAN LUND—Maintenance Utility Worker
Facilities

DEBORAH MAHAFFEY—Educational Resources Center Assistant
Magnolia Avenue Campus

CYNTHIA MANNING—Director
Heart of Knoxville Career and Resource Center

GAIL MAPLES—Housekeeper
Facilities

RHONDA MATTINGLY—Secretary 3
Blount County Campus

EILEEN MAYNARD—Account Clerk Supervisor
Business Services

CHERYLL MCBATH—Account Clerk 3
Business Services

DARELL MCBEE—Maintenance Worker
Facilities

NANCY MCBEE—Circulation Assistant
Library Services

MELANIE MCCAMMON—Financial Aid Coordinator
Financial Aid

KAYE MCCARTT—Administrative Secretary
Foundation

BEN MCDANIEL—Maintenance Utility Worker
Facilities

YOLANDA MCFADDEN—Tutor/Retention Advisor
TRiO Student Support Services

PAUL MCKINNEY—Director
Financial Aid

SARAH MCMURRAY—Coordinator
Services for Students With Disabilities
NOTICE OF MISREPRESENTING ACADEMIC CREDENTIALS

It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents orally or in writing that such person—

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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**Academic Calendar.** A list of dates found at the beginning of each Catalog and Handbook. Includes dates for registration, drop/withdrawal deadlines, holidays, exams and fee deadlines.

**Academic Dishonesty/Classroom Misconduct/Cheating Policy.** The College policy that prohibits plagiarism, cheating and other forms of academic misconduct. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, may be assigned an F or a zero for the exercise or examination or an F in the course, at the discretion of the instructor.

**Academic Record.** A student’s permanent record of academic credit transferred from regionally accredited colleges and universities and credit earned at Pellissippi State. Records are maintained in the computerized student information system. The director of Enrollment Services is responsible for the maintenance and security of these records.

**Advisor.** A faculty member or counselor who meets with students each semester to help in making curriculum choices and discuss progress toward achieving educational goals.

**Advisory Committees.** Groups of business and community representatives who make curriculum recommendations for Career 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. Information on articulation agreement requirements may be obtained from academic advisors and on the Web site of the Advising and Curriculum Office.

**Associate of Applied Science Degree.** Degree awarded upon completion of a Career Programs curriculum. This degree is designed for students who seek immediate employment after graduation and is generally not designed for transfer to a four-year institution.

**Associate of Applied Science in Nursing Degree.** Degree awarded upon completion of the Nursing curriculum. Students who complete this degree and pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) will be registered nurses prepared to function competently at the beginning level of nursing practice.

**Associate of Arts and Associate of Science Degrees.** Degrees awarded upon completion of Transfer/University Parallel degree programs. These 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.

**Associate of Science in Teaching Degree.** Degree awarded upon completion of a curriculum developed by Tennessee Board of Regents faculty and intended to prepare students to enter the junior year of a baccalaureate program for elemen-
itary school teachers. The AST degree transfers directly to all TBR universities and some area private colleges.

**Attendance Policy.** The policy that expresses the expectation that Pellissippi State students will attend all scheduled instructional activities. 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.

**Audit.** The taking of a course for information only, 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 that all associate’s degree graduates are required to take 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 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 Programs Guarantee.** The Pellissippi State guarantee that states that any Career Programs graduate judged by his or 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 (also called the Job Competency 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 Programs find co-op positions in local companies.

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

**Course Load.** The total number of credit hours that make up the semester schedule.

**Course Waiver/Substitution.** A waiver of a required course or substitution of another course for a required course in a particular curriculum. Waivers are granted when necessitated by course deletions or other curriculum changes. Since no credit is awarded for a waiver, a course of equal or greater credit may be substituted for the course that has been waived. Exceptions to an articulation agreement may only be approved by the four-year institution; Transitional Studies courses may not be waived.

**Credit Hours.** The number of hours awarded for a particular course. A minimum of 60 credit hours 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. A record of a student’s progress toward a particular degree (chosen by major). The audit shows courses completed toward the degree, courses in progress and courses remaining to fulfill degree requirements.

Directory Information. Information that may be disclosed without consent of the student to any person requesting such information: name, address, telephone number, date and place of birth, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational institution attended, and e-mail address. A student who does not wish directory information to be released without consent must provide written notification to Enrollment Services. The following items are 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, including two-way audio/video, telecourses, videotape and online options. These formats are designed for students who need flexibility in scheduling and instructional methods.

Dual Enrollment. The enrollment of a high school student in one or more specified college courses for which the student will be awarded both high and college credit.

Educational Records. All records that contain information 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 (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 have distinct drop/add dates.

Fees. The amount of money owed to Pellissippi State for courses taken. Fee payment deadlines must be met or semester 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 Transitional Studies courses.

Grant. Financial assistance that does not have to be paid back.

Hold. A block that prevents a student from registering, obtaining transcripts, and/or receiving financial aid awards. Holds can be placed on student accounts for various reasons.
Hybrid Course. A course that combines traditional classroom work with online instruction. For a 3-credit-hour course, students meet in a classroom for one-half the required class time each week and complete the remainder of the class online.

Internship. Usually a nonpaid position that offers experience related to the major. Some Career Programs require an internship for graduation.

Job Competency Guarantee. The Pellissippi State guarantee that any Career Programs 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. A center on each Pellissippi State campus that provides free tutoring in a variety of subjects, as well as makeup and standardized testing for students. On the Pellissippi Campus, the facilities are located in the Educational Resources Center.

Legitimate Educational Interest. A need for information about a student that results from a faculty or staff member’s fulfillment of assigned responsibilities. Disclosure of such information to the faculty or staff member is limited to information necessary to the fulfillment of 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 Transfer/University Parallel program. Students whose primary goal is to seek immediate employment after graduation enroll in a Career Program.

Non-credit Course. A course that does not offer college credit upon completion.

Part-time Student. Student enrolled in fewer than 12 credit hours during any semester.

Placement Office. The office whose responsibility it is to help Career Programs graduates find jobs after graduation. This office may also be able to help students find jobs while enrolled.

Placement Test. A test administered to entering students whose ACT/SAT scores or transcripts showing college credit for math or English are not available. The placement test is intended to determine level of proficiency so students may be appropriately placed in Transitional Studies or college-level courses.

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. The Academic Calendar in the Catalog and in the Student Enrollment Guide provides registration 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.** The four primary locations at which Pellissippi State offers classes and provides services: Pellissippi Campus, Division Street Campus, Blount County Campus and Magnolia Avenue Campus.

**Special Student.** Any non-degree-seeking student. Students in this category may not take English, math or certain other courses in a sequence unless they provide proof of proficiency with ACT scores or college transcripts. 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.** A common course prefix and numbering system developed for all Tennessee Board of Regents (TBR) institutions to eliminate unnecessary repetition of coursework by students transferring within the TBR system. Every TBR institution incorporates a common general education core curriculum into its degree requirements and accepts all courses designated 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.edu, then TBR Offices, then Academic Affairs, then Programs and Services, then Transfer and Articulation).

**Transcript.** An official record of academic history, provided by high schools or other colleges a student has attended previously.

**Transfer Credit.** Credit awarded by a receiving college or university for equivalent coursework.

**Transfer Policies.** The policies and conditions of eligibility at a receiving institution that determine the amount of credit awarded to a student transferring to that institution.

**Transfer Program.** A curriculum designed for transfer to a four-year college or university after graduation with an Associate of Arts, Associate of Science or Associate of Science in Teaching degree (also called University Parallel Program).

**Transitional Studies Courses.** Refresher courses in reading, English and math intended 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. Students in Transitional Studies courses may be restricted from taking other college-level courses until required Transitional Studies courses are successfully completed.
**University Parallel Program.** A curriculum designed for transfer to a four-year college or university after graduation with an Associate of Arts, Associate of Science or Associate of Science in Teaching degree (also called Transfer Program).

**University Parallel Guarantee.** The Pellissippi State guarantee to Transfer Programs graduates that Pellissippi State will refund 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 is valid for two years after graduation from Pellissippi State. The course must appear on the transfer equivalency table and an articulation agreement with the four-year institution.