2012-2013
CATALOG & HANDBOOK

Cover Design
Cindy Tanner

Production & Editing
Anita Amburn
Judy Gosch
Lois Reynolds
David Smith
Cindy Tanner

Pellissippi State Community College
10915 Hardin Valley Road
P.O. Box 22990
Knoxville, Tennessee 37933-0990

(865) 694-6400
www.pstcc.edu
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.

Questions or concerns about harassment or discrimination based on race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age, or status as a covered veteran should be directed to the following:

Executive Director
Human Resources and Affirmative Action
Pellissippi State Community College
Goins Building, Room 262
10915 Hardin Valley Rd./P.O. Box 22990
Knoxville, TN 37933-0990
(865) 694-6607

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

Director
Services for Students With Disabilities
Pellissippi State Community College
Goins Building, Room 134
10915 Hardin Valley Rd./P.O. Box 22990
Knoxville, TN 37933-0990
(865) 539-7153
STUDENT NOTICES

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 Academic Affairs
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.

Pellissippi State Community College is one of 46 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. TBR is the governing board for this system, which includes six universities, 13 two-year colleges and 27 technology centers, providing programs in 90 of Tennessee’s 95 counties to more than 200,000 students.

Pellissippi State Community College is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director, Human Resources and Affirmative Action, Room 262, J.L. Goins Administration Building, (865) 694-6406. PSCC W1216762-12
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THE COLLEGE

In This Section:
A Brief History
Mission
Campuses and Maps
Important Contacts
Welcome to Pellissippi State Community College! We’re excited that you’ve chosen to attend our school. Your decision to enroll here may be one of the most important you’ll ever make, and we are dedicated to working with you to achieve both your educational and your life goals. Whether you’re preparing to enter the workforce for the first time, planning to transfer to a four-year institution or simply taking a course for personal growth, we are committed to helping you succeed academically and to providing opportunities for you to broaden your horizons. Our caring faculty and staff look forward to connecting with you soon.

A BRIEF HISTORY

Pellissippi State is a vital institution accustomed to transformation and growth. Since its founding in 1974 as State Technical Institute at Knoxville, the College has expanded the teaching of technology, the use of technology in instruction, and the transfer of technology to local business and industry in support of regional economic development.

Having enrolled only 45 students in its first year of operation, the institution experienced steady growth in the ’70s, adding business technology programs to its original core of engineering technology programs. As community awareness grew, so did expectations. In 1988, the Tennessee Board of Regents approved the expansion of the technical institute’s mission to include college transfer programs.

This mission expansion was accompanied by a name change to Pellissippi State Technical Community College, and enrollment grew quickly. In 2009, the Legislature voted to shorten the name. The institution is now known as Pellissippi State Community College.

The College continues to support and develop career-path associate’s degrees, associate’s degrees for transfer, certificates, and continuing education opportunities for the citizens of Knox, Blount, and surrounding counties. Pellissippi State 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.

In fall 2012, 11,259 credit students were enrolled at Pellissippi State, as well as thousands of non-credit students.
MISSION

The mission of Pellissippi State Community College is to serve its community by providing college-level and non-credit courses and learning support instruction using a variety of delivery methods, including distance learning. The College provides support for teaching and learning, training and workforce development, and opportunities for life, civic, and cultural enrichment.

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 degrees and certificate programs that lead to employment in computer, engineering, and media technologies; business; and health science.
- Associate’s degree programs and courses that prepare students for transfer to baccalaureate-level colleges and universities.
- Learning support instruction and academic and student support 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 develops and maintains comprehensive fiscal and other administrative services and a physical environment conducive to learning. In line with its heritage as a technical institute, the College integrates state-of-the-art technology into teaching and learning, 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 and media technology offerings to Anderson, Loudon, Roane, Cumberland, Campbell, Fentress, Scott, and Morgan counties. A member of the Tennessee Board of Regents System, the College develops and maintains student transfer agreements with TBR universities, the University of Tennessee, and private colleges and universities in 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, sexual orientation, veteran status, religion, race, national origin or disability.

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. Below is a directional map to the Pellissippi Campus, Division Street Campus, Magnolia Avenue Campus, and Blount County Campus, as well as a parking map for the Pellissippi Campus. For additional maps, visit www.pstcc.edu/maps.html. The College also offers courses at other locations in Knox and Blount counties to meet the educational needs of its service area.
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
Blount County Campus (BC) .................................................................... 681-1064
Division Street Campus (DS) ................................................................. 971-5200
Magnolia Avenue Campus (MA) .............................................................. 329-3100

Abbreviation key for Pellissippi Campus buildings:
- GN—Goins Building
- MC—McWherter Building
- AL—Alexander Building
- ER—Educational Resources Building
- BA—Bagwell Center
- SR—Student Recreation Center

<table>
<thead>
<tr>
<th>Building/</th>
<th>Phone</th>
<th>Room</th>
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<tbody>
<tr>
<td>Academic Advising, Articulation &amp; Curriculum</td>
<td>694-6556</td>
<td>GN123</td>
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<td>Academic Affairs, Vice President of</td>
<td>694-6523</td>
<td>GN212</td>
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<td>Academic Support Center</td>
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<tr>
<td>Pellissippi Campus</td>
<td>539-7026</td>
<td>ER330</td>
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<td>Blount County Campus</td>
<td>981-5302</td>
<td>BC125</td>
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<td>Division Street Campus</td>
<td>971-5215</td>
<td>DS208</td>
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<td>Magnolia Avenue Campus</td>
<td>329-3111</td>
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<td>Admissions (Enrollment Services)</td>
<td>694-6400</td>
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<td>Adult Education</td>
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<td>ER329</td>
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<td>Affirmative Action</td>
<td>694-6607</td>
<td>GN262</td>
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<td>694-6642</td>
<td>GN148</td>
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<tr>
<td>Business &amp; Community Services</td>
<td>539-7167</td>
<td>AL108</td>
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<td>Business &amp; Computer Technology</td>
<td>694-6656</td>
<td>MC252</td>
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<tr>
<td>Business Office</td>
<td>694-6608</td>
<td>GN221</td>
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<td>Cafeteria</td>
<td>694-6615</td>
<td>GN151</td>
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<tr>
<td>Cashier</td>
<td>694-6605</td>
<td>GN158</td>
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<tr>
<td>Computer Helpdesk</td>
<td>694-6537</td>
<td>ER319</td>
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<tr>
<td>Continuing Education (Business &amp; Community Services)</td>
<td>539-7167</td>
<td>AL108</td>
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<tr>
<td>Cooperative Education</td>
<td>694-6559</td>
<td>GN105</td>
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<td>Council of Student Advocates (COSA)</td>
<td>694-6408</td>
<td>GN144</td>
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<tr>
<td>Counseling Services</td>
<td>694-6547</td>
<td>GN128</td>
</tr>
<tr>
<td>Disabilities, Services for Students With</td>
<td>539-7153</td>
<td>GN134</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>694-6400</td>
<td>GN102</td>
</tr>
<tr>
<td>Engineering &amp; Media Technologies</td>
<td>694-6483</td>
<td>MC246</td>
</tr>
<tr>
<td>English</td>
<td>694-6708</td>
<td>MC329</td>
</tr>
</tbody>
</table>
Financial Aid/Veterans Affairs.......................... 694-6565  GN157
Foundation, Pellissippi State/Alumni Relations......... 694-6525  GN203-204
Human Resources & Affirmative Action.................. 694-6607  GN262
Internships, Business & Computer Technology.......... 694-6597  MC251
Instructional Services........................................ 694-6449  AL217
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
  Pellissippi Campus .............................................. 539-7116  ER327
  Blount County Campus ......................................... BC189
  Division Street Campus ...................................... DS138
  Magnolia Avenue Campus .................................... MA147
Pellissippi Press .................................................. 694-6698  AL216
Placement ................................................................ 694-6559  GN105
President, Office of the ........................................ 694-6616  GN211
Records (Enrollment Services) ............................. 694-6400  GN102
Safety & Security
  Non-emergency .................................................... 694-6646  GN101
  Emergency ........................................................... 694-6649
Student Assistance Center ................................... 694-6556  GN123
Student Life & Recreation ..................................... 694-6555  GN141
Student Recreation Center .................................... 694-6576  SR102
Student Affairs, Vice President of ....................... 539-7188  GN110D
Tennessee Consortium for International Studies ....... 539-7279  AL103
Testing
  GED (Magnolia Avenue Campus) ......................... 329-3176  143F
  Exit, makeup ..................................................... 694-6454  ER330
  Placement ........................................................... 694-6580  GN121
Transitional Studies ............................................. 694-6596  AL217
Tutoring
  Pellissippi Campus ............................................... 539-7079  ER330
WHOM TO CONTACT IF YOU ... 

Need assistance in obtaining a job .......................................................... Placement

Want to drop or add a course ............................... Enrollment Services/www.pstcc.edu

Want to 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 .......... Safety and Security/ Student Affairs

Want to participate in student activities ............... Student Life and Recreation

Want to change majors ........................................ Enrollment Services (Admissions)

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 tutor ................................................................. Academic Support Center

Need classroom accommodations for a disability ................ Services for Students With Disabilities

Need event accommodations for a disability .................... ADA Officer (Executive Director, Human Resources)

Feel you have been discriminated against .............. Affirmative Action Officer (Executive Director, 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 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

Registration began November 14, 2011

Priority Financial Aid Application Deadline

(Missing the deadline will delay financial aid award and may prevent charging at Bookstore) Began November 14, 2011

April 27

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

**FALL SEMESTER 2012**

Registration

Begins April 2, 2012

Priority Financial Aid Application Deadline

(Missing the deadline will delay financial aid award and may prevent charging at Bookstore) Began November 14, 2011

July 27
Schedule Confirmation and Fee Deadline for Registration That Occurred on or Prior to August 9.................................August 9
All Faculty Report....................................................................August 15
Application Deadline ................................................................August 15
Deadline to Take Placement Test..............................................August 17
Schedule Confirmation and Fee Deadline.................................August 23
Deadline for 100% Refund .......................................................August 24

Classes Begin ...........................................................................Saturday, August 25
Last Day to Add Classes/Change to or From Audit..................August 29
Holiday, Labor Day, College Closed ........................................September 3
Deadline for 75% Refund ........................................................September 7
Deadline to Submit Waiver or Discount Forms .........................September 7
Deadline to Drop a Class Without a Grade of “W” ..................September 7
Deadline for 25% Refund ........................................................September 21
Spring & Summer “I” Grades (Incompletes) Change to “F”........October 12
Fall Break ................................................................................October 15-16
Deadline to Drop/Withdraw With a “W” Grade .........................November 2
Registration for Spring and Summer 2013 .........................Begins November 12
Deadline for Completion of Intent to Graduate Forms & Certificate Applications for Spring & Summer 2013........November 16
Holiday, Thanksgiving, College Closed .................................November 22-25
Last Day of Classes .................................................................December 7
Exam Period ............................................................................December 10-13
Grades Due in Enrollment Services .................................4:30 p.m., December 14

SPRING SEMESTER 2013

Registration .................................................................Begins November 12, 2012
Priority Financial Aid Application Deadline
(Missing the deadline will delay financial aid award and may prevent charging at Bookstore) .....................December 3, 2012
Schedule Confirmation and Fee Deadline for Registration That Occurred on or Prior to January 3 ........................................January 3
Application Deadline .............................................................January 7
Deadline to Take Placement Test .............................................January 8
Faculty Report.............................................................................................................. January 9
Schedule Confirmation and Fee Deadline......................................................... January 15
Deadline for 100% Refund .................................................................................. January 16

**Classes Begin** .............................................................................................................. January 17

Holiday, Martin Luther King Jr.’s Birthday, College Closed................ January 21
Last Day to Add Classes/ Change to or From Audit.................................. January 22
Deadline for 75% Refund ......................................................................................... January 30
Deadline to Submit Waiver or Discount Forms .................................... January 30
Deadline to Drop a Class Without a Grade of “W” ................................ January 30
Deadline Day for 25% Refund............................................................................ February 13

Fall “I” Grades (Incompletes) Change to “F” ................................................ March 1
Spring Break for Students................................................................................ March 11-17
Registration for Fall 2013 .................................................................................. Begins April 1
Deadline to Drop/Withdraw With a “W” Grade ........................................ April 4
Deadline for Completion of Intent to Graduate Forms & Certificate Applications for Summer & Fall 2013 .................. April 12

Foundation Scholarship Application
Priority Deadline for Fall 2013 ......................................................................... March 15

Last Day of Classes................................................................................................ May 4
Exam Period............................................................................................................. May 6-9
Grades Due in Enrollment Services....................................................... 4:30 p.m., May 10
Commencement ................................................................................................. May 10

**SUMMER SESSION 2013/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](http://www.pstcc.edu) for details.

Registration................................................................................................................. Begins November 12, 2012

Priority Financial Aid Application Deadline
(Missing the deadline will delay financial aid award and may prevent charging at Bookstore).................................................. April 26

Schedule Confirmation and Fee Deadline for Registration
That Occurred on or Prior to May 16.............................................................. May 16

Application Deadline ......................................................................................... May 20
Deadline to Take Placement Test ................................................................. May 21
Schedule Confirmation and Fee Deadline....................................................... May 23
Deadline for 100% Refund for Full-Term Courses .............................. May 24
Holiday, Memorial Day, College Closed ........................................ May 27
Classes Begin ................................................................................ May 28
Last Day to Add Classes/Change to or From Audit ................ May 29
Deadline to Drop a Class Without a Grade of “W” ..................... June 10
Deadline for 75% Refund for Full-Term Courses ....................... June 10
Deadline to Submit Waiver or Discount Forms .......................... June 10
Deadline to Drop/Withdraw From Full-Term Courses
With a “W” Grade ......................................................................... July 3
Holiday, Independence Day, College Closed ...................... Thursday/Friday, July 4-5
Last Day of Classes for Full-Term Courses ................................. July 24
Grades Due in Enrollment Services .......................................... 4:30 p.m., July 26
In This Section:

Philosophy for the First Year of College Degrees
General Academic Policies
Student Complaints
General Education
Learning Support
Academic Retention Practices
Academic Probation Standards
Graduation Requirements
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:

**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.

**DEGREES**

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.

- **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.

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 Academic Affairs, 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 Academic Affairs.

Attendance recording. Financial aid recipients are advised that attendance must be reported by the instructor for each course in which the student is enrolled before the student may pick up a financial aid check. Attendance for veterans receiving benefits is reported during the add period and monthly thereafter. Students enrolled in distance learning courses must meet instructor requirements for communication and completion of assignments to be reported as attending. (See also Return of Title IV Funds in the Financial Aid section of this Catalog and Handbook.)

Grading system. Grades become available as they are received and processed. Letter grades are used to indicate quality of work achieved by a student, knowledge of the subject, ability to apply this knowledge, and work habits and practices.

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

The 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 learning support 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 learning support 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 learning support 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. 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 Academic Affairs.

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

**Academic awards and honors.** Students graduating with the following grade-point averages in college-level courses will receive an honors designation on their diplomas:

- 3.90-4.00  **Summa Cum Laude**
- 3.70-3.89  **Magna Cum Laude**
- 3.50-3.69  **Cum Laude**

In addition to graduation honors, Pellissippi State recognizes outstanding college-level students through the dean’s list (3.50-4.00 GPA). Students are eligible 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. Learning support 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 Academic Affairs (except learning support 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.

**STUDENT COMPLAINTS**

Pellissippi State Community College strives to provide the best instructional atmosphere and level of service to students. At times, however, students may have an issue, concern or complaint regarding their educational experience. In such cases, the College strives to resolve issues as quickly as possible and at the level closest to the issue.

Students should follow the procedures listed below to resolve their concerns or complaints.

**Filing a Complaint**

**Informal Resolution**

The first step a student should take in resolving a concern or complaint is to directly address the faculty member, staff member or student in question. There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member. If this is the case, the student should speak to the academic dean in the case of a faculty member, or to the supervisor in the case of a staff member. If the issue is with another student, and the student with the concern is uncomfortable addressing the other student, he or she may contact Safety and Security or the vice president of Student Affairs at the Pellissippi Campus or the assistant dean at the Division Street, Magnolia Avenue or Blount County Campus. If there is no resolution at that level, the student may file a formal, written complaint.

**Formal Resolution**

Students who have attempted informal resolution to their complaints and need further resolution may file a formal complaint. Students should fully complete and submit the electronic student complaint form, located at www.pstcc.edu/complaint. This form will be submitted to the appropriate vice president over the area in which the student has a concern. The vice president (or designee) will conduct an investigation within 10 working days of receiving the complaint. The vice president (or designee) will communicate the outcome of the investigation to the student in no more than 30 working days of receiving the complaint.
Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a student complaint form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville 37217, or by going online and filing out the form electronically at www.tbr.edu/contact/default.aspx?id=2936. Under Tennessee’s open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation also can be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4500 (www.sacscoc.org).

Complaints of fraud, waste or abuse may be made by email at report-fraud@tbr.edu or by calling the Tennessee Comptroller’s Hotline for Fraud, Waste and Abuse at (800) 232-5454.

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

**GENERAL EDUCATION**

Pellissippi State has identified a core of college-level competencies expected of all graduates. The school measures those competencies to determine the degree to which graduates have achieved them. Pellissippi State graduates should be able to

- Write clearly.
- Read proficiently.
- Communicate orally.
- Analyze and use quantitative information.
- Solve problems.
- Use technology effectively.

As a Tennessee Board of Regents institution, Pellissippi State also must evaluate the competency of students in the following general education subject categories:

- **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 think-
ing 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.

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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICATION</strong></td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
</tr>
<tr>
<td>SPCH 2100</td>
<td>Public Speaking</td>
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<tr>
<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>
</tr>
<tr>
<td><strong>HUMANITIES/FINE ARTS</strong></td>
<td></td>
</tr>
<tr>
<td>ARTH 2010</td>
<td>Survey of Art History I</td>
</tr>
<tr>
<td>ARTH 2020</td>
<td>Survey of Art History II</td>
</tr>
<tr>
<td>ENGL 2110</td>
<td>Early American Literature</td>
</tr>
<tr>
<td>ENGL 2120</td>
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<tr>
<td>ENGL 2210</td>
<td>British Literature: 650-1784</td>
</tr>
<tr>
<td>ENGL 2220</td>
<td>British Literature: 1785-Present</td>
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<tr>
<td>ENGL 2310</td>
<td>World Literature: 2500 BCE-1650</td>
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<tr>
<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>
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<tr>
<td>ENGL 2520</td>
<td>Introduction to Drama</td>
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<tr>
<td>ENGL 2530</td>
<td>Introduction to Fiction</td>
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<tr>
<td>HUM 2810</td>
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<tr>
<td>MUS 1030</td>
<td>Music Appreciation</td>
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<tr>
<td>PHIL 1030</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHIL 1500</td>
<td>Philosophy &amp; Film</td>
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<tr>
<td>PHIL 2010</td>
<td>Survey of World Religions</td>
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<tr>
<td>PHIL 2400</td>
<td>Introduction to Ethics</td>
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<tr>
<td>PHO 1200</td>
<td>History of Photography</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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<tr>
<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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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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<tr>
<td>MATH 1630</td>
<td>Finite Mathematics</td>
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<td>MATH 1710</td>
<td>Precalculus Algebra</td>
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<tr>
<td>MATH 1720</td>
<td>Precalculus Trigonometry</td>
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<tr>
<td>MATH 1730</td>
<td>Precalculus</td>
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<tr>
<td>MATH 1830</td>
<td>Basic Calculus &amp; Modeling</td>
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<tr>
<td>MATH 1910</td>
<td>Calculus</td>
</tr>
<tr>
<td><strong>NATURAL SCIENCES</strong></td>
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</tr>
<tr>
<td>BIOL 1110</td>
<td>General Biology I</td>
</tr>
<tr>
<td>BIOL 1120</td>
<td>General Biology II</td>
</tr>
<tr>
<td>BIOL 1310</td>
<td>Concepts of Biology</td>
</tr>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BIOL 2020</td>
<td>Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BOT 1010</td>
<td>Fundamentals of Botany I</td>
</tr>
<tr>
<td>BOT 1020</td>
<td>Fundamentals of Botany II</td>
</tr>
<tr>
<td>CHEM 1010</td>
<td>Principles of Chemistry</td>
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<tr>
<td>CHEM 1020</td>
<td>Basic Organic &amp; Biochemistry</td>
</tr>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CHEM 1120</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CHEM 1310</td>
<td>Concepts of Chemistry</td>
</tr>
<tr>
<td>GEOL 1040</td>
<td>Physical Geology</td>
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<tr>
<td>GEOL 1050</td>
<td>Historical Geology</td>
</tr>
<tr>
<td>GEOL 1300</td>
<td>The Environment W/ Lab</td>
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<tr>
<td>GEOL 1310</td>
<td>Concepts of Earth Science</td>
</tr>
<tr>
<td>PHYS 1300</td>
<td>Concepts of Physics</td>
</tr>
<tr>
<td>PHYS 2010</td>
<td>Non-calculus Based Physics I</td>
</tr>
<tr>
<td>PHYS 2020</td>
<td>Non-calculus Based Physics II</td>
</tr>
<tr>
<td>PHYS 2110</td>
<td>Calculus-Based Physics I</td>
</tr>
<tr>
<td>PHYS 2120</td>
<td>Calculus-Based Physics II</td>
</tr>
<tr>
<td><strong>SOCIAL/BEHAVIORAL SCIENCES</strong></td>
<td></td>
</tr>
<tr>
<td>ANT 1300</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ECON 2010</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ECON 2020</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>GEOG 1000</td>
<td>Introduction to Geography</td>
</tr>
<tr>
<td>HIST 2040</td>
<td>African-American Studies</td>
</tr>
<tr>
<td>PHED 1100</td>
<td>Concepts of Health &amp; Wellness</td>
</tr>
<tr>
<td>POLS 1020</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>POLS 1030</td>
<td>American Government</td>
</tr>
<tr>
<td>PSYC 1030</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC 2100</td>
<td>Psychology of Human Development</td>
</tr>
<tr>
<td>PSYC 2130</td>
<td>Lifespan Psychology</td>
</tr>
</tbody>
</table>
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 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 provide valid ACT or SAT scores or take the COMPASS test. Transfer students who have not successfully completed equivalent English and mathematics courses at another approved higher education institution also must provide valid ACT or SAT scores or take the COMPASS test. Any student with ACT/SAT/COMPASS scores below college level in reading, math, or English and no college credit in these areas is required to take a placement test. 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 learning support 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 learning support 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.)

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

**English as a second language.** If their assessment results indicate the need, students whose first language is not English enroll in the same learning support 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.

For additional information about learning support courses, visit www.pstcc.edu/misc/transitional_studies or call (865) 694-6596.
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 Academic Support Center, (865) 694-6700.

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.

GRADUATION REQUIREMENTS

Requirements include the following:

1. **Minimum residence for associate’s degrees.** At least 25 percent of the credit hours for an associate’s degree must be completed at Pellis-
Mississippi 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.

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. Students must log in to their myPellissippi account to apply for graduation online.

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. **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.

8. **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.

9. **Candidates for a second associate’s degree** must meet the following requirements:
A. The first degree must have been awarded by Pellissippi State or another associate’s degree-granting institution of higher learning.

B. A minimum of 15 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.

An annual commencement exercise is scheduled at the end of each spring semester.
ADMISSIONS & REGISTRATION

In This Section:

Degree Admission
Non-degree admission
General Requirements
Alternative Ways to Earn Credit
New Student Orientation
Academic Advisement
Registration Procedures
Official Enrollment
Alternative Class Schedules
Distance Learning
Cancellation of Scheduled Classes
Drop, Add and Withdrawal Standards
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).
  3. Certificate of Immunization or proof of two doses of varicella (chicken pox) vaccine.

**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 an entrance 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 use the scores for advisement purposes and as a component in placement decisions. Students who
do not meet minimum requirements for learning support courses cannot be admitted to the College and will be referred to the Adult Education program.

**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.
- 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**

Transfer credit will not be processed until all official transcripts from each school attended by the student are received by Enrollment Services. Upon completion of a student’s file, including the receipt of all college transcripts, transcript analysts with Enrollment Services will evaluate all coursework taken. Transfer credit will not be computed into a student’s grade point average at Pellissippi State. Transfer credit is awarded for individual courses that parallel Pellissippi State’s courses for content, level of instruction and preparation of faculty teaching the courses for which transfer credit is requested, provided a grade of C or better was made in each course. Elective credit may be awarded by the respective academic division if it is determined there is no Pellissippi State equivalent.

The following information may be required to evaluate the comparability of courses for the purpose of awarding transfer credit:

1. Course syllabus—copy 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 completes the Petition for Transfer Credit, available online (www.pstcc.edu) or at the Student Assistance Center, and requests an advising appointment with the Student Assistance Center to discuss why he or she thinks the petition for particular courses should 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. The advisor may request that the student provide copies of college transcripts and supporting documentation, to be sent with the Petition for Transfer Credit form to the appropriate academic dean for review.

4. The respective academic dean makes a determination, then submits the Petition for Transfer Credit and a recommendation to Enrollment Services, and the transfer credit decision is processed by the transcript analysts. The academic dean’s decisions regarding the awarding of transfer credit are final.

5. Enrollment Services will notify the student through campus email 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—and submit the required documents to an approved credential evaluation service. This process ensures that students have access to a fair and accurate assessment of the credentials by experienced evaluators.
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.

Students should understand 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 or take the COMPASS test. Applicants who do not show proficiency in basic academic competencies in mathematics, English and/or reading must complete a placement test prior to registering for classes. The results of the placement test will determine the appropriate learning support 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 learning support 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 a counselor or the dean of Transitional Studies. 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 learning support 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 learning support 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.

**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 units. 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 general education 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](http://www.pstcc.edu/departments/adv/syllabi). To learn more about Pellissippi State’s Dual Enrollment program, go to [www.pstcc.edu/admissions/dual.html](http://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 units. 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 units 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.

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.

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, sustainable campus and late registration fees. The application fee and all applicable special course fees will be charged. Learning support 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, sustainable campus and late registration fees. A service fee not to exceed $70 per semester will be charged. The application fee and all applicable special course fees will be charged. Special students may not audit learning support 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 REQUIREMENTS

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/admissions/pdf/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.
   • 45 required on the internet-based TOEFL.

2. Submit a minimum overall band score of 4.0 on the IELTS. Each subtest band score must be at least 3.0.

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 per academic year (August-July). 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 that is a member of the National Association of Credential Evaluation Services (NACES). A list of member organizations is available at www.naces.org/members.htm. 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.

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, must be original (no photocopies, scans or faxes) 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. All health insurance waiver requests must be made to the international student coordinator prior to the first day of class in each semester. 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).

**ALTERNATIVE WAYS TO EARN CREDIT**

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 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><strong>COMPOSITION &amp; LITERATURE</strong></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>College Composition (with essay)</td>
<td>50</td>
<td>3</td>
<td>ENGL 1010</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2210, 2220</td>
</tr>
<tr>
<td><strong>WORLD LANGUAGES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language Levels I &amp; II</td>
<td>50</td>
<td>6</td>
<td>FREN 1010, 1020</td>
</tr>
<tr>
<td></td>
<td>62</td>
<td>12</td>
<td>FREN 1010, 1020, 2010, 2020</td>
</tr>
<tr>
<td>German Language 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 Language 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><strong>MATH</strong></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>Pre-calculus</td>
<td>50</td>
<td>5</td>
<td>MATH 1730</td>
</tr>
<tr>
<td><strong>BUSINESS</strong></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><strong>HISTORY OR SOCIAL SCIENCE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>POLS 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 and Development</td>
<td>50</td>
<td>3</td>
<td>PSYC 2100</td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
<td>Test Title</td>
<td>Minimum Score</td>
<td>Credit Hours Awarded</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------</td>
<td>---------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Biology</td>
<td>Fundamentals of College Algebra</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Principles of Statistics</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Art/Western World</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ethics in America</td>
<td>46</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Lifespan Developmental Psychology</td>
<td>49</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles of Finance</td>
<td>46</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Resource Management</td>
<td>46</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduction to Computing</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Management Information Systems</td>
<td>46</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles of Public Speaking</td>
<td>47</td>
<td>3</td>
</tr>
</tbody>
</table>
### Advanced placement test

Pellissippi State offers course credit and advanced placement for successful completion of advanced placement examinations administered by the CEEB to high school students. The subject tests, required scores and credits awarded are listed below. Specific information can be obtained from 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>ARTP 1010</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>CISP 1010</td>
</tr>
<tr>
<td>Economics—Macro</td>
<td>3</td>
<td>ECON 2010</td>
</tr>
<tr>
<td>Economics—Micro</td>
<td>3</td>
<td>ECON 2020</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>POLS 1020</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>POLS 1030</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comparative Exam—Psychology</td>
<td>3</td>
<td>PSYC 1030</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>ACCT 1010: Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2010: Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000: Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2420: Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>INFS 1010: Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN 2010: Office Proficiency Assessment &amp; Certification</td>
<td>1</td>
</tr>
<tr>
<td>ADMN 2302: Administrative Professional Technology Internship</td>
<td>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 INFS 1010 and ADMN courses). MATH and INFS 1010 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 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 Academic Affairs, 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.

**NEW STUDENT ORIENTATION**

New Student Orientation is required for all first-time, degree-seeking students and recommended for transfer students. At orientation, students are equipped with information about college procedures and resources, academic
majors and transfer options, financial aid, and classroom success strategies. For
more information, visit www.pstcc.edu/admissions/orientation.

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 dur-
ing 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.

• Previewing the current Catalog and Handbook online and being fa-
miliar 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 email account.

• Treating others with courtesy and respect.
REGISTRATION PROCEDURES

Go to www.pstcc.edu for complete information on how to enroll at Pellissippi State Community College.

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

Registration

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

General advising assistance is available during designated times between terms and during the summer on a first-come, first-served basis. Students must pay fees 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 officially confirm attendance even if financial aid pays all fees and must have a zero balance due or the student is not enrolled. Pellissippi State 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 Affairs should be contacted for further information before a student can be considered for readmission.

**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.

**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 semes-
ters 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 learning support courses must meet with a counselor or the dean of Transitional Studies to request approval to drop those courses. Students may not drop courses without this approval. Students may drop 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 Academic Affairs 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.
In This Section:

Counseling Services
Services for Students With Disabilities
Student Support Services (TRiO)
Veterans Educational Assistance
Cooperative Education
Library Services
Educational Technology Services
Open Lab
Helpdesk
Academic Support Center
Testing Center
Student Life and Recreation
Graduate Placement Services
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. Counseling services are confidential and free to all students. Services include short-term personal counseling, academic skill building and career exploration. When necessary, counselors will make referrals to on- and off-campus resources. Counseling staff also provide information and guidance to students who wish to transfer to four-year colleges or universities.

**Career counseling.** Counselors assist students with career exploration tasks such as deciding on a major, researching career options or making a career change. Counselors use many resources to help students with career decision making and planning. These resources include interest and skill assessments, computerized career planning assistance and individual career counseling. In addition, counselors will connect students with the College’s Placement Office for support in resume writing and job interviewing strategies.

Students may schedule appointments for personal, academic and career counseling by contacting the Counseling office on any of the College campuses.

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) and its 2008 amendments, a student with a disability is someone who has a physical or mental impairment, has a history of impairment, or is believed to have a disability that substantially limits one or more of the major life activities, such as learning, speaking, working, hearing, breathing, caring for one’s self, performing manual tasks, seeing, or walking.

Students with disabilities who meet the definition of disability and who voluntarily disclose the disability by providing appropriate documentation to Services for Students With Disabilities may request services. Personal services are not provided. Students who need support services or accommodations for entrance testing should contact this office prior to enrollment.

Persons who need assistance or information on services available to students with disabilities should contact Services for Students With Disabilities, rooms 127-131, Goins Building, Pellissippi Campus, (865) 539-7153.
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 career selection, peer tutoring, financial literacy training, information on financial aid options, academic advice and counseling, 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 learning support 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.

VETERANS EDUCATIONAL ASSISTANCE

Please see the Financial Aid section for complete information.

COOPERATIVE EDUCATION

Please see the Career Programs section for complete information.

LIBRARY SERVICES

For complete information on Library Services, including details on borrowing, online databases, services at satellite campuses and interlibrary loan, visit www.pstcc.edu/library.

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 email, 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 located in Room 189. The Open Lab at the Division Street Campus is located in Room 138; the Magnolia Avenue Campus Open Lab is in Room 147. All Open labs are reserved for general student use, and none may 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 email helpdesk@pstcc.edu for assistance.

ACADEMIC SUPPORT CENTER

The Academic Support Center offers the following free services:

• Tutoring in math (pre-algebra—algebra II, precalculus—calculus III, finite math, statistics, differential equations), writing, chemistry, biology (all levels), anatomy and physiology I and II, physics, Spanish, French, German, engineering science, computer science and information technology, history, accounting, and all sciences.

• Access to computers and printers for tutoring and non-tutoring purposes.

• Access to CDs for students taking Music Appreciation.

• Group or individual study space.

• List of tutors available for a personal tutor.

• Tutoring for learning support mathematics is available in the Learning Commons at each campus.

Stop by the Academic Support Center to pick up a schedule of tutoring times, or check online for the varying services offered at all campuses: www.pstcc.edu/asc.

TESTING CENTER

The Testing Center, Room 332, Educational Resources Center, offers the following free services:

• Free GED and basic skills preparation program

• English classes for speakers of other languages

• Preparation for the college placement test
• Makeup testing and standardized testing
• GED testing
• Credit by exam

Call (865) 694-6454 for testing information or (865) 539-7109 for adult education classes.

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.

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.

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.

EMERGENCIES

Emergency notification procedures. Emergency phone calls will be taken only when the emergency is of a health- or accident-related nature.

Emergency health procedures. In case of an illness or accident requiring a student to be taken to a hospital emergency room, the following procedures will be followed:
1. Faculty or staff in the immediate area call (865) 694-6649 (Safety and Security) to request that an officer be dispatched to the specific location of the patient.

2. The security officer takes charge of the emergency situation while an ambulance is on the way. If the situation requires, Safety and Security personnel will notify Student Affairs personnel. In the absence of Safety and Security personnel at the Division Street Campus, Blount County 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 the past 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 College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code a “sexual offender” means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or country, or who is or has been convicted in federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts including, but not limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.
In compliance with the Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution. This information is available in the Safety and Security office.

Information is also available on the TBI’s website listing of sex offenders: sexualoffendersearch.

OTHER INFORMATION AND SERVICES

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. 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. Closings are also announced on the College’s homepage and through Pellissippi Alerts (www.pstcc.edu/alerts). 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 campuses.

Lost, found and abandoned property. Lost and found articles are accepted by the Safety and Security Office, Goins Building, Room 101. Lost and found
items will be retained at branch campuses and sent to Safety and Security if not claimed within seven days. 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. Detailed procedures are available in the Business Office.
FINANCIAL INFORMATION

In This Section:

- Financial Information
- Cashier’s Hours
- Semester Costs
- Fee Payment Options
- Refunds
- Books and Supplies
- Financial Aid
- Return of Title IV Funds
- Veterans Educational Assistance
- Services for Students With Disabilities
- Continuing Education Program Costs
- Other Assistance
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.

**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/bursar for dates and times of extended Cashier’s hours during the registration period.

**SEMESTER COSTS**

**College credit and audit course costs**

Students are 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. They also are charged a sustainable campus fee fall and spring semesters. In addition, if the student is not a resident of Tennessee, the student is charged out-of-state tuition.

All fees are subject to change at any time by action of the Tennessee Board of Regents. Visit the Cashier’s Office Web page at www.pstcc.edu/departments/
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.

Sustainable campus fee. This nonrefundable fee is charged to all students enrolled in courses for credit or audit during the fall and spring semesters. This fee was approved by the students to fund green and recycling projects on campus.

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.

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**Miscellaneous fees and fines**

**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.

**Identification card replacement charge.** The first student identification card is issued to all entering students at no charge. There is a replacement charge of $10 for lost or damaged cards.

**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/bursar 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 ID number 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 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, sustainable campus 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, sustainable campus and late fees. A service fee not to exceed $70 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/bursar.

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 “authorized” 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/bursar](http://www.pstcc.edu/bursar).

**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/bursar](http://www.pstcc.edu/bursar) 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 30 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/bursar](http://www.pstcc.edu/bursar) 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 emailed to businessoffice@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 is 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/bursar](http://www.pstcc.edu/bursar). 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.

**Sustainable campus fee refund.** This fee is nonrefundable.

**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.

**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 hours:**

Bookstore operating hours are frequently updated and posted at each campus and on the Bookstore Web site: [www.pstccbooks.com](http://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 and buy-back 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.** 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. Instructor, international and desk copies are not accepted.

**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 schol-
arships, 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.

**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 16. Applications received after April 16 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 April 16. 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 (in terms of number of hours attempted, number of
hours completed and cumulative GPA), Pellissippi State will evaluate students at the end of each semester using the following satisfactory progress policy. **NOTE:** Non–Title IV aid, such as the Tennessee Education Lottery Scholarship, may have additional requirements.

**Progress standards:**

1. A student must maintain a 2.0 cumulative grade point average.
2. A student must pass two-thirds (.67) of the hours attempted each semester. Satisfactory grades are A, B+, B, C+, C, D or P. Unsatisfactory grades are F, E, AU, NP or W. A grade of I is considered unsatisfactory until changed to a passing grade.
3. A student must successfully complete two-thirds (.67) of the overall attempted hours to maintain pace for program completion.
4. Students are allowed to receive financial aid for up to 90 hours attempted toward a degree program.

**Failure to maintain satisfactory academic progress**

A student that does not meet satisfactory academic progress standards will be placed on a financial aid “warning.” If a student has not reestablished satisfactory academic progress at the end of the “warning” semester, all forms of financial assistance (including student loans) to the student will be suspended.

**Reinstatement of eligibility**

Progress standards are evaluated at the end of each semester. Students may reinstate their eligibility for financial aid for future semesters by achieving satisfactory academic progress standards.

**Time limit for financial aid**

A student may be eligible to receive financial aid for a maximum of 30 hours attempted development coursework.

A student may be eligible to receive financial aid for a maximum of 90 hours attempted toward a degree.

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

**Lifetime limit.** A student may receive the federal Pell Grant for a maximum of 12 full-time semesters (or its equivalent).

**Financial aid appeals**

Termination of financial aid may be appealed to the Financial Aid Committee. The student must be able to prove extenuating circumstances for an appeal. Financial Aid Committee decisions are final.

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. An acade-
A demic plan may be developed to assist students as a condition of an approved appeal to help a student achieve satisfactory academic progress.

**VETERANS EDUCATIONAL ASSISTANCE**

Pellissippi State maintains a Veterans Affairs Office at the Pellissippi Campus in the Financial Aid Office. Personnel cooperate with the Veterans Administration in providing educational opportunities for veterans and eligible people under appropriate public laws. The office is responsible for maintaining veterans’ needs related to educational benefits, assisting in recruitment of prospective veterans as students, providing information to organizations concerned about veterans’ benefits, and for counseling and tutorial assistance to eligible people on campus. Upon accepting veterans educational assistance, the student assumes responsibility for all rules and regulations of the Veterans Administration.

Veterans wishing to apply for educational benefits (except students who transfer from regionally accredited schools) must submit high school/GED transcripts and/or transcripts from accredited colleges attended. All veterans and Guard/Reserve recipients must submit a DD-214 copy to Enrollment Services and the school certifying official 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, Veterans Application for Program of Education or Training and Enrollment Certification, must be completed at www.gibill.va.gov. If benefits have previously been used for educational assistance, veterans must complete VA Form 22-1995 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 except those using the Post-9/11 GI Bill.

**Veterans Administration policy.** VA regulations forbid the school certifying official from certifying for benefits any course that has been transferred from another school. Veterans may not be certified for a course for which they have received an I grade unless the I converts to an F grade. Veterans may repeat courses with pay only if the previous grade is an F. 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 learning support courses if testing determines a need for the courses. The VA requires that students attend classroom instruction for learning support courses. Distance learning for these courses is not payable. Selected independent study courses approved by the dean are payable. Credit by examination will not be counted as a course eligible for benefits pay. Most co-op courses are not payable by VA benefits.
- Veterans may have dual majors in certain combinations; questions may be directed to Financial Aid/Veterans Affairs for the specific majors.
- VA tutorial benefits and veterans work-study are available to certain veterans and dependents of veterans. Students should see the Financial Aid/Veterans Affairs Office for more information.
- Veterans should also apply for other financial aid.
- All benefits recipients should obtain a copy of Pellissippi State’s Veterans Educational Benefits Information brochure at the Financial Aid Office.
• VA benefits are paid for accelerated classes only during the enrollment dates for that class.

• Benefits recipients must call 1-877-823-2378 (or use the W.A.V.E. link at www.gibill.va.gov) at the end of each month that benefits are to be received. This contact will cause the monthly check to be deposited in the recipient’s account.

• 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](http://www.gibill.va.gov) or [www.va.gov](http://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.

**SERVICES FOR STUDENTS WITH DISABILITIES**

Please see the Student Services section for complete information.

**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.
RIGHTS, RECORDS & RESPONSIBILITIES

In This Section:

- Rights and Freedoms of Students
- Student Records
- Student Conduct
- Computer Usage Guidelines
- Minors on Campus
- Smoking and Tobacco Use Policy
- Traffic and Parking Regulations
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 which 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.

**Student responsibilities.** Pellissippi State Community College students have certain responsibilities to uphold as part of their membership in the academic community. These include the following:

- Students are responsible for their own academic success. This includes maintaining academic integrity and taking advantage of academic support services provided by the College.
• Students are responsible for conducting themselves in an appropriate manner while in the classroom, on campus, and in their communication with other members of the college community. This includes being respectful of others and refraining from disciplinary offenses as outlined by Pellissippi State Policy 04:02:00 (www.pstcc.edu/ppm/pdf/04-02-00.pdf).

• Students are responsible for following College policies relevant to them.

• Students are responsible for meeting deadlines. This includes meeting deadlines in the classroom and meeting deadlines published by the College.

• Students are responsible for reading all communications sent to them by the College. This includes all forms of electronic and written communication.

If students believe their rights have been violated, they may file a written complaint at www.pstcc.edu/complaint.

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.

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
• Major field of study
• Participation in officially recognized activities
• Dates of attendance
• Degrees and awards received
• Most recent previous educational institution attended
• Email 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.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:03:00 Student Records Confidentiality (www.pstcc.edu/ppm/pdf/04-03-00.pdf), for the complete policy.

STUDENT CONDUCT

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions (www.pstcc.edu/ppm/pdf/04-02-00.pdf), for the complete policy.

COMPUTER USAGE GUIDELINES


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

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 permitted in private vehicles in non-designated parking areas.

Smoking is permitted in the following areas only (Visit www.pstcc.edu/maps.html for campus directional and parking maps):

• Pellissippi Campus—outer parking areas 01, 02, 03, 06, 08, 09 and 10
• 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 intent of the policy is to allow a smoke-free environment for all persons using our campuses. Tobacco use even in designated areas must be at 25
feet from walkways, crosswalks and other intended pedestrian traffic areas.

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 Affairs or designee. If a nonstudent continues to disregard the posting, he/she will be reported to the appropriate administrator.

**TRAFFIC AND PARKING REGULATIONS**

See the Pellissippi State Policies and Procedures Manual, Policy 05:11:00 Parking and Traffic Regulations (www.pstcc.edu/ppm/pdf/05-11-00.pdf) for the complete policy.
TRANSFER/UNIVERSITY PARALLEL PROGRAMS

In This Section:

University Parallel Guarantee
Tennessee Transfer Pathways
Articulation/Transfer Agreements
General Associate’s Degrees
TBR General Education Core and Transferability of Courses Among TBR Institutions
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

- **Tennessee Transfer Pathways.** More than 50 pathways for seamless transfer of Associate of Arts and Associate of Science graduates in particular majors to Tennessee public colleges and universities.

- **Articulation/transfer agreements.** Prescribed curricula developed cooperatively by Pellissippi State and 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 a Tennessee Transfer Pathway (TTP), 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 participating in TTPs or maintaining an articulation agreement with Pellissippi State and to the courses identified in transfer equivalency documents.

**TENNESSEE TRANSFER PATHWAYS**

A student entering a community college in Tennessee who selects one of 50 majors with accompanying transfer pathways, completes required courses and earns an associate’s degree can transition seamlessly as a junior to a Tennessee public university. Some specific academic programs may have competitive admissions, but students will be advised about requirements when they first enroll in the program at Pellissippi State.

All earned credit hours will apply toward a bachelor’s degree in the same discipline. The pathways guarantee admission to all public universities in the state, except for the University of Tennessee, Knoxville, where competitive admission standards will still apply.
Here are the TTP programs for the 2012-2013 academic school year at Pellissippi State:

<table>
<thead>
<tr>
<th>TTP Emphasis</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A.A.: Associate of Arts; A.S.: Associate of Science)</td>
<td></td>
</tr>
<tr>
<td>• Accounting</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Agriculture</td>
<td></td>
</tr>
<tr>
<td>Animal Science</td>
<td>A.S.</td>
</tr>
<tr>
<td>Plant and Soil Science</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Art (Studio)</td>
<td>A.A.</td>
</tr>
<tr>
<td>• Biology</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Business Administration</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Chemistry</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Civil Engineering</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Computer Science</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Criminal Justice</td>
<td>A.A.</td>
</tr>
<tr>
<td>• Criminal Justice</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Economics (for transfer into Colleges of Business)</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Economics (other tracks as specified)</td>
<td></td>
</tr>
<tr>
<td>Middle Tennessee State University and University of Tennessee,</td>
<td>A.S.</td>
</tr>
<tr>
<td>Chattanooga (Liberal Arts and Arts and Sciences)</td>
<td></td>
</tr>
<tr>
<td>East Tennessee State University (Business and Technology)</td>
<td>A.A.</td>
</tr>
<tr>
<td>University of Memphis (Arts and Sciences)</td>
<td>A.A.</td>
</tr>
<tr>
<td>University of Tennessee, Knoxville (Arts and Sciences)</td>
<td>A.A.</td>
</tr>
<tr>
<td>All other—College of Business</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Electrical Engineering</td>
<td>A.S.</td>
</tr>
<tr>
<td>• English</td>
<td>A.A.</td>
</tr>
<tr>
<td>• Foreign Language</td>
<td>A.A.</td>
</tr>
<tr>
<td>• History</td>
<td>A.A.</td>
</tr>
<tr>
<td>• History</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Information Systems</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Mathematics</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Mechanical Engineering</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Physics</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Political Science</td>
<td>A.A.</td>
</tr>
<tr>
<td>• Political Science</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Pre-nursing (one-year curriculum)</td>
<td></td>
</tr>
<tr>
<td>One year</td>
<td></td>
</tr>
<tr>
<td>• Pre-professional</td>
<td></td>
</tr>
<tr>
<td>Dentistry, Medicine, Veterinary,</td>
<td>A.S.</td>
</tr>
<tr>
<td>Optometry, Pharmacy</td>
<td></td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>A.S.</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Psychology</td>
<td>A.A.</td>
</tr>
<tr>
<td>• Psychology</td>
<td>A.S.</td>
</tr>
<tr>
<td>• Social Work</td>
<td>A.A.</td>
</tr>
</tbody>
</table>
ARTICULATION/TRANSFER 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 and Tusculum College. Pellissippi State also has transfer agreements with some private institutions for students with general Associate of Arts and Associate of Science degrees.

GENERAL ASSOCIATE’S DEGREES

Students not following a Tennessee Transfer Pathway or 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. The College also has transfer agreements with some private institutions for students with general AA and AS degrees. Links to transfer equivalency tables and to transfer agreements may be found at this site: www.pstcc.edu/departments/curriculum_and_instruction.

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*:
Communication 9 hours**

<table>
<thead>
<tr>
<th>Humanities/Fine Arts</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(At least one course must be literature)</td>
</tr>
</tbody>
</table>

Social/Behavioral Sciences 6 hours

History 6 hours***

Natural Sciences 8 hours

Mathematics 3 hours

** Total 41 hours

* 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 core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.

- Institutional/departmental requirements of the grade of C will be honored. Even if credit is granted for a course, any specific requirements for the grade of C by the receiving institution will be enforced.

- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.
A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR Web site (www.tbr.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. 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>Credit Hours</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</td>
</tr>
</tbody>
</table>

**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</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>
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<tr>
<td>NS 3</td>
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</tr>
<tr>
<td>SPCH 2100</td>
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**Semester III (Fall)**

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<td>Approved Electives</td>
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<td>ENGL 6</td>
<td>Literature Elective</td>
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<tr>
<td>MATH 7</td>
<td>Mathematics Elective</td>
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**Semester IV (Spring)**

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<tr>
<td>HUM/FA 8</td>
<td>Humanities/Fine Arts Electives</td>
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<tr>
<td>SBS 4</td>
<td>Social/Behavioral Sciences Elective</td>
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**Total Credit Hours Needed for Graduation:** 60
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; ECON 2010, 2020; GEOG 1000; HIST 2040; PHED 1100; POLS 1020, 1030; PSYC 1030, 2100, 2130; SOCI 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 ARTH 2010, 2020; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520, 2530; HUM 2810; MUS 1030; PHIL 1030, 1500, 2010, 2400; PHO 1200; 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 prospective teachers to transfer from Pellissippi State to any TBR university as a junior and without loss of credit. In addition to the curriculum requirements listed below, students must attain a cumulative grade-point average of 2.75, successfully complete the Praxis I exam and achieve satisfactory disposition evaluation ratings. For those students who have not completed two units of a single foreign language, either at high school, another college, or through an approved examination, the deficiency(ies) must be removed before the student may transfer to a TBR university.

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

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
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<tbody>
<tr>
<td>BIOL 1310</td>
<td>Concepts of Biology ..................................................................3</td>
</tr>
<tr>
<td>EDU 2010</td>
<td>Intro to Teaching &amp; Technology ...........................................3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I ................................................................3</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>U.S. History I ..........................................................................3</td>
</tr>
<tr>
<td>MATH 1410</td>
<td>Numbers &amp; Operations for Teachers ..........................................3</td>
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<table>
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<td>English Composition II ................................................................3</td>
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<tr>
<td>HIST 2020</td>
<td>U.S. History II .........................................................................3</td>
</tr>
<tr>
<td>MATH 1420</td>
<td>Geometry for Teachers ..................................................................3</td>
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<tr>
<td>MUS 1030</td>
<td>Music Appreciation ......................................................................3</td>
</tr>
<tr>
<td>POLS 1030</td>
<td>American Government ....................................................................3</td>
</tr>
<tr>
<td>or SOCI 1010</td>
<td>Introduction to Sociology ..........................................................3</td>
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</table>

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<tr>
<th>Semester III (Fall)</th>
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<tr>
<td>CHEM 1310</td>
<td>Concepts of Chemistry ..................................................................3</td>
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<tr>
<td>ECED 2060</td>
<td>Development of Exceptional Children ........................................3</td>
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<tr>
<td>ENGL 1</td>
<td>Literature Elective ......................................................................3</td>
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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics .........................................3</td>
</tr>
<tr>
<td>or MATH 1010</td>
<td>Survey of Mathematics ..................................................................3</td>
</tr>
<tr>
<td>SPCH 2100</td>
<td>Public Speaking ...........................................................................3</td>
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Semester IV (Spring)

GEOG 1000  Introduction to Geography..............................3
GEOL 1310  Concepts of Earth Science.................................3
HUM/FA 2  Humanities/Fine Arts Elective .........................3
PHYS 1300  Concepts of Physics ......................................3
PSYC 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 ARTH 2010, 2020; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520, 2530; HUM 2810; PHIL 1030, 1500, 2010, 2400; PHO 1200; THEA 1200; 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
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**

**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.

**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.

**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.

**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 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
   Computer Systems Technology
   Networking and Communications Systems

Early Childhood Education

Engineering Technology
   Civil Engineering
   Electrical Construction Management
   Electrical Engineering
   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>
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<th>Courses</th>
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<tr>
<td>Humanities/Fine Arts</td>
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<tr>
<td>Mathematics/Natural Sciences</td>
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<tr>
<td>Social/Behavioral Sciences</td>
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<tr>
<td>General Education Elective</td>
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<td><strong>Total Core</strong></td>
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<tr>
<td><strong>Major</strong></td>
<td><strong>45+</strong></td>
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<tr>
<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.

**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.
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<td>COP 1976</td>
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</table>
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

Program goals. Upon completion of the Administrative Professional Technology program, the graduate will have developed the skills, knowledge and abilities to accomplish 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
SPCH 2100  Public Speaking ............................................3

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

Semester III (Fall)
ACCT 1010  Principles of Accounting I ...........................3
ADMN 2015  Office Integration .........................................3
ADMN 2340  Database & Electronic Records ....................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 2510  Emerging Trends in Technology ..................4
MATH 1530  Elementary Probability & Statistics ...........3
MGT 2030  Team Leadership ...........................................3

Total Credit Hours Needed for Graduation: 60
HUM/FA ¹

See General Education in the Academic Information 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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
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<tbody>
<tr>
<td>ADMN 1005</td>
<td>Word……………………………………………….3</td>
</tr>
<tr>
<td>ADMN 2910</td>
<td>Medical Terminology I ……………………4</td>
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<td>English Composition I …………………….3</td>
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<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics ……3</td>
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<tr>
<td>MGT 2000</td>
<td>Principles of Management …………………..3</td>
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<table>
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<td>ADMN 2621</td>
<td>Excel……………………………………………….3</td>
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<td>ADMN 2921</td>
<td>Medical Terminology II…………………3</td>
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<td>Macroeconomics …………………….3</td>
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<td>HUM/FA ¹</td>
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<td>MKT 2420</td>
<td>Customer Service…………………………….3</td>
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<th>Semester III (Fall)</th>
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</thead>
<tbody>
<tr>
<td>ACCT 1010</td>
<td>Principles of Accounting I ……………3</td>
</tr>
<tr>
<td>ADMN 2340</td>
<td>Database &amp; Electronic Records …………3</td>
</tr>
<tr>
<td>ADMN 2450</td>
<td>Communication Media …………………….4</td>
</tr>
<tr>
<td>ADMN 2940</td>
<td>Medical Insurance Coding ………………3</td>
</tr>
<tr>
<td>SPCH 2100</td>
<td>Public Speaking ……………………………3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester IV (Spring)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ADMN 2010</td>
<td>Office Proficiency Assessment &amp; Certification …………………1</td>
</tr>
<tr>
<td>ADMN 2925</td>
<td>Medical Practicum…………………………3</td>
</tr>
<tr>
<td>ADMN 2945</td>
<td>Insurance Billing &amp; Coding ………………3</td>
</tr>
<tr>
<td>ADMN 2950</td>
<td>Health Care Insurance Survey….…3</td>
</tr>
<tr>
<td>MGT 2030</td>
<td>Team Leadership…………………………3</td>
</tr>
</tbody>
</table>

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

HUM/FA ¹

See the list of General Education courses in the Academic Information section of this Catalog for electives.

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 concentration. The Computer Accounting concentration offers a core curriculum that provides the academic and technical background for individuals who wish to prepare for entry-level accounting positions in business and industry using both accounting and personal computer skills. The curriculum is designed to enable the graduate to apply principles of accounting to business situations and to understand other functions of business: marketing, management, finance and information processing.

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

Culinary Arts concentration. 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 concentration. The Hospitality concentration is designed to provide the skills and knowledge necessary for graduates to succeed in the hospitality management field. Practical applications of basic management theories and principles are stressed. Courses incorporate work-related experiences to simulate realistic management problems and opportunities. The curriculum also includes on-the-job experience as an intern. Organizations in the industry frequently promote from within, so the internship can be a significant asset.

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

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

Typical job opportunities: Team leader, supervisor, human resources
Marketing concentration. The Marketing concentration is designed to provide the skills graduates need to enter careers in marketing, customer service and small-business management. Coursework focuses on basic marketing principles, including intense work in promotion, e-commerce, customer service, event marketing and sales. Basic understanding of theory and principles 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.)

Program goals. Upon completion of the Business Administration program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Apply the basic principles of Business Administration.
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. Demonstrate an understanding of the global nature of business.

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

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.

Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1010</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>INFS 1010</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>


Semester II (Spring)
ACCT 1020  Principles of Accounting II ....................3
ACCT 2410  Income Taxation ....................................3
ECON 2010  Macroeconomics ..................................3
ADMN 2621  Excel ..................................................3
SPCH 2100  Public Speaking ....................................3

Semester III (Fall)
ACCT 2215  Intermediate Accounting I .....................3
ACCT 2360  Cost Accounting .....................................3
ACCT 2500  Payroll & Internal Control ....................3
HUM/FA 1  Humanities/Fine Arts Elective ..................3
MGT 2000  Principles of Management .......................3

Semester IV (Spring)
ACCT 2220  Intermediate Accounting II ...................3
ACCT 2530  Accounting Systems ............................3
ACCT 2571  Computer Accounting Internship ...........3
FIN 2000  Financial Management ..........................3
MGT 2240  Business Capstone ................................3

Total Credit Hours Needed for Graduation: 60

HUM/FA 1  See the list of General Education courses in the Academic Information 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.

Semester I (Fall)
CULN 1000  Kitchen Skills I .....................................1
CULN 1100  Kitchen Skills II ....................................1
CULN 1200  Kitchen Skills III ................................2
ENGL 1010  English Composition I .........................3
HSP 1400  Sanitation & Food Safety .........................2
HSP 1420  Nutrition for Culinary Arts ....................3
SPCH 2100  Public Speaking ................................3

Semester II (Spring)
CULN 1300  Kitchen Skills IV ....................................2
CULN 1400  Garde Manger I ....................................2
CULN 1500  Garde Manger II ................................2
ECON 2010  Macroeconomics .................................3
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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>HSP 2250</td>
<td>Professional Catering</td>
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</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
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**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 1010</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>INFS 1010</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CULN 2000</td>
<td>International Cooking</td>
<td>2</td>
</tr>
<tr>
<td>CULN 2100</td>
<td>Breakfast Cookery</td>
<td>2</td>
</tr>
<tr>
<td>HSP 2300</td>
<td>Food &amp; Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
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**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CULN 2200</td>
<td>Baking I</td>
<td>2</td>
</tr>
<tr>
<td>CULN 2300</td>
<td>Baking II</td>
<td>2</td>
</tr>
<tr>
<td>CULN 2500</td>
<td>Culinary Internship</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2075</td>
<td>Purchasing &amp; Cost Control</td>
<td>4</td>
</tr>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

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

HUM/FA 1

See the list of General Education courses in the Academic Information section of this Catalog for electives.

**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>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HSP 1200</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HSP 1400</td>
<td>Sanitation &amp; Food Safety</td>
<td>2</td>
</tr>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>INFS 1010</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2010</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2260</td>
<td>Hotel Operations</td>
<td>3</td>
</tr>
<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2030</td>
<td>Team Leadership</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>
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<tbody>
<tr>
<td>ACCT 1010</td>
<td>Principles of Accounting I</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>HSP 2</td>
<td>Hospitality Elective</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2230</td>
<td>Tourism &amp; Travel</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2300</td>
<td>Food &amp; Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2050</td>
<td>Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2075</td>
<td>Purchasing &amp; Cost Control</td>
<td>4</td>
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<tr>
<td>MGT 2240</td>
<td>Business Capstone</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2320</td>
<td>Quantity Food Production</td>
<td>3</td>
</tr>
<tr>
<td>HSP 2950</td>
<td>Hospitality Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

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

HUM/FA 1  
See the list of General Education courses in the Academic Information section of this Catalog for electives.

HSP 2  
Elective to be chosen from any HSP course not listed as a requirement for Hospitality students.

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**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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>INFS 1010</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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**Semester II (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECON 2010</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2030</td>
<td>Team Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2050</td>
<td>Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2160</td>
<td>Quality Improvement</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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<tbody>
<tr>
<td>ACCT 1010</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2950</td>
<td>Business &amp; Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2300</td>
<td>Contracts &amp; UCC</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2100</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2170</td>
<td>Project Management</td>
<td>3</td>
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</table>
### 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
- **INFS 1010** Computer Applications ......................................... 3

#### Semester II (Spring)
- **ACCT 1010** Principles of Accounting I .................................... 3
- **ECON 2010** Macroeconomics .................................................. 3
- **HUM/FA 1** Humanities/Fine Arts Elective ............................... 3
- **MKT 2600** Supply Chain/Logistics ......................................... 3
- **SPCH 2100** Public Speaking .................................................. 3

#### Semester III (Fall)
- **ADMN 2450** Communication Media ....................................... 4
- **ADV 2500** Advertising & Promotion ....................................... 3
- **MATH 1530** Elementary Probability & Statistics .......................... 3
- **MKT 2270** Marketing Information & Forecasting ........................ 4
- **MKT 2450** E-Commerce .......................................................... 3

#### Semester IV (Spring)
- **FIN 2000** Financial Management ............................................. 3
- **MGT 2240** Business Capstone ............................................... 3
- **MKT 2471** Marketing Internship ............................................. 3
- **MKT 2570** Sales/Event Marketing ............................................ 4

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

1. See the list of General Education courses in the Academic Information section of this Catalog for electives.
See the list of General Education courses in the Academic Information section of this Catalog for electives.

**COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**


**Program description.** The student who pursues Computer Science and Information Technology studies and gains experience with a variety of systems, applications, languages, and products. Graduates of any of the 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.

**Computer Systems Technology concentration.** This concentration offers students an opportunity to develop knowledge and skills needed for business, industry and government use of computing resources. Students have an opportunity to learn and use programming skills, database development, internet and web applications along with a capstone course and internship. Each student gains up-to-date experience with various systems, applications, languages and products used within the computer field. This concentration allows the students flexibility to choose from various course options aligned with their own career direction.

**Networking and Communications Systems concentration.** The Networking and Communications Systems concentration offers a core curriculum that provides the academic and technical background for individuals who wish to prepare for successful employment in network design and administration.

**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 and applications specialist

**Program goals.** Upon completion of the Computer Science and Information Technology program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Communicate effectively and work independently or as a team member.

II. Use computers, related equipment and resources which are up to date, real-world and represent current and emerging trends in the employment field.
III. Apply terminology, numeric concepts, social/ethical implications and/or system concepts associated with the information technology field.

IV. Use current application and system software including programming tools such as assemblers, compilers, interpreters and debuggers.

V. Write algorithms and implement solutions in a computer language using software development cycles and project management tools for a set of requirements.

VI. Exhibit the ability to administer a computer network environment.

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

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

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

Semester I (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSIT 1110</td>
<td>Introduction to Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1510</td>
<td>Introduction to Programming Using Java</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 2100</td>
<td>Public Speaking</td>
<td>3</td>
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Semester II (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BA 1</td>
<td>Business Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 1520</td>
<td>Intermediate Java Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSIT 1810</td>
<td>Introduction to Database Design</td>
<td>4</td>
</tr>
<tr>
<td>ECON 2010</td>
<td>Macroeconomics</td>
<td>3</td>
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Semester III (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 1</td>
<td>Business Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 2220</td>
<td>C# Programming</td>
<td></td>
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<tr>
<td>or CSIT 2520</td>
<td>SQL Applications Using Oracle</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 2230</td>
<td>Introduction to Internet Software Development</td>
<td></td>
</tr>
<tr>
<td>CSIT 2840</td>
<td>Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 2</td>
<td>Elective from Group A</td>
<td>3</td>
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Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSIT 2850</td>
<td>Capstone Lab</td>
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<tr>
<td>CSIT 2860</td>
<td>Computer Organization &amp; Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 2911</td>
<td>Computer Science &amp; Information Technology Internship</td>
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</tr>
<tr>
<td>CSIT 2</td>
<td>Elective from Group A, B or C</td>
<td>3</td>
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</tbody>
</table>
Total Credit Hours Needed for Graduation: 60

BA  Electives to be chosen from BUSN 2510 or any ACCT, FIN, MGT, MKT courses.

CSIT  Electives Group A: Unduplicated course from CSIT 2210, 2220, 2240, 2250, 2260, 2280, 2520, 2530

Electives Group B: CSIT 2270, 2290, 2510

Electives Group C: WEB 2300, 2350, 2501, 2603

NOTE: Only one Group C elective may be used toward satisfying the degree requirements for this program of study. Group C electives have specific prerequisites as listed in this Catalog that must be met before selecting courses from this group.

HUM/FA  See the list of General Education courses in the Academic Information section of this Catalog for electives.

Computer Science and Information Technology/Networking and Communications Systems Concentration—Courses and Course Sequence

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

Semester I (Fall)
CSIT 1110 Introduction to Information Technology ...........4
CSIT 1710 A+ Computer Hardware ................................4
CSIT 1720 A+ Computer Software ................................4
HUM/FA  Humanities/Fine Arts Elective ....................3

Semester II (Spring)
CSIT 1730 Networking fundamentals .........................4
CSIT 1740 Windows Professional ................................4
CSIT 1810 Introduction to Database Design ...............4
ENGL 1010 English Composition I ..........................3

Semester III (Fall)
BA  Business Administration Elective .......................3
CSIT 2750 Routing/Switching Configuration ..............4
CSIT 2770 Wireless Technology ............................4
MATH 1530 Elementary Probability & Statistics ........3
SPCH 2100 Public Speaking ................................3

Semester IV (Spring)
CSIT 2710 Windows Server ..................................4
EARLY CHILDHOOD EDUCATION

Program description. Early Childhood Education prepares the student for a career in child care and early education. The program includes both educational theory and the practical application of learning. Graduates are equipped with the knowledge and skills to deliver appropriate programming for young children (birth through age 8) and their families.

NOTE: To become licensed as a teacher in public schools in 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: At Pellissippi State there are two routes to becoming an early childhood professional:

1. For a student who wants to quickly enter the workforce as a child-care-giver or assistant teacher, the two-year Pellissippi State degree in Early Childhood Education is the best route. This degree does not allow for public school teaching or licensure, nor for articulation to the University of Tennessee.

2. For a student planning a career as a licensed teacher in kindergarten–third grade in Tennessee public schools or in a voluntary preschool, there are several transfer options.

   • Transfer to the University of Tennessee requires a student to pursue a degree from UT in child and family studies, choosing a PreK-K track or a PreK-3 track. Students are recommended to seek advising from the child and family studies department at UT as they consider this option in order to use their time at Pellissippi State judiciously and to choose classes that are transferable. Child and family studies contacts at UT-Knoxville can be found at cfs.utk.edu/ug/default.html.

   • Students may choose to transfer to one of the four-year schools that has an articulation agreement with Pellissippi State for Early Childhood Education. At this time these schools are
**Carson-Newman** (Articulation agreements can be found at [www.pstcc.edu/departments/curriculum_and_instruction/artic-equiv/cn/](http://www.pstcc.edu/departments/curriculum_and_instruction/artic-equiv/cn/).


**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

**Program goals.** Upon completion of the Early Childhood Education program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

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 young children (birth through age 8).

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

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

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**Early Childhood Education—Courses and Course Sequence**

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

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>ECED 1010</td>
<td>Orientation to Early Childhood Education</td>
<td>2</td>
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<tr>
<td>ECED 2010</td>
<td>Safe, Healthy Learning Environments</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2130</td>
<td>Initial Practicum</td>
<td>3</td>
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<td>ENGL 1010</td>
<td>English Composition I</td>
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<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 &amp; Child Development</td>
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<td>ECED 2</td>
<td>Early Childhood Education Elective</td>
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<td>ENGL 1020</td>
<td>English Composition II</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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<tr>
<td>ECED 2040</td>
<td>Family Dynamics &amp; Community Involvement</td>
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</table>
ECED 2060  Development of Exceptional Children. ..........3
ECED 2080  Language & Literacy Development in Early Childhood........................................3
ECED 2085  Math & Science in Early Childhood..........3
ADMN 1005  Word
or INFS 1010  Computer Applications .........................3

Semester IV (Spring)
ECED 2070  Developmental Assessment .......................3
ECED 2160  Final Practicum..................................3
ECED 2  Early Childhood Education Elective ...........3
HUM/FA 1  Humanities/Fine Arts Elective .................3
SBS 1  Social/Behavioral Sciences Elective .............3

Total Credit Hours Needed for Graduation: 60

MATH/NS/SBS/HUM/FA 1
See the list of General Education courses in the Academic Information section of this Catalog for electives.

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

ENGINEERING TECHNOLOGY


Civil Engineering concentration. The Civil Engineering concentration offers a core curriculum that provides an academic/technical foundation to train skilled individuals to function effectively as assistants to civil engineers, environmental engineers, architects, developers or construction managers. The Civil Engineering concentration offers three distinctive options: Architectural Design Technology, Construction Engineering Technology, and Surveying Technology.

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 concentration. 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 concentration.** 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 Maintenance concentration.** 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 concentration.** 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 concentration.** 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.)**

**Program goals.** Upon completion of an Engineering Technology program, 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 working 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.
### Architectural Design Technology Option

#### Semester I (Fall)
- **CET 1010** Construction Methods ........................................4
- **CET 1100** Fundamentals of Architectural Drawing W/Lab ....................3
- **ENGT 1010** Engineering Technology Technical Communication ..................3
- **ENGL 1010** English Composition I ........................................3
- **MATH 1720** Precalculus Trigonometry ........................................3

#### Semester II (Spring)
- **CET 1022** Construction Materials W/Lab ..................................4
- **CET 2012** Cost Estimating W/Lab ........................................4
- **CET 1310** Architectural Drawing With AutoCAD W/Lab ......................4
- **SBS** Social/Behavioral Sciences Elective ..................................3

#### Semester III (Fall)
- **CET 2310** Mechanical Systems I W/Lab ..................................4
- **CET 2550** Advanced AutoCAD W/Lab ........................................4
- **ENGT 2021** Project Scheduling W/Lab ........................................3
- **HUM/FA** Humanities/Fine Arts Elective ......................................3

#### Semester IV (Spring)
- **CET 2560** Architectural 3D Modeling W/Lab ..................................4
- **SURV 1550** Surveying Principles W/Lab ........................................4
- **ENGT 2995** Engineering Technology Capstone ................................3
- **PHYS 2010** Noncalculus Based Physics I ........................................3

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

### Construction Engineering Technology Option

#### Semester I (Fall)
- **CET 1010** Construction Methods ........................................4
- **CET 1100** Fundamentals of Architectural Drawing W/Lab ....................3
- **ENGT 1010** Engineering Technology Technical Communication ..................3
- **ENGL 1010** English Composition I ........................................3
- **MATH 1720** Precalculus Trigonometry ........................................3

#### Semester II (Spring)
- **CET 1022** Construction Materials W/Lab ..................................4
- **CET 2012** Cost Estimating W/Lab ........................................4
- **SURV 1550** Surveying Principles W/Lab ........................................4
- **SBS** Social/Behavioral Sciences Elective ..................................3
Semester III (Fall)
CET 2070    Civil Engineering Special Topics ..............2
CET 2310    Mechanical Systems I W/Lab ....................4
ENGT 2021    Project Scheduling W/Lab .....................3
MET 1040    Applied Statics .................................3
HUM/FA 3    Humanities/Fine Arts Elective ................3

Semester IV (Spring)
EET 2655    Applied Electricity ..............................4
ENGT 2995    Engineering Technology Capstone ...........3
MET 1050    Strength of Materials ..........................3
PHYS 2010    Noncalculus Based Physics I .................4

Total Credit Hours Needed for Graduation: 60

Surveying Technology Option

Semester I (Fall)
CET 1100    Fundamentals of Architectural Drawing W/Lab ........................................3
ENGT 1010    Engineering Technology Technical Communication ......................................3
ENGL 1010    English Composition I .........................3
MATH 1910 4    Calculus I ........................................4
SURV 2200    Fundamentals of Geographic Information Systems ................................3

Semester II (Spring)
ENGT 2021    Project Scheduling W/Lab .....................3
SURV 1550    Surveying Principles W/Lab.....................4
SURV 2260    Civil 3D Land Development Concepts ........3
SBS 2    Social/Behavioral Sciences Elective ................3

Semester III (Fall)
SURV 2317    Advanced GIS ......................................3
SURV 2510    Advanced Surveying W/Lab .....................4
SURV 2560    Geodetic Surveying .................................4
HUM/FA 3    Humanities/Fine Arts Elective ................3

Semester IV (Spring)
ENGT 2995    Engineering Technology Capstone ...........3
PHYS 2010    Noncalculus Based Physics I .................4
SURV 2567    Positioning With GPS ..........................3
SURV 2730    Surveying Hydrology .............................4
SURV 2520    Legal Aspects of Surveying ....................3

Total Credit Hours Needed for Graduation: 60

MATH 1
  Enrollment in MATH 1720 requires completion of MATH 1030
(or appropriate placement test scores) and MATH 1710.

SBS ²  Elective may be chosen from ECON 2010; POLS 1030; PSYC 1030; SOCI 1010, 1020.

HUM/FA ³  Elective may be chosen from ARTH 2010, 2020; MUS 1030; PHIL 1030, 2400; PHO 1200; THEA 1030.

MATH ⁴  Enrollment in MATH 1910 requires completion of MATH 1730 or an ACT math score of 26 and completion of precalculus, geometry, and trigonometry.

**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.

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
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<tbody>
<tr>
<td>EET 1012</td>
<td>Electrical Circuits I W/Lab ......................... 3</td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I .................................. 3</td>
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<tr>
<td>ENGT 1010</td>
<td>Engineering Technology Technical Communication ........ 3</td>
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<td>MATH ¹</td>
<td>Mathematics Elective .................................... 3-5</td>
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<tr>
<td>MGT 2000</td>
<td>Principles of Management ................................ 3</td>
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<th>Semester II (Spring)</th>
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<tbody>
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<td>EET 1055</td>
<td>Industrial Electricity ..................................... 3</td>
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<tr>
<td>ET ²</td>
<td>Engineering Technology Elective ........................ 2-3</td>
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<tr>
<td>EET 2235</td>
<td>Instrumentation Technology ................................ 3</td>
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<tr>
<td>MGT/TECH ³</td>
<td>MGT/Technical Elective .................................... 3</td>
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<tr>
<td>PHYS 2010</td>
<td>Noncalculus Based Physics I ................................ 4</td>
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<tr>
<th>Semester III (Fall)</th>
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<tr>
<td>EET 2655</td>
<td>Applied Electricity ........................................ 4</td>
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<tr>
<td>ENGT 2021</td>
<td>Project Scheduling W/Lab .................................. 3</td>
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<td>ET ²</td>
<td>Engineering Technology Elective ........................ 3</td>
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<tr>
<td>ET ⁴</td>
<td>Printreading/Drawing Elective ................................ 3</td>
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<td>HUM/FA ¹</td>
<td>Humanities/Fine Arts Elective ............................. 3</td>
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<th>Semester IV (Spring)</th>
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<tbody>
<tr>
<td>CET 2012</td>
<td>Cost Estimating W/Lab ..................................... 4</td>
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<tr>
<td>EET 2920</td>
<td>Programmable Controllers ................................... 2</td>
</tr>
<tr>
<td>EET 2940</td>
<td>Alternative Energy Conversions ........................... 2</td>
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<tr>
<td>ENGT 2995</td>
<td>Engineering Technology Capstone .......................... 3</td>
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<tr>
<td>SBS ¹</td>
<td>Social/Behavioral Sciences Elective ........................ 3</td>
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</table>
Total Credit Hours Needed for Graduation: 60

MATH/HUM/FA/SBS
See the list of General Education courses in the Academic Information section of this Catalog for electives.

ET
Electives must be approved by an Engineering Technology advisor.

MGT/TECH
Elective to be chosen from an unduplicated MGT or EET course.

ET
CET 1100 or MET 1100 or as approved by an Engineering Technology advisor.

**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.

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<td>Introduction to Electrical Engineering Technology</td>
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<td>Engineering Technology Technical</td>
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<tbody>
<tr>
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<tr>
<td>EET 1055</td>
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<td>Industrial Electricity</td>
<td>3</td>
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<tr>
<td>EET 1310</td>
<td></td>
<td>Digital Fundamentals W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 1</td>
<td></td>
<td>Electrical Engineering Technology Elective</td>
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<td>MATH 1720</td>
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<tbody>
<tr>
<td>EET 2430</td>
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<td>Robotics &amp; Automation</td>
<td>3</td>
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<tr>
<td>EET 2235</td>
<td></td>
<td>Instrumentation Technology</td>
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<tr>
<td>EET 1</td>
<td></td>
<td>Electrical Engineering Technology Elective</td>
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<tr>
<td>ET 4</td>
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<tr>
<td>PHYS 2010</td>
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<td>Noncalculus Based Physics I</td>
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<th>Semester IV (Spring)</th>
<th>Course</th>
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<tbody>
<tr>
<td>ENGT 2995</td>
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<td>Engineering Technology Capstone</td>
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<td>EET 2920</td>
<td></td>
<td>Programmable Controllers</td>
<td>2</td>
</tr>
<tr>
<td>EET 1</td>
<td></td>
<td>Electrical Engineering Technology Elective</td>
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</table>
SBS ²  Social/Behavioral Sciences Elective .............. 3
HUM/FA ³  Humanities/Fine Arts Elective .................... 3

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 ARTH 2010, 2020; ECON 2010; PHED 1100; POLS 1030; PSYC 1030; SOCI 1010, 1020.
HUM/FA ³  Electives may be chosen from ART 1720, 1730; MUS 1030; PHIL 1030, 1500, 2010, 2400; PHO 1200; THEA 1030.
ET ⁴  CET 1100 or MET 1100 or as approved by an Engineering Technology advisor.

**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)**
- 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
- MET 2111  Industrial Safety Management .................. 3

**Semester II (Spring)**
- EET 1012  Electrical Circuits W/Lab ....................... 3
- MATH 1720  Precalculus Trigonometry ...................... 3
- MET 1060  Maintenance Printreading Applications W/Lab ................................ 3
- MET 2022  Fluid Mechanics & Power Applications W/Lab ................................. 3
- MET 2070  Welding Methods & Practices ..................... 2

**Semester III (Fall)**
- EET 2235  Instrumentation Technology ...................... 3
- EET 2655  Applied Electricity ................................. 4
- MET 2030  Machine Elements ................................. 3
- MET 2750  CNC & Machine Tool Automation ................ 3
- SBS ¹  Social/Behavioral Sciences Elective ................ 3
Semester IV (Spring)

<table>
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<th>Course Title</th>
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<td>ENGT 2021</td>
<td>Project Scheduling</td>
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<td>ENGT 2995</td>
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<td>PHYS 2010</td>
<td>Noncalculus Based Physics I</td>
<td>4</td>
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<tr>
<td>HUM/FA 2</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours Needed for Graduation: 60

SBS 1 Electives may be chosen from ANT 1300; ECON 2010, 2020; GEOG 1000; HIST 2040; PHED 1100; POLS 1020, 1030; PSYC 1030, 2100, 2130; SOCI 1010, 1020; WMN 2200.

HUM/FA 2 Electives may be chosen from ARTH 2010, 2020; MUS 1030; PHIL 1030, 1500, 2010, 2400; PHO 1200; THEA 1030.

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<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>
<tr>
<td>MET 1022</td>
<td>Shop Practices W/Lab</td>
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</tr>
<tr>
<td>MET 1100</td>
<td>Fundamentals of Technical Drawing W/Lab</td>
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Semester II (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 1720</td>
<td>Precalculus Trigonometry</td>
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<tr>
<td>MET 1012</td>
<td>Materials &amp; Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>MET 2310</td>
<td>Geometrics &amp; Coordinate Measuring</td>
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</tr>
<tr>
<td>MET 2700</td>
<td>CNC Milling</td>
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Semester III (Fall)

<table>
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<tr>
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<th>Course Title</th>
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<td>MET 1040</td>
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<td>MET 2720</td>
<td>CNC Turning</td>
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<tr>
<td>PHYS 2010</td>
<td>Noncalculus Based Physics I</td>
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Semester IV (Spring)

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<tr>
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<tr>
<td>ENGT 2995</td>
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<tr>
<td>MET 1050</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>MET 2742</td>
<td>Advanced CNC Machining</td>
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<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
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</table>
**Total Credit Hours Needed for Graduation:** 60

### HUM/FA
Electives may be chosen from ARTH 2010, 2020; MUS 1030; PHIL 1030, 1500, 2010, 2400; PHO 1200; THEA 1030.

### SBS
Electives may be chosen from ANT 1300; ECON 2010, 2020; GEOG 1000; HIST 2040; PHED 1100; POLS 1020, 1030; PSYC 1030, 2100, 2130; SOCI 1010, 1020; WMN 2200.

### 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.

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

#### Semester II (Spring)
- **EET 1055**  
  Industrial Electricity ............................................ 3
- **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

#### Semester III (Fall)
- **ENGT 2021**  
  Project Scheduling 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**  
  Engineering Technology Elective ..................... 4
- **ENGT 2995**  
  Engineering Technology Capstone.................. 3
- **MET 2026**  
  Applied Mechanics ........................................ 3
- **HUM/FA**  
  Humanities/Fine Arts Elective ......................... 3
- **SBS**  
  Social/Behavioral Sciences Elective ................ 3

**Total Credit Hours Needed for Graduation:** 60
ET  Elective to be chosen from CET 2012, 2021; EET 1012, 2940; ENS 1510, 1520, 2021, 2310; MET 1060, 2610, 2700, 2720.

HUM/FA Electives may be chosen from ARTH 2010, 2020; MUS 1030; PHIL 1030, 1500, 2010, 2400; PHO 1200; THEA 1030.

SBS Electives may be chosen from ANT 1300; ECON 2010, 2020; GEOG 1000; HIST 2040; PHED 1100; POLS 1020, 1030; PSYC 1030, 2100, 2130; SOCI 1010, 1020; WMN 2200.

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 learning support 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.

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. 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>
<td>COMP 2</td>
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<tr>
<td>ENGL 1010</td>
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<td>MAJOR 3</td>
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Semester I (Fall)

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<td>Introductory Computer Course</td>
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<td>English Composition I</td>
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Semester II (Spring)

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Semester II (Spring)

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<tr>
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<td>Mathematics/Natural Sciences Elective</td>
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<td>Social/Behavioral Sciences Elective</td>
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Semester III (Fall)

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Semester III (Fall)

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<tr>
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<td>Humanities/Fine Arts Elective</td>
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<td>Public Speaking</td>
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Semester IV (Spring)

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<tbody>
<tr>
<td>ELEC 5</td>
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<td>MAJOR 3</td>
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Semester IV (Spring)

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Guided Elective</td>
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<tr>
<td>Major Technology Electives</td>
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Total Credit Hours Needed for Graduation: 60

BA 1 Elective to be chosen from any ACCT, ADV, FIN, MGT, MKT courses.

COMP 2 Course to be chosen from CGT 1030, CET 1100, any CSIT, ENGT 1010, MET 1100, any ADMN (except ADMN 1100), VPT 1030.

MAJOR 3 Student will meet with an assigned advisor to develop individualized sequence of courses.

MATH/NS/SBS/HUM/FA 4 See the list of General Education courses in the Academic Infor-
ELEC 5 Electives to be approved by the appropriate dean.

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 lifestyle 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.

Program goals. 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)**

<table>
<thead>
<tr>
<th>Course</th>
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<td>ENGL 1010</td>
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<td>IDT 1105</td>
<td>Interior Design Fundamentals</td>
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</tr>
<tr>
<td>IDT 1110</td>
<td>Materials &amp; Finishes</td>
<td>3</td>
</tr>
<tr>
<td>IDT 1200</td>
<td>Textiles for Interiors</td>
<td>3</td>
</tr>
<tr>
<td>IDT 1310</td>
<td>Architectural Drafting: Studio I</td>
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**Semester II (Spring)**

<table>
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<th>Course</th>
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<td>ARTP 1110</td>
<td>Two Dimensional Design</td>
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<td>IDT 1030</td>
<td>History of Interiors</td>
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<tr>
<td>IDT 1216</td>
<td>Visual Communication: Studio II</td>
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<tr>
<td>IDT 2110</td>
<td>Space Planning, Codes &amp; Human Factors</td>
<td>3</td>
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<td>MATH/NS 1</td>
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**Semester III (Fall)**

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<tr>
<td>ARTP 2950</td>
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<td>IDT 2030</td>
<td>Modern Interiors &amp; Architecture</td>
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<td>IDT 2116</td>
<td>Interior Design Presentation: Studio III</td>
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<td>IDT 2306</td>
<td>Computer Applications for Interior Design</td>
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<tr>
<td>IDT 2611</td>
<td>Kitchen &amp; Bath Planning</td>
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**Semester IV (Spring)**

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<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>IDT 2606</td>
<td>Digital Methods of Visual Presentation</td>
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<td>IDT 2640</td>
<td>Residential Design: Studio IV</td>
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<tr>
<td>SBS 1</td>
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</table>

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

MATH/NS/HUM/FA/SBS 1

See the list of General Education courses in the Academic Information 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/
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 concentration. The Communication Graphics Technology concentration educates students in the art of visual communications. The student receives hands-on training in visual fundamentals, problem-solving and visual/verbal concept development for advertising, graphic design, and illustration. Emphasis is placed on the use of computer-enhanced technology and contemporary software applications throughout the program to support the development of professional portfolios.

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 concentration. 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 concentration. The Video Production Technology concentration offers condensed but intensive hands-on experience with industry-standard equipment and processes. Students learn to work in a broadcast studio and on location. (They use commercially popular 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 concentration.** 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.)**

**Program goals.** 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

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**Media Technologies/Communication Graphics Technology Concentration—Courses and Course Sequence**

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student’s responsibility to determine if prerequisites have been met. An academic advisor is provided for each student. Prior to registering each semester, the student is expected to consult with his/her assigned advisor.
Semester I (Fall)
ARTP 1010  Drawing I .................................................. 3
CGT 1030  Introduction to Macintosh Graphic Design .... 3
CGT 1950  Design Fundamentals ................................. 3
ENGL 1010  English Composition I ............................. 3
MDT 1000  Introduction to Media Technologies .......... 3

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

Semester III (Fall)
CGT 2005  Digital Graphic Design II ......................... 4
CGT 2040  Computer Illustration .............................. 3
CGT 2140  Desktop Publishing ..................................... 3
GEN ED ²  General Education Elective ....................... 3-5
MATH/NS ¹  Mathematics/Natural Sciences Elective ..... 3-5

Semester IV (Spring)
CGT 2105  Digital Graphic Design III ....................... 4
MDT ³  Media Technologies Electives ......................... 6
MDT 2998  Media Technologies Internship ................ 2
SBS ¹  Social/Behavioral Sciences Elective .............. 3

Total Credit Hours Needed for Graduation:  60

HUM/FA/MATH/NS/SBS ¹
See the list of General Education courses in the Academic Information 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.

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)

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<td>Introduction to Macintosh</td>
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</tr>
<tr>
<td>MDT 1000</td>
<td>Introduction to Media Technologies</td>
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<tr>
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<td>PHO 1700</td>
<td>Introduction to Studio Photography</td>
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<td>PHO 2010</td>
<td>Digital Imaging &amp; Workflow</td>
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<td>PHO 2060</td>
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<td>Media Technologies Elective</td>
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<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</th>
<th>Title</th>
<th>Credits</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 list of General Education courses in the Academic Information section of this Catalog for electives.

CORE ² Requirements 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, 1220; WEB 1600 based on students’ career needs and interests. Elective 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: COMM 1010, 1020; JOU 2030; MKT 2200; PHO 1200, 2100, 2500, 2700, 2950 based on students’ career needs and interests. Elective 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.

**Semester I (Fall)**

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

**Semester II (Spring)**

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

**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tr>
<tr>
<td>MDT 3</td>
<td>Media Technologies Elective</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2330</td>
<td>Budgeted Production</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2500</td>
<td>Campus Broadcast III: Electronic Field Production</td>
<td>3</td>
</tr>
</tbody>
</table>
Semester IV (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDT 2998</td>
<td>Media Technologies Internship</td>
<td>2</td>
</tr>
<tr>
<td>MDT 3</td>
<td>Media Technologies Elective</td>
<td>3</td>
</tr>
<tr>
<td>SBS 1</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2770</td>
<td>Documentary Production</td>
<td>3</td>
</tr>
<tr>
<td>VPT 2910</td>
<td>Campus Broadcast IV: Program Production</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Needed for Graduation: 60

HUM/FA/MATH/NS/SBS 1

See the list of General Education courses in the Academic Information 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 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 coordinator. 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>MDT 1000</td>
<td>Introduction to Media Technologies</td>
<td>3</td>
</tr>
<tr>
<td>WEB 1600</td>
<td>Web Design I: Introduction to Web Technology</td>
<td>3</td>
</tr>
<tr>
<td>MDT 1950</td>
<td>Design for Digital Screens</td>
<td>3</td>
</tr>
</tbody>
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Semester II (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH/NS 1</td>
<td>Mathematics/Natural Sciences Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>MDT 2100</td>
<td>Photoshop Essentials</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2010</td>
<td>Web Design II: Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2000</td>
<td>Dreamweaver/Fireworks</td>
<td>3</td>
</tr>
<tr>
<td>GEN ED 2</td>
<td>General Education Elective</td>
<td>3-5</td>
</tr>
</tbody>
</table>
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

Total Credit Hours Needed for Graduation: 60

HUM/FA/MATH/NS/SBS 1
See the list of General Education courses in the Academic Information section of this Catalog for electives. Web Technology students are strongly encouraged to take either ARTH 2010 or ARTH 2020 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, 2710, 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 Pellissippi State Nursing program begins each fall and is offered at two sites—the Magnolia Avenue Campus in Knoxville and the Blount County Campus in Friendsville. The program requires two years in addition to completing certain prerequisites. Per criteria of the Tennessee Board of Nursing, graduates are eligible to take the nursing licensure exam (NCLEX-RN) to become a registered nurse and enter a nursing career. The program was approved in September 2009.

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

Program goals. After successfully completing the Nursing program, the gradu-
ate 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) 981-5353, www.pstcc.edu/departments/nursing

Nursing—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)
BIOL 2010 Human Anatomy & Physiology I ..................4
NURS 1150 Fundamentals of Nursing.................................9
PSYC 2130 Life Span Psychology.................................3

Semester II (Spring)
BIOL 2020 Human Anatomy & Physiology I I ..................4
ENGL 1010 English Composition I ................................3
NURS 1160 Lifespan Nursing I .........................................9

Semester III (Summer)
BIOL 2130 Microbiology.....................................................4
HUM 1 Humanities and/or Fine Arts Electives..............3
SPCH 2100 Public Speaking..............................................3

Semester IV (Fall)
MATH 1530 Introduction to Probability & Statistics
or MATH 1130 College Algebra .........................................3
NURS 2150 Lifespan Nursing II .........................................9

Semester V (Spring)
NURS 2160 Lifespan Nursing Care III.................................9
NURS 2170 Transition to Nursing Practice.........................3

Total Credit Hours Needed for Graduation: 66

HUM 1 Chosen from ARTH 2010, 2020; ENGL 2110, 2120, 2210, 2220,
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

Program goals. Upon completion of the Paralegal Studies program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Apply the basic principles of law and legal ethics.
II. Qualify for entry-level positions using skills acquired through the legal specialty courses.
III. Identify problems and use analytical skills to find solutions.
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.
**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>LAW 1000</td>
<td>Introduction to Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1</td>
<td>Mathematics Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>INFS 1010</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 2100</td>
<td>Public Speaking</td>
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**Semester II (Spring)**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>LAW 2</td>
<td>Law Elective</td>
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<tr>
<td>LAW 1050 +</td>
<td>Legal Writing &amp; Analysis</td>
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</tr>
<tr>
<td>LAW 1060 +</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2100 +</td>
<td>Torts</td>
<td>3</td>
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<tr>
<td>ADMN 2700</td>
<td>Legal Terminology &amp; Transcription</td>
<td>3</td>
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**Semester III (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACCT 1010</td>
<td>Principles of Accounting I.</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2210 +</td>
<td>Litigation Skills I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2300</td>
<td>Contracts &amp; UCC</td>
<td>3</td>
</tr>
<tr>
<td>SBS 1</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester IV (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM/FA 1</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2</td>
<td>Law Elective</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2220 +</td>
<td>Litigation Skills II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2800 +</td>
<td>Legal Internship</td>
<td>3</td>
</tr>
<tr>
<td>SBS 1</td>
<td>Social/Behavioral Sciences Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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

MATH/SBS/HUM/FA 1

See the list of General Education courses in the Academic Information 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. Anyone wishing to pursue a certificate who is not already a Pellissippi State student must apply for admission to the College.

**To apply for admission**, visit [www.pstcc.edu/admissions](http://www.pstcc.edu/admissions). On the admission application, choose “Certificate” as the application type and select the appropriate certificate title. Students working on a certificate in conjunction with a Pellissippi State degree program must meet admission requirements for the degree program. The placement test and/or learning support courses are not required of students seeking only a certificate. All courses for a certificate must be taken for credit.

Each prospective candidate for a certificate must file a Graduation Application during the semester preceding the semester of anticipated graduation. To file, the student should choose “Graduation Application” from the menu on the Student Records tab in myPellissippi. Certificates will be ready for pick up six to eight weeks following the end of each semester. Students will be mailed postcards at the address currently on file at Pellissippi State, with the date diplomas will be available. It is imperative that students keep their contact information/address up to date.

**To change address or contact information**, contact the Records Office at (865) 694-6564. **To pick up a certificate**, bring a photo ID to the Pellissippi Campus Admissions and Records Office (Room 102, Goins Building) Monday-Friday 8 a.m.-4:30 p.m. Students who are unable to pick up their diploma/certificate may authorize someone else to do so, provided that individual presents a photo ID and supplies a note written and signed by the student.

Pellissippi State offers the following certificates:

- A+/Network+ Certification Preparation
- A.A./A.S. General Education Core
- A.A.S. General Education Core
- Accessible Web Design and Compliance
- Accounting Specialist
- Architectural AutoCAD Applications
- Basic Photography
- Digital Imaging for Photography
- Document Specialist
- E-Commerce Web Design
- Electronic Health Records Specialist
- Electronics Technology
- General Culinary Arts
- General Hospitality
- Industrial Maintenance Technology
- Information Systems Fundamentals
- Medical Insurance Coding and Reimbursement
- Mobile Web Design
- Pre-allied Health
The A+/Network+ curriculum provides the entry-level knowledge, skills and experience required for employment in the field of computer systems support. Students who complete the certificate will be able to install, configure, upgrade, diagnose and troubleshoot typical PC hardware and software; identify and respond to the needs of networked PC users; and address PC network connection problems, security issues and other infrastructural challenges.

Credits earned may be applied toward an Associate of Applied Science degree in Computer Science and Information Technology/Networking and Communications Systems concentration.

Where more than one course is offered within a level, courses may be taken in any sequence.

CSIT 1710 A+ Computer Hardware ................................. 4
CSIT 1720 A+ Computer Software ................................. 4
CSIT 1730 Networking Fundamentals ............................ 4

**TOTAL CREDIT HOURS REQUIRED:** 12

The A.A./A.S. (Associate of Arts/Associate of Science) General Education Core certificate is designed to provide the common 41-hour, general education core of the TBR system; students are ensured that all credits will transfer to all TBR and UT institutions.

This certificate will benefit students pursuing a university parallel program in which a defined Tennessee Transfer Path does not exist. For majors with no defined Transfer Path, it is often to the student’s advantage to transfer before completing the degree. This certificate will allow students to transfer with a formal, college-level credential.

Cohort-based enrollment will enable students to form learning communities and will provide students encouragement and support. Students will be able to complete the 41 required hours of general education within three semesters. The cohort plan will provide students with a clearly defined program completion map, including total program costs and date of completion, prior to starting their coursework.
Graduates may apply certificate credits earned toward an associate’s degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM ¹</td>
<td></td>
</tr>
<tr>
<td>HUM/FA ²</td>
<td></td>
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<tr>
<td>SBS ³</td>
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<tr>
<td>HIST ⁴</td>
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<tr>
<td>NS ⁵</td>
<td></td>
</tr>
<tr>
<td>MATH ⁶</td>
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</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 41

**A.A.S. GENERAL EDUCATION CORE**

The A.A.S. (Associate of Applied Science) General Education Core certificate provides a formal credential for students who begin at one community college and because of convenience may transfer elsewhere to complete the A.A.S. degree as the desired degree is not offered at the initial college. This is especially true for health-care-related and technical A.A.S. degree students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010, 1020; SPCH 2100</td>
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</tr>
<tr>
<td>Electives chosen from ARTH 2010, 2020 (previously ART 1720, 1730); ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520, 2530; HUM 2810; MUS 1030; PHIL 1030, 1500, 2010, 2400; PHO 1200; THEA 1030.</td>
<td></td>
</tr>
<tr>
<td>Electives chosen from ANT 1300; ECON 2010, 2020; GEOG 1000; HIST 2040; PHED 1100; POLS 1020, 1030 (previously POL 1010); PSYC 1030 (previously PSY 1010), 2100, 2130 (previously PSY 2400); SOCI 1010, 1020; WMN 2200.</td>
<td></td>
</tr>
<tr>
<td>Electives chosen from HIST 1010, 1020, 1110, 1120, 2010, 2020. Students who plan to transfer to the University of Tennessee or an out-of-state or private university should check requirements and take the appropriate courses.</td>
<td></td>
</tr>
<tr>
<td>Electives chosen from BIOL 1110, 1120, 1310, 2010, 2020; BOT 1010, 1020; CHEM 1010, 1020, 1110, 1120, 1310; GEOL 1040, 1050, 1300, 1310; PHYS, 2010, 2020, 2110, 2120.</td>
<td></td>
</tr>
<tr>
<td>Electives chosen from MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 15-19
2010, 2400; PHO 1200; THEA 1030.

MATH/NS  Electives chosen from MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 191; BIOL 1110, 1120, 1310, 2010, 2020; BOT 1010, 1020; CHEM 1010, 1020, 1110, 1120, 1310; GEOL 1040, 1050, 1300, 1310; PHYS, 2010, 2020, 2110, 2120.

SBS  Electives chosen from ANT 1300; ECON 2010, 2020; GEOG 1000; HIST 2040; PHED 1100; POLS 1020, 1030 (previously POL 1010); PSYC 1030 (previously PSY 1010), 2100, 2130 (previously PSY 2400); SOCI 1010, 1020; WMN 2200.

GEN ED  One additional course from the categories Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences, or Natural Science/Mathematics is needed and can be chosen from those listed previously.

ACCESSIBLE WEB DESIGN AND COMPLIANCE

The Accessible Web Design curriculum provides the knowledge, skills, and experience required to create, design, and develop Web sites which are fully accessible to individuals with disabilities. The certificate is designed for working professionals to broaden or update existing skills or for those seeking to develop basic skills in accessible Web design. The courses provide the opportunity to learn techniques and industry standards for designing Web sites in accordance with universal Web design standards and Web Accessibility Guidelines as defined in Section 508 of the Rehabilitation Act.

Credits earned may be applied toward an Associate of Applied Science degree in Media Technologies/Web Technology concentration.

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

Foundation Course(s)
WEB 1600  Web Design I: Introduction to Web Design.... 3

Core Course(s)
WEB 2010  Web Design II: Design Fundamentals......... 3
WEB 2120  Audio/Video for the Web......................... 3
WEB 2401  Accessible Web Design & Compliance ........ 3

TOTAL CREDIT HOURS REQUIRED: 12

ACCOUNTING SPECIALIST

The Accounting Specialist curriculum provides the entry-level knowledge, skills and experience required for employment in the field of accounting and tax preparation. Basic financial statement preparation, recording business transactions, basic payroll functions, fixed asset accounting and basic individual
taxation and tax preparation are some of the critical work functions that will be addressed in the certificate.

Credits earned may be applied toward an Associate of Applied Science degree in Business Administration/Computer Accounting concentration.

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

**Foundation Course(s)**
- ACCT 1010  Principles of Accounting I  3
- INFS 1010  Computer Applications  3

**Core Course(s)**
- ACCT 1020  Principles of Accounting II  3
- ACCT 2410  Income Taxation  3

**TOTAL CREDIT HOURS REQUIRED:**  12

**ARCHITECTURAL AUTOCAD APPLICATIONS**

The Architectural AutoCAD certificate introduces basic AutoCAD, drafting standards and other software applications used in the construction industry. Traditional 2D drawings of plans, sections, details and elevations will be drawn according to industry standards. The classes also will cover 3D modeling as it relates to building components and 3D modeling as implemented for the Building Information Modeling (BIM) environment.

Credits earned may be applied toward an Associate of Applied Science degree in Engineering Technology/Civil Engineering concentration, Architectural option.

Courses in each level (Foundation, Core and 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)**
- CET 1100  Fundamentals of Architectural Drawing W/Lab  3

**Core Course(s)**
- CET 1310  Architectural Drawing With AutoCAD W/Lab  4

**Advanced Track Course(s)**
- CET 2550  Advanced AutoCAD W/Lab  4
- CET 2560  Architectural 3D Modeling W/Lab  4

**TOTAL CREDIT HOURS REQUIRED:**  15
BASIC PHOTOGRAPHY

The Basic Photography certificate is designed for the amateur or media professional interested in adding fundamental photography skills. It is also a career option for someone interested in working as a photofinishing lab technician or in the photographic support industry. The courses are useful for someone who uses photography as part of his or her profession, such as in the medical industry or law enforcement, but who needs additional photographic skills. All of the courses are hands-on and practical and are taught by experienced professionals.

Credits earned may be applied toward an Associate of Applied Science degree in Media Technologies/Photography concentration.

Courses in each level (Foundation, Core and 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, with the exception of Advanced Track (PHO 1890 cannot be taken before PHO 1700).

**Foundation Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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 Graphic Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1100</td>
<td>Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PHO 2010*</td>
<td>Digital Imaging &amp; Workflow</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Track Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1700</td>
<td>Introduction to Studio Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1890</td>
<td>Photography Portfolio I</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 16

* PHO 1000, CGT 1030, PHO 2010 may be waived at the discretion of the program coordinator with demonstrated competence.

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

DIGITAL IMAGING FOR PHOTOGRAPHY

The Digital Imaging for Photography certificate is designed for the amateur or media professional interested in adding digital imaging/editing and photo manipulation skills. It is also a career option for someone interested in working as a digital imaging technician in the photographic support industry. The courses are useful for someone who uses imaging software like Adobe Photoshop® as part of his or her profession, or those amateurs wishing to broaden their artistic capabilities. All of the courses are hands-on and practical and are taught by experienced professionals.

Credits earned may be applied toward an Associate of Applied Science degree in Media Technologies/Photography concentration.
Where more than one course is offered within a level, courses may be taken in any sequence.

**Foundation Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDT 1000</td>
<td>Introduction to Media Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CGT 1030</td>
<td>Introduction to Macintosh Graphic Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 2010</td>
<td>Digital Imaging &amp; Workflow</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Track Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 2060</td>
<td>Advanced Digital Imaging Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 12

---

**DOCUMENT SPECIALIST**

The Document Specialist curriculum provides the entry-level knowledge, skills and experience required for employment in business and industry offices. Fundamental computer concepts, word processing and spreadsheet operations and basic web editing, graphics and design are critical work functions encompassed in the certificate.

Credits earned may be applied toward an Associate of Applied Science degree in Administrative Professional Technology/Business concentration.

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

**Foundation Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN 1005</td>
<td>Word</td>
<td>3</td>
</tr>
<tr>
<td>WEB 1600</td>
<td>Web Design I: Introduction to Web Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN 2120</td>
<td>Document, Design &amp; Editing</td>
<td>3</td>
</tr>
<tr>
<td>ADMN 2621</td>
<td>Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 12

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**E-COMMERCE WEB DESIGN**

Today, e-commerce sites depend on a multitude of factors to determine their success. The E-Commerce Design curriculum provides an overview of e-commerce and Web page design for use in marketing and selling online. The courses provide techniques to plan and to design a platform-independent commerce Web site. They focus on web business strategies, the hardware and software tools necessary for internet commerce, comparison and selection of commerce architecture, security considerations, and the planning of a complete commerce Web site.
business-to-consumer and business-to-business site.

Credits earned may be applied toward an Associate of Applied Science degree in Media Technologies/Web Technology concentration.

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

**Foundation Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB 1600</td>
<td>Web Design I: Introduction to Web Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB 2010</td>
<td>Web Design II: Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2220</td>
<td>E-Commerce</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Track Course(s) I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB 2603</td>
<td>Server-Side Web Development (PHP/ASP)</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 12

---

**ELECTRONIC HEALTH RECORDS SPECIALIST**

The Electronic Health Records Specialist curriculum provides the knowledge, skills and experience required for entry-level employment in medical offices. Upon completion of the certificate, students will be able to convert, implement and manage electronic records.

Credits earned may be applied toward an Associate of Applied Science degree in Administrative Professional Technology/Health Care Office Administration concentration.

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

**Foundation Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN 1005</td>
<td>Word</td>
<td>3</td>
</tr>
<tr>
<td>ADMN 2910</td>
<td>Medical Terminology I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN 2921</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>ADMN 2340</td>
<td>Database &amp; Electronic Records</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 13

---

**ELECTRONICS TECHNOLOGY**

The Electronics Technology curriculum provides upgrading of skills for those presently in the electronics and computer related fields or provides basic skills for those who want to enter these fields. The certificate is based on the
skills required of an electronics technician including soldering, application of electronic measuring equipment (e.g., oscilloscope and multimeter), electronic circuit simulation software, DC/AC circuit principles, computer hardware, analog devices, and digital devices. In addition, the students will learn basic troubleshooting skills applied to electronic systems. Students are encouraged to pursue A+ certification or CET certification upon completion of this program. High school graduate reading and writing skills are expected, as development of technical reports and use of technical manuals are required in these courses. Math skills should include practical knowledge of algebra, basic trigonometry and geometry.

Credits earned may be applied toward an Associate of Applied Science degree in Engineering Technology/Electrical Engineering concentration.

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

**Foundation Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>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 1715</td>
<td>Microcomputer Architecture</td>
<td>2</td>
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</table>

**Core Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1210</td>
<td>Active Devices I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EET 1310</td>
<td>Digital Fundamentals W/Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 14

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**GENERAL CULINARY ARTS**

The General Culinary Arts curriculum provides the skills to use industry-standard tools for careers in the hospitality/restaurant/catering and general food service industries. The certificate is designed to train individuals to obtain meaningful work within the culinary level of the food service industry and provide a stepped process for future culinary arts degrees as well as ascension to the varied levels of chef positions within the industry.

Credits earned may be applied toward an Associate of Applied Science degree in Business Administration/Culinary Arts concentration.

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

**Foundation Course(s)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 1000</td>
<td>Kitchen Skills I</td>
<td>1</td>
</tr>
<tr>
<td>CULN 1100</td>
<td>Kitchen Skills II</td>
<td>1</td>
</tr>
<tr>
<td>CULN 1200</td>
<td>Kitchen Skills III</td>
<td>2</td>
</tr>
<tr>
<td>HSP 1400</td>
<td>Sanitation &amp; Food Safety</td>
<td>2</td>
</tr>
</tbody>
</table>
HSP 2250  Professional Catering................................. 3

Core Course(s)
HSP 1420  Nutrition for the Culinary Arts...................... 3

TOTAL CREDIT HOURS REQUIRED: 12

GENERAL HOSPITALITY

The General Hospitality curriculum provides the entry-level skills and industry knowledge to enable progression in a hospitality professional career. This certificate is designed to enable the recipient to gain meaningful employment in hotel, restaurant and tourism-related opportunities.

Credits earned may be applied toward an Associate of Applied Science degree in Business Administration/Hospitality concentration.

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

Foundation Course(s)
HSP 1200  Introduction to Hospitality .......................... 3
HSP 2300  Food & Beverage Operations ....................... 3

Core Course(s)
HSP 2230  Tourism & Travel....................................... 3
HSP 2260  Hotel Operations....................................... 3

TOTAL CREDIT HOURS REQUIRED: 12

INDUSTRIAL MAINTENANCE TECHNOLOGY

The Industrial Maintenance Technology curriculum provides upgrading of skills for those presently in the manufacturing field or basic skills for those who want to enter the field. The certificate is based on developing preventive and predictive skills in the following areas: print reading, applied mathematics, hydraulics, pneumatics, power trains, mechanisms, electronics, and PLCs.

Credits earned may be applied toward an Associate of Applied Science degree in Engineering Technology/Industrial Maintenance concentration. High school graduate reading and writing skills are expected, as development of technical reports, use of technical manuals and interpretation of codes are required in these courses. Math skills should include practical knowledge of algebra, basic trigonometry, and geometry.

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

Foundation Course(s)
EET 1012  Electrical Circuits I W/Lab ......................... 3
ENGT 1010  Engineering Technology  Technical Communication..................3
MET 1022  Shop Practices W/Lab........................................3
MET 1060  Maintenance Printreading  Applications W/Lab ......................3

Core Course(s)
EET 2920  Programmable Controllers.........................2
MET 2022  Fluid Mechanics & Power Applications  W/Lab..........................3
MET 2030  Machine Elements W/Lab...............................3

TOTAL CREDIT HOURS REQUIRED: 20

INFORMATION SYSTEMS FUNDAMENTALS

The Information Systems Fundamentals curriculum provides entry-level knowledge, skills and experience in the fields of database applications and computer programming. Creating and modifying basic Java applications; using the standard operating system and office applications software; applying current database development concepts for implementation and retrieval; and creating simple web pages are some of the critical work functions that will be addressed in the certificate.

Credits earned may be applied toward an Associate of Applied Science degree in Computer Science and Information Technology/Computer Systems Technology concentration.

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

Foundation Course(s)
CSIT 1110  Introduction to Information Technology ..........4

Core Course(s)
CSIT 1510  Introduction to Programming Using Java ..........4
CSIT 1810  Introduction to Database Design ..................4

TOTAL CREDIT HOURS REQUIRED: 12

MEDICAL INSURANCE CODING AND REIMBURSEMENT

The Medical Insurance Coding and Reimbursement curriculum prepares individuals for employment in 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).
Credits earned may be applied toward an Associate of Applied Science degree in Administrative Professional Technology/Health Care Office Administration concentration.

Courses in each level (Foundation, Core, Advanced Track I and 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 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 CREDIT HOURS REQUIRED:** 22

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**MOBILE WEB DESIGN**

The Mobile Web Design curriculum provides the knowledge, skills, and experience required to create, design, and develop Web sites for mobile devices (e.g., smartphones, handheld devices). The courses provide students the opportunity to use WML, XHTML, and CSS to create mobile content with particular emphasis on interface design, usability, and aesthetic style. Students learn to author and design sites that comply with current standards, guidelines, and regulations pertaining to small screens and mobile technology. With the increasing popularity of mobile computing, Web designers realize that they must develop skill in producing and/or redesigning mobile Web sites.

Credits earned may be applied toward an Associate of Applied Science degree in Media Technologies/Web Technology concentration.

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

### Foundation Course(s)
- WEB 1600  Web Design I: Introduction to Web Technology……………………………………………………………..3

### Core Course(s)
- WEB 2010  Web Design II: Design Fundamentals………..3
Advanced Track Course(s) I
WEB 2300 JavaScript........................................................3

Advanced Track Course(s) II
WEB 2710 Web Design for Mobile Devices....................3

TOTAL CREDIT HOURS REQUIRED: 12

PRE-ALLIED HEALTH

The Pre-allied Health certificate consists of general education coursework for pre-nursing and pre-allied health programs and provides an opportunity for students to achieve recognition in the form of a certificate upon successful completion of this coursework. This certificate also encompasses the general education coursework required for the Associate of Applied Science degree including the Anatomy and Physiology series.

Enrollment in courses within the Pre-allied Health Academic Certificate program requires demonstrated competency in English composition, reading, and mathematics. Competency demonstration can be accomplished through submission of accepted test scores (ACT/SAT or COMPASS) or through completion of appropriate Learning Support requirements.

Students wishing to change from enrollment in this certificate program to degree-seeking status will be reassessed under the guidelines for degree-seeking students.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy and Physiology I ......</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2020</td>
<td>Human Anatomy and Physiology II .....</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I ................</td>
<td>3</td>
</tr>
<tr>
<td>HUM/FA 1</td>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1030</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>or PSYC 2130</td>
<td>Life Span Psychology</td>
<td></td>
</tr>
</tbody>
</table>

Guided Electives 2 Advisor-Approved Electives ................6

TOTAL CREDIT HOURS REQUIRED: 23

HUM/FA 1 Electives chosen from ARTH 2010, 2020 (previously ART 1720, 1730); ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520, 2530; HUM 2810; MUS 1030; PHIL 1030, 1500, 2010, 2400; PHO 1200; THEA 1030. Students are strongly encouraged to speak with a Pre-nursing advisor before choosing elective courses. Students may also find the Nursing Advising Guide at www.pstcc.edu/departments/curriculum_and_instruction/advising/transfer/nursing-guide.php.

Guided Electives 2 Due to Health Sciences’ different requirements, students are strongly encouraged to speak with a Pre-nursing advisor before choosing elective courses. Students may also find the
Additional information regarding foreign language:
At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation websites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

**PRE-BUSINESS TRANSFER**

The Pre-business Transfer curriculum provides the entry-level knowledge, skills and experience required for transfer to a four-year business college or university and/or employment in the field of business. Upon completion of the certificate, students will be able to write professional business correspondence, read and use financial statements to make business decisions, and demonstrate a basic understanding of the major components of business.

Credits earned may be applied toward an Associate of Science or Associate of Arts degree.

Where more than one course is offered within a level, courses may be taken in any sequence.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1010</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>INFS 1010</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2010</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 12

**PROMOTION METHODS**

The Promotion Methods curriculum prepares for entry-level employment in the field of marketing. Certificate topics include the role of advertising in the organization’s overall promotion and marketing strategy; evaluation of effectiveness and efficiency of various advertising media; developing marketing strategy, mix and plan; and e-commerce site functionality.

Credits earned may be applied toward an Associate of Applied Science degree in Business Administration/Marketing concentration.

Where more than one course is offered within a level, courses may be taken in any sequence.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV 2500</td>
<td>Advertising &amp; Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2200</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2450</td>
<td>E-Commerce</td>
<td>3</td>
</tr>
</tbody>
</table>
SOUND PRODUCTION

The Sound Production certificate 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.

Credits earned may be applied toward an Associate of Applied Science degree in one of these concentrations. This certificate is designed for individuals interested in digital audio recording and mixing with contemporary tools for film and video.

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

**Foundation Course(s)**
- 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 CREDIT HOURS REQUIRED:**  12

SUPERVISION

The Supervision curriculum allows new or potential supervisors to acquire necessary supervisory skills and helps current supervisors update their skills. Graduates will have developed the entry-level knowledge, skills and experience required to enhance their employment and advancement opportunities in the field of management.

Credits earned may be applied toward an Associate of Applied Science degree in Business Administration/Management concentration.

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

**Foundation Course(s)**
- MGT 2000 Principles of Management
- or HSP 1200 Introduction to Hospitality ........................... 3
- INFS 1010 Computer Applications ................................. 3
The Surveying curriculum provides the basic skills needed to enter a career in surveying. High school graduate reading and writing skills are expected, as development of technical documents and use of technical manuals are required. Math skills should include practical knowledge of algebra, basic trigonometry, and geometry.

Credits earned may be applied toward an Associate of Applied Science degree in Engineering Technology/Civil Engineering concentration, Surveying option.

Courses in each level (Foundation, Core and Advanced Track I and 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)**
- CET 0100*  
  Introduction to Surveying..............................3
- SURV 1550  
  Surveying Principles W/Lab............................4

**Core Course(s)**
- SURV 2510  
  Advanced Surveying W/Lab..............................4

**Advanced Track Course(s) I**
- SURV 2567  
  Positioning With GPS.................................3

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

**TOTAL CREDIT HOURS REQUIRED:** 17

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

**UNIVERSITY COMPUTER SCIENCE PREPARATION**

The University Computer Science Preparation certificate provides the entry-level knowledge, skills and experience required for upper division study in the field of computer science at a four-year college or university. Upon completion of the certificate, graduates will be able to use the syntax and semantics of a programming language; write and debug well-structured programs; demonstrate proficiency in Unix; design, implement and test simple to moderately complex digital systems; and work comfortably with functional notation.
Graduates may use certificate courses toward an Associate of Science degree.

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

**Foundation Course(s)**
- CISP 1010 Computer Science I .................4
- MATH 1910 Calculus I .............................................4

**Core Course(s)**
- CISP 1020 Computer Science II .........................4
- CISP 2410 Assembly & Computer Organization .......4

**TOTAL CREDIT HOURS REQUIRED:** 16

**VIDEO EDITING**

The Video Editing certificate 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.

Credits earned may be applied toward one of these concentrations. The Video Editing certificate covers editing theory and aesthetics using nonlinear, computer-based systems. Extensive hands-on training with industry standard editing software is emphasized.

Courses in each level (Foundation, Core and 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 CREDIT HOURS REQUIRED:** 13

**VIDEOGRAPHY**

The Videography certificate 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.

Credits earned may be applied toward one of these concentrations. The Videography certificate provides hands-on training in audio production and motion picture photography.

Where more than one course is offered within a level, courses may be taken in any sequence.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<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>
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<tr>
<td>or VPT 1022</td>
<td>Guerrilla Filmmaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 12

### WEB DESIGN TOOLS

The Web Design Tools curriculum provides the knowledge and skills required to create, design, and develop Web sites using industry standard software. Industry-standard Web design tools (Photoshop, Dreamweaver, Fireworks, Flash, and Acrobat) are covered. As versions of software change, so does the increased knowledge needed to skillfully navigate and employ the new features and concepts. Students develop the skills to design graphic-filled Web sites, to use animation, and to understand how and when to add audio/video for the Web.

Credits earned may be applied toward an Associate of Applied Science degree in Media Technologies/Web Technology concentration.

Where more than one course is offered within a level, courses may be taken in any sequence.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MDT 2100</td>
<td>Photoshop Essentials</td>
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</tr>
<tr>
<td>WEB 2000</td>
<td>Dreamweaver/Fireworks</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2110</td>
<td>Flash</td>
<td>3</td>
</tr>
<tr>
<td>WEB 2120</td>
<td>Audio/Video for the Web</td>
<td>3</td>
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<tr>
<td>WEB 2703</td>
<td>Adobe Acrobat</td>
<td>1</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS REQUIRED:** 13

### WEB PAGE AUTHORING

The Web Page Authoring certificate is designed for students who wish to learn how to write and code (author) Web page content. Students will learn about Web design, HTML, and Cascading Style Sheets (CSS) and how to create sites both manually and through the use of Web site development software. With the introduction of HTML5 and CSS3, even seasoned Web professionals need a refresher course in the new Web standards. The Web Page Authoring certificate provides a tool set necessary for a successful career as a Web page content designer.
Credits earned may be applied toward an Associate of Applied Science degree in Media Technologies/Web Technology concentration.

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

**Foundation Course(s)**
WEB 1600  Web Design I: Introduction to Web Technology..........................3

**Core Course(s)**
MDT 1950  Design for Digital Screens.................................3
WEB 2000  Dreamweaver/Fireworks.................................3
WEB 2010  Web Design II: Design Fundamentals........3

**TOTAL CREDIT HOURS REQUIRED:** 12
COURSE DESCRIPTIONS
<table>
<thead>
<tr>
<th>NEW</th>
<th>OLD</th>
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<tbody>
<tr>
<td>ACCT 1010 Principles of Accounting I</td>
<td>ACC 2000 Principles of Accounting I</td>
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<tr>
<td>ACCT 1020 Principles of Accounting II</td>
<td>ACC 2030 Principles Of Accounting II</td>
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<tr>
<td>ACCT 2215 Intermediate Accounting I</td>
<td>ACC 2215 Intermediate Accounting I</td>
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<tr>
<td>ACCT 2220 Intermediate Accounting II</td>
<td>ACC 2220 Intermediate Accounting II</td>
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<tr>
<td>ACCT 2360 Cost Accounting</td>
<td>ACC 2360 Cost Accounting</td>
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<tr>
<td>ACCT 2410 Income Taxation</td>
<td>ACC 2410 Income Taxation</td>
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<tr>
<td>ACCT 2500 Payroll &amp; Internal Control</td>
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<tr>
<td>ACCT 2530 Accounting Systems</td>
<td>ACC 2530 Accounting Systems</td>
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<tr>
<td>ACCT 2571 Internship</td>
<td>ACC 2571 Internship</td>
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<tr>
<td>ARTH 2010 Survey of Art History I</td>
<td>ART 1720 Western Art I</td>
</tr>
<tr>
<td>ARTH 2020 Survey of Art History II</td>
<td>ART 1730 Western Art II</td>
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<td>ARTP 1010 Drawing I</td>
<td>ART 1011 Drawing I</td>
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<tr>
<td>ARTP 1110 Two-Dimensional Design</td>
<td>ART 1110 2D Design</td>
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<tr>
<td>ARTP 1020 Drawing II</td>
<td>ART 2110 Intermediate Drawing</td>
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<tr>
<td>ARTP 1120 Three-Dimensional Design</td>
<td>ART 1031 Three-Dimensional Media</td>
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<tr>
<td>ARTP 1610 Basic Printmaking</td>
<td>ART 1610 Basic Printmaking</td>
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<tr>
<td>ARTP 2000 Special Topics in Studio Art</td>
<td>ART 2000 Special Topics in Studio Art</td>
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<td>ARTP 2120 Life Drawing</td>
<td>ART 2120 Life Drawing</td>
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<td>ARTP 2130 Painting I</td>
<td>ART 2130 Painting I</td>
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<tr>
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<td>ARTP 2210 Ceramics I</td>
<td>ART 2210 Ceramics I</td>
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<tr>
<td>ARTP 2220 Ceramics II</td>
<td>ART 2220 Ceramics II</td>
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<tr>
<td>ARTP 2410 Sculpture</td>
<td>ART 2410 Sculpture</td>
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<td>ARTP 2420 Life Sculpture</td>
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<td>COMM 1010 Introduction to Mass Communication</td>
<td>CMN 1500 Communication in an Information Age</td>
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<tr>
<td>COMM 1020 Media Writing</td>
<td>JOU 2000 Newswriting</td>
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<tr>
<td>CISP 1010 Computer Science I</td>
<td>CSIT 1020 Intro to Computer Science</td>
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<tr>
<td>CISP 1020 Computer Science II</td>
<td>CSIT 1400 Data Structures</td>
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<td>CISP 2410 Assembly &amp; Computer Organization</td>
<td>CSIT 1600 Computer Organization</td>
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<td>ECON 2010 Macroeconomics</td>
<td>ECN 2010 Principles of Economics I</td>
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<td>ECON 2020 Microeconomics</td>
<td>ECN 2020 Principles of Economics II</td>
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<tr>
<td>INFS 1010 Computer Applications</td>
<td>BUSN 1211 Introduction To Software Applications</td>
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<tr>
<td>POLS 1020 Introduction to Political Science</td>
<td>POL 1020 Introduction to Political Science</td>
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### Changes in Course Prefixes/Numbers/Titles (Continued)

<table>
<thead>
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<tbody>
<tr>
<td>POLS 1030 American Government</td>
<td>POL 1010 U.S. Government &amp; Politics</td>
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<td>PSYC 1030 General Psychology</td>
<td>PSY 1010 General Psychology</td>
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<tr>
<td>PSYC 2100 Psychology of Human Development</td>
<td>PSY 2100 Psychology of Human Development</td>
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<tr>
<td>PSYC 2130 Life Span Psychology</td>
<td>PSY 2400 Human Development Through the Lifespan</td>
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<tr>
<td>PSYC 2200 Behavior &amp; Experience</td>
<td>PSY 2200 Behavior &amp; Experience</td>
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<td>SOCI 1010 Introduction to Sociology</td>
<td>SOC 1010 General Sociology</td>
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<td>SOCI 1020 Social Problems</td>
<td>SOC 1020 Social Problems &amp; Social Change</td>
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<td>SOCI 2010 Marriage &amp; Family</td>
<td>CFS 2200 Marriage &amp; Family</td>
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<tr>
<td>SWRK 2010 Introduction to Social Work</td>
<td>SWK 2000 Intro to Social Work</td>
</tr>
<tr>
<td>SWRK 2030 Introduction to Social Welfare &amp; Policy</td>
<td>SWK 2050 Social Welfare</td>
</tr>
</tbody>
</table>

### General Information

**Learning support prerequisites:** Enrollment in most college-level courses requires qualifying test scores or completion of learning support coursework. To determine eligibility for college-level courses, students who have tested into learning support 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](http://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](http://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

★ACCT 1010  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

★ACCT 1020  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): ACCT 1010

ACCT 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): ACCT 1020

ACCT 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): ACCT 2215 or consent of instructor

ACCT 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): ACCT 1020

ACCT 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): ACCT 1010

ACCT 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): ACCT 1010

ACCT 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):** ACCT 1020

**ACCT 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 ACCT courses with minimum 2.5 GPA in ACCT 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](http://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. **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 Internship  3 Credits**

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](http://www.pstcc.edu/departments/bctpi).
ADMN 2340  Database & Electronic Records  3 Credits
A study of database applications, including creating and maintaining a
database, querying a database, and creating forms and reports with emphasis on
electronic health records. **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 en-
tering, formatting, charting, managing and analyzing data using Excel software.
**Prerequisite(s):** INFS 1010 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):** INFS 1010 and LAW 1000

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.
**Prerequisite(s):** ADMN 2910

ADMN 2925  Medical Practicum  3 Credits
This course is a supervised work experience for APT majors with a con-
centration 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 coordina-
tor 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](http://www.pstcc.edu/departments/bctpi/documents.html).

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 Termi-
nology (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**  
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**  
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**  
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**  
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**  
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**  
A course that involves conversational practice, experience in signing 
music and the mastery of 100 additional American sign language idioms. 
**Prerequisite(s):** ASL 2010

**ANTHROPOLOGY**

**★ANT 1100**  
**Physical Anthropology**  
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**  
Introduction to methods, theory, and techniques used to analyze and date 
archaeological cultures, past life ways, and cultural evolution.

**◆★ANT 1300**  
**Cultural Anthropology**  
An introduction to the field of cultural anthropology focusing on the de-
scription 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

◆★ARTH 2010 Survey of Art History 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.

◆★ARTH 2020 Survey of Art History 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.

★ARTP 1010 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.

★ARTP 1020 Drawing II 3 Credits

A continuation of the fundamental concepts of drawing with emphasis on composition, techniques and content.

★ARTP 1110 Two-Dimensional 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.

★ARTP 1120 Three-Dimensional Design 3 Credits

Fundamental aspects of three-dimensional design utilizing projects that deal with real space and a variety of three-dimensional materials.

★ARTP 1610 Basic Printmaking 3 Credits

An introductory survey of printmaking focusing on the basic fundamentals
and techniques in relief printing, monoprints and collographs.

★ARTP 2000 Special Topics in Studio Art 1-3 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 of 9 credit hours. Prerequisite(s): Topic dependent

ARTP 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.

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

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

★ARTP 2210 Ceramics I 3 Credits
Hand-building techniques, including forming methods, glazing, clay preparation, and firing small and large-scale pieces.

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

★ARTP 2410 Sculpture 3 Credits
Problems that explore basic materials and techniques, including clay modeling, plaster construction and mold making.

★ARTP 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.

★ARTP 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.

★ARTP 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.

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 a total of 6 credit hours. **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 three hours of laboratory applications each week. **Prerequisite(s):** completion of learning support 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 three hours of laboratory applications each week. **Prerequisite(s):** BIOL 2010

**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 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

**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 2510**  Emerging Trends in Technology  4 Credit
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; INFS 1010 or equivalent for non-majors
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<tr>
<th>Course Code</th>
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<tr>
<td>CHEM 2310</td>
<td>Analytical Chemistry</td>
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**CHEM 1001: Special Topics in Chemistry**

Topic offered will provide students opportunities for undergraduate research as well as extended coursework in areas of faculty and student interest and student need. **Prerequisite(s):** MATH 1030; other prerequisites are topic dependent: In most cases, no prerequisite; occasionally, consent of instructor.

**CHEM 1010: Principles of Chemistry**

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 learning support math requirements and MATH 1030.

**CHEM 1020: Basic Organic & Biochemistry**

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 1100: General Chemistry I**

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 learning support math requirements and MATH 1030.

**CHEM 1120: General Chemistry II**

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 1300: Concepts of Chemistry**

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. **Prerequisite(s):** MATH 1030.

**CHEM 2010: Organic Chemistry I**

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**

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**

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 through age 8. Particular emphasis is placed on development in the physical, cognitive, language and socio-emotional domains.

**CIVIL ENGINEERING TECHNOLOGY**

CET 0100  **Introduction to Surveying**  3 Credits

This course covers both fundamental and advanced concepts of algebra, geometry and trigonometry. Surveying as a career and basic terminology are also discussed.

★CET 1010  **Construction Methods**  4 Credits

The basic techniques and fundamentals essential in erecting wood frame, steel frame and reinforced concrete frame buildings. The study involves the various phases from site investigation through finished work.

CET 1022  **Construction Materials W/Lab**  4 Credits

This is an introductory course in the basic properties, testing and inspection of construction materials and the methods of production of these materials. Topics include an introduction to basic concepts of strength of materials and properties of construction materials such as aggregates, asphalt, steel, and wood; their proper application; performance of standard tests on construction materials and the preparation of proper technical reports on test results. Word processing and spreadsheet software are used to prepare reports that include text, tables, data reduction and graphs. Spreadsheet templates are developed for use in data reduction.

CET 1100  **Fundamentals of Architectural Drawing W/Lab**  3 Credits

A broadly focused course that introduces students to civil and architectural engineering drawings, drawing types and computer-aided drawing and design. Sketching, instrument drawing and AutoCAD are used as tools to teach the basic principles involved in the development and production of civil and architectural engineering and related drawings.

CET 1310  **Architectural Drawing with AutoCAD W/Lab**  4 Credits

An introduction to architectural drafting. The course will use AutoCAD 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):** CET 1100

**CET 2012 Cost Estimating W/Lab 4 Credits**

The interpretation of building plans, preparation of quantity surveys dealing with individual sections of work, computation of labor costs, pricing of material costs, overhead and profit. This class also includes an introduction to Timberline software.

**CET 2070 Civil Engineering Special Topics 1-3 Credits**

This course provides an overview of local industries engaged in the practice of civil engineering and related activities. Special projects and applications in emerging civil and construction engineering technology are emphasized. The student visits offices and construction projects to observe practical work situations. Speakers are invited to the classroom to discuss topics in the civil engineering technology field.

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

The basic design principles of hydraulics; water distribution; sewage systems; fire sprinkler systems; and heating, ventilation and air conditioning systems. **Prerequisite(s):** Second-year status

**CET 2410 Structural Steel Design 3 Credits**

Design of structural steel members and their connections. Topics include tension and compression members, beams, girders, trusses and columns subjected to concentric and eccentric loads. **Prerequisite(s):** MET 1040

**CET 2420 Reinforced Concrete Design 3 Credits**

Design of reinforced concrete structures, including beams, columns, floor systems, footings and retaining walls. **Prerequisite(s):** MET 1040

**CET 2550 Advanced AutoCAD W/Lab 4 Credits**

Extends the knowledge and use of AutoCAD software commands with the continuation of training begun in CET 1100. 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):** CET 1100

**CET 2560 Architectural 3D Modeling W/Lab 4 Credits**

An architectural modeling and drafting class using Autodesk’s Architectural Desktop. The course uses Architectural Desktop placement commands to model walls, doors, windows, floor slabs, 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):** CET 1310 or consent of program coordinator

**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

★COMM 1010  Introduction to Mass Communication  3 Credits
This course provides an overview of human, mass and mediated communication. It includes an introduction to finding, organizing and evaluating information.

★COMM 1020  Media Writing  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): COMM 1010 and ENGL 1020 and keyboarding skills

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): ARTP 1010 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 program coordinator

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): ARTP 1010 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 program coordinator

★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 program coordinator
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): ARTP 1010 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 program coordinator

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 program coordinator

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 program coordinator

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 program coordinator

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 program coordinator

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 SCIENCE AND INFORMATION TECHNOLOGY

★CISP 1010 Computer Science I 4 Credits
Problem solving and algorithm development. Organization and character-
istics 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

★CISP 1020 Computer Science II 4 Credits
Advanced problem solving and algorithm development, structured programming, data structures and applications, I/O techniques, lists, queues, trees, algorithms, and files. Program development using Unix operating system. This course is intended for University Parallel students. Prerequisite(s): CISP 1010

CISP 1550 C++ Programming 3 credits
An introduction to C++ programming concepts and problem-solving using an object-oriented approach. Problem analysis; design concepts; code formulation; command, statement, and programming structures; internal and external data utilization; and application development are included in the course.

★CISP 2410 Assembly & 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): CISP 1010 or CSIT 1510

★CSIT 1000 Introduction to Computers & Computing 3 Credits
This course is a broad introduction to the use of computers as tools for creativity, communications, organizing information and problem-solving. This course is intended for University Parallel students not majoring in computer science.

★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 1510 Introduction to Programming Using Java 4 Credits
A study of the Java programming language, object-oriented programming, design and algorithm development. Topics include language structure and syntax, methods, program control statements, classes, strings, arrays, and applets. Corequisite(s): CSIT 1110
CSIT 1520  Intermediate Java Programming  4 Credits
A study in Java language techniques beyond the introductory course. Emphasis will include object-oriented design, arrays, GUI and event-driven programming, exceptions and Java packages for collections, file I/O, and database connectivity. Prerequisite(s): CSIT 1510 or Java programming experience.

CSIT 1710  A+ Computer Hardware  4 Credits
This course is designed for computer personnel who need advanced technical knowledge about PC hardware and PC-based local area networks. The course follows the current Computing Technology Industry Association (CompTIA) A+ (Core Hardware exam) certification criteria guidelines. The course also covers basic computer-related mathematics, electricity, electronics, fiber optics, etc., required for personal computer technologists.

CSIT 1720  A+ Computer Software  4 Credits
This course is designed for computer personnel who need advanced technical knowledge about the PC, its operating system and key utilities, and PC-based local area networks. The course follows the current Computing Technology Industry Association (CompTIA) A+ certification criteria guidelines for the Operating Systems examination.

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 operating systems; implementing and conducting administration of resources; implementing, managing, and troubleshooting hardware devices and drivers, network protocols, and security; monitoring and optimizing performance and reliability; and configuring and troubleshooting the desktop environment. Prerequisite(s): CSIT 1720

CSIT 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 2210  Visual Basic Programming W/Lab  3 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 2220  C# Programming  3 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 2230  Introduction to Internet Software Development  3 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 2240  Game & 3D Simulation Programming  3 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 2250  Mobile Application Development  3 Credits
A study of mobile computing devices with emphasis on development of mobile applications using the Android platform. Topics include mobile computing hardware and technologies, Android development environment, application components, user interface design principles and APIs. **Prerequisite(s):** CSIT 1520

CSIT 2260  Special Topics in Information Technology  3 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 2270  Advanced Java Programming  3 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

CSIT 2280  Introduction to Scripting Languages  3 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 1510

CSIT 2290  Advanced .Net Programming  3 Credits
This course is designed for applications programmers and database developers. Hands-on training includes use of the Visual Studio Integrated Development Environment (IDE), the .NET Framework (ASP.NET, ADO.NET, .NET programming), Object-Oriented Programming (OOP), database programming,
SQL and Web Services. Students will develop an application involving a MS-SQL Server database with emphasis on object-oriented and component-based approaches. **Prerequisite(s):** CSIT 1520, 1810 and either CSIT 2210 or 2220

**CSIT 2510 Advanced Database Management Systems 3 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 2520 SQL Applications Using Oracle 3 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

**CSIT 2530 Web Database Application Development 3 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):** One programming course or WEB 2300, and CSIT 1810

**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
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

CSIT 2840  Systems Analysis & Design  3 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 2520 or CSIT programming course or department approval; and CSIT 1810 and ENGL 1010

CSIT 2850  Capstone Lab  2 Credits
In this project-centered course, students apply conceptual and technical knowledge acquired during their entire program of study to develop a complete IT-based solution for a client organization. Students practice software engineering principles, various methods, tools, techniques and documentation through team projects. Emphasis is placed on business systems’ characteristics, prototyping and SDLC phases. This course should be taken during the final semester. Prerequisite(s): CSIT 2840; CSIT 2520 or CSIT programming course; and ENGL 1010

CSIT 2860  Computer Organization & Architecture  3 Credits
A study of computer organization. Topics include organization, architecture, number systems, storage concepts, I/O, memory management and process management. Prerequisite(s): CSIT 1520

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.

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, purees, 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. Grade P/NP. **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.

### EARLY CHILDHOOD EDUCATION

**ECED 1010 Orientation to Early Childhood Education** 2 Credits

Introduces the student to the early childhood education profession and the basic skills needed for a successful academic career. Topics include professionalism, family relationships, individual and cultural diversity, child development, developmentally appropriate practice, observation and assessment, learning environment, health and safety, and guidance. Students study the different types of early childhood programs, community resources and professional organizations.

**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 young children (birth through age 8). 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 young child (birth through age 8).

**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 young children (birth through age 8) 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 young children (birth through age 8). Emphasis is on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. **Prerequisite(s):** ECED 2015, 2020; 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 facili-
tators 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). **Corequisite(s):** ECED 2010 or department approval

**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 2010

**ECONOMICS**

◆★**ECON 2010**  
**Macroeconomics**  
3 Credits  
A study of basic macroeconomic concepts, including gross domestic product, economic growth, unemployment and inflation. Also includes a thorough examination of both fiscal and monetary policy. **Corequisite(s):** College-level math

◆★**ECON 2020**  
**Microeconomics**  
3 Credits  
A study of consumer behavior, the product and resource markets and the role of the government in business. Also includes an examination of market structure, resource economics, wage determination and distribution and international trade. **Prerequisite(s):** ECON 2010

**EDUCATION**

**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

### 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):** MATH 1920; 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.

**EET 1012**

**Electrical Circuits I W/Lab**

3 Credits

An introductory course in DC and AC circuits. Topics include atomic structure, current and voltage, resistance and power. Ohm’s Law and series and parallel circuits are covered. Transient response for capacitors and inductors are also discussed. The course includes fundamental AC concepts and phasor calculations for impedance, voltage, and current in RLC circuits. There will also be discussion of ladder logic and introduction to motors and transformers.

**EET 1055**

**Industrial Electricity**

3 Credits

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).

**EET 1210**  
Active Devices I W/Lab  
4 Credits  
An introductory course in solid-state devices and the basic circuits in which they are used. Topics include semiconductor physics, diode circuits, bipolar transistor circuit analysis, FET circuit analysis and Op-Amp basics and uses.  
Prerequisite(s): EET 1012

**EET 1310**  
Digital Fundamentals W/Lab  
4 Credits  
A study of basic numbering systems, basic computer codes, Boolean algebra, basic logic gates, and logic simplification using Boolean algebra and Karnaugh maps. Topics include flip-flops, counters, shift registers, different types of memory (RAM, ROM, EPROM) and basic microprocessor principles.

**EET 1410**  
Electrical Safety Codes  
1 Credit  
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.

**EET 1715**  
Microcomputer Architecture  
2 Credits  
This course provides an opportunity for students to obtain knowledge and skills necessary to service microcomputer hardware and supported peripherals. The course includes identifying parts of a PC; discussing the functions and interactions of all PC subsystems; identifying and troubleshooting common PC hardware problems; installing, replacing, and upgrading PC hardware components; and installing and troubleshooting PC peripherals such as video cameras and additional monitors.

**EET 2235**  
Instrumentation Technology  
3 Credits  
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 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 program coordinator

**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.

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 program coordinator

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 basic understanding of direct current and alternating current systems, electrical generation techniques, load assessment, system sizing, system installation, and technology applications. The course covers on-grid and off-grid systems. In addition, the course introduces the student to other alternative energy conversion techniques, such as wind technology, fuel cells and others. Prerequisite(s): EET 1012 or consent of program coordinator

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 teamwork. 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 statics, gravitation, oscillations, waves, fluid mechanics, 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- and three-dimensional objects. Analysis of two-dimensional trusses and frames. 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 2110 Statics 3 Credits
Vectors, forces and moments; equivalent force systems; free body diagrams; equilibrium, frames, trusses, friction; and shear and bending moment diagrams. Prerequisite(s): MATH 1920

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 email, internet, Windows, Excel, PowerPoint, Word and other program-specific software.

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

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 learning support 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
Tutoring-based course for students in ENGL 1010 or 1020 who want additional instruction in writing or who have been referred for additional instruction by their ENGL instructors. The course offers instruction in style and mechanics, paragraph development, essay structure, developing and documenting research papers, and writing about literature. 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 15 hours per semester. Grading: P/NP. **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. **Corequisite(s):** ESLR 0700, ESLW 0700

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

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

ENGL 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 Elizabethan 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.  
**Corequisite(s):** Students who test into both ESLR 0700 and ESLW 0700 also are required to take ENGL 1060 (Pronunciation).

**ESLR 0800**  
Learning Support Reading for Speakers of Other Languages  
3 Credit

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):** Students who test into both ESLR 0700 and ESLW 0700 also are required to take ENGL 1060 (Pronunciation).

**ESLW 0800**  
Learning Support Writing for Speakers of Other Languages  
3 Credits

By developing basic writing skills, this course prepares non-native speakers for college-level writing tasks. Students are introduced to 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 include financial needs, institutions, and instruments; concepts of risk and return; ratio analysis; capital budgeting; interest rates; and liability management.  
Prerequisite(s): ACCT 1010  
Corequisite(s): MATH 1530

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.  
Prerequisite(s): FREN 1010 or one unit of high school French

★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 1020 or two units 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 2010 or three units of high school French

★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 2020 or three units of high school French

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.  
Prerequisite(s): MATH 1030
◆★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 Programs 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. Prerequisite(s): MATH 1030

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 unit of high school German

★GERM 2010       Intermediate German I       3 Credits
   Reading, writing and speaking German. Prerequisite(s): GERM 1020 or two units of high school German

★GERM 2020       Intermediate German II       3 Credits
   Continuation of GERM 2010. Prerequisite(s): GERM 2010 or three units of high school German

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.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIST 1110</td>
<td>World Civilization I</td>
<td>3</td>
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<td></td>
<td>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.</td>
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<tr>
<td>HIST 1120</td>
<td>World Civilization II</td>
<td>3</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>HIST 2010</td>
<td>U.S. History I</td>
<td>3</td>
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<tr>
<td></td>
<td>A survey of U.S. history from settlement to 1877.</td>
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<td>HIST 2020</td>
<td>U.S. History II</td>
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<td>A survey of U.S. history from 1877 to the present.</td>
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<tr>
<td>HIST 2040</td>
<td>African-American Studies</td>
<td>3</td>
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<td></td>
<td>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.</td>
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### HOSPITALITY

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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HSP 1200</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to the hospitality industry, with emphasis on the broad spectrum of hospitality organizations and career opportunities.</td>
<td></td>
</tr>
<tr>
<td>HSP 1400</td>
<td>Sanitation &amp; Food Safety</td>
<td>2</td>
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<tr>
<td></td>
<td>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, preparation, and serving procedures that promote food safety. Successful completion of this course is preparation for the ServSafe certification.</td>
<td></td>
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<tr>
<td>HSP 1420</td>
<td>Nutrition for the Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>HSP 2075</td>
<td>Purchasing &amp; Cost Control</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course is intended to provide the student with the methodologies and tools to control food, beverage, labor and other costs within a hospitality business. Hospitality purchasing principles are also explored. This course regularly uses basic mathematics.</td>
<td></td>
</tr>
<tr>
<td>HSP 2100</td>
<td>Professional Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course deals with the management of beverages within the hospitality industry context. The course provides students with a history of beverages within the industry as well as knowledge of the products, facilities, regulations and mixology. Prerequisite(s): HSP 1200</td>
<td></td>
</tr>
<tr>
<td>HSP 2230</td>
<td>Tourism &amp; Travel</td>
<td>3</td>
</tr>
</tbody>
</table>
|             | This course examines the modes of travel and accommodations, travel be-
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 Operations 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](http://www.pstcc.edu/departments/bctpi).

**HUMANITIES**

**◆★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.

**INFORMATION SYSTEMS**

**★INFS 1010** Computer 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 and Access (Microsoft Office) software applications. **Prerequisite(s):** ADMN 1100 or equivalent
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 & 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 1200 Textiles for Interiors 3 Credits
A study of the fundamental properties found in textile fibers, yarns, construction methods and finishes, and the application of these properties to interior textile products. Also includes analysis of test methods and standards relative to interior textile products to insure the health, safety, welfare and satisfaction of the consumer.

IDT 1216 Visual Communication: Studio II 3 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 1310 Architectural Drafting: Studio I 3 Credits
An introduction to architectural hand drafting and lettering standards, including the appropriate use and application of symbols and drafting techniques necessary to understand and produce architectural plans and construction documents.

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 2110 Space Planning, Codes & Human Factors 3 Credits
Application of space planning techniques and methods with emphasis placed on human factors and the application of laws, codes, regulations and standards that protect the health, safety and welfare of the end-user while fulfilling the parameters of the design and meeting the needs of the client. Prerequisite(s): IDT 1310

IDT 2116 Interior Design Presentation: Studio III 3 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):** IDT 1105, 1216, 1310

**IDT 2306 Computer Applications for Interior Design** 3 Credits

Computer-aided drafting skills for interior design applications, using industry-standard software. Course covers 2D and 3D architectural drafting and rendering techniques. **Prerequisite(s):** IDT 1310

**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 program coordinator

**IDT 2606 Digital Methods of Visual Presentation** 3 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 1216, 1310, 2306

**IDT 2611 Kitchen & Bath Planning** 3 Credits

A study of the aesthetic and technical elements of kitchen and bath design with emphasis on NKBA standards. Course includes task planning, movements, sensory mechanism, and aesthetic consideration into supportive and attractive furnishings, equipment, accessories, and lighting in kitchen and bath design. **Prerequisite(s):** IDT 1105, 1110, 1310

**IDT 2640 Residential Design: Studio IV** 3 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, 1216, 1310, 2110, 2116 (or may be taken as a corequisite), 2611

**JOURNALISM**

**★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 COMM 1020

**★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):** COMM 1010

**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 specialty course

**LEARNING SUPPORT ENGLISH**

ENGL 0800  Essential Writing  0 Credits
Development of process-based writing strategies in preparation for college level courses across the curriculum as well as the workplace. The course emphasizes writing effective sentences, paragraphs and essays in various modes of delivery and rhetorical contexts. Prerequisite(s): Placement test Corequisite(s): ENGL 0801, 0802, 0803, 0804, 0805

ENGL 0801  Sentences & Paragraphs  1 Credit
Development of process-based writing strategies in preparation for college level courses across the curriculum as well as the workplace. The course emphasizes writing effective sentences and paragraphs. Prerequisite(s): Placement test Corequisite(s): ENGL 0800

ENGL 0802  Paragraphs  1 Credit
Development of process-based writing strategies in preparation for college level courses across the curriculum as well as the workplace. The course emphasizes writing effective paragraphs. Prerequisite(s): Placement test Corequisite(s): ENGL 0800 or 0810
ENGL 0803  Reports  1 Credit
Development of process-based writing strategies in preparation for college level courses across the curriculum as well as the workplace. The course emphasizes writing effective reports. Prerequisite(s): Placement test Corequisite(s): ENGL 0800 or 0810

ENGL 0804  Informative Essays  1 Credit
Development of process-based writing strategies in preparation for college level courses across the curriculum as well as the workplace. The course emphasizes writing effective essays in various modes of delivery and rhetorical contexts. Prerequisite(s): Placement test Corequisite(s): ENGL 0800 or 0810 or 0820

ENGL 0805  Argumentative Essays  1 Credit
Development of process-based writing strategies in preparation for college level courses across the curriculum as well as the workplace. The course emphasizes writing effective argumentative essays. Prerequisite(s): Placement test Corequisite(s): ENGL 0800 or 0810 or 0820

ENGL 0810  Introduction to College Writing  0 Credits
Development of process-based writing strategies in preparation for college level courses across the curriculum as well as the workplace. The course emphasizes writing effective paragraphs and essays in various modes of delivery and rhetorical contexts. Prerequisite(s): Placement test Corequisite(s): ENGL 0802, 0803, 0804, 0805

ENGL 0820  Accelerated Writing  0 Credits
Development of process-based writing strategies in preparation for college level courses across the curriculum as well as the workplace. The course emphasizes writing effective sentences, paragraphs and essays in various modes of delivery and rhetorical contexts. Prerequisite(s): Placement test and/or READ 0805 Corequisite(s): ENGL 0804, 0805 and ENGL 1010

LEARNING SUPPORT MATHEMATICS

MATH 0800  Learning Support Mathematics  0 Credits
MATH 0800 builds competency in applying number sense, operating with real numbers and algebraic expressions, analyzing graphs, solving equations, modeling, and critical thinking. The course focuses on implementing problem solving strategies and developing mathematical connections, as well as developing study skills and communicating mathematically. Prerequisite(s): Placement test Corequisite(s): MATH 0801, 0802, 0803, 0804, 0805

MATH 0801  Number Sense & Operations  1 Credit
MATH 0801 builds competency in applying number sense and operating with real numbers. The course focuses on implementing problem solving strategies and developing mathematical connections, as well as developing study skills and communicating mathematically. Prerequisite(s): Placement test Corequisite(s): MATH 0800

MATH 0802  Algebraic Expressions  1 Credit
MATH 0802 builds competency in operating with real numbers and algebra-
ic expressions. The course focuses on implementing problem solving strategies and developing mathematical connections, as well as developing study skills and communicating mathematically. **Prerequisite(s):** Placement test  
**Corequisite(s):** MATH 0800

**MATH 0803  Linear Equations  1 Credit**
MATH 0803 builds competency in solving equations. The course focuses on implementing problem solving strategies and developing mathematical connections, as well as developing study skills and communicating mathematically. **Prerequisite(s):** Placement test  
**Corequisite(s):** MATH 0800

**MATH 0804  Linear Graphs  1 Credit**
MATH 0804 builds competency in analyzing graphs. The course focuses on implementing problem solving strategies and developing mathematical connections, as well as developing study skills and communicating mathematically. **Prerequisite(s):** Placement test  
**Corequisite(s):** MATH 0800 or 0820

**MATH 0805  Modeling & Critical Thinking  1 Credit**
MATH 0805 builds competency in modeling and critical thinking. The course focuses on implementing problem solving strategies and developing mathematical connections, as well as developing study skills and communicating mathematically. **Prerequisite(s):** Placement test  
**Corequisite(s):** MATH 0800 or 0820

**MATH 0820  Accelerated Learning Support Mathematics  0 Credits**
MATH 0820 builds competency in analyzing graphs and modeling, and critical thinking. The course focuses on implementing problem solving strategies and developing mathematical connections, as well as developing study skills and communicating mathematically. **Prerequisite(s):** Placement test  
**Corequisite(s):** MATH 0804 and 0805

**LEARNING SUPPORT READING**

**READ 0800  Essential Reading  0 Credits**
Designed for under-prepared students, the developmental reading course presents effective comprehension techniques for college-level selections. The course emphasizes (a) vocabulary development activities, (b) cognitive and metacognitive strategies for comprehension, (c) reasoning and analysis for critical comprehension, (d) effective reading/study strategies for retention and recall, and (e) flexible reading rate. **Prerequisite(s):** Placement test  
**Corequisite(s):** READ 0801, 0802, 0803, 0804, 0805

**READ 0801  Reading Strategies: Short Stories  1 Credit**
Designed for under-prepared students, the developmental reading course presents effective comprehension techniques for college-level selections. The course emphasizes (a) vocabulary development activities, (b) cognitive and metacognitive strategies for comprehension, (c) reasoning and analysis for critical comprehension, (d) effective reading/study strategies for retention and recall, and (e) flexible reading rate while reading short stories. **Prerequisite(s):** Placement test  
**Corequisite(s):** READ 0800
READ 0802  Reading Strategies: Extended Discourse  1 Credit

Designed for under-prepared students, the developmental reading course presents effective comprehension techniques for college-level selections. The course emphasizes (a) cognitive and metacognitive strategies for comprehension, (b) reasoning and analysis for critical comprehension, and (c) flexible reading rate while reading a common book. **Prerequisite(s):** Placement test  **Corequisite(s):** READ 0800 or 0810

READ 0803  Literary Analysis  1 Credit

Designed for under-prepared students, the developmental reading course presents effective comprehension techniques for college-level selections. The course emphasizes (a) cognitive and metacognitive strategies for comprehension, (b) reasoning and analysis for critical comprehension, and (c) flexible reading rate while reading fiction/nonfiction. **Prerequisite(s):** Placement test  **Corequisite(s):** READ 0800 or 0810

READ 0804  Reading Strategies: Essays  1 Credit

Designed for under-prepared students, the developmental reading course presents effective comprehension techniques for college-level selections. The course emphasizes (a) vocabulary development activities, (b) cognitive and metacognitive strategies for comprehension, (c) reasoning and analysis for critical comprehension, (d) effective reading/study strategies for retention and recall, and (e) flexible reading rate while reading essays, poetry or plays. **Prerequisite(s):** Placement test  **Corequisite(s):** READ 0800 or 0810

READ 0805  Vocabulary & Textbook Reading  1 Credit

Designed for under-prepared students, the developmental reading course presents effective comprehension techniques for college-level selections. The course emphasizes (a) vocabulary development activities, (b) cognitive and metacognitive strategies for comprehension, (c) reasoning and analysis for critical comprehension, (d) effective reading/study strategies for retention and recall, and (e) flexible reading rate while reading textbooks. **Prerequisite(s):** Placement test  **Corequisite(s):** READ 0800 or 0810

READ 0810  Academic & Personal Reading  0 Credits

Designed for under-prepared students, the developmental reading course presents effective comprehension techniques for college-level selections. The course emphasizes (a) vocabulary development activities, (b) cognitive and metacognitive strategies for comprehension, (c) reasoning and analysis for critical comprehension, (d) effective reading/study strategies for retention and recall, and (e) flexible reading rate. **Prerequisite(s):** Placement test  **Corequisite(s):** READ 0802, 0803, 0804, 0805

**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.
MANAGEMENT

★MGT 2000  
**Principles of Management**  
3 Credits  
A study of management through analyzing managerial functions of planning, organizing, leading and controlling.

MGT 2030  
**Team Leadership**  
3 Credits  
A study of team leadership techniques needed for successful management. Student teams study the application of modern team management principles to leading, motivating, delegating and disciplining. **Prerequisite(s):** MGT 2000 or HSP 1200

MGT 2050  
**Human Resources**  
3 Credits  
A study of principles of human resource management, including equal employment law, recruitment, selection, and development and maintenance of the human resource. **Prerequisite(s):** MGT 2000 or HSP 1200

MGT 2100  
**Information Systems**  
3 Credits  
An introduction to information systems. The course takes the user perspective in the analysis of organizational information needs, system design, system acquisition and organizational impact of the system. **Prerequisite(s):** MGT 2000; and ADMN 1005 or INFS 1010

MGT 2160  
**Quality Improvement**  
3 Credits  
This course is an introduction to quality management as a system through the application of statistical process control, W. Edwards Deming’s management philosophy and various quality management techniques. **Prerequisite(s):** MGT 2000

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

MGT 2180  
**Team Practicum**  
3 Credits  
A management simulation which is a culmination of the student’s academic studies that gives experience in applying theories and skills from various business disciplines to self-managed team problem solving through the use of readings, case studies, simulations, role plays and guest speakers. **Prerequisite(s):** MGT 2030 and 2050 and department approval

MGT 2240  
**Business Capstone**  
3 Credits  
A project-oriented course designed to require students working in cross-functional teams to apply what they have learned in their major curriculum to the development of a complex entrepreneurial project. Emphasizes necessity of informed decision making and planning in all phases of business. **Prerequisite(s):** ACCT 1010 and MKT 2200 and MGT 2000 or HSP 1200 and department approval

MGT 2471  
**Management Internship**  
3 Credits  
This course is a supervised work experience requiring a minimum of 135 hours in a management training capacity. Individual conferences are arranged instead of class attendance. **Prerequisite(s):** Completion of 15 hours of MGT
courses with a minimum 2.5 GPA in MGT courses; seeking an A.A.S. degree 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 2270  Marketing Information & Forecasting  4 Credits
This course focuses on the collection, evaluation, and analysis of data and information about the external environment, products and organizations, target market, marketing mix, 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):** INFS 1010 and MKT 2200

MKT 2420  Customer Service  3 Credits
A practical course designed to prepare students to meet and exceed customers’ expectations. The course focuses on communication, including listening, electronic, verbal, nonverbal, and telephone communication skills and communicating in difficult and diverse customer 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 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

MKT 2600  Supply Chain/Logistics  3 Credits
This course focuses on understanding how supply chains are structured and
managed and the tools used to improve efficiency. **Prerequisite(s):** INFS 1010 and MGT 2000 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 learning support math requirements or equivalent math placement score

- **MATH 1030**  
  **Introduction to College Mathematics**  
  3 Credits  
  This course includes the study of quadratics and rational functions and their graphs, exponents, polynomial expressions and factoring, quadratic equations, rational expressions and equations, radical expressions, and related applications. The TI-83 or TI-84 Plus calculator is required and used throughout the course. This course is a prerequisite to MATH 1130, 1710, and 1730 for students with MATH ACT scores below 19. **Prerequisite(s):** High school algebra I and algebra II and ACT math score of at least 19, or learning support 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 geometry and ACT math score of at least 21, or MATH 1030 or equivalent course

- **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 learning support 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 learning support 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, multinominal and contingency tables. Noncalculus-based computer applications will be investigated. **Prerequisite(s):** High school algebra I and algebra II and ACT math score of at least 19, or learning support 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 22, 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 precalculus and ACT math score of at least 22, or MATH 1030 or equivalent course

◆★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 precalculus/trigonometry ACT math score of at least 23, or MATH 1030, or equivalent course

◆★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 precalculus/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.

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 1100 Fundamentals of Mechanical Drawing W/Lab** 3 Credits
A broadly focused course that introduces students to mechanical engineering drawings, drawing types, computer-aided drawing and fundamental design. Sketching and then SolidWorks software are used as tools to teach the basic principles involved in the development and production of mechanical engineering and related drawings.

**MET 1220 Advanced Mechanical Drawing W/Lab** 4 Credits
An intermediate course using SolidWorks, a parametric modeling and solid modeling software. Students create intermediate parametric, feature-based, three-dimensional solid models. This covers assemblies, rendering and detailing engineering drawings. **Prerequisite(s):** MET 1100

**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.

**MET 2026 Applied Mechanics W/Lab** 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.

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

**MET 2070 Welding Methods & Practices** 2 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 2111 Industrial Safety Management 3 Credits

An overview of modern occupational safety and health practices. Topics include accidents and their effects, the OSHA Act, worker’s compensation, management of safety and health, and hazards related to mechanical systems, falling, impact, acceleration, lifting, vision, temperature extremes, pressure, electricity, fire, industrial hygiene, confined spaces, radiation, noise and vibration, automation and robots, and blood-borne pathogens.

MET 2240 Parametric Modeling W/Lab 4 Credits

An advanced course using SolidWorks, a parametric modeling and solid modeling software. Students create advanced parametric, feature-based, three-dimensional solid models. This covers assemblies and detailing engineering drawings. Prerequisite(s): MET 1220 or consent of program coordinator

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, MET 1022, MET 1100

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): MET 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.

MET 2750 CNC Machining & Automation 3 Credits

CNC Milling is a state-of-the-art machining course in 3-axis programming
and applications. Computer-assisted methods of part programming (SolidWorks and FeatureCAM) 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, tool database, post-processing, and program transfer. Prerequisite(s): ENGT 1010, MET 1022, MET 1100

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, magnalux 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 Introduction 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.

**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 program coordinator

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; officer profession 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; officer profession 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
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 IV 1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. Corequisite(s): MSAF 2020

MILITARY SCIENCE—ARMY

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

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

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.

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

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

**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

**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

**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, 1300 Corequisite(s): MUS 1120 and 1400; and MUS 2000 or MUS 1030

APPLIED MUSIC: ENSEMBLES

Music ensembles are available to the entire student body and may be repeated for credit. Students majoring in music must participate in at least one ensemble during each semester in which they are enrolled in 6 or more credit hours.

MUS 1511 Concert Chorale 1 Credit
A non-auditioned chorale ensemble that performs musical literature of various styles appropriate for a large mixed group. Emphasis will be on developing healthy vocal technique, ensemble skills and performance practice knowledge. Students will be required to purchase performance apparel. May be repeated for credit.

MUS 1521 Variations 1 Credit
A select choral ensemble that specializes in performing literature of many different styles appropriate for a small chamber group. Emphasis will be on ensemble skills, musicality and expertise in various choral performance practices. Membership is by audition only. Students will be required to purchase performance apparel. May be repeated for credit. Prerequisite(s): Consent of instructor
MUS 1540  Jazz Band  1 Credit
Ensemble experience for those students who are proficient in a brass, woodwind or keyboard instrument; guitar; or trap set. May be repeated for credit.
Prerequisite(s): Consent of instructor

*MUS 1545  Bluegrass Ensemble  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  Guitar Ensemble  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  Brass Ensemble  1 Credit
This ensemble is open to brass players only. The course may be repeated for credit.

MUS 1575  Instrumental Ensemble  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  Harp Ensemble  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  Percussion Ensemble  1 Credit
This ensemble is designed for players of percussion instruments. Opportunities 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 (half-hour lesson)  1 Credit
Private instruction in keyboard jazz, blues, pop and rock for students with intermediate piano skills. Daily practice and workbook assignments are required. May be repeated for credit. **Corequisite(s):** Consent of instructor and audition may be required

MUS 1781  Contemporary Piano Styles/Non-major (one-hour lesson)  2 Credits
Private instruction in keyboard jazz, blues, pop and rock for students with intermediate piano skills. Daily practice and workbook assignments are required. May be repeated for credit. **Prerequisite(s):** Consent of instructor and audition may be required

MUS 1782  Contemporary Piano Styles/Music Major (one-hour lesson)  2 Credits
Private instruction in piano for the student majoring in music with concentration in keyboard jazz. May be repeated for credit. Solo class attendance required. **Prerequisite(s):** Consent of instructor **Corequisite(s):** Participation in an appropriate Pellissippi State ensemble
NURSING

NURS 1150  Fundamentals of Nursing  9 Credits
An introduction to the practice of nursing, with emphasis on meeting therapeutic nursing care of adults and children with physiological, psychosocial, and perioperative needs. Topics include an introduction to pharmacotherapeutics, and application of fundamental concepts and the beginning development of nursing competencies. The study and application of nursing skills necessary to meet patient needs across the lifespan are included in this course. Five hours lecture and 12 hours clinical/lab experience per week. Corequisite(s): BIOL 2010 and PSYC 2130

NURS 1160  Lifespan Nursing I  9 Credits
The course focuses on the therapeutic nursing care and modalities in the care of adults and children with emphasis on perioperative, cardiac, respiratory, and gastrointestinal/biliary systems. Based on the nursing process, this course focuses on health promotion in meeting patient needs in a variety of medical and surgical settings across the lifespan. Five hours lecture and 12 hours clinical/lab experience per week. Prerequisite(s): NURS 1150 and PSYC 2130 and BIOL 2010 Corequisite(s): BIOL 2020 and ENGL 1010

NURS 2150  Lifespan Nursing II  9 Credits
This course focuses on the therapeutic nursing care and modalities in the care of adults and children with emphasis on men’s health, musculoskeletal, integumentary, and endocrine systems. Based on the nursing process, this course focuses on care in a variety of medical and surgical settings, and alterations in behavior, thought, and mood, with emphasis on assessment, communication, care management, and clinical interventions. Five hours lecture and 12 hours clinical/lab experience per week. Prerequisite(s): NURS 1150 and 1160

NURS 2160  Lifespan Nursing III  9 Credits
This course focuses on the therapeutic nursing care and modalities in the care of adults and children with emphasis on neurological/neurosensory, multisystem organ failure, hematological/oncologic/immunological systems, and maternal/newborn nursing. Based on the nursing process, this course further develops the competencies of family-centered assessment, communication, care management, and clinical interventions in care of patients across the lifespan. Five hours lecture and 12 hours clinical/lab experience per week. Prerequisite(s): NURS 2150

NURS 2170  Transitions to Nursing Practice  3 Credits
This course focuses on the application of the nursing process to assist the student to assume the role of the registered nurse. Emphasis will be placed on the development of professional behaviors. Highlights from each area of nursing practice will be reviewed, including knowledge and application of nursing processes appropriate to each stage of development, disease processes, application of the nursing processes to each state of development, and issues related to nursing practice. Prerequisite(s): NURS 2160
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 their own 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 History of Photography 3 Credits

Photography as an art form and means of communication, encompassing major movements in the medium, including Pictorialism, Photorealism and Postmodernism. The course provides an overview of the predominant artists, aesthetic intent and techniques encountered from the earlier precursors of the camera to today.

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 on 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 or consent of program coordinator

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 must provide their own D-SLR camera and are responsible for arranging transportation to and from shooting locations. **Prerequisite(s):** PHO 1000
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 on-camera flash and studio strobe use. Prerequisite(s): PHO 1100, 1700, 1890 Corequisite(s): PHO 2300 and 2400 (Each may be taken prior to or concurrent with)

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 2200 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.

PHED 1010 Lifetime Fitness 1 Credit
Theory, knowledge and practical experience in principles of wellness relating to the healthful 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 1070 Introduction to Skiing 1 Credit
The fundamentals of skiing and skiing safety.

PHED 1100 Concepts of Wellness 3 Credits
An introduction to individual, optimal well being in a societal context, this course encourages students to examine their wellness-related behaviors, to take responsibility for those behaviors, and to develop individualized behavior change programs for lifetime health and wellness.

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 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 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 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.

PHED 2510  
**Volleyball**  
1 Credit

The introduction of skills, general rules and strategy related to the game of volleyball, with particular emphasis on acquisition of skills.

PHED 2520  
**Weight Training**  
1 Credit

The introduction of flexibility, cardiovascular and strength conditioning related to the sport of weight training. Safety and proper use of equipment are emphasized.

PHED 2660  
**Wilderness Orienteering**  
1 Credit

The introduction of skills, strategy and instruction on using a topographical map and compass to navigate in wilderness terrain.

PHED 2900  
**Human Motor Behavior**  
3 Credits

Theories and principles explaining motor behavior; psychological factors related to and/or affecting motor skill acquisition and performance.
PHYSICS

◆ PHYS 1300 Concepts of Physics 3 Credits

A survey of physics concepts and content as applicable to the Tennessee K-8 curriculum standards and the National Science Education Standards. Instructional topics include mechanics, heat, electricity, magnetism, sound and light. Prerequisite(s): MATH 1030

★ 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 1710 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

◆◆ POLS 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.

◆★★POLS 1030 American Government 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.

PSYCHOLOGY
◆★★PSYC 1030 General Psychology 3 Credits
An introduction to theoretical perspectives, psychological terminology, and major theories and theorists.

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

◆★★PSYC 2130 Lifespan Psychology 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.

★★PSYC 2200 Behavior & Experience 3 Credits
Behavioral and phenomenological analysis of individuals and their development in natural environments. Prerequisite(s): PSYC 1030 or equivalent; or consent of instructor

SOCIAL WORK
★★SWRK 2010 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.

★★SWRK 2030 Introduction to Social Welfare & Policy 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
◆★★SOCI 1010 Introduction to Sociology 3 Credits
Concepts and theoretical approaches of sociology with emphasis on culture, socialization and social organization.

◆★★SOCI 1020 Social Problems 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.
~SOCl 2010  Marriage & Family: Roles & Relationships  3 Credits
   Explores marriage and family experiences; personal choices; marital adjust-
ments; conflict management; parenting decisions; communication; and changes
resulting from divorce, widowhood, and remarriage.

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 busi-
nesses, etc.

~SPAN 1010  Beginning Spanish I  3 Credits
   Introduction to Spanish. Conversation, grammar, composition, vocabulary
building, reading. Listening and practice materials on tapes. Language labora-
tory required.

~SPAN 1020  Beginning Spanish II  3 Credits
   Continuation of SPAN 1010. Prerequisite(s): SPAN 1010 or one unit 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 re-
quired. Prerequisite(s): SPAN 1020 or two units of high school Spanish

~SPAN 2020  Intermediate Spanish II  3 Credits
   Continuation of SPAN 2010. Prerequisite(s): SPAN 2010 or three units of
high school Spanish

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 units of high school Spanish or equivalent life experience

SPEECH

~SPCH 1000  Introduction to Speech Communication  3 Credits
   Fundamental theories and practices with particular reference to intraper-
sonal, interpersonal, group, organizational, and public communication.

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

◆~SPCH 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
SPCH 2200  Interpersonal Communication  3 Credits
Process by which thoughts, feelings, and actions affect and are affected by the face-to-face communication situation. Application of interpersonal skills in group, family and work situations, including job interviewing. **Prerequisite(s):** ENGL 0800

SPCH 2400  Business & Professional Speaking  3 Credits
Principles and practices of oral communication within business and civic organizations, including public speaking, group decision-making through consensus building and parliamentary procedure, how to interview for information, and reflective listening. **Prerequisite(s):** ENGL 101

★SPCH 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 global positioning and GIS hardware and software. When possible, local GIS professionals present seminars on their work.

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 profile 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):** CET 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 consent of program coordinator

**SURV 2520**  
**Legal Aspects of Surveying**  
3 Credits  
This course emphasizes the legal aspects of land surveying, including professionalism, licensing, documents, legal definitions and laws. **Prerequisite(s):** SURV 2510 or consent of program coordinator

**SURV 2560**  
**Geodetic Surveying**  
4 Credits  
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. **Prerequisite(s):** MATH 1910 **Corequisite(s):** SURV 2510

**SURV 2567**  
**Positioning With GPS**  
3 Credits  
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. **Prerequisite(s):** SURV 2560 or surveying experience and consent of program coordinator

**SURV 2730**  
**Surveying Hydrology**  
4 Credits  
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. **Prerequisite(s):** SURV 2260, 2510 or consent of CET program coordinator

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**THEATRE**

◆**THEA 1030**  
**Introduction to Theatre**  
3 Credits  
Understanding theatre thought, philosophy, aesthetics, historical perspective and production practices.

**THEA 1311**  
**Play Production**  
3 Credits  
Practical experience in a laboratory setting in the different phases of putting on a play, including staging, lighting, publicity, makeup and directing. The course will culminate in a fully staged production.

★**THEA 2200**  
**Acting I**  
3 Credits  
The mechanics of acting in terms of physical movement, body control and
character-building techniques. Students will select and interpret various roles in class.

★THEA 2210  
Acting II  
3 Credits

The further exploration of acting techniques through exercises, scene work and period/style study. Prerequisite(s): THEA 2200

THEA 2222  
Special Topics in Theatre  
3 Credits

Study and discussion of a selected topic in theatre arts. Content varies. May be repeated for up to 6 hours of credit. Corequisite(s): THEA 1030 or 2200

THEA 2250  
Creative Drama  
3 Credits

Innovative methods of improvisational drama to develop creative thinking, improve oral and written communication and learn dramatic structure. An emphasis is on problem solving through playwriting. The techniques can be used in theatre, education, therapy, childcare and recreation. Prerequisite(s): ENGL 1010

★THEA 2260  
Voice & Movement I  
3 Credits

Basic skills, concepts, and techniques of movement and self-use for the stage. Basic exercises from the varied movement disciplines are taught. Students are prepped for the addition of skill sets in 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

**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 of 6 credits. Prerequisite(s): Consent of program coordinator.

VPT 1021   Adobe After Effects   3 Credits
Introduction to one of the industry’s most popular motion graphics software tools. Students produce animations through key framing, text, masking, mattes and 3D space. Compositing video, film and title sequences are emphasized.

VPT 1022   Guerrilla Filmmaking   3 Credits
This is an introductory course for both the general interest student and the VPT 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 & 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 program coordinator

**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 program coordinator

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

Advanced-level participation in the production and management of a cam-
pus 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

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**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. Web page design and research skills are developed.
Building of a well-designed Web site is covered. **Prerequisite(s):** ADMN 1100
or consent of program coordinator

**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 Dream-
weaver and Fireworks, for creating and managing Web sites and pages. The
learner will use a variety of techniques, tools and activities designed to develop
depages 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 2230 or consent of
program coordinator 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 profes-
sionals 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 experi-
ence, 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 essen-
tial 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 2230 or consent of program coordinator 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 2230 or consent of program coordinator 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 1600 or 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 2230 or consent of program coordinator

**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): CSIT 2230 or WEB 2010

WEB 2400  Web Project Management  3 Credits
This course is designed to 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): ENGL 1010; WEB 2010 or CSIT 2230

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 or 2703 or consent of program coordinator

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 2230 or consent of program coordinator

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): CSIT 1810 or 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): CSIT 2230 or WEB 1600

WEB 2710  Web Design for Mobile Devices  3 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 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 2230 or consent of program coordinator

**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 2230 or consent of program coordinator

**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):** ENGL 1010 and WEB 2010

**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.
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. 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 customized formats. We also have available a wide array of CADD (computer-aided design and drafting) courses, including AutoCAD and Microstation. Pellissippi State is a FeatureCAM Training Center and has a number of courses in the area of computer-aided machining and manufacturing. Additional advanced technology programs include programmable logic controllers, automated manufacturing, microelectronics, robotics 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. Program areas include business and 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.** Pellissippi State is able to develop and deliver customized training programs in response to the specific training needs of area business and industry. 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, BCS can provide needs assessment, program design and development, training, and facility and project coordination, in addition to the technical instruction. The contract technical training programs are generally offered on site.

**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 latest ISO standards.
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 and West Knoxville/Farragut 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. Register on the Web: www.pstcc.edu/bcs.
2. Phone (865) 539-7167 or 539-7166, and talk with one of the continuing education registrars. Make payment with Visa, Mastercard, American Express or Discover.
3. Visit during office hours: 8 a.m. to 4:30 p.m. Monday-Friday, Pellissippi Campus, Room 108, Lamar Alexander Building.
4. 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.
5. With credit card payment, the completed Non-credit Course Registration Form may be faxed to the Business and Community Services main office at (865) 694-6583.

**Fees.** All enrollment fees must be paid before the beginning of class. The fee amount for each class or course is stated with the information regarding each of the offerings. Fees vary in accordance with the costs incurred in the delivery of the course, such as instructor, materials and facilities costs. Unlike credit courses, no tax dollars are used to support non-credit programs. Non-credit courses are sustained by participant or contract revenues only; therefore, class enrollment must meet the minimum number of participants required to cover expenses. State employee, senior citizen and disabled fee waiver policies do not apply to non-credit programs. Payment can be made by cash, check, money order, Mastercard, Visa, 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 theatre has showcased regional, national and international performances. The Clayton Performing Arts Center seats 495 people and has the latest in state-of-the-art sound and lighting. Access for people with disabilities and free parking make the theatre an enjoyable activity for anyone. If you would like additional information about the Clayton Performing Arts Center or
are interested in renting any of the College’s facilities, please contact Business and Community Services at (865) 539-7166.
PRESIDENT’S STAFF

L. ANTHONY WISE JR.  President
REBECCA ASHFORD  Vice President, Student Affairs
TRACEY BRADLEY  Director, Tennessee Consortium for International Studies
TERI BRAHAMS  Executive Director, Economic and Workforce Development
ROBERT G. BRYAN  Vice President, Information Services
RONALD KESTERSON  Vice President, Business and Finance
KAREN QUEENER  Executive Director, Human Resources and Affirmative Action
LOIS REYNOLDS  Interim Vice President, Academic Affairs
SUZANNE L. WALKER  Director, Internal Audit
PEGGY M. WILSON  Vice President, College Advancement/Executive Director, Foundation

ACADEMIC DEANS

DENNIS ADAMS  Dean, Instructional Services
KATHRYN BYRD  Dean, English
CYNTHIA DEMPSTER  Dean, Business and Computer Technology
JONATHAN FOWLER  Dean, Liberal Arts
LARRY GOINS  Dean, Nursing
MARGARET ANN JEFFRIES  Dean, Engineering and Media Technologies
JAMES KELLEY  Dean, Natural and Behavioral Sciences
MARY MONROE-ELLIS  Dean, Transitional Studies
CATHERINE WILLIAMS  Dean, Mathematics
DENNIS ADAMS—Professor/Dean
Instructional Services
B.S. in Mathematics, Bowling Green State University
M.A. in Educational Administration, University of Alabama
Ph.D. in Secondary Education, University of Alabama

KATHLEEN AFFHOLTER—Assistant Professor
Natural and Behavioral Sciences
B.S. in Geology, University of New Mexico
M.S. in Geology, University of New Mexico
Ph.D. in Geological Sciences, Virginia Polytechnic Institute and State University

LUCINDA ALEXANDER—Associate Professor
Business and Computer Technology
B.A. in Liberal Arts, University of Tennessee
M.B.A., University of Tennessee

BRENTA AMMONS—Associate Professor
Mathematics
B.S. in Education, University of Tennessee
M.S., Auburn University
Master of Mathematics, University of Tennessee

CHARLES ANDERSON—Professor
Liberal Arts
A.A. in Liberal Arts, Triton College
B.A. in Philosophy, Western Illinois University
M.A. in Psychology, University of Tennessee
M.L.S., University of Illinois
Ph.D. in Philosophy, University of Illinois

CRAIG ANDERSON—Instructor/Program Coordinator, ESL
Transitional Studies
B.A. in Foreign Languages: Japanese, Portland State University
M.A. in Teaching English to Others, Portland State University

GREGORY ARMOY—Instructor
Engineering and Media Technologies
Bachelor of Arts, Columbia College of Chicago
Master of Architecture, University of Illinois

CYNTHIA ARNOLD—Associate Professor
Business and Computer Technology
B.S. in Liberal Arts, University of Tennessee
M.S. in Computer Science, Vanderbilt University

MINOO ASKARI—Assistant Professor
Natural and Behavioral Sciences
B.S. in Biology, Worcester State College
M.S. in Biological Science, University of Lowell
Ph.D. in Biomedical Sciences, University of Tennessee

ROBERT BAIRD—Assistant Professor
English
B.A. in English, University of Tennessee
B.A. in Religious Studies, University of Tennessee
M.A. in English, University of Tennessee
RICHARD BARBER—Associate Professor  
Business and Computer Technology  
B.S. in Industrial Management, University of Tennessee  
M.S. in Computer Science, University of Tennessee

TYRA BARRETT—Associate Professor/Program Coordinator, Business Administration  
Business and Computer Technology  
B.A. in Economics, University of Tennessee  
M.A. in Economics, University of Tennessee

REZA BASIRI—Associate Professor  
Mathematics  
B.A. in Physics, Georgetown College  
B.S. in Business Administration and Economics, Georgetown College  
M.S. in Mathematics, Eastern Kentucky University

KRISTEN BASS—Instructor/Librarian  
Library Services  
A.B. in English, University of Georgia  
M.L.I.S., University of Pittsburgh

ROXANA BEACH—Assistant Professor  
Natural and Behavioral Sciences  
B.A. in Biological Sciences, University of California  
M.S. in Education, Long Island University

MORVARID BEJNOOD—Instructor  
Natural and Behavioral Sciences  
B.S. in Biochemistry, University Pierre et Marie Curie  
M.S. in Biochemistry, University Pierre et Marie Curie  
A.M.D. in Physiology of Reproduction, University of Paris  
Ph.D. in Life Sciences, University of Tennessee

SAEED BEJNOOD—Professor  
Natural and Behavioral Sciences  
B.S. in Mechanical Engineering, University of Oklahoma  
M.S. in Mathematics, University of Tennessee  
M.S. in Materials Science and Engineering, University of Tennessee

WENDY BENNETT-TURNER—Associate Professor  
Liberal Arts  
B.A. in Psychology, University of Tennessee  
B.A. in Spanish, University of Tennessee  
M.S. in Education, University of Tennessee

BECKY BLACKWELL—Associate Professor  
Mathematics  
A.S. in Mathematics, Greenville Technical College  
B.S. in Mathematics, University of South Carolina  
M.Ed. in Community and Occupational Programs in Education, University of South Carolina

VICTOR BLOCHER—Associate Professor  
Liberal Arts  
A.A. in Business, Green River Community College  
B.S. in Public Relations, Weber State College  
M.A. in Speech and Communications, Brigham Young University
LISA BOGATY—Associate Professor  
Business and Computer Technology  
B.S. in Business Administration, University of Tennessee  
M.B.A., University of Tennessee

ASHLEY BOONE—Associate Professor  
Mathematics  
B.S. in Mathematics, West Virginia Wesleyan College  
M.A. in Mathematics, Appalachian State University

RICK BOWER—Professor/Librarian  
Library Services  
B.S. in Education, Illinois State University  
M.S. in Education, Illinois State University  
M.L.S., University of Tennessee

ROBERT BOYD—Associate Professor  
English  
A.D. in General Studies, Queens College  
B.A. in English, Queens College  
M.A. in Teaching of English, Columbia University

L. WILLIAM BREWER—Associate Professor/Program Coordinator, Music  
Liberal Arts  
Bachelor of Music, Carson-Newman College  
Master of Music, Southern Baptist Theological Seminary

JENNIFER BRICKEY—Instructor  
Liberal Arts  
B.F.A. in Studio Art, University of Tennessee  
M.F.A. in Studio Art, Maryland Institute College of Art

RON BRIDGES—Associate Professor  
Natural and Behavioral Sciences  
B.S. in Biology, Florida Southern College  
M.S. in Biology Education, Troy State University  
M.S. in Chemistry, Georgia Institute of Technology

CARMEN BROWN—Instructor/Program Coordinator, Learning Support English  
Transitional Studies  
B.A. in Communications, Carson-Newman College  
M.S. in Teacher Education, University of Tennessee

DARNETA BROWN—Associate Professor  
Nursing  
B.S. in Education, University of Tennessee  
M.S. in Nursing, University of Tennessee

DAVID BROWN—Professor  
Business and Computer Technology  
B.S. in Computer Science, East Tennessee State University  
M.S. in Computer Science, University of Tennessee  
Ph.D. in Computer Science, University of Tennessee

REGINA BUCKLEY—Associate Professor/Program Coordinator, Administrative Professional Technology  
Business and Computer Technology  
B.S. in Business Education, Mississippi State University  
M.Ed. in Business Education, Mississippi State University
BETTY BUMGARNER—Assistant Professor
Transitional Studies
B.S. in Liberal Arts, University of Tennessee
M.S. in English, University of Tennessee

SHARON BURLINGAME—Associate Professor
Business and Computer Technology
B.S. in Computer and Information Science, Oakland University
M.S. in Computer Science, Michigan State University
M.Ed. in Mathematics, Rivier College

JERRY BURNS—Professor
Natural and Behavioral Sciences
B.A. in Chemistry, Carson-Newman College
Ph.D. in Chemistry, University of Tennessee

CAROLYN BUTTRAM—Instructor
Liberal Arts
B.A. in Speech Communication, University of Tennessee
M.A. in Speech Communications, University of Georgia

KATHRYN BYRD—Associate Professor/Dean
English
B.A. in English Education, University of Tennessee
M.A. in English, University of Tennessee

CHARLES CARDWELL—Associate Professor/Program Coordinator, Humanities
Liberal Arts
B.A. in Philosophy, Kansas State University
B.S. in Physics, Kansas State University
M.A. in Philosophy, University of Rochester
Ph.D. in Philosophy, University of Rochester

DAVID CARTER—Associate Professor
Mathematics
B.A.T. in Mathematics, Sam Houston State University
M.A. in Mathematics, Sam Houston State University

SUSAN CHILDRESS—Instructor
Liberal Arts
A.A., Glendale Community College
B.A. in Organizational Communication, California State University
M.A. in Interdisciplinary Studies, California State University

MARGARET CHOKA—Professor
Liberal Arts
B.A. in Sociology, University of Tennessee
M.S. in Social Science, University of Tennessee
Ph.D. in Education, University of Tennessee

CATHY CLAY—Associate Professor/Program Coordinator, Study Skills
Natural and Behavioral Sciences
B.S. in Physical Education, University of Tennessee
M.S. in Physical Education, University of Tennessee

ARLENE CLEVELAND—Professor/Program Coordinator, Paralegal Studies
Business and Computer Technology
B.A. in English, Tennessee Wesleyan College
J.D. in Law, University of Tennessee
KAREN CORNELL—Professor/Librarian  
Library Services  
B.S. in Home Economics, Purdue University  
M.L.S., University of Tennessee  

GEORGE COX—Professor/Program Coordinator, Civil Engineering  
Engineering and Media Technologies  
B.S. in Civil Engineering, Michigan Technological University  
M.S.E. in General Engineering, Pennsylvania State University  
M.S. in Industrial Education, Western Michigan University  

TONY CROSSLAND—Associate Professor  
Mathematics  
B.S. in Mathematics, University of Alabama  
M.A. in Mathematics, University of Alabama  

ROGER CROWE—Associate Professor  
Business and Computer Technology  
B.S. in Business Management, Tennessee Technological University  
M.Ed. in Educational Administration, East Tennessee State University  

CHRISTOPHER CULLITON—Instructor  
Transitional Studies  
A.A., Harper College  
B.S. in Media Studies, Northern Illinois University  
M.S. in Teacher Education, University of Tennessee  

CHRISTIE CUNNINGHAM—Instructor  
Natural and Behavioral Sciences  
B.S. in Psychology, Lincoln Memorial University  
M.S. in Psychology, University of Tennessee  

BETTY DAHL—Professor/Program Coordinator, Social Sciences  
Liberal Arts  
B.A. in Sociology, Mississippi State University  
M.A. in Sociology, Mississippi State University  
Ph.D. in Sociology, Mississippi State University  

WILLIAM DAVIS—Associate Professor  
Engineering and Media Technologies  
B.S. in Architecture, University of Tennessee  

LAWANA DAY—Professor  
English  
B.A. in English Education, West Texas State University  
M.A. in English, West Texas State University  
Ph.D. in English, University of Tennessee  

DIANN DEJULIA—Instructor  
Transitional Studies  
B.A. in Mathematics, St. John’s University  
M.S. in Mathematics Education, Long Island University  

CYNTHIA DEMPSTER—Associate Professor/Dean  
Business and Computer Technology  
B.S. in Business Administration, University of Tennessee  
M.A. in Business Education, University of Tennessee
CANDICE DENDY—Associate Professor
Transitional Studies
B.A. in Secondary Education English, Tennessee Technological University
M.A. in Curriculum and Instruction—Reading, Tennessee Technological University

MELANIE DOSS—Assistant Professor
Engineering and Media Technologies
B.S. in Interior Design, University of Tennessee
M.S. in Interior Design, University of Tennessee

TRENT EADES—Assistant Professor
English
B.S. in News Writing/Editorial, University of North Texas
M.A. in English, University of North Texas

JOAN EASTERLY—Professor
Liberal Arts
B.A. in French and English, Vanderbilt University
M.A. in French, University of Tennessee
M.A. in French, Vanderbilt University
Ph.D. in French, Vanderbilt University

JUDY EDDY—Associate Professor
English
B.A. in Elementary Education, Baylor University
M.S. in Education, Baylor University

LINDA ELLAMS—Associate Professor
Business and Computer Technology
B.S. in Business Administration, University of Tennessee
M.S. in Business Education, University of Tennessee

JARRED ELROD—Instructor
Engineering and Media Technologies
M.F.A. in Art and Graphic Design, University of Tennessee
B.F.A. in Studio Art and Graphic Design, West Texas A&M University

KURT ESLICK—Assistant Professor
Engineering and Media Technologies
M.F.A. in Art, Ohio State University
Bachelor of Music, North Carolina School of the Arts

SUZANNE ETHERIDGE—Instructor/Curriculum Coordinator, Learning Support Mathematics
Transitional Studies
B.S. in Math, Secondary Education, Belmont College
M.M. in Mathematics, University of Tennessee

WILLIAM (BIFF) FARRELL—Associate Professor/Program Coordinator, Video Production Technology
Engineering and Media Technologies
B.A. in English, Appalachian State University
M.A. in Educational Media, Appalachian State University

ALLEN FARVIN—Professor
Natural and Behavioral Sciences
B.S. in Physics, Isfahan University
M.S. in Engineering Sciences and Mechanics, Tennessee Technological University
Ph.D. in Engineering Mechanics, Tennessee Technological University
JUDITH FETHE—Associate Professor/Program Coordinator
Mathematics
B.S. in Mathematics Education, University of Tennessee
Master of Mathematics, University of Tennessee

DAVID FEY—Instructor
Mathematics
M.S. in Mathematics, University of Houston
Master of Management, Northwestern University
B.S. in Chemical Engineering, Rice University

ALEX FITZNER—Assistant Professor
English
B.A. in English, University of North Carolina
M.A. in English, University of Georgia

HARRIET-LYNN FORD—Associate Professor
Transitional Studies
B.A. in English Education, Central State University
M.A. in English, Central State University

JONATHAN FOWLER—Professor/Dean
Liberal Arts
B.A. in History, Furman University
M.A. in History, Clemson University
Ph.D. in History, University of Tennessee

EDWARD FRANCISCO—Professor
English
B.A. in English, University of Tennessee
M.A. in English, University of Tennessee

MARK FUENTES—Associate Professor
Business and Computer Technology
B.S. in Accounting, Fairleigh Dickinson University
Master of Accountancy in Accounting, University of Tennessee

TERESA FULCHER—Associate Professor
Natural and Behavioral Sciences
B.S. in Biology, Middle Tennessee State University
M.S. in Biology, Middle Tennessee State University

THOMAS GADDIS—Professor/Program Coordinator, Hospitality and Culinary Arts
Business and Computer Technology
B.S. in Business Administration, University of Tennessee
M.S. in Food Service and Lodging Administration, University of Tennessee
Ph.D. in Human Ecology, University of Tennessee

RAMZI GHEZAWI—Professor
Engineering and Media Technologies
B.A. in Political Science, University of Tennessee
M.S.P. in Urban Planning, University of Tennessee
Ph.D. in Civil Engineering, University of Tennessee

SAMI GHEZAWI—Associate Professor
Engineering and Media Technologies
B.S. in Civil Engineering, University of Tennessee
M.S. in Civil Engineering, University of Tennessee
Ph.D. in Civil Engineering, University of Tennessee
INES GIBSON—Instructor
Transitional Studies
B.A. in English Language and Literature, University of Maryland
M.A. in English, Pennsylvania State University
M.S. in Education, Long Island University

TERRY GIBSON—Instructor
Transitional Studies
M.A. in Curriculum and Instruction, Tennessee Technological University
M.S. in Mathematics, Middle Tennessee State University

DAVID GILBERT—Associate Professor/Program Coordinator, Communication Graphics Technology
Engineering and Media Technologies
B.F.A. in Communication Design, University of Tennessee

DOROTHY DONALDSON GILES—Associate Professor
Liberal Arts
B.A. in Theatre, University of Minnesota
M.A. in Acting and Children’s Theatre, Trinity University
M.F.A. in Acting and Directing, University of Georgia

SYDNEY GINGROW—Associate Professor
English
B.A. in English, University of Tennessee
M.S. in English Education, University of Tennessee

RACHEL GLAZENER—Instructor
Natural and Behavioral Sciences
B.S. in Chemistry, Winthrop University
M.S. in Organic Chemistry, University of Tennessee

LARRY GOINS—Professor/Dean
Nursing
B.S. in Nursing, Tennessee Technological University
Ed.S. in Instructional Leadership, Tennessee Technological University
M.S. in Nursing–Administration, Andrews University
D.E. in Educational Leadership, Argosy University

RONALD GOODRICH—Assistant Professor/Program Coordinator, Photography
Engineering and Media Technologies
B.S. in Engineering, Cornell University
M.A. in Photography, Syracuse University

ANNIE GRAY—Associate Professor/Program Coordinator
English
B.A. in English, Troy State University
M.A. in English, Tennessee State University
Ph.D. in Educational Psychology and Research, University of Tennessee

JACOB HAMRIC—Instructor
Liberal Arts
A.A., Henry Ford Community College
A.S., Henry Ford Community College
B.A. in History, Eastern Michigan University
M.A. in History, Eastern Michigan University

ANA HANSEN—Associate Professor
Liberal Arts
B.A. in Personnel Administration, Instituto Antonio José de Sucre
M.A. in Curriculum and Instruction, University of Tennessee

**TERRY HANSEN—Associate Professor**
Liberal Arts
B.A. in Spanish, Utah State University
M.A. in Languages and Literature, University of Utah

**Marilyn Harper—Associate Professor**
Liberal Arts
B.A. in Spanish, University of Tennessee
M.S. in Education II, University of Tennessee

**Jules Harris—Instructor**
Liberal Arts
B.A. in Foreign Languages, Spanish, University of Memphis
M.A. in Romance Languages, Spanish, University of Memphis

**VIDA HASEMIAH—Professor**
Engineering and Media Technologies
B.F.A. in Graphic Design, University of Southwest Louisiana
M.F.A. in Graphic Design, University of San Francisco

**Margaret Hinkle—Assistant Professor**
Liberal Arts
B.A. in Music, Lee College
Master of Music, University of Tennessee

**DARLENE INGRAM—Assistant Professor**
Natural and Behavioral Sciences
B.S. in Biology and Chemistry, Kentucky Wesleyan College
M.S. in Chemistry, University of Louisville
Ph.D. in Chemistry, University of Louisville

**Joy Ingram—Associate Professor**
Liberal Arts
A.A., General, Roane State Community College
A.A.S. in Nursing, Roane State Community College
B.A. in Liberal Arts, University of Tennessee
M.A. in History, University of Tennessee

**Joan Jackson—Associate Professor**
Natural and Behavioral Sciences
B.S. in Physical Education, Hampton Institute
M.S. in Physical Education, Pennsylvania State University

**Phyllis Jean Jackson—Professor/Librarian**
Library Services
B.A. in History, Clinch Valley College
M.S. in Library Science, Catholic University of America

**Robert Jackson—Associate Professor**
Mathematics
Associate of Arts, Florida Community College
B.S. in Aerospace Engineering, University of Florida
M.S. in Teaching Mathematics, University of Florida

**Margaret Ann Jeffries—Professor/Dean**
Engineering and Media Technologies
B.S. in Interior Design, University of Tennessee  
M.S. in Interior Design, University of Tennessee  
Ph.D. in Human Ecology, University of Tennessee

**MARGARET JENKINS—Associate Professor**  
English  
B.A. in English, University of Tennessee  
M.A. in English, University of Tennessee  
M.S. in Physical Education, University of Tennessee

**SUE ANN JONES—Assistant Professor**  
Mathematics  
B.S. in Chemical Engineering, University of Tennessee  
M.A in Education, New Mexico State University

**NANCY ELLEN KEENE—Professor**  
Natural and Behavioral Sciences  
B.S. in Biology, Central State College  
M.Ed. in Physical Education, Texas A&M University  
Ph.D. in Ecology, University of Tennessee

**JAMES KELLEY—Professor/Dean**  
Natural and Behavioral Sciences  
B.S. in Biology, Carson-Newman College  
M.S. in Biology, East Tennessee State University  
Ph.D. in Zoology, Clemson University

**DAVID KEY—Assistant Professor**  
Liberal Arts  
B.A. in History, University of Tennessee  
M.A. in History, East Tennessee State University

**DONNELL KING—Associate Professor**  
Liberal Arts  
B.A. in Communications, Freed-Hardeman University  
M.S. in Communications, University of Tennessee

**MAE JEAN KING—Associate Professor**  
Business and Computer Technology  
B.S. in Business Administration, University of Tennessee  
M.S. in Technological and Adult Education, University of Tennessee

**YOLANDA KIRKPATRICK—Associate Professor**  
Natural and Behavioral Sciences  
B.S. in Biology, Austin Peay State University  
M.S. in Microbiology, University of Tennessee

**MARY KOCAK—Professor**  
Engineering and Media Technologies  
B.S. in Mechanical Engineering, University of Kentucky  
M.S. in Mechanical Engineering, North Carolina State University  
Licensed Professional Engineer

**ANN KRONK—Associate Professor**  
Natural and Behavioral Sciences  
B.A. in Biology, Hardin-Simmons University  
M.S. in Ecology, University of Tennessee  
Ph.D. in Ecology, University of Tennessee
JONATHAN LAMB—Associate Professor
Mathematics
B.S. in Mathematics, Milligan College
Master of Mathematics, University of Tennessee

AMY LAVELLE—Instructor
Business and Computer Technology
B.S. in Exercise Science, Furman University
Master of Public Health, University of South Carolina

SUENGHEE LEE—Assistant Professor
Mathematics
B.S. in Physics, Korea University
M.E. in Physics, Korea University
Ph.D. in Physics, Kansas State University

SALLY LIGHTER—Instructor/Internship Coordinator, Internship Programs
Business and Computer Technology
B.S., Saint Louis University
J.D. in Law, University of Tennessee

ROBERT LLOYD—Instructor
English
B.A. in English Literature, University of New Hampshire
M.A. in English, University of New Hampshire

JEFFREY LOCKETT—Professor/Program Coordinator, Art/Theatre
Liberal Arts
B.A. in Art, Rollins College
M.F.A. in Art, University of Tennessee

BETH LONG—Associate Professor
Mathematics
B.A. in Chemistry, Youngstown State University
M.S. in Mathematics, Ohio State University

LENNIA LOVETTE—Instructor
Engineering and Media Technologies
A.A.S. in Video Production Technology, Pellissippi State Community College
B.S. in English, University of Tennessee

MICHAEL LUSK—Professor
Natural and Behavioral Sciences
B.S. in Psychology, University of Tennessee
M.S. in Family Studies, University of Tennessee
Ph.D. in Technical Education, University of Tennessee

CAROL LUTHER—Professor
English
B.A. in English, Emory and Henry College
M.A. in English, Vanderbilt University
Ph.D. in English, Emory University

TARA LYNN—Instructor
English
B.A. in Psychology, Lipscomb University
M.A. in English, Abilene Christian University
ANITA MADDOX—Associate Professor/Program Coordinator, Speech
Liberal Arts
A.A. in Liberal Arts, Hiwassee College
B.S. in English, Middle Tennessee State University
M.A. in Speech and Theatre, University of Tennessee

CARL MALLETTE—Professor/Program Coordinator, Electrical Engineering
Engineering and Media Technologies
B.A.S. in Electronics Engineering Technology, Troy State University
B.S. in Electrical Engineering, Mississippi State University
M.B.A. in Aviation, Embry-Riddle Aeronautical University
M.S. in Education II, University of Tennessee

KIM MARTIN—Instructor
Transitional Studies
B.S. in Mathematics, East Tennessee State University
M.M. in Mathematics, University of Tennessee

EMMETT MASHBURN—Instructor
Liberal Arts
B.B.A. in Accounting, University of Georgia
M.A. in Philosophy, University of Tennessee
Ph.D. in Philosophy, University of Tennessee

JOHN MAY—Instructor
Engineering and Media Technologies
B.A. in Art, Lincoln Memorial University

ELIZABETH MCCOWAN—Associate Professor
Business and Computer Technology
B.S. in Nursing, University of Tennessee
B.A. in History, University of Tennessee
J.D. in Law, University of Tennessee

MARGARET MCCRARY—Instructor
Transitional Studies
B.A. in English, Emporia State University
M.A. in English, Emporia State University

ANTHONETTE MCDANIEL—Professor/Program Coordinator, History and Political Science
Liberal Arts
B.A. in History, Bridgewater College
M.A. in History, James Madison University
Ph.D. in History, University of Tennessee

SUSAN McMAHON—Professor
Natural and Behavioral Sciences
B.S. in Biology, East Tennessee State University
M.S. in Biology, East Tennessee State University
Ph.D. in Microbiology, Pennsylvania State University

NINA MCPHERSON—Professor/Librarian
Library Services
B.A. in History, Arkansas State University
M.S. in Library Science, Florida State University

MARTHA MERRILL—Professor/Program Coordinator, Web Technology
Engineering and Media Technologies
B.A. in Individual Directions, Carson-Newman College
M.S. in Technological and Adult Education, University of Tennessee
Ed.D. in Education, University of Tennessee

DEANNE MICHAELSON—Associate Professor
Business and Computer Technology
B.S. in Accounting, University of Tennessee
Master of Accounting, University of Tennessee
Certified Public Accountant

CHARLES MILLER—Professor
Liberal Arts
B.F.A. in Theatre, University of Idaho
M.F.A. in Theatre/Directing, Southern Methodist University

CHRISTOPHER MILNE—Professor
Natural and Behavioral Sciences
B.S. in Biology, Lycoming College
M.S. in Plant and Soil Science, University of Tennessee
Ph.D. in Plant and Soil Science, University of Tennessee

MICHAEL MINIC—Assistant Professor
Mathematics
B.S. in Mathematics, Middle Tennessee State University
M.S. in Mathematics, Middle Tennessee State University

MARY MONROE-ELLIS—Professor/Dean
Transitional Studies
B.S. in Mathematics Education, University of Tennessee
M.Ed. in Mathematics Education, University of Tennessee
Ed.D. in Curriculum and Instruction, University of Tennessee

NICHOLAS MORGAN—Assistant Professor
English
B.A. in Psychology, University of Tennessee
M.F.A. in Creative Writing, University of Houston

STEPHANIE MORRIS—Associate Professor
Natural and Behavioral Sciences
B.S. in Chemistry, Florida State University
M.S. in Chemistry, University of Tennessee

BRITTANY MOSBY—Instructor
Liberal Arts
B.S. in Mathematics, Spelman College
M.S. in Mathematical Sciences, Carnegie Mellon University

TERESA MYERS—Associate Professor
Natural and Behavioral Sciences
B.S. in Psychology, Carson-Newman College
M.S. in Special Education, University of Tennessee

LAXMAN NATHAWAT—Associate Professor
Business and Computer Technology
B.T. in Mechanical Engineering, Kakatiya University
M.S. in Computer Science, Mississippi State University

GITTI NEGAHBAN—Associate Professor
Business and Computer Technology
B.A. in Economics, National University of Iran
M.S. in Computer Science, State University of New York
M.B.A., University of Scranton

MICHAEL NEGAHBAN—Associate Professor
Business and Computer Technology
B.A. in Economics, National University of Iran
M.B.A. in Management, University of Scranton
M.S. in Computer Science, State University of New York
M.S. in Engineering, Catholic University

MARY NIETLING—Associate Professor
English
B.S. in Education, University of Tennessee
M.A. in English, University of Tennessee

KEITH NORRIS—Associate Professor
English
B.A. in English, James Madison University
M.A. in English, James Madison University

RICK OSTER—Associate Professor
Business and Computer Technology
B.S. in Accounting, University of Tennessee
M.A. in Accounting, University of Tennessee
Certified Public Accountant

ELAINE OSWALD—Professor
English
B.A. in English, Open University
M.A. in English, University of Tennessee
Ph.D. in English, University of Tennessee

JULIUS OYIER—Instructor
Mathematics
B.A. in Mathematics, University of Nairobi
M.S. in Mathematical Sciences, Tennessee State University
M.S. in Mathematics, University of Tennessee
M.S. in Management Science, University of Tennessee

MARILYN PALATINUS—Associate Professor/Program Coordinator, Foreign Languages
Liberal Arts
B.A. in Spanish, Colby College
M.A. in Spanish, University of Florida

RICHARD PATTON—Associate Professor
English
B.A. in English and Mathematics, Adrian College
M.A. in English, University of Tennessee

GARRY PENNYCUFF—Associate Professor
Natural and Behavioral Sciences
B.S. in Education, Bowling Green State University
M.S. in Chemistry, Middle Tennessee State University

DENISE PENZKOFER—Associate Professor/Program Coordinator, COLL 1500 (College Success)
Natural and Behavioral Sciences
A.S. in General Education, Montreat-Anderson College
B.A. in Physical Education, Maryville College
M.S. in Exercise Physiology, University of Tennessee
NANCY PEVEY—Associate Professor
Mathematics
B.S. in Education, University of Tennessee
M.S. in Mathematics, University of Tennessee
Master of Education, University of South Carolina

BARBARA PHARR—Instructor
English
B.A. in English, Baylor University
M.A. in English, Baylor University

PATRICIA ANN PRESTON—Professor
Mathematics
B.S. in Education, University of Tennessee
Master of Mathematics, University of Tennessee
Ph.D. in Education, University of Tennessee

PAUL RAMP—Professor
Natural and Behavioral Sciences
B.S. in Biology, Kent State University
M.S. in Botany and Plant Pathology, Michigan State University
Ph.D. in Biology, Tulane University

JOHN REAVES—Professor
English
B.A. in English, Centenary College of Louisiana
M.A. in English, Stephen F. Austin State University
Ph.D. in Education, University of Tennessee

DENISE REED—Assistant Professor
Business and Computer Technology
B.S. in English, Shepherd College
M.B.A., Hood College

LINDA REEVES—Instructor
Natural and Behavioral Sciences
B.A. in Biology, Washington and Jefferson College
M.S. in Biological Science, Kent State University
Ph.D. in Botany, University of Tennessee

CAROLYN RENIER—Associate Professor
Mathematics
B.A. in Mathematics, Vanderbilt University
Master of Mathematics, University of Tennessee

ELEANOR REYNOLDS—Professor
English
B.A. in English, Florida State University
M.A. in English, Florida State University
Ed.D. in Curriculum and Instruction, University of Tennessee

NORMAN PAT RIDDLE—Associate Professor/Program Coordinator, Mechanical Engineering
Engineering and Media Technologies
A.A.S. in Mechanical Engineering Technology (Computer Aided Manufacturing), Pellissippi State Technical Community College
A.A.S. in Mechanical Engineering Technology (Quality Control), Pellissippi State Technical Community College
A.E. in Mechanical Engineering Technology, State Technical Institute at Knoxville
B.S. in Human Ecology, University of Tennessee
M.S. in Technology, East Tennessee State University

HERBERT RIETH—Instructor
Liberal Arts
B.A. in Fine Arts, Indiana University
M.F.A. in Art, University of Cincinnati

DIANE RILEY—Assistant Professor
Engineering and Media Technologies
B.S. in Interior Design, University of Tennessee

MARIA RIVERO—Instructor
Liberal Arts
B.S. in Education, University of Tennessee
M.S. in Curriculum and Instruction, University of Tennessee
Specialist in Education, University of Tennessee

KELLY RIVERS—Instructor
English
A.B. in English and History, Elon University
M.A. in English, University of Tennessee

DAWN ROBERTS—Associate Professor
Natural and Behavioral Sciences
B.S. in Biology, Southeast Missouri State University
M.S. in Biology, Purdue University

BEVERLY ROGERS—Associate Professor
Nursing
B.S. in Nursing, Ohio University
M.S.N. in Nursing, Duquesne University

PATRICIA COLLINS ROLLER—Assistant Professor
Transitional Studies
B.S. in History, East Tennessee State University
M.A. in English, East Tennessee State University

BRADLEY ROSE—Assistant Professor
Natural and Behavioral Sciences
B.A., Erskine College
B.S. in Chemistry, Clemson University
Ph.D. in Chemistry, Clemson University

MICHAEL ROSE—Assistant Professor
Liberal Arts
B.A. in Sculpture, Edinboro State University
M.F.A. in Art, Southern Illinois University

HAROLD ROWLAND—Associate Professor
English
B.A. in English, University of Tennessee
M.S. in Applied Linguistics, Georgia State University

JANICE ROWLAND—Associate Professor
Business and Computer Technology
B.S. in Business Education, University of Tennessee
M.S. in Business Education, University of Tennessee
ELLA RUGGLES—Associate Professor
Engineering and Media Technologies
A.S. in Business Administration, Flint Junior College
B.A. in Speech, Michigan State University
B.A. in Telecommunications, Michigan State University
M.A. in Telecommunications, Michigan State University

JEFFREY RUSSELL—Instructor
English
B.S. in Mass Communication, Middle Tennessee State University
M.A. in English, Belmont University

MARTY SALTER—Associate Professor
Liberal Arts
B.S. in Education, Auburn University
M.A. in Speech Communication, University of Alabama

WANDA SCARBRO—Associate Professor
Liberal Arts
B.A. in History, University of Tennessee
M.A. in History, University of Tennessee

TERENIA SCHUMANN—Instructor
Natural and Behavioral Sciences
B.S. in Biology, West Virginia University
M.S. in Family Resources/Child Development & Family Studies

MARGARET SHERMAN—Associate Professor/Program Coordinator
Nursing
B.S. in Nursing, Murray State University
M.S. in Nursing, University of Phoenix

JUDITH SICHLER—Instructor
Natural and Behavioral Sciences
B.A. in Anthropology, University of Tennessee
M.A. in Anthropology, University of Tennessee
Ph.D. in Anthropology, University of Tennessee

JERRY SHERROD—Associate Professor
Business and Computer Technology
B.S. in Education, University of Tennessee
M.S. in Industrial Education, University of Tennessee
Ph.D. in Education Policy, Planning and Analysis, Florida State University

JULIE SHUBZDA—Assistant Professor
Engineering and Media Technologies
B.S. in Interior Design, Florida State University
M.S. in Interior Design, University of Tennessee

MARIA SILLS—Instructor
Liberal Arts
B.S. in Childhood Education, George Peabody College for Teachers
M.S. in Special Education, George Peabody College for Teachers
M.S. in Education/Foreign Language and ESL Education, University of Tennessee

TERRY SISK—Associate Professor
Engineering and Media Technologies
A.S. in Mechanical Engineering Technology, State Technical Institute at Knoxville
B.S. in Industrial Education, University of Tennessee
M.S. in Industrial Education, University of Tennessee

JOHN SMITH—Instructor
    Transitional Studies
    B.A. in Spanish, Piedmont College
    B.S. in Mathematics, Piedmont College
    M.A. in Math/Secondary Education, Piedmont College

PAMELA SMITH—Associate Professor/Program Coordinator, Learning Support Reading
    Transitional Studies
    B.A. in English, Mississippi State University
    M.Ed. in Reading, Mississippi State University

STEVEN SMITH—Instructor
    Liberal Arts
    B.S. in Community Health, Eastern Illinois University
    M.S. in Public Service Management, DePaul University
    M.S. in Sports Studies, University of Tennessee

LINDA SMITH-STATON—Associate Professor
    Natural and Behavioral Sciences
    B.S. in Animal Science, University of New Hampshire
    M.S. in Animal Science, University of Tennessee

HEIDI SPECK—Instructor
    Liberal Arts
    B.S. in Professional Studies, University of Memphis
    M.S. in Philosophy, University of Memphis
    Ph.D. in Philosophy, Arizona State University

ROBERT STERN—Associate Professor
    Mathematics
    B.A. in Mathematics, State University of New York
    M.S. in Applied Mathematics, State University of New York

LINDA STREEBECK—Associate Professor
    Mathematics
    B.A. in Mathematics, University of Tennessee
    M.S. in Curriculum and Instruction, University of Tennessee

JANE STRIBLING—Associate Professor
    Liberal Arts
    B.A. in English, College of Wooster
    M.A. in French, University of Tennessee
    Ph.D. in Modern Foreign Languages, University of Tennessee

CLAIRE SUDDETH—Associate Professor
    Mathematics
    B.A. in Mathematics, University of Michigan
    M.S. in Mathematics, University of Tennessee

ANNE SWARTZLANDER—Professor
    Business and Computer Technology
    B.S. in Retailing, Iowa State University
    M.S. in Consumer Economics and Marketing, Ohio State University
    Ph.D. in Consumer Economics and Marketing, Ohio State University

KENNETH SWAYNE—Professor
    Engineering and Media Technologies
AMY TANKERSLEY—Assistant Professor/Program Coordinator, Learning Support Mathematics
Transitional Studies
B.A. in Mathematics, University of Tennessee
M.S. in Curriculum and Instruction, University of Tennessee

STEWART TAYLOR—Associate Professor
Engineering and Media Technologies
B.F.A. in Graphic Design, University of Tennessee
M.S. in Education, University of Tennessee

MARCELLA TEFFETELLER—Assistant Professor
English
B.A. in English, Maryville College
M.S. in Curriculum and Instruction, University of Tennessee

JAKE TERRY—Assistant Professor/Site Coordinator, Magnolia Avenue Campus
Nursing
A.A.S. in Career Education, Roane State Community College
A.A.S. in Nursing, Roane State Community College
B.S. in Business Administration, Tusculum College
M.A. in Applied Organizational Management, Tusculum College
M.S. in Safety Education and Service, University of Tennessee
M.S. in Nursing, University of Tennessee

MARY TERRY—Instructor
English
B.A. in English, University of North Carolina
M.A. in English, University of Tennessee

DONALD THOMAS—Associate Professor
Liberal Arts
B.S. in English and Speech, University of Tennessee
M.A.C.T. in Speech and Theatre, University of Tennessee

DARYL THOMAS—Associate Professor
Mathematics
B.S. in Mathematics, Tuskegee University
M.S. in Mathematics, University of Tennessee

JOHN (MICHAEL) TOMLINSON—Assistant Professor
Engineering and Media Technologies
B.S. in Education, University of Tennessee
M.S. in Related Art, University of Tennessee

KELLIE TOON—Instructor
Liberal Arts
B.A. in Government, University of Texas
M.A. in Mass Communication, University of North Carolina

KARYN VALADES—Assistant Professor
Business and Computer Technology
B.B.A. in Public Accounting, Iona College
M.A. in Accounting, University of Tennessee
LARRY VINCENT—Assistant Professor
Liberal Arts
B.M. in Music, University of Tennessee
M.M. in Music, University of Tennessee

DAVID VINSON—Associate Professor
Mathematics
B.A. in Mathematics, University of Tennessee
M.S. in Mathematics, University of Tennessee

NADINE ELIZABETH WADE—Associate Professor
Mathematics
B.S. in Mathematics, Concord College
Master of Mathematics, Western Kentucky University
Specialist in Education, University of Tennessee

GREGORY WALTERS—Associate Professor/Program Coordinator, Computer Science and Information Technology
Business and Computer Technology
B.S. in Industrial Education, Northern Michigan University
M.S. in Computer-Based Education, Wayne State University

BERTA WARD—Associate Professor
Natural and Behavioral Sciences
B.S. in Business Administration, University of Tennessee
M.B.A., University of Tennessee

CINDY WAWRZYNIAK—Professor
Natural and Behavioral Sciences
B.S. in Biology, Grand Valley University
Ph.D. in Biomedical Sciences, University of Tennessee

KIMBERLY WILKS—Assistant Professor/Site Coordinator, Blount County Campus
Nursing
B.S. in Nursing, West Virginia Wesleyan College
M.S. in Nursing, University of Phoenix

CATHARINE WILLIAMS—Professor/Dean
Mathematics
B.S. in Mathematics, Tennessee State University
M.A. in Mathematics, Georgetown University
Ph.D. in Education, University of Tennessee
Ph.D. in Humanities, Emory University
Ed.D. in Curriculum and Instruction, University of Tennessee

CHARLES WRIGHT—Professor
Engineering and Media Technologies
B.S. in Industrial Arts Education, California State College
M.T.E. in Industrial Technology, Arizona State University
Ed.D. in Industrial, Vocational and Technical Education, Texas A&M University

MARILYN SUE YAMIN—Associate Professor
English
B.S. in English, University of Tennessee
M.S. in English Education, University of Tennessee

AHMAD TODD YAZDI—Associate Professor
Liberal Arts
B.A. in History, Vanderbilt University
M.A. in History, East Tennessee State University

PATRICIA ZINGG—Professor/Program Coordinator, Chemistry and Geology
Natural and Behavioral Sciences
B.S. in Chemistry, University of Tennessee
Ph.D. in Chemistry, University of Pittsburgh

JOSEPH ZITKA—Assistant Professor
Business and Computer Technology
B.A. in Criminal Justice, Michigan State University
M.A. in Economics, Wayne State University

CATHARINE ADASKA—Technical Clerk
Business Services

JARED AGRESTA—Functional Support Technician
Data Analytics

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SAMUEL BRACKETT—Printshop Supervisor
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Applications Programming Support

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Marketing and Communications

PHILLIP EMS—Manager, Student Recreation Center
Student Success

CELESTE EVANS—Specialist, Cohort and Certificate Programs
Learning Services

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TIFFANY FLACH—Computer Technician
Network and Technical Services

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Financial Aid

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Division Street Campus

RANDY FOUST—Systems Manager
Network and Technical Services

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CHERI FRAY—Administrative Secretary
Enrollment Services

WILLIAM FRESHOUR—Engineering Laboratory Technician
Engineering and Media Technologies

WILLIAM GALYON—Security Guard Supervisor
Safety and Security

LI GAO—Senior Accountant
Business and Finance

JOYCE GARCIA—Laboratory Technician
Natural and Behavioral Sciences

BRANDON GARD—Laboratory Technician
Natural and Behavioral Sciences

ANGEL GARDNER—Human Resources Assistant
Human Resources and Affirmative Action

KAREN GHEZAWI—Secretary 3
Facilities
SHARON GILES—Analyst 1
Applications Programming Support

THERESA GILKEY-CASTILLO—Coordinator
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PAT GRANT—Payroll Supervisor
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Enrollment Services

REBEKAH GRIFFIN—Account Clerk 2
Business Services

GARY GRUBB—Graphic Arts Designer
Marketing and Communications

ELYSA GUERRETTE—Coordinator, Employee Services
Human Resources and Affirmative Action

TERRANCE HAGWOOD—Technical Clerk
Admissions and Communications Center

ANNA HANEY—Coordinator
Advising

GINGER HAMBY—Account Clerk 3
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JANET HARDIN—Secretary 3
English

RACHEL HARDIN—Information Processing Specialist
Admissions and Communications Center

JESSICA HARLESS—Account Clerk 3
Business Services

BRENDA HARMON—Laboratory Technician
Natural and Behavioral Sciences

GYPSY HARRILL—Administrative Secretary
Foundation

AMY HARRISON—Cataloging Assistant
Library Services

HEATHER HATFIELD—Director
Admissions and Communications Center

BRUCE HAYES—Senior Specialist
Small Business Development Center

KAREN HENRY—Technical Clerk
Safety and Security
JOHN HEUER—Coordinator
Institutional Effectiveness, Research and Planning

BEN HICKS—Helpdesk Assistant
Network and Technical Services

CINDY HICKS—Computer Technician
Network and Technical Services

JEREMEY HICKS—Engineering Laboratory Technician
Engineering and Media Technologies

CURTIS HILL—Horticulture Technician 1
Facilities

KATRENIA HILL—Coordinator
Nursing

GARY HINSHAW—Electronic Equipment Technician
Educational Technology Services

RICK HORNER—Information Processing Specialist
Admissions and Communications Center

TODD HOWARD—Horticulture Technician 2
Facilities

CATHY HURRELL—Laboratory Technician
Natural and Behavioral Sciences

JAMES HYDUSIK—Functional Support Technician
Financial Aid

LYNN HYMAN—Computer Systems Analyst
Network and Technical Services

HELEN OWUTU—Grants Fiscal Clerk
Business and Finance

JACQUELINE INGRAM—Secretary 2
Liberal Arts

LOIS JACKSON—Technical Clerk
Admissions and Communications Center

MELBIA JACKSON—Manager, Data Analytics
Information Services

FRANK JETER—Maintenance Worker
Facilities

BRENDA JOHNSON—Information Processing Specialist
Business Services

CARL JONES—Maintenance Utility Worker
Facilities

DUTCHESS JONES—Specialist
Dual Enrollment
SPENCER JOY—Coordinator, Educational Resources Center  
Division Street Campus

ROBERT KARPICK—Senior Specialist  
Small Business Development Center

SELENA KIMBER—Technical Clerk  
Admissions and Communications Center

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Liberal Arts

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Business and Finance

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Tennessee Consortium for International Studies

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Counseling

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JAN LUND—Maintenance Utility Worker  
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Facilities

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Facilities

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Facilities
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Financial Aid
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Network and Technical Services
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ANDRE SCHUTTE—Functional Support Technician  
Data Analytics

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Mathematics

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Enrollment Services

CHRISTY SHARP—Technical Clerk  
Business Services

SHARON SHASTID—Financial Aid Coordinator  
Financial Aid

KATHERINE SHAW—Testing Technician 1  
Academic Testing and Adult Education

JANE SHELTON—Secretary 3  
Small Business Development Center
ELISA SIMMONS—Financial Analyst 1
Business and Finance

ERIN SIMPSON—Coordinator, Web Authoring
Marketing and Communications

RICHARD SMELSER—Director
Financial Aid

DAVID SMITH—Manager, Advertising
Marketing and Communications

SANDRA SMITH—Analyst 1
Applications Programming Support

VICTORIA SPENCE—Engineering Laboratory Technician
Engineering and Media Technologies

RICKEY SPENCER—Housekeeping Supervisor
Facilities

CHARLES STINNETT—Computer Technician
Network and Technical Services

RHODA STONE—Counselor
Counseling Services

TERRI STRADER—Manager, Records
Enrollment Services

BEN SUGG—Coordinator, Student Support
Advising

NANCY SUTTON—Secretary 2
Learning Services

CINDY TANNER—Coordinator, Publications
Marketing and Communications

KIM THOMAS-LARUE—Director
Student Life and Recreation

ROSALYN TILLMAN—Assistant Dean
Magnolia Avenue Campus

CHRIS TORRENCE—Senior Computer Technician
Network and Technical Services

LEIGH ANNE TOUZEAU—Assistant Vice President
Enrollment Services

VELVA TRENT—Scientific Equipment Technician
Natural and Behavioral Sciences

EDWARD TROWBRIDGE—Computer Technician
Network and Technical Services

LOU ANN VAHCIC—Account Clerk 2
Business and Community Services
PATRICIA VARGA—Secretary 2
Academic Support Programs

FONDA VICKERY—Retention Coordinator
TRiO Student Support Services

THOMAS WALKER—Test Administrator
Academic Testing and Adult Education

MARY TRACY WALKER—Secretary 3
TRiO Student Support Services

MICHAEL WALTERS—Computer Technician
Network and Technical Services

DAVID WALTON—Director
Facilities

DANNY WARD—Security Guard Supervisor
Safety and Security

TRAVIS WHITSON—Central Shipping and Receiving Supervisor
Facilities

AUDREY WILLIAMS—Director
Educational Technology Services

CHRIS WILLIAMS—Transcript Analyst
Enrollment Services

DELORES WILLIAMS—Technical Clerk, Records
Enrollment Services

LOIS WILLIAMS—Manager, Technical Support
Network and Technical Services

NAOMI WILLIAMS—Coordinator, Educational Resources Center
Magnolia Avenue Campus

BARBARA WILSON—Financial Aid Coordinator
Financial Aid

STEPHEN WILSON—Shipping and Receiving Clerk
Facilities

PAUL WISE—Computer Laboratory Technician
Engineering and Media Technologies

GAYLE WOOD—Director
Access and Diversity

JULIA WOOD—Director
Marketing and Communications

BILLY WOODY—Computer Technician
Network and Technical Services

NANCY WRIGHT—Technical Clerk
Business Services
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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Tennessee Board of Regents, the State University and Community College System of Tennessee
Legislative Delegations for Knox and Blount Counties
Pellissippi State Foundation Board of Trustees
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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 assistant vice president 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-
tary 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; learning support 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 email 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 learning support 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.

**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.

**Learning Support 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 learning support courses may be restricted from taking other college-level courses until required learning support courses are successfully completed.

**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 learning support 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.

**Testing Center and Adult Education.** A center on each Pellissippi State campus that provides makeup and standardized testing for students and free basic skills, GED preparation and ESOL classes. On the Pellissippi Campus, the facilities are located in the Educational Resources Center.

**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).

**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.